



COMMUNITY PARKS INITIATIVE

REQUEST FOR PROPOSALS 2026

Indiana Community Development Projects, Inc. (ICDP) is pleased to announce its Community Parks Initiative (CPI). The aim of this new initiative is to help invited cities and towns in Indiana **enhance local park systems across Indiana through the development and implementation of community-driven plans to improve quality of life, place, and connection.**

ICDP has allocated nearly \$400 million in grant funding from Lilly Endowment for this two-phase, multi-year initiative providing up to \$14 million in noncompetitive planning grants and up to \$380 million in competitive implementation grants.

Who Can Apply:

This initiative is open to a total of 126 invited cities and towns across Indiana that:

- have a population of at least 5,000 residents according to [2025 population estimates from STATS Indiana](#). The list of these cities and towns and the funding amounts for which they are invited to apply is available [here](#), and on the initiative's webpage under the "Initiative Resources" tab with the title, "CPI Invited Cities & Towns."
- have a parks and recreation function with sufficient resources and/or expertise to successfully plan, design, execute and maintain park improvements. The list of materials or documentation that will be accepted as affirmation of this requirement is available [here](#), on the initiative's webpage under the "Initiative Resources" tab with the title, "Documentation of Parks & Recreation Function" and on page 5 of this document.

Indianapolis, which recently received \$80 million from Lilly Endowment to improve 42 parks in the Indy Parks and Recreation system, is not eligible to participate in CPI. These four other cities and towns located entirely or partially in Marion County with populations above 5,000 are invited to participate: Beech Grove, Cumberland, Lawrence, and Speedway.

For the initiative's planning and implementation phases, an invited city or town government may designate, in writing, a local 501(c)(3) public charity (e.g., "Friends of" park group, local community foundation) with a demonstrated commitment to parks to serve as the grant recipient. Such public charities would be required to have, and provide evidence of, a sufficiently documented relationship with the appropriate governmental entity to help ensure accountability, transparency, and pursuit of community-supported projects that benefit the public. If this option is under consideration, please contact info@indianacpi.org for further guidance.



Phase 1 Planning Proposal: Invited cities or towns may submit a proposal requesting a CPI Planning Grant ranging from **\$50,000 to \$250,000** (based on population) to conduct planning activities aimed at envisioning and developing, in collaboration with community stakeholders, plans to enhance and revitalize local public parks and related greenspaces, collectively referred to in this document as a “park system,” in some compelling way. **Planning grant proposals are due by 12 p.m. EDT on October 30, 2026.** ICDP anticipates announcing Phase 1 planning grants in late 2026. See pages 3 – 6 for more information about planning grants.

Phase 2 Implementation Grants: Each city or town that receives a Phase 1 CPI Planning Grant may submit a proposal for an implementation grant ranging from **\$1 million to \$30 million** (based on population) to implement projects and/or programs for up to a three-year period. Implementation grant funding is intended to provide support for compelling efforts to enhance a city or town’s public park systems. This grant phase is competitive; not all proposals will be funded. **Proposals must be submitted by 12:00 p.m. EDT, on August 6, 2027.** ICDP anticipates announcing Phase 2 implementation grants by the end of 2027. See pages 6 – 10 for more information about implementation grants.

CPI Information Sessions: ICDP will host three virtual information sessions to provide an overview of CPI’s aims and grant processes. Representatives from invited cities and towns wishing to attend one of these sessions (dates and times listed below) must register via the initiative website [here](#). Slides of the presentation will be available on the CPI website after the completion of all the information sessions. Questions raised during these sessions and during the application process will be addressed in posted FAQs.

- **September 15, 2026, @ 4 p.m. (EDT)**
- **September 17, 2026, @ 9 a.m. (EDT)**
- **September 21, 2026, @ 12 p.m. (EDT)**

Community Parks Initiative Background

America has a long tradition of preserving land for the “enjoyment and benefit of the people.”¹ Indiana’s state park system was begun in 1916 when “Colonel Richard Lieber recommended that a state park system be created as part of Indiana’s celebration of its centennial.”² McCormick’s Creek State Park was dedicated on July 4, 1916. This and other state parks were designed with an emphasis on sustainability, programming, accessibility, resource management, and delivering high-quality experiences to visitors.

