



Access to Recreation Initiative

Funded by the W.K. Kellogg Foundation

Illinois Access to Recreation

Community Foundation Grant

Request for Proposals

Application Guidelines:

Grant Purpose:

To provide up to \$1.5 million in grants to support community foundations in Illinois in convening partnerships around the issues related to creating universal, barrier free access to recreation environments and opportunities in the community, assisting community partners in undertaking and completing recreation accessibility projects, and establishing a permanent endowment fund to support ongoing access to recreation work. Partnerships must include recreation providers and individuals with disabilities. Recreation projects can include any type of recreation opportunity that the community determines to be needed or desired. The Access to Recreation grants are intended to fund unique and creative ways of providing access to all kinds of recreation environments and opportunities. These can include, but are not limited to: playgrounds and tree houses; picnic areas; hiking trails; beaches including routes and transfers into the water; all types of boating, including kayaking, sailing and canoeing; fishing; golf and miniature golf; orienteering courses; all kinds of camping, including wilderness or rustic camping; nature viewing and photography; hunting; access to and interpretation of unique natural resources such as dunes, prairies, wetlands, waterfalls, ledges, caves and fens, and whatever other kinds of recreation environments and activities are important to your community. The intent is for these projects to be recognized models of best practice that demonstrate new and creative ways to make typical recreation environments and opportunities inclusive and universally accessible to all people of all abilities in your community.

Access to Recreation initiative strategies will contribute to the goal of creating universal access to recreation for all people of all abilities. Community foundations are uniquely qualified and positioned in the community to achieve this goal. This initiative will strengthen communities by uniting community foundations, public parks and recreation departments at the local, regional and state level, and other interested recreation organizations to collaborate on common actions for this vital goal. This initiative has been funded by the W.K. Kellogg Foundation in a grant to Midwest Community Foundations' Ventures. Midwest Community Foundations' Ventures serves community foundations by building community capital and fostering regional collaboration through community foundation leadership. This initiative is being managed by Cindy Burkhour of the Access Recreation Group, LLC.

Community foundations will be selected by a competitive bid process that will cover diverse geographic sections of Illinois. This RFP is open to all Illinois community foundations. Community foundations **MUST** partner with public parks and recreation providers and **MUST** include individuals with disabilities, their families and advocates in the planning and implementation processes of the grant. The accessibility projects must be constructed on public property and the recreation opportunity must be open to the public.

Project Planning Grants (optional):

To assist in project planning, community foundations interested in developing an Access to Recreation grant application may apply for a \$500 project proposal planning grant. This grant will assist the community foundation in project development by funding planning activities that convene community partners, including recreation providers and individuals with disabilities. The project planning activities should identify the community recreation and accessibility needs and interests, determine the scope of the desired project, and determine the necessary community partnerships required for successful project development and implementation. To apply for the planning grant please submit the attached application titled Illinois Project Proposal Planning Grant Application.

Illinois Access to Recreation Community Foundation Project Proposals must be **postmarked** by July 1, 2007

All projects must be completed by March 31, 2009.

Available Funding:

Access To Recreation Initiative								
Incremental Funding Formulas (choose one column only)								
	Minimum Amount							Maximum Amount
	Column ↓	Column ↓	Column ↓	Column ↓	Column ↓	Column ↓	Column ↓	Column ↓
Recreation Proj. 1:1 local match	25,000	50,000	75,000	100,000	125,000	150,000	175,000	200,000
Convenings	3,000	7,000	10,000	13,000	17,000	20,000	23,000	26,000
Administration	9,000	17,000	25,000	33,000	42,000	50,000	58,000	66,000
Endowments 1:1 local match	16,000	33,000	50,000	67,000	83,000	100,000	117,000	134,000
Total Grant	\$53,000	\$107,000	\$160,000	\$213,000	\$267,000	\$320,000	\$373,000	\$426,000

Match Required	\$41,000	\$83,000	\$125,000	\$167,000	\$208,000	\$250,000	292,000	334,000
Total Project Funds	\$94,000	\$190,000	\$285,000	\$380,000	\$475,000	\$570,000	\$665,000	\$760,000

Project Proposal Components:

Cover Page: (limited to one page and displayed in the clear sleeve on the front cover of each proposal notebook (1/2" clear-view, 3 ring notebook))

Illinois Access to Recreation Community Foundation Grant Proposal

Applicant Information:

Community Foundation name, mailing address, phone and fax numbers

Contact person name, phone (direct line), e-mail

Project Partners:

List project partners including public parks and recreation providers and match funding sources

