



# Application Instructions

## Forms & materials

### 1. Application Form

Fill out all blanks on application form

### 2. Budget Form

Use the Project Budget Guidelines to help you fill out the Project Budget Sheet. Include any quote, bids, or proposals. Include any financial reports or letters of support documenting commitments for matching funds.

### 3. Before Photos

Include 4-10 “before” photos with a brief caption for each. Keep in mind that we will need “after” photos from the same perspective/view at the completion of your project. In addition to including photos in your application, please send high resolution files (JPEG format, minimum 300dpi, 600+ preferred) via email to [grants@parkpride.org](mailto:grants@parkpride.org).

### 4. Planning Documents

Include all pertinent planning documents (Site plan, Master plan, Vision Plan, Renderings, Construction documents, Specification Documents, etc.). Examples of Park Vision Plans can be found at <http://www.parkpride.org/get-involved/community-programs/park-visioning>.

### 5. 501c3 documentation

Include documentation of 501c3 status of your organization or fiscal partner (Not necessary if your fiscal partner is Park Pride).

### 6. Letters of Support – Owner

Include a letter of support from the City of Atlanta Dept. of Parks & Recreation **OR** DeKalb County Dept. of Recreation, Parks & Cultural Affairs. Remember that **ALL** applicants must present their proposal to the City of Atlanta Dept. of Parks & Recreation **OR** to the DeKalb County Dept. of Recreation, Parks & Cultural Affairs before submitting an application.

### 7. Letters of Support – Community Association

Include a letter of support from each community association whose jurisdiction includes or borders the park. A sample letter can be found at the end of the application. Additional letters of support from police, NPU, etc. may be added in this section as well.

### 8. Additional Supporting Documents

Please include any additional supporting documents at the end.



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### **How to submit your completed application**

Both electronic and hard copies must be submitted prior to the application deadline. Hard copies postmarked by the application deadline will be accepted.

1. Send a hard copy to :

Attn: Grants  
Park Pride  
233 Peachtree Street NE  
Suite 1600  
Atlanta, GA 30303

2. Send all documents (listed in the Application Checklist) as a single pdf to: [grants@parkpride.org](mailto:grants@parkpride.org).
3. Please send your 4-10 "before" photos as high resolution files (JPEG format, minimum 300dpi, 600+ preferred) via email to [grants@parkpride.org](mailto:grants@parkpride.org).