Parks provide a place where people can come together for community building and celebration, to meet and gather, to rest and reflect, and enjoy a range of lively programming. Members of the community use public parks as a free or low-cost place to recreate and celebrate special occasions including birthdays, baby showers, and family reunions. In an increasingly “on-line” world, parks provide an opportunity for people of all ages to enjoy nature and its beauty and go off screen. Parks also provide opportunities to experience the arts and learn about and celebrate local history and culture.

In 2024, the Indiana Parks and Recreation Association (IPRA) and the Indiana Parks and Recreation Foundation (IPRF) partnered with The Polis Center at IU Indianapolis to publish an Indiana parks impact study.³ In addition to building a catalog of 133 local parks and recreation departments across the state that are responsible for nearly 1,700 local parks covering almost 68,000 acres, the study describes ways in which parks impact

¹ Sellars, R. W. (1997). *Preserving Nature in the National Parks: A History*. National Park Service. https://www.nps.gov/parkhistory/online_books/sellars/chap1.htm

² Indiana Department of Natural Resources. (n.d.). *History & Culture*. <https://www.in.gov/dnr/state-parks/about-us/history-and-culture/>

³ Indiana Parks and Recreation Foundation & The Polis Center at IU Indianapolis. (2024). *Indiana Parks Impact Study*. <https://storymaps.arcgis.com/stories/91d040ec084d4838acfeaeefb7c02256>



community health, vibrancy and vitality, and economic impact. The study notes the variety of positive physical and mental health behaviors enabled by parks “from physical activities such as walking, biking, and sports to quieter activities such as reading, or connecting with nature.”⁴

Parks in towns and cities are vital assets that support improved quality of life and place. They provide green space and related amenities for health and wellness activities, including access to an area’s natural places such as waterways and forests. Today’s parks offerings can also include free Wi-Fi, warming and cooling stations, meal delivery and other essential services. Parks have become treasured community assets that not only strengthen quality of life for residents but also serve as amenities to attract tourists and new residents. A well-cared-for park can also be a catalyst for additional investment in the area and a connector to broader community revitalization efforts.

Guiding Questions and Priorities

In considering whether and how to participate in this initiative, an invited city or town should consider the following guiding questions:

- How can your park system strengthen its ability to meet the social, health, and wellness needs of local residents, now and in the future?
- How can parks play a larger role in bringing people together to foster civic engagement and community spirit?
- How can parks better reflect what makes your community unique? Are there opportunities to explore local history and highlight the area’s attributes through creative design elements, compelling public art, and engaging public programming?
- How can parks enhance the appeal of a community, both for residents and non-residents alike?
- How can parks complement other community and economic development investments being made in your community and region (e.g., trail networks, community revitalization efforts, arts and cultural plans, etc.)?
- How can your park system increase accessibility to and utilization of its local parks and related greenspaces, particularly for individuals and communities that may be underserved?
- Are there collaborative or innovative ways to increase community programming in your park system (e.g., farmers’ markets, heritage festivals, arts and cultural events, youth activities, etc.)?

Initiative Phases

As noted above, the initiative comprises two phases: 1) a noncompetitive planning phase and 2) a competitive implementation phase. **A city or town invited to participate in the initiative must take part in the initiative’s planning phase to be eligible to submit a proposal for the competitive implementation phase.**

Phase 1 Planning Grants – Proposal Guidelines and Considerations

Given the varied needs of communities across Indiana, CPI planning grants are meant to support a range of planning and assessment activities that enable cities and towns to gather input from a broad group of community stakeholders to inform the development of plans to enhance local park systems and related amenities.

