Open Spaces Sacred Places: The Healing Power of Nature

Announcement of National Award Program for Integrated Design and Research and Request for Planning Grant Proposals

Announcing a New Grant Program
In 2012, the TKF Foundation will begin the Open Spaces Sacred Places (OSSP) National Awards Program. This new award program will fund the creation of significant new OSSPs that are designed with the intent to study and communicate about the impacts on users of a specific type of urban public green space. Grants will be awarded from a total funding pool of $5 million. Funding will be provided to cross-disciplinary teams that conceptualize, plan, design and implement a physical space, conduct associated research study(ies), and disseminate findings.

We are pleased to introduce the National Award Program and to issue this Request for Planning Grant Proposals (see page 4). This is an optional, first-phase grant opportunity which will provide funding to teams for a planning period in advance of the National Awards application deadline. Specific information on eligibility and application requirements follows below.

A Message from the Founders
By 2030, two-thirds of the world population will live in urban environments. In 2008, more than 80% of the United States population was already there. Our concern is for this modern city dweller, increasingly embedded in cyber land; deeply concerned about personal safety and privacy; always connected electronically, but all too often disconnected at the emotional and spiritual level from him or herself and from community.

For the past 16 years, the TKF Foundation has funded the creation of Open Spaces Sacred Places. In that time, we have heard from thousands of people that these spaces have the power to make a positive difference in their lives. Based on this experience, and our own belief that nature can heal, unify and uplift the human spirit, we have crafted this national initiative for integrated design and research to study and document the impact of Open Spaces Sacred Places on people living in urban settings. We hope this Request for Proposals inspires you to come together with colleagues from a range of disciplines to think openly, design creatively, study deeply and share broadly with others what you learn about the transformational power of nature.
1. Purpose of Awards Program: Documenting and Communicating the Impacts of Open Spaces Sacred Spaces

TKF Foundation’s awards will directly support the design and implementation of significant new Open Spaces Sacred Places sites designed to address critical human factors related to the physical, mental, and spiritual wellbeing of individuals living in challenging urban environments. The Awards will simultaneously sponsor research on the human impact of encountering and experiencing these open, sacred places in nature in the urban setting.

As the nation and world’s population becomes more urban, there are concerns about livability in high-density settings. Concerns include impacts on human wellbeing and health, such as impaired emotional state, spiritual and social alienation, decreased resiliency, increased stress-related and sedentary-lifestyle-induced illness and/or chronic disease. The experience of nature in cities is known to enhance quality of life, improve mental state, and alleviate negative health impacts. In addition, people who come together to create and steward green spaces often form community bonds and beneficial relationships that may be transformational for these individuals and the communities in which they live. Finally, the hustle and bustle of city life may preclude opportunities and time for reflection, spiritual connection and growth, and experiences such as healing, reconciliation, forgiveness or thanksgiving.

The Foundation’s experience with prior Open Spaces Sacred Places indicates that such spaces serve broader purposes and benefits in urbanized environments - contributing to urban livability, improved human health and well being, community building, and spiritual replenishment. These awards will be focused on specific projects and site-based studies that consider direct impacts on individuals and nearby communities. Yet the broader purpose of the awards program is to assess the far-reaching benefits of easily accessible green spaces in cities, and explore whether such Open Spaces Sacred Places are essential for the health and well being of all people in all cities. The Foundation will seek to connect and coordinate learning across the funded projects in order to benefit future urban planning and design.

These Awards are intended to inspire cross-disciplinary teams to come together to address compelling human needs by providing access to Open Space Sacred Place sites in urban areas. Each award is intended to support two major outcomes:

- Design, development and construction of a prominent OSSP that will serve a particular community or user group, and,
- Research, coupled with design, to study, understand, and communicate user benefits and impacts, which will serve ultimately to enhance a broader and empirically significant
understanding about the role in human well-being of urban-based Open Spaces Sacred Places.