Project Description:

Name of Project

Brief description of project(s)

Fund Request: (See "incremental funding formulas" above, insert the funding formula amounts for each component from the one funding column you choose)

Recreation Projects:	(total \$)
Convenings:	(total \$)
Administration:	(total \$)
Endowments:	(total \$)
Total:	(total \$)
Match required:	(total \$)

Project Proposal Narrative:

Community Foundation applicants will submit a two year proposal from a minimum funding level of \$53,000 to a maximum level of \$426,000 in increments as detailed in the available funding chart above. Proposal development must be made in consultation with public parks and recreation provider partners and individuals with disabilities, their families or advocates. Project proposals will include strategies, work plans, budgets and timelines to accomplish the following four activities, two of which have matching requirements:

I. Recreation Projects

Identify community recreation accessibility needs and develop a recreation access project(s) that demonstrates good universal design, which supports inclusive universal access to recreation and parks for all people of all abilities in the community. Recreation projects must go above and beyond minimal compliance with the Americans with Disabilities Act and must provide recreation environments and experiences that provide opportunities for children and adults who have disabilities to benefit from and to be fully included in all aspects of the recreation environment and experience alongside people who do not have disabilities.

A. Project Design

1. Name and describe the universal recreation access project(s) and discuss the unique, creative ways access for people with disabilities will be provided to this recreation environment and experience.
2. Identify and describe existing barriers to the recreation environment and experience which are currently limiting participation by people with disabilities.
3. Describe the universally accessible design features of the proposed project and discuss how the project goes above and beyond minimal compliance with the ADA.
4. Discuss how the project will facilitate inclusive participation by people with and without disabilities together and discuss recreation programming plans that will enhance use of the recreation experience by individuals with disabilities.
5. Describe the plan for ongoing maintenance of the project, including fiscal and oversight responsibilities.

B. Assessment of Need

1. Briefly describe your sources of information and the processes used to gather information from recreation providers regarding the community need for the recreation environments and experience in the proposed project.
2. Specifically identify users with disabilities that will directly benefit from the universal recreation access project. Statistical information can be gathered from the census, school district, service agencies and advocacy organizations that support and serve individuals with disabilities.
3. Briefly describe your sources of information and the processes (meetings, focus groups, surveys, etc.) used to gather information from individuals with disabilities, their families and advocates regarding recreational interests and accessibility needs.
4. Discuss how you engaged individuals with disabilities and recreation providers in the planning process to develop this project proposal.

II Convening

- Identify and convene community partners to inform, educate and engage the community around the development and construction of recreation accessibility project(s) and facilitate the establishment of a long term commitment to recreation accessibility among the community partners through policy level changes.
 1. Discuss your convening strategies to enhance participation by people with disabilities and recreation providers in a project advisory capacity and in all convening activities.
 2. Describe the specific convening activities you will host to educate the community about universal recreation access concepts. Discuss who will be responsible for implementation of the convening activities and how they will be implemented.
 3. Describe the convening activities you will use to facilitate the establishment of a long term commitment to recreation accessibility among the community partners through policy level changes, include examples of the specific types of policy changes you will target for implementation.
 4. Discuss your plan for marketing the availability of this new accessible feature to the public and your process for specifically informing individuals with disabilities, their families and advocates of this accessibility improvement.

III Administration

- Provide administrative staffing for project oversight, communications, and fiduciary management for all activities of Universal Recreation Access Projects, Access to Recreation Convening, and establishment of the Access to Recreation Endowment. It is specifically expected that a project director will be hired that has knowledge and expertise in accessibility and recreation project construction oversight.
 1. Discuss your overall plan for administration and describe specific oversight strategies for each of the following components: project design and construction, convening activities, and endowment building.
 2. Discuss administrative responsibilities for project partner organizations and progress reporting expectations.
 3. Discuss your overall plan for communications to the public regarding project progress and activities.
 4. Submit a detailed work plan with timelines, budget detail and oversight responsibilities for all project activities including specific information for each component: recreation project design & construction (& match); community convenings; endowment building (& match); overall grant administration.

IV Endowment Building

- Establish a plan for the development and funding of a permanent Access to Recreation Endowment for the purpose of providing an ongoing permanent endowment fund; the spendable income from which will provide ongoing support of the accessibility project(s) noted above and other accessibility projects that may be developed in the future.
 1. Discuss your overall plan for endowment building and describe community resources as well as specific strategies to secure the required match.
 2. Discuss your overall plan, with descriptions of specific activities, for the ongoing promotion of the newly established Access to Recreation Endowment.
 3. Discuss your plan to establish an Access to Recreation Endowment Advisory Committee and discuss your strategies to engage individuals with disabilities and a variety of recreation professionals in the endowment advisory committee to oversee the distribution of the funds for future projects and to participate in the project planning and convening activities for this grant.