⁴ Ibid



Invited cities and towns may apply for planning grants ranging from up to **\$50,000 to up to \$250,000, based on city or town population as follows:**

5,000 – 10,000 population	(39 cities/towns)	\$ 50,000
10,001 – 25,000 population	(47 cities/towns)	\$100,000
25,001 – 50,000 population	(19 cities/towns)	\$150,000
50,001 – 100,000 population	(16 cities/towns)	\$200,000
Above 100,000 population	(5 cities/towns)	\$250,000

Planning grants should be used to conduct comprehensive assessment and planning activities that align with the aims of the initiative and address the initiative's guiding questions (see page 3). Potential planning activities include, but are not limited to:

- **Community engagement activities:**
 - written feedback through surveys, comment cards or polling;
 - oral feedback through discussions, interviews, focus groups and meetings with a broad cross section of community stakeholders.
- **Exploration and research:**
 - studies of promising practices;
 - site visits to other parks for inspiration;
 - attendance at conferences relating to park design and programming best practices, and other learning opportunities.
- **Assessment and planning:**
 - assessments of existing park system amenities;
 - development of a master plan for the park system;
 - development of park-specific plans.
- **Expert guidance:**
 - consultations with artists, designers, engineers, contractors, historians and/or other subject matter experts;
 - consultations with local governing authorities relating to zoning, building permits, development standards and drainage plans;
 - site and environmental analyses;
 - utilization of consultants and other third parties to help inform, illustrate, and execute the planning activities.

Phase 1 Planning Grant Proposals

Phase 1 Planning Grant proposals will be submitted through the online grant management software platform, Submittable. The grant management platform provides prompts to input information and upload documents. The Planning Grant proposals will be organized in the order listed below:



Cover Letter: This is a **one-page letter** signed by both the highest-ranking elected city or town official (e.g., mayor or head of town council) and the head of the parks and recreation department (e.g., parks director) or individual(s) that manages park properties. If the city or town intends to designate a public charity as the grant recipient, the cover letter also should be signed by the public charity's executive staff leader and board chair and describe how the city or town will work with the public charity to oversee the proposed planning activities. The letter should include the amount of funding requested to support the planning activities, attest that the materials submitted to document the Parks and Recreation Function are complete and accurate, and that the activities have the support of leadership as demonstrated by their signatures.

Contact Information: This section of the application provides key information about the planning grant proposal team and identifies the individual(s) responsible for overseeing grant activities. The grant management platform, Submittable, provides prompts to input this information directly within the platform. A sample contact information form is available on the initiative's webpage.

Documentation of Parks and Recreation Function: This section should describe the city or town's parks and recreation function and its relationship to its local governing authority. An invited city or town should submit the following information to demonstrate that its parks and recreation function has sufficient resources and/or expertise for the city or town to be eligible for CPI.

Brief Description of Parks & Recreation Function: Briefly describe how the city or town authority currently manages and maintains its parks and implements any park improvements.

- If there is a department tasked with these responsibilities (e.g., parks & recreation, public works or the like), please provide information about its annual budget, staffing and how it is accountable to the city or town authority.
- If these responsibilities are performed by an outside contractor (e.g., landscape company or public charity partner), please provide the budgeted amount for the outsourced contract, the name of the contractor, how long the arrangement has been in place and whether it is expected to continue, and who is responsible for managing the contractor.

Appendices: The city or town must include the relevant budget or description of funding sources for the parks and recreation function and at least one (or more if necessary) of the documents listed below, to substantiate the relationship described above.

- Organizational Chart;
- Responsibilities for key staff;
- Charter of Department or similar document;
- Other (e.g. agreement with contractor or public charity partner).

Proposal Narrative: This is a narrative description of **no more than 1,000 words or two (2) pages for those funding requests up to \$100,000 and no more 2,500 words or five (5) pages for funding requests of more than \$100,000**. This narrative should describe how the city or town intends to allocate its Phase 1 Planning Grant and should include the following:

Overview of Park System: Brief description of the city or town's current park system. This should include a description of the existing park system and its amenities as well as a summary of any planning activities (e.g., creation of a parks master plan) or park system improvements the city or town has recently undertaken.



Planning Activities: Description of activities the applicant will undertake with planning funds and who will participate in these activities.

Stakeholder Engagement: Explanation of how the city or town intends to seek input from a broad group of community stakeholders to inform its parks planning and assessment activities. The proposal should identify community members or other stakeholders that will be engaged during the planning process.

Organizational Capacity: Description of the city or town's internal capacity to execute the proposed planning activities.

