

## Anchorage Park Foundation Community Challenge Grant Policies and Procedures



Through the generous support of the Rasmuson Foundation, the Anchorage Park Foundation (APF) has awarded Community Challenge Grants to dozens of community members and organizations since 2005. But none of this is possible without people like you, who have the passion to turn an idea for a park or trail improvement into something that benefits their entire community. We at the Anchorage Park Foundation and Municipality of Anchorage Parks and Recreation appreciate your passion and drive to make a positive change in the city and build community through neighborhood power.

This year, the challenges posed by novel coronavirus are likely to change the timeline for our Challenge Grantees. For this reason, we have included in this document instructions for requesting an extension on your Community Challenge Grant. This document will also serve as an additional outline for the terms of your Challenge Grant. If something is ever unclear or if you have any questions at all, please feel free to email or call a staff member at APF or the Municipal Park Planner assigned to your project. Even if we do not immediately have the answer, we can help you find an answer to your question.

**Thank you to the partners that make this program possible!**





### **Unlocking your Community Challenge Grant Award**

Your Community Challenge Grant award is a direct cash match for the work you put into your park improvement project. Grantees can earn a match up to the overall award specified in this grant agreement. There are three ways to unlock your match award: fundraising cash donations, in-kind donations, and volunteer hours worked to complete your project. Your grant agreement will specify the number of volunteer hours or fundraising you will need to achieve to complete your project. As you unlock funds, you will be able to spend your award to meet project costs.

### **Cash Donations and Fundraising**

All cash donations for your project are eligible for a direct match through your Community Challenge Grant Award. For every dollar you raise for your project, the Anchorage Park Foundation will match that dollar and you will unlock more of your overall Challenge Grant Award. This will enable you to leverage your cash donations to quickly and effectively meet your fundraising goals.

If your application is on behalf of a non-profit organization that can accept cash donations, you have the choice to either manage your own grant funds or set up an account at APF and allow us to help you raise funds for your project. If your application is not on behalf of a non-profit organization, a dedicated fund will be set up at the Anchorage Park Foundation. This will allow you to legally accept donations for your project and will help us with our financial reporting for your project. Like your overall cash match award, this fund can only be spent on costs related to your Community Challenge Grant and is not subject to any administrative fees by the Anchorage Park Foundation. It is very important that if APF is processing donations for your Challenge Grant project, you must meet with Park Foundation staff BEFORE accepting any donations. We will guide you through the process of how to legally accept and report financial donations. Donations must be made out to the Anchorage Park Foundation with a memo designating the Challenge Grant project the donation is intended for.

It is important to note that the hours spent by volunteers or project champions fundraising do not qualify for a volunteer hourly cash match. That match is only available for volunteer hours worked to complete your physical park improvement.

For pointers on fundraising, please refer our Grantee Fundraising Toolkit, linked on the Community Challenge Grant page of Anchorage Park Foundation's website ([anchorageparkfoundation.org](http://anchorageparkfoundation.org)).

Last Updated 6.25.2020

### **In-Kind Donations**

An in-kind donation is any product or service that is provided to you for free as a donation. In-kind donations such as project goods (gravel, lumber etc.) or services provided by a professional contractor (excavation company, landscape architect, etc.) are available for a cash match for the direct market value of the good or service. For example, if a contractor donated \$300 worth of lumber for your project, this donation is eligible for a \$300 match from your Community Challenge Grant award. A direct cash match also applies if a business provides free professional services for your project. For example, if an excavation company provides \$3,000 worth of services for your project for free, then you are eligible to unlock \$3,000 of your match award. To receive a cash match for the value of an in-kind donation, you must submit an invoice from the contractor or business that demonstrates the value of that donation. Additionally, park labor contracted to work on Municipal park land must be paid at Davis-Bacon wages if the value of the project exceeds \$25,000.

### **Volunteer Hours**

Volunteer work for your project also qualifies for a direct cash match. A match award is available for each hour an individual volunteer works on the project. The value of the cash match depends on if the labor qualifies as skilled or unskilled. Unskilled volunteer labor is valued at \$27.45/hour and skilled labor is valued at \$70/hour. To unlock your cash match for volunteer hours, volunteer hours must be reported to the Anchorage Park Foundation on a volunteer hour sheet. Like keeping track of hours of on a time sheet, it is very important that you keep accurate records on how many volunteers worked on your project and how many hours of work they provided.

An online form for tracking volunteer hours is available on the Community Challenge Grant page of Anchorage Park Foundation's website ([anchorageparkfoundation.org](http://anchorageparkfoundation.org)).

### **Determining Skilled v. Unskilled Labor**

Delineating unskilled and skilled labor is important for determining the value of the labor contributed to your project. Skilled volunteer labor is labor provided by a qualified professional who performs a service for your project that is a technical or professional skill for free by their own volition. Unskilled labor is labor that can be provided by any volunteer that does not necessarily require professional training or skills. This may include manual labor such as landscaping, trash removal, gardening etc.

