



2012 SCHOLARSHIP GRANT APPLICATION SCHOLARSHIP GRANT CRITERIA AND INSTRUCTIONS

MISSION:

The mission of the Spokane Parks Foundation is to improve parks in the greater Spokane Area through donations that fund grants for park activities and community projects.

OBJECTIVE:

Scholarship Grants are to provide access to park department education and recreational programs for low-income and disabled individuals.

WHAT CAN BE FUNDED BY A SCHOLARSHIP GRANT?

Scholarship grants will be awarded to programs sponsored or approved by a Park and Recreation Department within Spokane County.

AMOUNTS AWARDED FOR SCHOLARSHIP GRANTS:

The Spokane Parks Foundation generally allocates *up to \$5,000* per selected application.

WHAT PROGRAMS ARE ELIGIBLE FOR A GRANT?

To be eligible for funding, a program or project must:

- Utilize a park and recreation department program within Spokane County. Please contact the Foundation's Executive Director for more information.
- Have a policy that states there is no discrimination on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

SCHOLARSHIP FUNDS MAY NOT BE USED FOR:

Any program administration costs.

REQUIREMENTS:

- Funds must be used by June 1st of the following year.
- Upon completion or implementation of the project, grantee is required to submit a brief narrative which includes, pictures documenting the participation in programs, a financial summary of expenses, and a detailed list of what kind of scholarships were awarded, number of people funded, their ages, and location of programs.
- Applicants with any delinquent final reports or unused funds from previously awarded grants through Spokane Parks Foundation are not eligible to apply.



HOW TO APPLY:

Submit **seven (7)** copies of the completed application to the
Spokane Parks Foundation
P.O. Box 2021
Spokane WA 99210-2021

Make sure you have included all required signatures and documents.

Incomplete or late grant applications will not be considered for funding. Scholarship Grant applications must be postmarked no later than the last day of February, 2012.

Scholarship Grant applications will be considered one time per year. Contact Spokane Parks Foundation's Executive Director, Toni Nersesian, at (509) 326.5233 or toni@spokaneparksfoundation.org with any questions.

DETAILED INSTRUCTIONS

BEFORE YOU START:

- Make sure your scholarship is for programs offered by Park and Recreation Departments in Spokane County.
- Contact the Spokane Parks Foundation with general questions.

THINGS YOU WILL NEED:

- Estimate of number of individual scholarships you plan to award and associated costs.

FILLING OUT THE APPLICATION:

- Answer all questions fully. In most cases a brief answer is fine – however, please use as much space as you feel necessary.

Note: Scholarships Grants are for one year, June 1st to May 31st.



COVER PAGE

Park & Recreation Department Name: _____
Total Amount Requested: _____
Park Location: City of Spokane City of Spokane Valley City of
 Spokane County

Contact Person: _____ **Alternate Contact:** _____
Address: _____ Address: _____
 _____ _____
Daytime Phone: _____ Daytime Phone: _____
Evening Phone: _____ Evening Phone: _____
E-mail: _____ E-mail: _____

I certify, to the best of my knowledge, that the information in this application is true and correct.

Signature of Primary Contact: _____ Date: _____
Signature of Alternate Contact: _____ Date: _____



PLEASE PRINT LEGIBLY OR TYPE

Date of Application: _____

Name of Park & Recreation Department: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

1. What are your eligibility criteria for the recipients, and how will you identify them? (if additional space is needed use attached pages)

2. What is your outreach plan to create awareness for the availability of funding? (if additional space is needed use attached pages)



6. How does this request fit with the Spokane Parks Foundation's Mission? (if additional space is needed use attached pages)

7. Have you received any grants from Spokane Parks Foundation in the last 12 months? YES / NO
If YES, have all reports been submitted? YES / NO
If not, please explain: (if additional space is needed use attached pages)



8. **Attach a detailed description of your scholarship request. In brief, describe your scholarship request including: program components, time-frames, scholarship management plan, number of individuals served, and cost per individual and program budget. Make sure to include how you plan to utilize your full scholarship request within a one year time frame. (if additional space is needed use attached pages)**



SPOKANE PARKS FOUNDATION REQUIRES APPLICANTS TO FURNISH THE FOLLOWING:

1. Copy of most recent income and expense statement showing comparison to annual budget.
2. List of Board Members from the sponsoring Park and Recreation Department, your Board Members, Administrative Team and Project Coordinator.
3. Name, phone number and email address of applicant and project or program manager,

ALL APPLICATIONS MUST BE SIGNED BY THE CHIEF EXECUTIVE OFFICER OR THE EXECUTIVE DIRECTOR OF THE ORGANIZATION

SIGNATURE OF CEO OR EXECUTIVE DIRECTOR

PRINTED OR TYPED NAME

DATE

REMINDER: *Spokane Parks Foundation will not consider incomplete or late applications postmarked after the last day of February, 2012.*



Use the following pages to answer questions that required an extended response. Please type your project name and the question number before each entry in this space.



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