

# KaBOOM! Application Guide

## PLAY EVERYWHERE GRANT

### PLAY STARTS HERE!

From FAQs to grant criteria to sample applications, this guide contains everything you need to know to apply for a KaBOOM! grant.

### GETTING STARTED

The first step in applying for any KaBOOM! grant program (Build it with KaBOOM!, Build it Yourself, Creative Play, Play Everywhere Challenge) is creating an account at [apply.kaboom.org](http://apply.kaboom.org).

Once you create your account, navigate to the *Start My Application* page (click *View Applications* on the *Edit My Application* page) to select the grant program you want to apply for.

On the application page you will see that there are TWO PARTS to every KaBOOM! application. **You must complete both parts to apply.** Part I is the General Application for your site. Part II contains the questions and documents that are specific to the program that you are applying for.

After you **complete both parts** of your application to apply, a KaBOOM! staff member will review your application and will be in touch with next steps!

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# General application FAQ

## **Do I need to be a professional grant writer to complete the application?**

No! The application was designed to be simple and straightforward. Your answers do not need to be perfect, but rather genuine and clear.

## **Is there a way to view the full application?**

Yes! You must complete all the required fields on each page of the application in order to move forward to the next page. To preview the full application check-out the "Preview Application" section of this grant guide. If you are logged-in to your application, you can also click on the "Preview Application" tab to download the application preview.

## **I noticed that there are two parts to the application. Do I need to complete both parts to apply?**

Yes. You must complete both parts of the application to be considered for funding.

## **Why are there two parts to the application?**

The two parts make it quick and easy for you to apply for multiple grant programs. See the question below to learn how you can apply for a second grant program!

## **Can I apply for more than one grant program?**

Yes! After you submit your first application go to the "Start My Application" page and select a second program to apply for. When you open the application for the new program, "Part I: KaBOOM! General Application" will show as "complete." Simply complete Part II to submit your application for a second program!

Please note that you cannot receive both a Build it with KaBOOM! grant and a Build it Yourself grant at the same location.

## **My organization has multiple facilities or sites that we would like to apply for. How do we apply for more than one site?**

Each site needs its own account. You cannot register multiple accounts at [apply.kaboom.org](http://apply.kaboom.org) to one email address. If you are applying for multiple sites we recommend using a second email address or using the email address of someone who works at each site or facility. As long as you know the email and password you will be able to login to complete the application, even if it's not your email address.

*Example: Joe is a grants manager for a school district. Joe wants to submit creative play applications for three different schools. Joe creates an account for each school using the email address of the Principal for each school. Joe knows the email address and password for each account so Joe submits the applications for all three sites. The principal of the school receives an email confirming that the application has been submitted, but Joe makes sure that he (Joe) receives all the updates and communication from KaBOOM! by listing himself as the "Main Point of Contact" in the applications.*

## **I can't complete my application in one sitting. Can I save it and come back later?**

Of course! Make sure to click "Save and Continue" inside the application. To return to your application, login to [apply.kaboom.org](http://apply.kaboom.org) and open your application on the *Edit My Application* page.

## **How do I save a copy of my application for my personal records?**

Click the "Download Applications" button located on the top right corner of the application page.

## **Who can I contact if I have questions?**

[apply@kaboom.org](mailto:apply@kaboom.org)

# Grant overview

Play Everywhere grants provide funding to turn everyday spaces into PLAYces. Grants will be awarded to community-driven, scalable solutions for integrating play into everyday life—on sidewalks, at bus stops, in open streets and beyond. To see Play Everywhere in action, visit our [gallery of Play Everywhere projects](#).

## CRITERIA

The three ingredients for a great Play Everywhere project are:

- **A Great Idea:** Check-out the [Play Everywhere Playbook](#) for guidelines for developing a successful Play Everywhere idea.
- **A Great Organization:** Play Everywhere grant funds can only be awarded to 501 (c)3 non-profit organizations or municipal agencies (public schools, public parks etc.). If applying as an individual or if your organization does not qualify as a 501(c)3, please find a partner that is a non-profit organization or municipal agency and include their information in your application.
- **Location, Location, Location:** Your Play Everywhere project should be located in a public, highly accessible space that serves low-income kids and families.

