

Grants Submission Checklists & Deadlines

COMMUNITY PARKS INITIATIVE

PHASE 1 PLANNING GRANTS

Due by 12 p.m. EDT on Friday, October 30, 2026.

Proposals must be submitted through the online grant management software platform, Submittable, which is accessible through the "Apply" button on the initiative's webpage, www.indianacpi.org. The Submittable grant management platform provides prompts to input information directly into fields provided as well as places where documents can be uploaded. Once the proposal has been submitted, a confirmation email will be sent by info@indianacpi.org.

Each Phase 1 proposal submission should include the following components:

- **Cover Letter** (uploaded document, no more than one page)
- **Contact Information** (entered into fields provided)
- **Documentation of Parks and Recreation Function** (entered into fields provided and uploaded document(s))
- **Proposal Narrative** (entered into fields provided or uploaded document, no more than 1,000 words or two (2) pages for funding requests up to \$100,000 and no more than 2,500 words or five (5) pages for funding requests of more than \$100,000)
- **Planning Grant Budget** (entered into the provided table or as an uploaded document within the online grant management software platform)

PHASE 2 IMPLEMENTATION GRANTS

Due by 12 p.m. EDT on Friday, August 6, 2027.

Proposals must be submitted through the online grant management software platform, Submittable, which is accessible through the "Apply" button on the initiative's webpage, www.indianacpi.org. The Submittable grant management platform provides prompts to input information directly into fields provided as well as places where documents can be uploaded. Once the proposal has been submitted, a confirmation email will be sent by info@indianacpi.org.

Each Phase 2 proposal submission should include the following components:

- **Cover Letter** (uploaded document, no more than one page)
- **Contact Information** (entered into fields provided)
- **Executive Summary** (uploaded document, no more than one page or up to 500 words entered into fields provided)
- **Proposal Narrative** (uploaded document or entered into fields provided, no more than 12 pages or up to 6,000 words for funding requests up to \$10 million and no more than 16 pages or 8,000 words for funding requests more than \$10 million)
- **Implementation Timeline** (uploaded document)
- **Implementation Grant Budget** (entered into provided table and uploaded document)
- **Budget Narrative** (entered into fields provided or uploaded document, no more than three (3) pages or up to 1,500 words)
- **Letters of Support** (uploaded documents)
- **Appendices** (uploaded documents, up to 15 pages)

For questions about access or login to Submittable, send an email to info@indianacpi.org.