Planning Grant Budget: The budget is a detailed account of how the city or town intends to allocate its Phase 1 Planning Grant. The budget should be entered into the provided table or as an uploaded document within the online grant management software platform, Submittable.

Phase 1 Submission Guidelines and Due Date

Each invited city or town should submit its proposal and related materials by **12 p.m. EDT on October 30, 2026**. ICDP anticipates announcing Phase 1 planning grants by the end of 2026.

Proposal materials must be submitted through the online grant management software platform, Submittable, accessible through the CPI webpage www.indianacpi.org.

Please direct any questions about CPI to ICDP staff at info@indianacpi.org.

Phase 2 Implementation Grants - Proposal Guidelines and Considerations

Each city and town that participates in the planning phase will be eligible to participate in Phase 2, which is structured as a competitive funding opportunity. Cities and towns will be able to apply for grants based on the local population as follows:

5,000 – 10,000 population	(39 cities/towns)	\$1,000,000
10,001 – 25,000 population	(47 cities/towns)	\$2,750,000
25,001 – 50,000 population	(19 cities/towns)	\$6,000,000
50,001 – 100,000 population	(16 cities/towns)	\$10,000,000
Above 100,000 population	(5 cities/towns)	\$30,000,000

Implementation grants are intended to support local park system projects and programs with compelling community impact. Funding can be used to support a single large project or invest in multiple projects across a local park system. Proposed projects and programs should be informed by the planning process and reflect the needs of the community. Proposed projects and programs could include, but are not limited to:

- Renovations, upgrades, enhancements or construction of:
 - playgrounds, sport fields and courts, or pools and splash pads;



- comfort stations, gazebos or pavilions, seating and signage;
 - other parks amenities including fountains, landmarks, public art, or murals.
- Development of new public access points connecting local parks to adjacent trails, waterways, and natural areas (e.g., bikeshare programs, kayak launches).
- Construction of a family or community center in a local park for neighborhood programs (e.g., cooking classes, free health screenings, weekly food pantry distribution, after-school tutoring, and emergency winter warming services).
- Development of programming to draw more regular park visits including community concert series, farmers' markets, bird watching clubs, and other educational subjects of community interest.
- Land acquisition and construction of a new public park in an area of high need.

Phase 2 Selection Criteria

This grant phase is competitive; not all proposals received will be funded. ICDP reserves full discretion to decline any proposal. In evaluating proposals, ICDP may consider, among other criteria, the extent to which the:

- Proposal is compelling, furthers the initiative's aims and addresses the guiding questions and priorities on page 3.
- Proposal demonstrates significant breadth, depth and quality of engagement of a broad group of community stakeholders and residents in the prioritization and development of the proposed park system projects.
- Proposal describes compelling and feasible outcomes that will be achieved by implementing the proposed projects and programs. The proposal includes both quantitative and qualitative performance indicators that will be monitored to gauge progress towards the defined outcomes.
- Proposal describes park projects that will have longevity in their communities, including being resilient to environmental risks (e.g., flooding, erosion).
- Proposal demonstrates that the necessary financial and human resources have been identified and secured to execute the project.
- Proposal budget and grant amount requested are reasonable and proportionate to the scale of the proposed projects and programs, anticipated impact, and community benefit.
- Proposal includes a credible plan for developing the resources to address any funding gaps if the total funding needed to execute and/or sustain the proposed projects or programs is greater than the funding request.



- Proposal includes a description of possible obstacles and difficulties that might be faced in implementing the proposed project and appropriate mitigation strategies.
- Proposal describes a feasible plan to sustain and maintain the project and any associated programming after the grant has ended.

Phase 2 Implementation Proposals

An implementation proposal will be submitted through the online grant management software platform, Submittable. The grant management platform provides prompts to input information and upload documents. The implementation proposals will be organized in the order listed below.

