



Neighborhood Greening Grant Letter of Intent Instructions

The Parks & People Foundation requires Neighborhood Greening Grant applicants to submit a one-page letter of intent that provides a brief outline of an applicant's request for funding. Understanding that all details may not be known to you at this time, to the best of your ability, please submit a letter that contains the following information:

- Name of Organization
- Project Name
- Project Site Location/Address
- Scope of work
 - Status of the project (Is the site in use? Is the project new or an expansion of an existing project?)
 - Intended use of the funds requested
 - Estimated timeline and expense of the project
 - Project partners
 - Name of property owner (if known)
 - Other applicable project information
- Contact information for at least one individuals who is authorized to act as a representative of the applicant group during an on-site consultation visit
- Mention of past involvement with the Neighborhood Greening Grant program

The letter may be submitted via email to valerie.rupp@parksandpeople.org or by mail in hard copy to:

Valerie Rupp, Community Greening Manager
Parks & People Foundation
800 Wyman Park Drive, Suite 010
Baltimore, MD 21211

For grantseekers intending to apply for funds for spring 2012, **letters of intent are due by Thursday, December 22, 2011 at 5:00 p.m.**

Letters of intent will be acknowledged within one week of receipt and a consultation will be arranged between your group and a Parks & People Foundation staff member. A consultation is required for applications to be considered. The purpose of consultations is to help prepare you to write and submit your application. Consultations will occur between the time when a letter of intent is selected and January 20, 2012.

Grant proposals are due by 5:00 p.m. on January 27, 2012.

Grant applications will be acknowledged within one week of receipt by phone or email. A technical site visit will between your group and a Parks & People Foundation staff member will be arranged at that time. Technical site visits will help to clarify potential, site-specific questions that the grant review committee members may have questions about the site. Technical site visits will occur between January 31, 2012 and February 8, 2012.

Grant applicants will be notified of awards in early March 2012.

Please call Valerie Rupp at 410-448-5663 ext.114 or Valerie Shane at 410-448-5663 ext.111 for more information.

Grant applications and more information are available here :
<http://www.parksandpeople.org/greening/grants-for-greening/>