2. Desired Outcomes
The TKF Foundation seeks a number of outcomes from the National OSSP Awards Initiative:

- Creation of new open, sacred green spaces, located in stressful urban environments, that effectively provide a community of users the opportunity for a deeper human experience in nature.
- Applied research to study the measurable impacts and efficacy of each OSSP, reflecting design intentions of improved human health and well-being.
- Empirical findings, based on rigorous research and peer-reviewed publication that will collectively enhance theoretical understandings of the value of nearby urban nature in human health and well-being, and support evidence-based urban planning and community design.
- Development of best practices and methods for cross-disciplinary collaboration among the multiple stakeholders and practitioners needed to develop, implement, and study creative nature-based approaches to solving some of the most challenging human needs in our cities today.
- Establishment of a national network of TKF-funded Open Spaces Sacred Places that will serve as demonstration and study sites into the future.

3. The Funding Sequence
The funding will be enacted in two sequential phases:

3a. Planning Grants - 2011
As an optional first step in the Open Spaces Sacred Places Awards process, applicants may apply for a planning grant of up to $50,000. Up to 10 planning grants will be awarded to enable applicants to assess needs and resources, forge necessary community and institutional relationships, build capacity and assemble robust project teams, develop site and research design approaches.

The deadline for optional Planning Grant applications is September 1, 2011. Planning grants will be announced December 15, 2011. The planning period will be from January 1 to June 30, 2012.

3b. Open Spaces Sacred Places Awards - 2012
Following the planning phase, TKF will issue a second Request for Proposals for fully developed Open Spaces Sacred Places Awards applications. NOTE: These significant awards will be open to any project proposal that meets the eligibility criteria and will not be limited to recipients of a planning grant.
The RFP for the Open Spaced Sacred Places Awards will be issued and posted to the Awards website www.OpenSacred.org on February 1, 2012. To receive notifications about the OSSP Awards RFP or any changes to the grant opportunity please visit www.OpenSacred.org/grants.

The proposal deadline for the Open Spaces Sacred Places Awards is June 30, 2012. The Awards will be announced December 15, 2012.

4. Eligibility

- Eligible grantees include any 501(c)(3) tax-exempt charitable organizations that are classified as public charities and not as private foundations. Such public charities include:
  a. Institutions that serve a large number of constituents, such as universities, schools, hospitals, medical research organizations, religious institutions, and governmental units and agencies as more specifically described in Section 170 (b)(1)(A)(i-vi) of the Internal Revenue Code (IRC).
  b. Publicly supported organizations that receive more than one-third of their revenues from modest donors and/or fees and sales of services and goods performed in conducting their charitable activities for a large number of persons as more specifically described in Section 509 (a)(2) of the IRC.
  c. Organizations created to support and benefit one or more other public charities as more specifically described in Section 509 (a)(3) of the IRC.

- Eligible teams must be cross-disciplinary in makeup and must include an identified Firesoul or Firesouls.

- Eligible projects must have both an institutional and a community-based partner.

5. Request for Planning Grant Proposals

The Planning Grant phase is optional and is not a prerequisite for consideration for an Open Spaces Sacred Places Award.

5a. Elements of the Planning Grant Proposal

Planning grant information that you submit may be preliminary in nature, but must address the following topics. Note: All narratives are to be single spaced, Times New Roman font, 12-point type, 1-inch margins. Where indicated, word count and page limits apply.

