



# grantee guidelines

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FOR MATCHING GRANTS

## INSTRUCTIONS:

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### Step 1: The Grant Agreement

Read your grant agreement, sign, scan and email a copy of the signed agreement back to [grants@parkpride.org](mailto:grants@parkpride.org). You can also make a copy and mail it to Park Pride, ATTN: Grants Administration. Make sure to keep a copy of all pages for your records. As soon as you receive an email acknowledgment that we've received the signed copy of your grant agreement, you may begin your project. Note that all projects must be approved and, if necessary, permitted by the City of Atlanta or Dekalb County.

### Step 2: Grant Number

Make note of your grant number. You'll need to include this on all emails or other correspondence.

### Step 3: Record-Keeping

Create a file or other consistent place to keep your grant records, e.g., grant agreement letter, correspondence, quotes from vendors, invoices, copies of funds requested and received, etc. Keep a running total of all matching funds raised and spent, plus any grant funds drawn down, checks received, or invoices paid. You'll need these records for your progress and final reports.

### Step 4: Announce Your Grant

Prior to submitting your first request for funds, please issue a press release regarding the grant. We also encourage you to publicize your progress on the project throughout the process -- upon receipt of your grant, to recruit volunteers or request donations, and to celebrate new park features. See the "Announcing Your Grant" document included with your Grant Agreement and on our website under Matching Grants -> Grantee Resources for tips and guidelines for getting the word out!

### Step 5: Capacity Building (Community Building and Legacy only)

To ensure successful implementation of your grant within the timeline, all recipients must have at least one representative attend the Grant Recipient Workshop at the beginning of the calendar year. At the workshop, you will receive more information about developing a Community Engagement Plan that will outline how your group intends to engage neighbors and other park users in project implementation, including sharing updates.

### Step 6: Matching Funds (if applicable)

You must match dollar for dollar (1:1) each grant dollar awarded and disbursed by Park Pride. Refer to the sources of matching funds that you listed on your grant application budget sheet. Although you don't have to raise all the matching funds prior to drawing from your grant, you must have raised at

least the amount you are requesting from grant funds. No grant funds will be disbursed until matching funds are documented. To qualify as matching funds, volunteer labor must be accompanied by a sign-in sheet and have been noted on your application budget.

**\*Refer to Park Pride’s “Park Pride Fundraising Manual,” which can be found on our website at <https://parkpride.org/wp-content/uploads/2016/09/Park-Pride-Fundraising-Manual.pdf>**

### Step 7: Requests for Grant Funds

To draw from your grant funds, submit a Request for Funds (RFF) form with receipts (if you would like to be reimbursed) or invoices (if you would like the vendor to be paid directly). Indicate on the back of the RFF how you have matched the funds you are requesting. Some vendors may require a deposit. This can be paid for from your grant as long as you have matching funds or expenses on record. Email these documents to [grants@parkpride.org](mailto:grants@parkpride.org) as a single PDF for faster turnaround. Email subject line: RFF - Grant#+ Your Park's Name (Ex: RFF - #SC.2019.01 My Local Park).

#### **Note for Community Building + Legacy Grants:**

- The first grant payment will be held until a press release has been approved by Park Pride.
- Grant payments will be held if progress reports are late.
- Ten percent (10%) of your grant request will be retained by Park Pride until we receive your complete Final Report, support materials, and information regarding a ribbon cutting (see page 2).

### Step 8: Progress Report(s)

Progress reports are due at six (6) month intervals from the date of the Grant Agreement. Templates are provided on the Matching Grants page of our website. If you do not submit a progress report, additional funds will not be released until the report is received. This report should include fundraising progress, volunteer workdays, site preparation, photos, and any progress on the completion of the project.

### Step 9: Final Report

Prepare to submit your final report by collecting all financial records for your project and taking photos of your finished project from locations similar to your "before" photos. Complete the Final Report template, which can be found on our website. If you have final expenses or funds that need to be drawn, also complete a Request for Funds and submit this along with your report. Please email your final report and supporting documents as a single PDF to [grants@parkpride.org](mailto:grants@parkpride.org), subject line: FINAL Report, Grant#+ Your Park's Name. You must close all grants before applying for additional grant funding.

### Step 10: Plan a Ribbon Cutting

We encourage you to publicize your grant and your progress on the project throughout the process—upon receipt of your grant, to recruit volunteers or request donations, and to celebrate new park features. See the "Announcing Your Grant" document included with your Grant Agreement and on our website under Matching Grants> Grantee Resources for tips and guidelines for getting the word out!

## FREQUENTLY ASKED QUESTIONS:

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### Where do I send my signed Grant Agreement form?

Before returning your Grant Agreement, make sure you retain a signed copy for your records so that you are aware of your grant number and reporting dates. You have multiple options for returning your signed Grant Agreement:

1. **Email:** Scan the all pages of the signed agreement and email to [grants@parkpride.org](mailto:grants@parkpride.org),  
Subject line: Grant#+ Your Park's Name
2. **Mail:**  
Park Pride  
Attn: Grants Administration  
P.O. Box 4936  
Atlanta, GA 30302

### When can I start working on my grant project?

You can start as soon as the Grant Agreement is signed and returned to Park Pride. Remember that you must obtain all required approvals and permits prior to beginning work. Approval of your grant request does not exempt you from City of Atlanta or DeKalb County permitting and permissions.