### **Skilled Volunteer Labor vs. In-kind Service Contributions**

The main distinction between a skilled volunteer or an in-kind service is whether the professional is being compensated for the labor they are providing. If a business provides the services of a professional for your project for free and the professional is being compensated for the labor they provide, the company is providing an in-kind donation and the donation will be matched based on the cost of the service. If your professional is providing free services by their own volition and is not being compensated by their employer for the work they are providing, then they should be counted as a skilled volunteer for the purposes of unlocking your match. For example, if an electrical company provides free services for installing a light system at a park, this would qualify as an in-kind service donation and the donation would be matched at the market rate of the service. If an electrician volunteered their free time to install an electrical system for a park project, this would qualify as skilled volunteer labor.

Last Updated 6.25.2020

**Purchasing and Reimbursements**

All invoices for large purchases such as bulk materials, professional services etc. should be invoiced to the Anchorage Park Foundation. APF will then be able to ensure that all purchases are billed to your Community Challenge Grant account and will allow you to track your project expenses.

Additionally, APF staff can make the purchase on your behalf. If you would like to arrange for an APF staff member to make a purchase for your project, please contact APF at least three business days in advance.

If an APF staff member is unavailable or if you need to make an expedited or quick purchase, your purchases for the project can be reimbursed by APF. Please note that costs directly related to implementing your physical park improvement are available for reimbursement. If you are unsure if your expense is reimbursable, please contact an APF staff member or your Municipal Park Planner before making your purchase.

**Payment**

Grant payments require receipt of the signed Grant Agreement and a Payment Request Form from the grantee a minimum of 30 days prior to payment. Completion of the Payment Request form must explain how your group has met those commitments.

Grantees with their own 501(c)(3) status may request full payment of the grant. All other grantees must either: (a) request reimbursement for project costs along with proper documentation and a Payment Request Form; (b) request that vendors invoice Anchorage Park Foundation directly; (c) work with Anchorage Park Foundation staff to make other arrangements for direct payment of project costs.

**Project Cost Estimation**

Please complete the table below to indicate whether you plan on adjusting your project cost estimation from your original proposal (for example, if your challenge grant award is a different amount than you originally requested).

	Private Cash Contributions	In-Kind Value	APF Cash Match	Total
Design				
Materials				
Equipment				
Labor/Installation				
Total				

- Private Cash Contributions Column: Please list projected amount of cash you expect to raise

- In-kind Value Column: Please list projected amount of in-kind you expect to attract to the project for each item and specify the source of commitment. This may include donated materials and/or donated services and volunteer time.
  - \*calculate volunteer hours at \$27.45 an hour, and skilled labor at \$70 an hour
- APF Cash Match Column: If you receive your requested match, please list how you plan to apply it to your project.
- Total Column: Please list the total planned cost for each item.

### Grant Duration

The end date of a 2019 Challenge Grant Award is **October 30, 2020**.

### Final Report

Please include Levi Peterson (levi@anchorageparkfoundation.org) on any communications about the project, so APF can use photos and progress to report back to Rasmuson. All the forms required are available from the Anchorage Park Foundation's web site at anchorageparkfoundation.org.

A Final Report is due by October 28, 2020, or 45 days after project completion, whichever is first.

The grantee will be required to report

- All documented expenditures
- Complete review and description the final status of the project
- Demonstrate how the project has affected your organization and the community
- Report the number of volunteers involved, total volunteer hours, in-kind contributions, and funds raised and expended

Please include before and after photos in electronic form, copies/links to any media attention, and any community recognition the project generated for the Anchorage Park Foundation or for your organization.

### Extension

Extensions may be granted by the Foundation upon request of the grantee at the sole discretion of APF. Extension requests must be received by October 1, 2020. To extend the end date of the grant award, send a letter clearly stating the following:

- Describe why the project was or expects to be incomplete during the grant period.
- Identify the proposed new end-date for the project.
- Outline plans to complete the project and a timeline of work scheduled for the extension period.

In the event your project is granted an extension, you must also submit a progress report by September 30, 2020, and a final report will be due within 45 days of completion of your project.

Last Updated 6.25.2020

### **Unspent funds**

Unspent funds must be returned with the final report. A request to use unspent grant funds may be submitted if there is a balance of funds after the proposed project is complete. Requests to use unspent grant funds for expenses not initially proposed, yet consistent with award intent, may be permitted, but only with advance approval and at APF's discretion.

To request a revision or to use unspent funds, submit a Reallocation Request Form with an attached narrative detailing how reallocated funds will enhance project scope.

### **Questions?**

Please contact Levi Peterson, APF Communications Manager, at [levi@anchorageparkfoundation.org](mailto:levi@anchorageparkfoundation.org).