I. Cover Form (template provided/see appendix 4)

II. Point of View statement (250 words)

A brief statement of the team’s philosophy or point of view that illuminates your understanding of the concept of Open Spaces Sacred Places
III. Project Narrative (up to 5 pages)
   a. Description of the project including
      - Statement of need
      - The intent or purpose and goals of the sacred green space;
      - Intended audience or users; and
      - Location, size and description of the proposed site. (A letter must be provided by the current owner of the site indicating willingness to provide legal rights of use of the land for the OSSP for a minimum period of 20 years.)
   b. Description of the proposed team, its cross-disciplinary philosophy and integrated process (see section 7a below)
      - Identify the lead Grantee and provide documentation of the Grantee's eligibility (see section 4 above) such as the IRS 501(c)(3) letter
      - Team makeup - Identify lead collaborators by name, organization (if any), including at minimum the Firesoul or Firesouls. The initial (and final) team must have the ability and qualifications to achieve both design, research and communications outcomes.
      - Cross-disciplinary philosophy
      - Work plan for how site design and research will be integrated throughout planning and project implementation
   c. Description of community engagement plan (see section 7b)
   d. Description of the design approach (see section 7c)
      - Highlight anticipated constraints and opportunities presented by the site, the user population, or other influences
      - Propose how the stakeholders will participate in the design process
      - State a design attitude and how that will affect this design challenge
   e. Research (see section 7d)
      - The research problem(s) or question(s)
      - The expected learning or outcomes of the research
      - Methodology and approach
      - The potential impact or significance of the proposed study for the public, academic and professional peers and/or policy-makers
   f. Probable approaches for use of site for ongoing study and demonstration purposes

IV. Literature Review (1 page)
A preliminary review of relevant resources and research that the project will draw and build upon

V. Budget and Narrative
- Budget table (template provided/see appendix 5) that provides description of costs and expenses by category for the planning phase, not to exceed $50,000. The foundation seeks proposals that demonstrate cost-consciousness and seek best value.
- Budget narrative (one page limit) that specifically breaks down funds being requested. Describe estimated hourly rates for those working on project, contracts and their rates, and projected travel.

VI. Attachments
1. Team qualifications including CV or resume for lead team members (up to 2 pages each).
2. A brief mission statement for each team member organization.
3. List of applicable similar projects undertaken by members of team (1 page).
4. Letters of commitment or support from appropriate institutional officials, confirming the institution’s commitment to the project. Other letters of support, such as from partners, scholars in the field, and staff involved in carrying out the work may be included as appropriate.

5b. Criteria for Planning Grant Selection
The TKF Foundation will determine which proposed cross-disciplinary applicant teams responding to this request will be awarded a planning grant based on a comprehensive “best value” analysis of the proposals received. Proposals will be evaluated on how well the narrative embodies all key elements of the parameters in description and intent.

An automatic disqualification may occur if the proposal does not define how an outdoor, urban, open space, sacred place will be created through the collaborative efforts of a cross-disciplinary team and will include a significant applied research component that studies or evaluates the tangible impact on individuals of time spent in the Open Space Sacred Place. In addition, the proposal must recognize the role of a communications plan and acknowledge both the broad dissemination of research findings and use of the space for ongoing study and demonstration purposes if awarded funding.

6. Requirements for Open Spaces Sacred Places Award Projects
6a. Project/Site Requirements
- The project site must be located in the United States.
- The current owner of the site must be willing to contractually ensure legal rights of use of the land for the OSSP for at least a minimum period of 20 years.
- The project site must be outdoors and located in an urban setting.
- The site must be free and open to the general public.
- Site design must provide for the permanent inclusion of a TKF-provided bench and waterproof journal and for descriptive signage that indicates the site as an Open Space Sacred Place.
- Site designs must include plant and other natural materials.
- Proposals must include a minimum 10-year plan for maintenance that addresses needed human and financial resources.
- Design must comport with the relevant environmental performance standards of the Sustainable Sites Initiative (SITES), as described in the Guidelines and Performance Benchmarks 2009 (www.sustainablesites.org/products/)

6b. Project Deliverables
Projects selected for an OSSP Award will be required to produce the following deliverables:
- Description of successful practices and approaches applied and lessons learned through the creation of the OSSP site.
- A summary of the research effort to understand the human benefits or outcomes associated with user or visitor experience of the OSSP.
- Paper(s) submitted for a peer-reviewed science publication.
- A science and policy-directed communications plan that will broadly share the project’s results.
- A programming plan that addresses ways to encourage use of the space by the public and ongoing learning and demonstration uses by professionals in the field. (See glossary for definition of Demonstration Site)
- Development of a presentation for delivery at professional or science conferences that will be made available for use by public and other communication channels.