Additional Project Information:

(If including additional information, please sequentially label all appendices number all pages)

The following project support information may be submitted including, but not limited to:

- Letters of support
- Project site plans and photographs
- Preliminary project conceptual drawings
- Financial match commitments
- Project partner commitments

Allowances:

- Community foundations may apply for multiple projects in one geographic area as long as total funding request is less than or equal to \$426,000.
- Community foundations in neighboring geographic areas may collaborate on one or more grant proposals.
- Community foundations may apply for development of new recreation sites as well as enhancing existing sites for greater access to the recreation experiences. This means the primary focus of the project must be the recreation environment and activity for example: all the playground equipment and surface, the pathways to all accessible features, interpretive information and scenic overlooks at unique natural features like waterfalls, access into the water and onto all the activities at a water playground including the high flume slides, access to the beach by accessible walkways but also access into the water with accessible ramping and transfer systems, hiking trails to nature viewing and photography areas, etc. and **NOT** the development of amenities and infrastructures such as bathrooms, parking, water fountains etc.

Evaluation of Project Proposals:

The proposals will be considered on, but not limited to, the following criteria:

1. Project Design: quality of the proposed recreation project(s) and the extent of universal access provided, quality of the site and accessible infrastructure
2. Assessment of Need: involvement by individuals with disabilities and recreation professionals in the development of the concept and project proposal
3. Convening: extent of community partner commitments and supports for the project and quality of convening activity plans and marketing strategies
4. Administration: quality of work plans, timelines and budgets for each project component, knowledge and expertise of the project oversight personnel
5. Endowment Building: quality of the plans to raise the endowment match, the quality of the plan for establishing the advisory committee to oversee the fund distributions
6. compliance with project proposal guidelines

Grantee Responsibilities:

All community foundations receiving a grant from the Access to Recreation Initiative must agree to provide six month program and financial reports in a timely fashion. They must also submit a final report upon completion of their project. Reports should include: proceedings from community convenings, project construction documentation (digital photographs (publishable), video, news coverage, etc.), and endowment funds commitment and agreement documentation. Funded grantees are also expected to participate in the activities of a four state Access to Recreation Learning Community facilitated by Midwest Community Foundations' Ventures and Initiative Manager, Cindy Burkhour of the Access Recreation Group, LLC. Activities may include conference calls and statewide meetings with partner organizations.

QUESTIONS: Please email Cindy Burkhour at AccessRecreationGroup@juno.com.

Submission of Proposal:

Submit **one (1)** original (identify this notebook as the original) and **six (6)** copies and **one (1)** electronic copy on CD

- ☐ Label all proposal sections (ex. highlight, bold, color, etc.) from the RFP using the same numbering system for all sections and all individually numbered items in that section to be addressed.
- ☐ Under each section, address each specific item. These items are numbered and the narrative should specifically address each point. Number each point you are addressing as outlined in the RFP.
- ☐ Include page header with project agency/organization name and "page # of total # of pages" (see example used in this document at top of each page).
- ☐ Submit in $\frac{1}{2}$ " three-ring clear view notebook with proposal cover sheet displayed in the clear sleeve on the front of each notebook.
- ☐ Submit one electronic copy on CD that is labeled with the project title and community foundation and placed in notebook with the original proposal. Project narrative must be produced in MSWord, appendix documents such as site plans and photos may be submitted in PFD format and labeled with the project name, community foundation name and content description.

Send to: Cindy Burkhour, Access to Recreation Initiative Manager
2454 Lamplighter Drive
Jenison, MI 49428-9127

Proposals must be **postmarked** by July 1, 2007

Direct questions to: Cindy Burkhour, Access to Recreation Initiative Manager

AccessRecreationGroup@juno.com www.accesstorecreation.org

Office 616-669-9109 Mobile 616-560-2378

Interested community foundations are invited to participate in either or both of the two conference calls listed below to discuss this RFP:

Monday, March 5, 2007 from 2:00 - 3:00pm (Central Standard Time)

Wednesday, March 7, 2007 from 9:00 - 10:00am (Central Standard Time)

To participate:

Call toll free 1-888-422-7117

Enter participant code: 455543

Call in information and instructions will be also be posted on our website: www.accesstorecreation.org