Cover Letter: This is a **one-page letter** signed by both the highest-ranking elected city or town official (e.g. mayor or head of town council) and the head of the city or town's parks and recreation department, (e.g. parks director) or individual(s) that manages park properties. If the city or town intends to designate a public charity organization as the grant recipient, the cover letter also should be signed by the public charity's executive staff leader and board chair and describe how the city or town will work with the public charity to oversee the proposed projects and programs. The cover letter should include the amount of funding requested to support the proposed projects and/or programs outlined in the implementation grant proposal and that the proposed activities have the support of leadership as demonstrated by their signatures.

Contact Information: This section of the application provides key information about the implementation grant proposal team and identifies the individual(s) responsible for overseeing grant activities. The grant management platform, Submittable, provides prompts to input this information directly within the platform. A sample contact information form is available on the initiative's webpage.

Executive Summary: This is a succinct summary of the proposal of **no more than 500 words or one page**. It should include a brief statement of the rationale for the proposed projects or programs, a concise description of the park improvements and programming that would be implemented, a listing of any key collaborators and their respective responsibilities, the amount being requested (up to the parameters outlined above) and the implementation timeline.

Proposal Narrative: This is a narrative description of **no more than 6,000 words or 12 pages for those funding requests up to \$10 million and no more than 8,000 words or 16 pages for funding requests more than \$10 million**. The narrative should describe the park improvements, projects, and/or programs the city or town proposes to implement to support, strengthen, beautify, and activate public parks in the area. The proposal should address the following elements and use subheadings to delineate each element:

Purpose and Rationale: A description of the proposed parks projects and/or programs and the rationale for prioritizing them over others. This should include, but is not limited to, a summary of feedback from community convenings or surveys; findings from parks master planning process; engagement with parks consultants or other subject matter experts; assessment of community data; assessment of existing community development efforts; learnings from site visits, and how other planning activities help inform the proposed projects and/or programs.



Proposed Projects and/or Programs: A description of the projects and/or programs to be implemented.

Roles and Responsibilities: A description of how the proposed projects or programs will be implemented by the governmental entity, its parks and recreation function, and any collaborating partners. The description should include an explanation of the responsibilities each party will have in implementing the proposed projects or programs and summarize any resources — either financial or non-financial — each will provide.

Proposed Outcomes: A description of the outcomes that will be achieved through the execution of the proposed projects and programs. What are the desired outcomes of the proposed projects or programs? How will success be measured? The proposal should include key performance indicators and other metrics — both quantitative and qualitative — that will be used to track progress toward the stated outcomes.

Project Funding: A summary of the funding required. If required funding exceeds the amount of the grant request, the proposal should include a description of the funding that the entity has secured and how and when it plans to raise funds for the remainder of the project budget. If the total funding has not been secured, the proposal should describe plans for how additional funds will be secured to address the funding gap.

Community Engagement Strategy: A description of community stakeholders and residents who will be engaged during the development and implementation of the proposed projects and/or programs. This could include, among other community engagement practices, surveys, discussions, interviews, focus groups and meetings with a broad cross section of community stakeholders.

Sustainability and Maintenance: A description of how the improvements being proposed will be sustained and maintained after the grant has been expended.

Risk and Mitigation Strategies: A description of any anticipated risks or obstacles to implementing the proposed improvements and plans to mitigate these risks, including environmental risks (e.g., flooding, erosion).

Implementation Timeline: A **one-page** implementation timeline for the proposed projects or programs. This may be a brief narrative description or a visual method such as a Gantt chart.

Budget: The budget is a detailed account of the costs and expenses associated with the proposed activities. The budget should include totals for each of the major budget categories (such as capital projects, programming, personnel, among others). The budget may include up to 15 percent of the total requested to be reserved for ongoing maintenance of the project and up to 15 percent for administration and programming for a total of 30 percent. The budget should be entered into the fields provided in the online grant management software platform, Submittable, as well as uploaded in a separate PDF file. Appendix 1 includes suggested guidance for budget preparation. Appendix 2 includes a sample budget format.

Budget Narrative: The budget narrative of **no more than 1,500 words or three (3) pages** describes each budget line item and clearly explains how it was calculated, including quotes from contractors and any assumptions made.