7. Guidelines for Open Spaces Sacred Places Award Projects
7a. Project Team and Process
- Project applicants will use an integrated process of site and research development and will envision a plan for public communication of results and ongoing use of the space for professional training and demonstration purposes. TKF seeks proposals where site and research design are collaboratively developed and integrated. The research parameters and specific site plan should be coordinated to insure the creation of an open, sacred place and to optimize the research goals. Site design should both be informed by and support the research study purposes.
- A cross-disciplinary team having the necessary qualifications and experience is required. The team may include, but not be limited to, a landscape architect, a social scientist or health researcher, an urban redevelopment professional, a communications specialist, an artist, a spiritual guide, and/or a community leader or facilitator. Team members will work
together to develop a holistic approach to the creation and study of a proposed new space using a collaborative project design process.

7b. Community Engagement
● The project should engage users and other stakeholders in a way that gives form to community voice. The cross-disciplinary team should engage the community of users to be served as active partners on the project and may employ interactive approaches (such as a design charrette or workshop) to encourage dialogue.
● Stakeholders should be engaged during the site design process to identify needs, tap local knowledge, and inform research investigations. The project team will work with the community to determine the environmental, economic, and socially equitable outcomes for the project.

7c. Design
● Creative use/interpretation and inclusion of sacred place design elements -- Portal, Path, Destination and Sense of Surround -- is strongly suggested.
● Inclusion of a TKF provided bench and waterproof journal in the design of the space is required. All completed new OSSP sites will be required to participate in the journal database project by providing TKF or its appointee with copies of journal writings from the site on a regular basis.
● The project design must serve individuals in communities in need, especially those facing physical, economic, environmental, emotional or spiritual challenges.
● If appropriate, public art or urban agriculture may be incorporated as a design or programmatic element of the OSSP.

7d. Research
● The overarching purpose of the research element of the OSSP Awards is to engage a community of scientists to generate more complete knowledge about the benefits and impacts that result from user experiences of nature-based sacred spaces in cities. Observations within previously built OSSP sites suggest that time spent in sacred places in nature can be transformational, providing remarkable experiences of renewal and restoration. While investigators may focus on a single project site it is expected that the sum of studies across the initiative will serve as an insightful, conceptually based body of knowledge that will serve to focus attention and effort on the creation of OSSPs across cities.
● Studies will be place-based, with research questions and methods to be developed in coordination with the cross-disciplinary site design and construction team. Research questions and methodological approaches should be informed by prior research findings in the social science and public health disciplines, and should seek new advances in concepts or theory of human health and well-being.
• It is expected that the proposed science will be rigorously designed and implemented, leading to peer-reviewed publication. Research communications and outreach to professional and stakeholder audiences should also be addressed in the proposal.

• The TKF foundation recommends that the development of research questions be guided by a research literature review and TKF’s content analysis of prior OSSP user responses. Initial scoping of these sources suggests several opportunities (Figure 1). A proposed study may better articulate a user’s transformational experience while directly in an OSSP. Another investigation may be about the positive influence on the mental and/or physical state of the user after a site visit or in between site visits. Such affects may positively influence how a person functions across different contexts, such as home, school, or work, a third focus of study. Some of these affects have economic implications, which can be important information for urban planning and design. Proposed research may address any combination of these opportunities but should be framed in a way that would be of interest to urban decision-makers.

![Figure 1: research opportunities](image)

7e. Budget

• Reasonable expenditures that are directly connected (direct costs) to your project’s purpose and outcomes will qualify for grant funding. These include staff salaries (and benefits) or contracts for project designers, facilitators, researchers, content experts, and other consultants. They may also include direct investments in materials, products and services used in the design, construction, research and communication of the project.

• Your organization’s investments in general and administrative costs (e.g., telephone, meetings, shipping, copy cost, etc.), as well as other indirect costs (e.g., overhead, grant
management, training, etc.), may not exceed 12.5%. Assessment of indirect cost will be an important criteria in the selection process.

- The budget should include any program income, contributed services, or voluntary match. Grantees are encouraged to investigate and propose co-funding opportunities.
- 10% of the total direct expenses for the project may be set aside to establish an endowment for maintenance.