## FUNDING

Applicants should propose the budget required to complete their Play Everywhere project in the budget section of the application. KaBOOM! will review project budget proposals and will work with applicants to finalize the budget before awarding to challenge winners.

A Play Everywhere grant may cover the total cost of your project or you may supplement Play Everywhere grant funding with additional funding. The source of additional funding should be noted in your budget and must already be identified and secured prior to submitting your application.

## TIMELINE

Funding is available if and when a Play Everywhere challenge launches in your city! To see if a Play Everywhere challenge is open in your area, visit our [grant page](#). We cannot predict where and when a Play Everywhere challenge will launch so follow [@kaboomgrants](#) on twitter or sign-up for Grants Alerts on our website to receive updates for when a new challenge begins. We do not recommend submitting an application if there is not an active challenge in your city.

Each Play Everywhere challenge has its own timeline for application deadline, award and implementation. Check the [grant page](#) for specific details.

# FAQS and tips

## Can I apply if I am not a 501(c)3 non-profit organization or municipal agency?

Yes! If you have a great Play Everywhere idea we encourage you to apply. Funds can only be awarded to municipal agencies or registered 501(c)3 organizations so individuals or business entities that wish to apply must partner with a non-profit or municipal agency that will serve as the fiscal sponsor for the project.

In the General Application, select “we are partnering with one or more partner organizations to apply for funding” in response to the question “Are you applying as an individual organization or are you partnering with another organization(s)?” Simply enter the information for your non-profit or municipal agency fiscal sponsor in the *Partner Organizational Information* below. Your 501(c)3 or municipal partner will be required to sign the contract and submit evidence of liability insurance in order to receive the grant funds.

## Am I required to engage the community in the project before I complete my application?

We understand that the application timeline may not allow for you to receive input from your community prior to submitting your application. In your application, please speak to your plans to engage your community in the project if you are awarded funding.

## How detailed should our proposed project be if we want to still allow for design changes based on the community engagement we would do if we were awarded the grant?

The project proposal should be as detailed as possible. We know that community engagement may slightly change your designs and locations (within the neighborhood you’ve selected to work in), but the general idea should be the same.

## How will my application be evaluated?

Each application will be evaluated based on the following criteria. The strongest application proposals will:

- Encourage kids and families to engage in play that will activate their minds and/or bodies
- Display community partnerships and relationship building
- Be located in a public space (ex: street/sidewalk, or storefront, etc.) that is highly accessible to low-income families
- Benefit low-income kids and families
- Address a challenge or need in the community that is not directly related to play
- Propose a change in the built environment
- Encourage kids and caregivers to play together
- Meet the grant period timeline (see [grants page](#) for more information on grant timelines specific to the program to which you are applying)

## Do I need a permit, and how do I obtain one?

All grantees are responsible for learning about the permit process and securing a permit if necessary. We highly recommend reaching out to your local permit-issuing city agency to learn about the timeline of the process and any cost associated with it.

# Preview of Application Part I

## KABOOM! GENERAL APPLICATION

The Play Everywhere grant application has two parts. You must complete both parts to apply!

Part I is the General Application for your site. Part II contains the questions and documents that are specific to the Play Everywhere grant. After you submit Part I: KaBOOM! General Application, you will be able to open and complete Part II: Play Everywhere Required Questions & Documents.

### BASIC INFO QUESTIONS

**Has your organization previously received funding from KaBOOM!?** Y/N/Unsure

**How did you hear about this opportunity?**

KaBOOM! Social Media (Twitter, Facebook)  
 Previously worked with KaBOOM!  
 Another organization that has partnered with KaBOOM!  
 Member of KaBOOM! staff  
 KaBOOM! website  
 Miracle Recreation Representative  
 Playworld Systems Representative  
 Landscape Structures Representative  
 Burke Representative  
 Let'sPlay.com  
 Other

### CONTACT INFORMATION

#### Primary Contact

*Who should we contact for follow-up questions regarding your application?*

First and Last name  
 Title  
 Email  
 Phone/Cell Phone

#### Secondary Contact

*Who should we contact if your primary contact is not available?*

First and Last name  
 Title  
 Email  
 Phone/Cell Phone

#### Organizational Information

Name of Organization  
 Organization's website  
 Facebook url (example: [www.facebook.com/kaboom](http://www.facebook.com/kaboom))  
 Twitter url (example: [www.twitter.com/kaboom](http://www.twitter.com/kaboom))  
 Mission Statement  
 Organization's Mailing Address  
 City  
 State  
 Zip code  
 County

