COMMUNITY OPPORTUNITY FUND APPLICATION
SAN FRANCISCO RECREATION & PARK DEPARTMENT

This downloadable PDF is provided for reference purposes only. Please do not email or mail hard copies of your application. Applications are submitted using our online form with a link that you will receive after attending one of the two pre-application workshops in February. For more information, please visit the program website or email RPDCOF@sfgov.org.

Provide a single point of contact:

Provide the single point of contact for this application. This person should be available to respond to email and phone inquiries during the evaluation period and into the project implementation phases.

Name:

Email:

Phone Number:

Name of Organization or Friends Group, if applicable:

Project Name:
Please provide a name for your project.

Park Facility Name:
Name the park or facility where your project will be built. You can find a list of Rec and Park facilities here: https://sfrecpark.org/facilities

Project Budget Tier:
Select the correct budget tier provided by Rec and Park during the pre-application process and as indicated in the Pre-Approval Form.

Small project
(up to $500k budget)

Large project
(up to $1.5M budget)

Project Scope: (max 1,500 characters)

Describe the physical changes that your proposal seeks to deliver, including how it is feasible to implement a practical change to the facility. Describe how the project is innovative or imaginative in a way that will inspire users to engage with the park. Be as specific as possible so that readers can fully understand your vision. See the application instructions for an example response and prompts to consider when formulating your response.
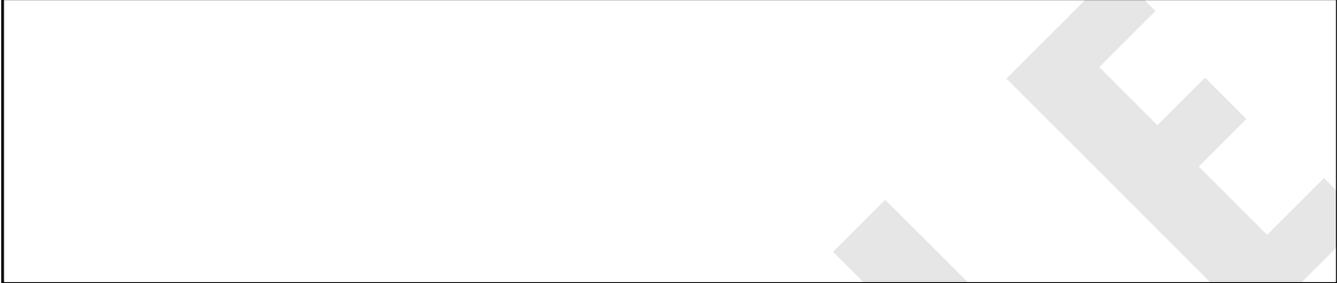
Project Justification: (max 1,500 characters)

Pitch your project! Tell us how your proposal addresses a clearly defined park need. Describe the anticipated benefits and how the project will enhance the park's identity, inclusiveness, and user experience. See the application instructions for prompts to consider when formulating your response.

Describe the Community Support for this project: (max 1,500 characters)

Describe how the community supports your proposal, including how the proposal has wide consensus across the community and will not impinge on other park users' enjoyment of the park. Describe the applicant's commitment to this project, including other community work at the park or neighborhood, and long-term stewardship plans for this improvement.

The most successful answers will provide specific information, such as documentation from community events, testimony from community leaders, or neighbor signatures. Note that later sections of the application require letters of support for your proposal and large project applications may submit additional information in the recommended attachments section.

See the application instructions for prompts to consider when formulating your response.

<u>Required for all Applicants:</u>

1. Pre-application approval from Rec and Park: Submit the completed and signed form provided to the applicant during the pre-application phase.

2. Photos of existing conditions: Provide photos that visually describe the existing park/facility. The photos should show multiple angles of the overall area, as well as detailed photos of any specific areas or elements of the site that will be altered with the proposed project. Photos must be submitted as a single document, not submitted as individual image files. Multiple images may fit onto one page, for a maximum page limit of 4 pages.

3. Map with location of proposed improvements: Provide a map locating the specific site of your proposal. The map should not just show the park/facility location, but zoomed into the exact location of your proposal. For interior improvements, such as at a clubhouse or rec center, Rec and Park staff may be able to provide floor plans. Please send a message to the email listed on the COF website.

4. Letters of Support: Provide backup to your answer regarding Community Support by sharing letters, emails, and other written notes from supporters of your proposal. Items should be submitted as a single multi-page document, not as individual files. There is no page limit, but the file size cannot exceed 10 MB.

<u>Recommended Attachments:</u>

Small Project Applications may submit:

1. Design Concept Information: Applicants are encouraged to provide visual information of the scope of work, including plans, sketches or diagrams that visually articulate the proposed improvement. Small projects (budgets up to $500,000) may include up to 4 pages submitted as a single multi-page document.

Large Project Applications may submit:

1. Design Concept Information: Applicants are encouraged to provide visual information of the scope of work, including plans, sketches or diagrams that visually articulate the proposed improvement. Large projects (budgets up to $1,500,000) may include up to 8 pages submitted as a single multi-page document.

2. Additional Community Support Information: Use this space to provide any additional community support information, including narrative text and/or attachments. For large projects, Rec and Park strongly recommends that at least one community meeting or outreach event is completed before the application due date. Maximum of 4 pages submitted as a single multi-page document.