8. Open Spaces Sacred Places Philosophy and Background

8a. About the TKF Foundation
The TKF Foundation is a private grant-making foundation whose purpose is to inspire and create Open Spaces Sacred Places (OSSP) in nature which elevate the human spirit and are physically and philosophically open and accessible to people of all beliefs, faiths, cultures and abilities.

In a time when we are more and more surrounded by the built world, beset by ever increasing stress and overwhelmed by technology, the Foundation’s goal has been to create open, sacred places where people can be in nature and reconnect to themselves, to the land, and to each other. The TKF Foundation partners with organizations to create these sacred places in nature out of a desire to deepen human connections, reduce stress and increase sense of community. Moving beyond funding, the Foundation approaches its grantees as genuine partners in a common cause. In our work with grantees, we consult, mentor leadership capacity, provide insight into what we have seen work best, provide introductions and foster relationships among community members and the necessary related professionals who help design and build OSSPs.

The mission of the TKF Foundation is to provide the opportunity for a deeper human experience by inspiring and supporting the creation of public green space that offers a temporary place of sanctuary, encourages reflection, provides solace, and engenders peace and well being.

8b Definition of “Open Space Sacred Place (OSSP)”
“Open Spaces Sacred Places” are public, outdoor, urban green spaces designed with a variety of purposes in mind: healing and remembrance; peace and reconciliation; rest, respite and stress reduction; reflection, meditation and response to the natural world around. Each of these spaces is a unique expression of a situation, population or place-based need that was recognized by a “Firesoul” – a person who burns with the idea that access to nature can be a potent solution to some of the most intractable challenges we face in some of the toughest urban environments.
“Open” has two different meanings for TKF. First, an “open” space is one that is physically open, feels welcoming and is non-threatening to those who spend time in it. Second, an open space is one that is philosophically, ideologically and culturally “open” to the public, meaning all persons, regardless of race, gender, faith, culture or belief, are invited to enter the space. The space is for use by a whole community of different people rather than just one particular group.

The word “sacred” has many definitions, but for TKF, a sacred place is a space in nature, set aside from everyday life, which is meant to invite users into a deeper, healthier and more peaceful relationship with themselves, their neighbors, and the created world. Sacred spaces are designed to lift the human spirit and offer the opportunity for individual transformation, rather than simply to provide space for recreation or relaxation. Sacred space experiences provide a time and place for respite from the pressures of the world around and an opportunity for a deeper human experience through spiritual connection to nature.

Since its founding in 1996, TKF has funded the creation of more than 125 sacred green spaces, largely in the Baltimore, MD and Washington, DC area. In addition to financial support, the Foundation provides each space with a signature bench and a journal for visitor reflection and response. Over the years, TKF has collected and catalogued more than 25,000 “stories,” written in journals by myriad visitors to these sites, which attest to the power of these open spaces sacred places and the benefits that derive from the opportunity to be in nature.

9. More Information

All information about and updates to this RFP will be posted at www.OpenSacred.org. Interested parties are encouraged to register to receive notifications of changes to the grant opportunity. Please visit http://www.opensacred.org/grants/grant-application

The final RFP for the Open Spaces Sacred Places Awards will be posted on February 1, 2012.

Questions about Planning Grants may be submitted until 12 noon EST on 8/15/2011 by email to info@OpendSacred.org.

Two informational webinars will be offered and archived for later viewing (see Appendix 2 Timeline for dates and times). Participants will be required to register in advance. Registration information will be posted at www.OpenSacred.org. All questions and responses from the webinar will be posted to the website.
10. Submissions

All materials must be submitted electronically. Maximum file size allowable: 50 MB. Please include contact information. Incomplete applications will be considered at the discretion of the foundation. Upon submission, applications become the property of the TKF Foundation and cannot be returned.