**Who has the legal authority to sign contracts on behalf of your organization?**

First and Last name  
 Title  
 Email  
 Phone/Cell Phone

**Which category describes your organization?**

501(c)3 Non-Profit Organization  
 City or Municipal Agency (Public Schools, Public Parks, Other City Agency)  
 Business or For Profit Entity  
 Other/(please specify)

**\*If Non-Profit**

*This is a 9 digit number. Please do not include spaces.*

Tax ID Number (EIN)

**Are you applying as an individual organization or are you partnering with another organization(s)?**

*Play Everywhere grants can only be awarded to 501(c)3 nonprofit organizations or municipal agencies (Public Schools, Public Parks, Other City Agency). If your organization does not qualify, please identify a partner organization that is a nonprofit organization or a municipal agency.*

*Community Built-Playground and Creative Play applicants are not required to be or partner with a nonprofit or municipal agency but partnering with one is strongly encouraged.*

We are applying as an individual organization.

We are partnering with one or more partner organizations to apply for funding.

**\*If partnering with one or more partner organizations:**

Partner Organizational information (Optional)  
 Name of Organization  
 Organization's website (Optional)  
 Facebook url (Optional) (example: [www.facebook.com/kaboom](http://www.facebook.com/kaboom))  
 Twitter url (Optional) (example: [www.twitter.com/kaboom](http://www.twitter.com/kaboom))  
 Mission Statement  
 Organization's Mailing Address  
 City  
 State  
 Zip code  
 County  
 Organization Category  
 EIN



**Is your organization or your partner organization(s) religiously affiliated? Y/N****\*If Yes, please describe the nature of the affiliation.**

Please share if your logo incorporates religious symbols, if you offer religious programming, and/or if the land where the playspace will be located is owned by a religious organization.

**ABOUT YOUR COMMUNITY**

Use this section to describe your community and share why it is important for your organization to provide opportunities for play to the children and families you serve.

**Briefly describe your organization's history and the overall scope of your programs and services.**

Include a comprehensive list of the programs your organization provides. If your organization offers programs at multiple locations, please only list the programs that you provide at the site where the play equipment will be located.

**Describe the community you serve and the neighborhood and/or children who will use the play equipment or Play Everywhere installation. Why is it important for your community and the children you serve to have new play area or equipment?**

We want to know what makes your community unique and why you need this grant! Feel free to overshare.

**Is there an event motivating your community to apply for this opportunity?**

Example: A natural disaster, or other event that impacted the quality of life for members of your community.

**Site Information**

This is the address where the play equipment or Play Everywhere project will be located. You must list a full address. Providing a cross street or a blank address instead of a street number will delay consideration of your application.

Street Address  
City  
Zip Code  
State  
County

**How many children will use the proposed play equipment?**

Please do not multiply the number of children you serve per day by seven or 365 to calculate the number served per week and per year.

Per Day

- How many children do you serve on an average day?
- Example: King Elementary has 400 students. Per Day total is 400.

Per Week

- How many individual children do you serve in an average week? Every child who visits the site should only be counted one time, even if they visit the site multiple days of the week.
- Example: King Elementary has 400 students. Once a week they host a soccer program attended by 100 kids who are not enrolled at the school. Per Week total is 500.

Per Year

- On average, how many children do you serve a year? Take the number of children served per week and add the number of additional children you serve through annual events or turnover at your site.
- Example: King Elementary Per Week total is 500. Every year they host a fall festival attended by 100 kids who are not enrolled in the school. Per Year total is 600.

**Describe how you calculated the number of children served in the question above.**

Please note the programs, events, and circumstances behind the number of children that you have shared.

**What age range(s) does your organization serve at this site?**

Under 2, 2-5, 5-12, 12-18, 18+

**Which categories describe the children you serve at this site?**

Percentage to total 100

Asian Not Hispanic or Latino  
Caucasian/White Not Hispanic or Latino  
African American/Black Not Hispanic or Latino  
American Indian or Alaska Native Not Hispanic or Latino  
Hispanic or Latino  
Other

**What percentage of children served qualify for Federal Free or Reduced Price Lunch (FRPL)?**

If your organization does not know the FRPL indicator, note how many children qualify for a voucher program, scholarships or any financial assistance programs.

**What is the Median Household Income of the population you serve at this site?**

If your organization collects information on the median household income of the individuals you serve, please include. If median household income information is unavailable through your organization's data, please use this [link](#) to define the income based on the census tract nearest to the proposed site.

**Is there anything else you feel like we need to know about the ethnicity or socio-economic status of the population you serve?**

Clarify information that did not fit in sections above.

**PLEASE NOTE**

You **will not be able to edit** the Part I: KaBOOM! General Application after you submit. Please make any final edits to Part I before you submit and proceed to Part II.

After you submit Part I you will return to the application page. Select Part II: Play Everywhere Required Questions and Documents to continue your application. You must complete both parts to apply!

# Preview of Application Part II

## REQUIRED QUESTIONS & DOCUMENTS

### PLAY EVERYWHERE VISION

Tell us about your Play Everywhere idea and your vision for a shared, convenient, inviting, challenging and wondrous space in your community!

#### Project Name

How would you like people to refer to your Play Everywhere idea?

#### Describe your Play Everywhere project

*Describe your project and how it will lead to the transformation of a space that inspires kids and families to play.*

*Sample Answer:*

We would like to create Koreatown's first permanent play street. Specifically, our project is to create a sanctioned play street with traffic calming installations, new signage, and interactive play opportunities on the sidewalk, including painted sidewalk games and mazes. This play street will be featured on Wilshire Boulevard and is on the path to an elementary. It is a commonly traversed path for many of the elementary school's kids and parents and therefore will allow kids to "play along the way" as they walk to and from school.

As part of the traffic calming installations, we will install a mini round-about with colorful native plants and four curb extensions. For the signage, we will install two new yield signs to replace two stop signs and install several colorful "kids at play" signs to advertise that this is a playful area. Together, these installations will help create an environment where pedestrians feel much more comfortable.

For the play opportunities, we will paint two sidewalk games—one hopscotch and three mazes. Additionally, we will plan on painting different color plants and animal scenes along the street so that children can play with the paintings. The plants and animals we paint will be representative of the plants and animals native to Los Angeles.

#### **Beyond increasing play opportunities in your community, what is the impact (both short-term and long-term) that you hope to achieve with your Play Everywhere project?**

*Sample Answer:*

*Short Term:*

- By creating our city's first play street, and through traffic calming installations, signage, and play opportunities, more children in the Koreatown neighborhood will play on their own and together with their families, particularly as they walk to and from the nearby elementary school.
- The project will ensure that motorists are forced to slow down and respect children's play, and thereby improve safety in the area.

*Long Term*

- Specifically, we hope to decrease the number of traffic accidents along Wilshire by at least ten percent.
- We hope the project will become a model for other neighborhoods in Los Angeles.
- Since the community will help design the space, we hope that it will help to also inspire community pride.

#### Site Photos

*All photos must be attached as .jpg, .png, .jpeg, or PDF files.*

*Please submit 2-3 photos of the space where you plan to install your Play Everywhere project. Please make sure photos show different angles of each space.*

#### Project Design

*All photos must be attached as .jpg, .png, .jpeg, or PDF files.*

Share a detailed visual depiction of what your project will look like.

*Check-out our [Play Everywhere Gallery](#) and our [Play Everywhere Playbook](#) for design guidelines and examples!*

#### **My project will be (choose one):**

*Select an option based on the length of time that your project will be installed.*

- Permanent (1+ years)
- Semi-Permanent (1-12 months)
- Temporary (30 days or less)

#### **Where will your project be located?**

*Example: A community plans to install giant see-saws at three laundromats in their neighborhood. The community would select "multiple sites or locations" and would note the address for each laundromat below. If the community planned to install giant see-saws in three different areas of a large city park, the community would select "one site."*

My project will be located at one site.

My project will be installed at multiple sites or locations.

#### **\*If "multiple sites" are selected**

*List the addresses for each location where your project will be installed.*

## COMMUNITY ENGAGEMENT

In this section, tell us your strategy to engage the local community in your Play Everywhere project. We want to understand how you are collaborating with your community during the design phase, and how you will continue to engage your community if selected.

### Who do you plan to engage in your Play Everywhere project? Be specific!

*The types of stakeholders you want to engage may vary, from those you envision as primary visitors to those who can help support your project in some way (sponsor, champion, maintain). Examples include a local Boys & Girls Club, a business owner, or members of the City Council.*

### How will you engage your community during different phases of your project (vetting, design, installation, and post-completion)?

*Sample Answer:*

We will conduct a design workshop with the above mentioned partners and community members, with kids present, to come up with creative design ideas. We will then work with city officials to secure the proper permits needed to implement the Play Street's permanent installations (i.e., road signs and roundabout). Continued conversations will be had with local businesses and council members to ensure consistent community involvement. We will work with the school and local artists to ensure kids' continued interest in the installation through regular creative cosmetic upgrades.

### How will you spread the word about your project in order to engage community members in the project before and after it is installed?

*Sample Answer:*

We will have the aforementioned design meeting, conduct door-to-door outreach, send out robo-calls from the school, and participate in council meetings. We will create a Facebook page for the Wilshire Play Street that will provide regular updates to community members about the planning process, involvement opportunities, and future cosmetic changes and play events.

### Letters of Support (Optional)

*Letters of support can be written by potential funders, neighborhood groups, community or religious leaders, school leadership and/or other stakeholders related to the location where you would like to implement your Play Everywhere idea.*

*We strongly encourage you to include Letters of Support in your application!*

## IMPLEMENTATION: BUDGET

A Play Everywhere grant may cover the total cost of your project or you may supplement Play Everywhere grant funding with additional funding. The source of additional funding should be noted in your budget and must be identified prior to submitting your application.

### Budget Worksheet (Upload)

Download the [Budget Worksheet template](#). Once you have filled it out, upload the completed template.

*A good budget:*

- Clearly explains the purpose of the cost
- Shows the cost estimate is realistic and grounded in past data
- Mentions the item the cash donation is for, or states "unrestricted" if you can use it however you'd like (In-kind contributions refer to the donation of goods and services, rather than cash)

*Make sure you've thought through the cost of physical materials, labor (staff and consultants/contractors), fees for permitting and permission and transportation costs (for goods and potentially people).*

*Awards can be used for staff time that is directly related to the implementation of a project. Hiring an artist or other professionals is acceptable! The need should be clear and reasonable in your proposal. Please note award money should only be used for project implementation staff time, not general overhead costs.*

*When possible, base your estimates in a discussion with the vendor and/or past experience. Try to get a quote.*

### Total Budget

*Write the "Total Budget" amount that you calculated in the Budget Worksheet.*

### Funding Requested from KaBOOM!

*Write the "Funding Awarded from KaBOOM!" amount that you calculated in the Budget Worksheet. This is the amount of money that you are requesting from KaBOOM! for your Play Everywhere project.*



## IMPLEMENTATION: TIMELINE

Visit the Play Everywhere Grants page to review the timelines for open Play Everywhere Challenge opportunities.

### Timeline Worksheet

Download the **Timeline Worksheet**. Once you have filled it out, upload the completed worksheet.

*When developing your project timeline, aim to be goal-oriented but realistic!*

- Your dates for these milestones should be roughly sequential, with some flexibility for the order of the first three milestones.
- Talk to the person responsible for each activity to confirm that your timeline estimates are in line with their expectations.
- For activities outside your full control, show that you've thought through any risks and tell us your back-up plan.
- Confirm these dates align with your stated milestones.
- Tie your activities to major milestones so it is clear to us what you are hoping to achieve.

### Date when the project will be completely installed:

MM/DD/YYYY

### Time period when the project will be open to the public:

Start Date:

End Date:

### Are you required to secure a permit to install your Play Everywhere project?

Yes

No, I have confirmed with my local office that permits are not required for my Play Everywhere project.

I don't know

### Please share any information that you have learned about the permits that are required.

*Please include the type of permit and the timeline required for securing the permit.*