### How do I receive the grant funds for my project?

You must submit a Request for Funds form, available on the Matching Grants page of the Park Pride website. Grant funds are released as expenses are incurred and as your group's match is raised, with the exception of the final 10% that is released upon receipt of the final report. Park Pride can either make payments directly to vendors (invoice required) or reimburse your group for purchases made for the project with proper documentation (receipts required). You can complete this form digitally or download and print the template to fill it out by hand. Please attach all necessary documentation, including invoices or receipts. These documents should be emailed to [grants@parkpride.org](mailto:grants@parkpride.org). Keep a record of all grant funds received and matching dollars raised, as you will need to document this for each request for funds and in your grant reports.

### Where do I find templates for the Request for Funds, Progress Report and Final Report?

Grantee forms are available on the Park Pride website <http://parkpride.org/we-can-help/grant-programs/>. On this page, click on the name of the grant you were awarded. Forms are found in the tab for Grantee Resources. Due dates are indicated on your award letter.

### Why are the grantee forms not working properly on my computer?

Make sure you download the forms and edit them directly in Microsoft Word or Excel. Do not attempt to edit the form in your browser. When you click on the download link on our website, the form may open in the browser you have open. Check to make sure you are working in Microsoft by clicking on "Enable Editing" at the top of the page. You may be asked to "edit in browser" or "edit in MS Excel," if so, choose MS Excel. If you do have Microsoft on your computer or have other problems with any form, please contact Park Pride, [grants@parkpride.org](mailto:grants@parkpride.org).

Does the grant or letter of support from the property owner (City of Atlanta, City of Brookhaven, City of Tucker, or DeKalb County) constitute approval of the project?

No, the letter of support provided with the grant application indicates the City or County's support of the project concept only. Each project must go through the required approval process before starting construction. Please coordinate this process directly with the City or County.

If you are using volunteer labor as part of your match, please make sure to organize the volunteer work-day through your municipality. Park Pride's Volunteer Manager can help to arrange these work-days including support for tools.

Do I have to raise all my match funds before starting my project?

No, you do not have to raise all your match funds before starting your project. Grant funds are released as expenses are incurred AND matching funds are verified. However, **Park Pride will not release grant dollars until the equivalent matching funds have been raised.** You can also pay for portions of your project in advance and get reimbursed by the grant as you raise the matching funds.

Do I have to spend all the match funds before spending the grant funds?

No, you do not have to spend all the matching funds before spending the grant funds.

How do I report in-kind donations or volunteer hours?

For in-kind donations, please submit an invoice or receipt with the discount shown.

For volunteer hours to count towards your grant match, you must have indicated that a project element would be completed by volunteers on your project budget, illustrating that the volunteer labor is truly budget-relieving. A sign-in sheet must be completed at the volunteer event and submitted with your request for funds. Note that the matching fund value of the volunteer labor may not exceed the cost of hiring a contractor to do the work or the current [Independent Sector "Value of Volunteer Time"](#) rate (the option with the lowest cost will be used).

Work to be completed by volunteers must have been approved by the City of Atlanta or Dekalb County during your Park Design Review meeting. If it was not discussed at the meeting, or if the project requires permitting or additional approval, an additional review meeting will be needed. Park Pride's Volunteer Manager can help to coordinate volunteer work-days including support for tools; however, volunteers should be recruited from your community. [Visit the Volunteer page of our website for more information.](#)

How do I get volunteers for my project?

The best way to recruit volunteers is to announce your project and your planned work-day via your neighborhood's social media sites or in your neighborhood's newsletter. See the "Announcing Your Grant" document included in your grantee packet and on our website under Grantee Resources.

Park Pride's Volunteer Manager can help to coordinate volunteer work-days including support for tools; however, volunteers should be recruited from your community. [Visit the Volunteer page of our website for more information.](#)

What if my budget changes?

As the project precedes, your projected budget may change. Please keep Park Pride informed of all significant budget changes (over 10% of the total budget).

#### What if I want to add or subtract components of my original scope of work?

While we understand things change, Park Pride does not encourage changing the scope of work after your grant has been approved. If problems, concerns, or new ideas come about, please check with your Project Manager, your municipality, and Park Pride's Grants Administrator for approval.

#### How often do I have to check in with Park Pride?

**Progress Reports:** Progress reports are due at six-month intervals from your grant award date until the grant is closed. Templates for all reports are on our website at 'Matching Grants -> Grantee Resources.'

**Final Reports:** A final report includes (1) the template that can be found on our website at 'Matching Grants -> Grantee Resources,' (2) before/after photos, and (3) a project budget sheet that can be found on our website, which details all matching funds and project expenditures. Due dates are as follows:

- Small Change Grants: due one year (12 months) from the grant award date
- Community Building Grants: due one year (12 months) from the grant award date
- Legacy Grants: due 18 months from the grant award date

See your Grant Agreement for reporting dates specific to your grant. It is recommended that you set up calendar reminders for the dates when these reports are due. Park Pride's grant manager will also make occasional phone calls and/or emails to check on the progress of the grant project. If you have additional questions or concerns, or to report significant milestones, events or ribbon cuttings, please contact [grants@parkpride.org](mailto:grants@parkpride.org).