Planning Grant Application Deadline: September 1, 2011 – 11pm EST/CT/MT/PST
Open Spaces Sacred Places Award Application Deadline: June 30, 2012 – 11 pm EST/CT/MT/PST

Submit materials to: info@OpenSacred.org
Appendix 1: Glossary of Terms

**Open Space** – an outdoor space that is characterized by its accessibility and invitation to all to enter and be at peace. An **Open Space** is inclusive. It is invitational. It provides a sense of safety in the removal of barriers that keep people from simply being with one another. It welcomes all to enter, and to breathe deeply in the presence of nature.

**Sacred Place** – a place outdoors that is characterized by its invitation to wholeness and healing. Set aside and designated as sacred, this space invites the individual to a different experience than simply recreational outdoor activities. Upon entering a **Sacred Place**, one becomes aware of an atmosphere that facilitates a deeper connection to oneself and to others. A sense of individual healing or transformation, coupled with connection to humanity and all of nature is experienced in a **Sacred Place**.

**Firesoul**: An individual whose vision of the healing power of nature impels his or her efforts toward sharing that vision with others. Beyond simply care-taking a space, a **Firesoul** is driven by a passion for creating, maintaining, and sharing the healing gifts of open spaces, sacred places with others.

**OSSP Design Elements:**

**Portal**: An opening through which the individual passes into the space within. Whether an archway, a gate, a stand of trees, a pergola, a sign, or some less well-defined marker, the **Portal** clearly delineates the space of everyday life & functioning from the liminal space of experience within the OSSP. Walking through a **Portal**, the individual lives the experience of entering a sacred place.

**Path**: Provides some structure to the individual’s experience of the space. Whether linear & well-defined, or more meandering, the **Path** gives the individual a sense of safety in the groundedness of time & space. Walking on a **Path**, the individual lives the experience of walking in liminality – having one’s feet on the earth at the same time that one is experiencing a connection to a greater reality.

**Destination Point**: A defined point toward which the individual moves on the path. **Destination** is an end-point to which the individual is drawn, having moved through the portal and walked on the path. The archetype of pilgrimage (or the lifelong process of human growth and development) is present in one’s experience of OSSP – moving from the familiarity of everyday life, through the portal into liminal space, onto the path of spiritual connection, walking ever toward **Destination**.

**Sense of Surround**: Provided through plantings, fencing, trees, gardens, sculpture, or whatever else might be used to achieve an encompassing sense of boundary, safety, and enclosure within
the OSSP. While portal, path, and destination invite one to experience sacred space, the Sense of Surround contains this space. The Sense of Surround ensures that the visitor is safe within the sacred space, until his or her return to everyday life, retracing steps on the path, and moving back out through the portal.

Other Components of an OSSP:

**Bench:** A place of respite that invites one to pause and reflect. More than just a place to sit, the presence of a Bench in an Open Space, Sacred Place can be thought of as an invitation to pause on one's journey – to sit, to rest, to breathe, to be present, to experience all the gifts that an Open Space, Sacred Place has to offer.

**Journal:** A specially created waterproof blank book & pen -- located beneath a bench -- that invites one’s experience within an Open Space, Sacred Place to be articulated on paper. Sitting on a bench, one is invited to take up the Journal, and put into words or images the experience of be-ing in this sacred place. More than a diary, a record, or a log of daily events, the Journal invites one’s experiences to become visible on the page, to be shared with self and others.

**Well being:** TKF uses a definition of well being borrowed and adapted from the Universal Education Foundation. “Well being is realizing one’s unique potential through physical, emotional, mental, spiritual and social development in relation to self, others and the environment.”

**Institutional partner:** Institutional partners include, but are not limited to, universities, hospitals, research centers, correctional institutions, museums, performing arts or other cultural centers, neighborhood development corporations, state, local or city agencies or authorities.

**Community-based partner:** Community partners include but are not limited to neighborhood associations, local community greening alliances, local faith-based organizations, community service, support and self help groups, local social justice organizations, and other similar organizations focused on addressing local community needs.

**Demonstration and study site:** A site that provides tangible illustration of principles, practices and applied knowledge, as well as information and opportunities for academic and professional audiences to experience, observe and learn from the OSSP, its users, designers and/or researchers.