Letters of Support: These are letters from community stakeholders who were engaged during the planning period and are supportive of the proposed project. Two types of letters of support may be included with the proposal:

- The proposal must include letters of commitment from each collaborating partner, if any, that will provide resources (both financial and non-financial) to implement the proposed projects or programs. These should be signed by the executive staff leader and board chair of each collaborating organization and demonstrate: 1) the willingness of each collaborator to participate; 2) highlight the role each expects to play in connection with the proposed projects or programs; and 3) confirm resources committed to implement the proposed projects or programs.
- The proposal may, but is not required to, include letters of support from key community stakeholders that corroborate the importance of the proposed parks projects or programs to the community. **Up to four (4) letters of support may be included for funding requests up to \$10 million and up to eight (8) letters of support for funding requests of more than \$10 million.** Form letters of support are discouraged.

Appendices: The proposal may include **up to 15 pages** of additional information about the projects or programs being proposed such as photographs, renderings, maps, or other materials that support the application.

Phase 2 Submission Guidelines and Due Date

Each eligible city or town should submit its proposal and related materials by **12 p.m. EDT on August 6, 2027**. ICDP anticipates announcing Phase 2 implementation grants by the end of 2027.

Proposal materials must be submitted through the online grant management software platform, Submittable, accessible through the CPI webpage www.indianacpi.org.

Please direct any questions about CPI to ICDP staff at info@indianacpi.org

Appendix 1 – Guide to Budget Preparation (Phase 2)

Allowable Use of Funds

As shared in the initiative RFP, grant funds from this initiative may be used for a variety of expenses required to support, strengthen, beautify and activate public parks. Grant expenditures may include, but are not limited to: design and engineering fees; construction costs; consultants and contracted support; travel; administration and programming; and sustainability and maintenance. In total, up to 30 percent of the requested grant amount can be allocated to sustainability and maintenance; and administration and programming costs, subject to the limits described below.

Sustainability and Maintenance

Up to 15 percent of the grant budget can be used for maintenance and sustainability costs of the projects funded by a Phase 2 grant. These costs can include landscaping, equipment repair, sanitation and waste management, among others. A city or town may also choose to use a portion of the grant to establish a maintenance reserve. If the city or town intends to use grant funding to establish a maintenance reserve for ongoing maintenance needs after the end of the grant period, the proposal should describe the process the city or town will use to oversee and approve spending from the reserve.

Grant funds cannot be used for a parks system's broader maintenance expenses at parks not funded through this grant opportunity.

Administration and Programming Costs

Up to 15 percent of the requested grant can be budgeted for expenses directly related to administering the grant or supporting new or expanded parks system programming provided expenses are reasonable and appropriate. Allowable administration and programming costs might include, but are not limited to, staffing, supplies, technology, marketing materials, meeting expenses, fundraising or consulting costs provided the costs are related to the projects and programming funded through the proposed Implementation Grant budget.

While the grant can fund a variety of administrative expenses, it should not be used for general operating and administrative expenses of a city, town or, if applicable, public charity. There should be a clear rationale for including these costs to administer grant funding that connects to the implementation of the proposed projects or programs. For example, the grant could be used to fund the portion of a park director's time spent working on implementing the proposed projects or programs; however, it should not be used to cover the entirety of the park director's annual salary.

Budget Preparation

The applicant is responsible for submitting the following budgetary information: 1) a detailed Line-Item Budget, 2) a Summary Budget, and 3) a Budget Narrative that explains how the applicant has calculated specific line items. A fuller explanation of each of these is found below.

Line-Item Budget: The applicant's Line-Item Budget should list all the anticipated costs of the programs or projects in each of the appropriate areas (e.g., capital projects, programmatic costs, personnel, among others).

To assist the applicant in preparing a budget, ICDP has provided a Line-Item Budget Format. The income lines should detail both the requested funding from ICDP and list other expected funding sources for those projects that exceed total allowable funding. Other funding sources may include the applicant's own funds, state or federal funds, other grant support, or other contributions to the program. Budgets must be balanced with expenses matching income.

The line items included in the provided format indicate items commonly found in budget requests. They do not include all the types of items ICDP will consider for funding under the Community Parks Initiative. If there are items in the projects or programs that aren't captured by the example line items, please add and include those. Please do not include line items from the budget format if they do not apply to the proposed projects and programs.

The amounts for each line item proposed in the Line-Item Budget should reflect a careful calculation of actual anticipated expenses for the applicant's projects and programs.

Please arrange the Line-Item Budget in a calendar-year format even though the applicant's own fiscal year may be different. Each column should show the total of each line item for the specific calendar year. The final column should show the total for each line item for the entire grant period. In addition, please use whole U.S. dollar amounts in creating the budget.

Summary Budget: The applicant should submit a one-page Summary Budget, in addition to the Line-Item Budget, with the proposal. The summary should include only high-level budget categories by condensing the Line-Item Budget into major and/or consolidated budget lines.

Budget Narrative: Each proposal should include a separate Budget Narrative. This should be a written explanation of no more than 1,500 words or three (3) pages that details how the applicant calculated each line item in the Line-Item Budget. The narrative should also include a brief description of sources of funding, if necessary, that have been identified, awarded, or will otherwise be obtained or provided by the applicant to support the proposed activities, including government funding, philanthropic or other private support. Each line item should have a brief narrative description stating:

- the specific item
- how the specific item relates to the projects described in the proposal
- how the amount requested is calculated, including quotes from contractors and any assumptions made.



Here are a few Budget Narrative guidelines for frequently used items.

Design & Engineering Fees: Costs associated with hiring professionals to create and produce plans for park improvements. These include costs for planning, landscape architecture, and civil engineering services.

Construction Costs: Labor, materials, and equipment costs associated with implementing park improvements and amenities, including construction contingencies.

Consultants or Contracted Support: Describe the purpose and expected duration of any consultant's work or contracted support as well as the projected compensation. Include information on how the compensation was determined (hourly rate, project-based fee, etc.). Again, there is not a requirement or expectation that consultants need to be retained.

Travel: List projected travel expenses and document the calculations. The applicant's standard travel policies should be used to estimate travel expenses. If a specific per diem amount is used for travel, please indicate the amount and note what the figure includes. For example, some per diem amounts include hotel expenses and others do not.

Administration and Programming: Up to 15 percent of the requested grant can be budgeted for expenses directly related to administering the grant or supporting new or expanded parks system programming provided expenses are reasonable and appropriate. Allowable administration and programming costs might include, but are not limited to, staffing, supplies, technology, marketing materials, meeting expenses, fundraising or consulting costs provided the costs are related to the projects and programming funded through the proposed Implementation Grant budget.

While the grant can fund a variety of administrative expenses, it should not be used for general operating and administrative expenses of a city, town or, if applicable, public charity. There should be a clear rationale for including these costs to administer grant funding that connects to the implementation of the proposed projects or programs. For example, the grant could be used to fund the portion of a park director's time spent working on implementing the proposed projects or programs; however, it should not be used to cover the entirety of the park director's annual salary.

Sustainability and Maintenance: Up to 15 percent of the grant budget can be used for maintenance and sustainability costs of the projects funded by a Phase 2 grant. These costs can include landscaping, equipment repair, sanitation and waste management, among others. A city or town may also choose to use a portion of the grant to establish a maintenance reserve. If the city or town intends to use grant funding to establish a maintenance reserve for ongoing maintenance needs after the end of the grant period, the proposal should describe the process the city or town will use to oversee and approve spending from the reserve.

Grant funds cannot be used for a parks system's broader maintenance expenses at parks not funded through this grant opportunity.

*** Prior to submitting a Phase 2 Line-Item Budget, Summary Budget and Budget Narrative,** applicants should check calculations carefully and ensure that the figures included on both Line-Item and Summary budgets (income, category subtotals, total expenses, etc.) match and are correctly summed.

Appendix 2 - Phase 2 Line-Item Budget Format Example

LEGAL NAME OF ORGANIZATION

	2028	2029	2030	Total
INCOME				
ICDP Grant				
Other Funding Sources				
TOTAL INCOME				
EXPENSES				
Design & Engineering Fees				
Construction Costs				
Consultants or Contracted Support				
Travel				
Administration and Programming (up to 15%)				
Sustainability and Maintenance (up to 15%)				
TOTAL EXPENSES				