

# Grant Readiness Tool

## Project Implementation

## Community Engagement

### Project Identification

Do we know what we want to apply for?

**YES**   **NO**

How was this identified as a community priority?

We need help determining feasible options identified by the community

Schedule a site visit with Landscape Architect.

Have we garnered broader community support?

We have ideas, but need to get input from the broader community of park users.

Review Friends of the Park Manual.  
Connect with Community Building team.

### Implementation

Have we successfully implemented similar projects?

**YES**   **NO**

How did we navigate the bureaucratic process of projects on public land?

We need to identify a seasoned project manager to lead the project.

Project Managers

Were we able to complete the project on time?

We need to come up with an implementation plan.

Consult with Grant-making team.

### Design and Budget

Do we have concept design or rendering?

**YES**   **NO**

Do we have an itemized budget?

We have a general cost estimate, but need an itemized budget.

Paying for an estimate

Have we identified a contractor or vendor to build it?

An architect developed the plan, but we aren't sure who can do the work.

Contacts for vendors/contractors

### Project Champions

Do we have a core group of invested people?

**YES**   **NO**

Do we have different people to play the following roles? *Point of Contact with Park Pride, Community, Project Manager*

We need to build a team to steward the project forward.

Consult with Community Building Team to identify recruitment strategies.

Do we have a fundraising committee?

We need to find more people to get involved.

Consult Community Fundraising Manual

### Fundraising

Do we have experience successfully fundraising for large projects?

**YES**   **NO**

Have we identified potential donors?

We need to map out potential sources of gifts.

Work with Friend of the Park fundraising committee.

Have we determined what methods we will use to raise funds?

We need a way to raise tax-deductible donations.

Sign up for Park Pride's fiscal sponsorship program.

### Broader Community

Do we have experience engaging the broader community beyond the Friends group?

**YES**   **NO**

How have we navigated pushback from a subset of the community?

We need to facilitate community division to lead a common vision.

Review Appreciative Inquiry cycle

Have we identified multiple communications outlets to make sure we are reaching everyone?

We need a communications plan.

Review Friends of the Park manual.