**Social equity:** Fosters an inclusive environment that, in part, builds its intellectual strength and excellence from the human, cultural, and intellectual diversity of its constituents.
**Direct Costs:** All costs that can be specifically identified with a particular project or activities directly related to the project: e.g. staffing costs, fringe benefits, contractual services, supplies and materials purchased by grantee, travel costs.

**Contractual costs:** Services or materials provided by a contractor or agencies, other than the grant recipient, directly related to the project.

**Indirect Costs:** Costs incurred by a grantee for common or joint objectives and cannot be identified specifically with a particular project or program. These costs are also known as general and administrative costs. Typically but not limited to: office space, telephone, office equip rental and usage, utilities, and gen off supplies. Most institutions may also include some percentage of general staff salary and fringe benefit.
Appendix 2: Open Spaces Sacred Places Funding Initiative Timeline

05/01/2011: Planning Grant RFP Issued
06/16/2011: Online Q & A Session 1: 2 - 3 pm EST
07/19/2011: Online Q & A Session 2: 2- 3 pm EST
09/01/2011: Planning Grant Application Deadline – 11PM EST/CT/MT/PST
12/15/2011: Planning Grant Recipients Announced

Jan-June 2012 Planning Period

02/01/2012: Open Spaces Sacred Places Awards RFP Issued
06/30/2012: National OSSP Award Applications Deadline – 11 PM EST/CT/MT/PST
12/15/2012: National OSSPAward Recipients Announced

Funded projects must begin site construction by May 1, 2013 and physical project site must be completed by 12/31/2015. Research must be complete and ready for publication by January 2018.
Appendix 3: Planning Grant Application Final Checklist

Planning grant information may be preliminary in nature, but must address the following topics. Note: All narratives are to be single spaced, Times New Roman font, 12-point type, 1-inch margins. Where indicated, page limits apply.

Cover Form (template provided/see appendix 4)
Point of view statement – 250 word maximum
Project narrative – to include all 5 specified areas of explanation – 5 page maximum
Literature Review – 1 page
Timeline
Budget and Budget Narrative – (template provided/see appendix 5) plus 1 additional page
Appendices as noted/applicable
Appendix 4: Cover Form Template

TKF Foundation use only.
Control Number: ________________________________
IRS Tax-exempt Determination Letter: □ yes □ no

National Open Spaces Sacred Places Award
Planning Grant Application

Planning Grant Applications are due by 11 pm EST/CT/MT/PST, September 1, 2011

Project Title: _____________________________________________________

Project Contact Name: _____________________________________________

Organization: ____________________________________________________

Address: ________________________________________________________

________________________________________________________

Phone: _________________________________________________________

Fax: ____________________________________________________________

Email Address: __________________________________________________

Funding Request: (Please indicate amount, up to $50,000) _______________

Project Partners

Partner Contact Name: _____________________________________________

Organization: ____________________________________________________

Address: ________________________________________________________

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Phone: _________________________________________________________

Fax: ____________________________________________________________

Email Address: __________________________________________________
| Project Contact Name: |  _____________________________________________ |
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| Project Contact Name: |  _____________________________________________ |
| Organization: |  ____________________________________________________ |
| Address: |  ________________________________________________________ |
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**Abstract:** Please summarize the proposed project in 200 words or less.
Appendix 5: Budget Table Template

OPEN SPACES SACRED PLACES
TKF Foundation
PLANNING GRANT BUDGET PROPOSAL

Applicant's name: ________________________________

Project name: ________________________________

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<td>Subtotal:</td>
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<tr>
<td>4. PROJECT SUPPLIES &amp; MATERIALS: (please itemize)</td>
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<td>Subtotal:</td>
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<tr>
<td>5. TRAVEL:</td>
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<tr>
<td>Mileage x mileage rate: (not to exceed .51/mile)</td>
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<td>Lodging</td>
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<td>Meals</td>
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<tr>
<td>Other</td>
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</table>

Subtotal:

6. TOTAL DIRECT COSTS:

7. TOTAL INDIRECT COSTS: (not to exceed 12.5% of salary and fringe)

8. GRAND TOTAL: