



# Project Overview Form 1

Community Opportunity Fund - Round 5  
 2012 San Francisco Clean and Safe Neighborhood Parks Bond

Final Applications are due at or before 4 pm on August 21, 2015.

Mail/Deliver two hard copies and one digital copy (CD or Thumb Drive) to Community Opportunity Fund - Round 5,  
 c/o General Manager's Office McLaren Lodge, 501 Stanyan Street, San Francisco, CA 94117

Community Opportunity Fund Application consists of the following six forms and related documents.

Please check the appropriate boxes to ensure a complete package

- Project Overview Form
- Operations Review Form\*
- Project Budget Form
- Volunteer Stewardship Commitment Form
- Broad Community Support Form
- Project Narrative, schedule and site plan/drawings

(\*OPERATIONS FORM MUST BE SUBMITTED SEPERATELY TO PSA MANAGER by August 21)

<b>Project and Contact Information</b>	
1 Park Name	Supervisor District:
2 Park Area Service Manager	
3 Project Title	
4 Applicant Group	
5 Primary Contact	
6 Address	
7 Phone	E-mail
8 Brief Project Description (1-3 Sentences):	

<b>Funding Information</b>	transfer data from Project Budget Form 3 and Volunteer Stewardship Commitment Form 4
9 Total Funding Request from Community Opportunity Fund	\$-
10 Total Funding Commitment from Applicant Toward This Project	\$-
11 Total Construction Cost (TCC from Form 3)	\$-

<b>Volunteer Stewardship Commitment</b>	
12 Volunteer Stewardship Commitment from Applicant	\$-

The signatory certifies that s/he is authorized to sign on behalf of the applicant group and the information in this application accurately and fairly represents the goal, scope, and details of the project, and commits to honoring the applicant match.

Signature \_\_\_\_\_

Primary Contact \_\_\_\_\_ Date \_\_\_\_\_

(name & address if different from above)

\_\_\_\_\_



**THIS FORM IS SUBMITTED DIRECTLY TO OPERATIONS, NOT SUBMITTED WITH THE PACKET.**

**Operations Review Form - 2**

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Park Name
Park Area Service Manager
Project Title
Applicant Group

<b>Park Service Area Manager Checklist</b>
___ Proposed project complements or is consistent with the existing use of the park or open space
___ Proposed project contributes and/or enhances the visitors experience
___ Proposed project complements existing plantings and does not contradict, infringe, or otherwise negatively impact existing ecological system

<b>Park Service Area Manager comments/questions for applicant:</b>

<b>Park Service Area Manager comments/questions for RPD Operations/Capital/Planning regarding plans for future park improvements.</b>

By signing this form, I acknowledge my awareness of this project application at the above stated park. The applicant has provided me with an overview of the project and I understand that this project may be selected for funding. My comments and signature are advisory and should not be interpreted as my endorsement or rejection of the application.

Name (please print) Park Service Area Manager	Signature _____
	Date _____

Name (please print) Superintendent of Parks and Open Spaces	Signature _____
Ana Alvarez	Date _____

NOTE: After operations' staff review, feedback and provides signatures, they are to be returned to Karen Mauney-Brodek, 30 Van Ness, 5th Floor, RPD Capital Division.



## Project Budget Form - 3

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1	Park Name
2	Park Service Area Manager
3	Project Title
4	Applicant Group

5 Budget for Proposed Park Improvement				
A Construction Improvements		B Applicant Donation (Cash and Materials)	C Funding Request (subtract B from A2)	D Notes
A1. Item	A2. Cost			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

6 Budget/Cost Summary		
Total Construction Cost (TCC)		Total Column 2A
Total Applicant Donation towards Project		Total Column B
<b>Total Request from COF</b>		Total Column C

7	<b>Total Volunteer Stewardship Commitment</b>		Total from Form 4 line 7
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## Volunteer Stewardship Commitment Form - 4

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1	Park Name
2	Park Service Area Manager
3	Project Title
4	Applicant Group

5	<b>Stewardship and Volunteering</b>	include activities/services since 2008 and planned through 2016			
a	Volunteer Activity	Hourly Rate	Hours	Cash Value	Notes
		\$24.75		\$ -	
		\$24.75		\$ -	
		\$24.75		\$ -	
		\$24.75		\$ -	
		\$24.75		\$ -	
		\$24.75		\$ -	
b	Professional Services	Hourly Rate	Hours	Cash Value	
		\$70		\$ -	
		\$70		\$ -	
		\$70		\$ -	
		\$70		\$ -	
C	Subtotal Time Donation				

6	<b>Materials / Cash Donations</b>	(not directly related to Capital Improvement construction costs; include donations since 2008 and planned through 2016)		
a	Item	Cash Value	Description	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
b	Subtotal Materials/Cash Donation		\$ -	

7	<b>Total Volunteer Stewardship Commitment</b>	\$ -	transfer total to Form 1, Box 12
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## Broad Community Support Form - 5

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1	Park Name
2	Park Service Area Manager
3	Project Title
4	Applicant Group

<b>5 Community Meeting #1</b>					
Date	xx/xx/xxxx	Attendance	xxx	Location	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Meeting Agenda					
Meeting Outcome					

<b>6 Community Meeting #2</b>					
Date	xx/xx/xxxx	Attendance	xxx	Location	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Meeting Agenda					
Meeting Outcome					

<b>7 Community Meeting #3</b>					
Date	xx/xx/xxxx	Attendance	xxx	Location	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Meeting Agenda					
Meeting Outcome					

<b>8 Additional Meetings (insert more rows or additional copies of this form as needed)</b>					
Date		Attendance		Location	
Date	xx/xx/xxxx	Attendance	xxx	Location	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Meeting Agenda					
Meeting Outcome					

**9 PROVIDE COPIES OF MEETING FLYER(S) for all meetings with this form. List outreach techniques used including email, list-serves, webpage, phone, in-person, etc.. ( NOTE: please include an overall, more detailed project narrative of your process in the project narrative form.)**



## Project Narrative, Budget, Schedule & Site Map-6

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1	Park Name
2	Park Service Area Manager
3	Project Title
4	Applicant Group
5	<b>Project Narrative</b> In four pages or less, explain how your capital improvement meets the Project Evaluation Criteria (see "Evaluation Criteria" Tab for more Info): <ul style="list-style-type: none"><li>-Project planning (required)</li><li>-Quantitative Criteria,</li><li>-Park Experience and Identity and</li><li>-Stewardship and Community Building</li></ul> Clearly state the problem, the alternative solutions discussed at the community meetings and how the preferred alternative addresses the stated problem. Successful applications also explain the benefits of the proposed park improvements, the applicant's commitment to the project, the community's desire for improvements, and a thorough plan summarizing the attachments below. Be sure to review and address the items under the "Evaluation Criteria."
6	<b>Budget</b> Provide a cost estimate for the proposed project. The Project Budget form may be used in lieu of a cost estimate if itemized costs can fit on one page.
7	<b>Schedule</b> Provide a schedule for the project. Describe expected duration for improvement work to occur. Discuss known activities that need to be coordinated with proposed construction such as peak park usage periods, educational programs, events, etc. Note that all projects are expected to be completed within 2 years of the anticipated Fall 2014 RPD Commission Award.
8	<b>Site Map / Drawings</b> Provide a drawing or diagram that communicates the scope of the proposed improvements. The complexity and detail of the drawing(s) should match the scope of the project. Proposed improvements that do not have construction drawings may request professional services as part of their application. Contact SFPA for potential list of pro-bono professional services available to communities.

**PROJECT EVALUATION CRITERIA - ROUND 5**

		<b>POINTS</b>
<b>1. PROJECT PLANNING</b>		<b>0</b>
A.	The proposal must demonstrate evidence of broad community support for the project.	REQUIRED
B.	The project design, budget, and schedule must be complete and accurate.	REQUIRED
C.	The project design must enhance park aesthetics or address a functional park need.	REQUIRED
<b>2. QUANTITATIVE CRITERIA</b>		<b>20</b>
A.	The project proposal includes a financial contribution of volunteer time, cash, or construction materials. (20% = 5 points, 35% = 10 points, 50% = 15 points)	15
B.	The project would be located in a park-deficient neighborhood as outlined by the City's General Plan.	5
<b>3. PARK EXPERIENCE AND IDENTITY</b>		<b>25</b>
A.	The project would enhance habitat for native/non-invasive plants and animals.	5
B.	The project would include environmentally beneficial or sustainable features.	5
C.	The project would promote flexible use of the park.	5
D.	The project would create park features that serve children, youth or seniors.	5
E.	The applicant a strong track record of collaboration with RPD or other City agencies.	5
<b>4. FOSTERS STEWARDSHIP AND COMMUNITY BUILDING</b>		<b>15</b>
A.	The project would increase the number of residents engaged in the park and build a stable network of park stewards.	5
B.	Project-related volunteer activities include diverse members of the park's community.	5
C.	Volunteer hours and donated cash/materials complement the proposed project.	5
<b>TOTAL</b>		<b>60</b>
<b>Bonus Points for Innovation (5 points) or Decreasing Maintenance Workload (5 points)</b>		<b>10</b>

**Basic Eligibility Requirements**

- Applicant must attend a mandatory Applicant Workshop.
- Site must be under the jurisdiction of the Recreation and Park Department.
- Site must be located within the City of San Francisco.

Site cannot be located or affiliated with any of the 2012 Park Bond sites (see program overview in Instructions for more info)  
 Proposed project must be a capital improvement. The result must be fixed to the site and cannot be removed. For instance, a drinking fountain, a fence, or bulletin board are all examples of capital improvements whereas tools, programs, maintenance and supplies are not.