

2006 STARBUCKS NEIGHBORHOOD PARKS GRANTS PROGRAM



A STARBUCKS COFFEEHOUSE IS A GATHERING PLACE FOR THE COMMUNITY. WE LOOK AT A PARK AS BEING THE SAME THING – A PLACE THAT MIRRORS THE CHARACTER OF THE COMMUNITY; A PLACE WHERE PEOPLE CAN REFLECT, REENERGIZE OR SOCIALIZE; A PLACE WHERE EVERYONE IS WELCOME; A PLACE THAT BUILDS COMMUNITY.

Over the years we've been proud to support the individuals who have dedicated their time and resources to improving our neighborhood parks. They've inspired us to get more involved, and maybe they'll inspire you too.

Since its inception in 2000, Starbucks has donated \$1.4 million to 73 neighborhood parks throughout King, Pierce and Snohomish Counties. We have been welcomed by neighborhood organizations and members of the community for our contributions to the quality of life in our neighborhoods.

Continuing our commitment to local parks in the three-county area, Starbucks is investing an additional \$1 million in 2006 through the following efforts:

The **Starbucks Neighborhood Parks Grants Program** which provides thirty \$15,000 grants to grassroots volunteer organizations working to improve their local parks.

The **Starbucks Parks Fund** which invests in signature park projects within the three-county area. Starbucks seeks out these projects, so there is no application process for this fund.



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As part of our \$1 million commitment to parks in 2006, we will award \$450,000 in grants to qualified neighborhood organizations in King, Pierce and Snohomish Counties of Washington state.

GRANT RANGE

Thirty competitive grants of up to \$15,000 each.

WHO CAN APPLY

Any neighborhood-based organization, such as a community council, a group of neighbors, a neighborhood association or a nonprofit organization serving their neighborhood can apply. The organization must have tax-exempt (nonprofit) status as defined under Section 501(c)(3) of the IRS Code. If the organization does not have this status, it can designate a grant sponsor who has 501(c)(3) status and who will be fiscally responsible for the grant funds. Lastly, it must have open, non-discriminatory membership and actively seek involvement from neighborhood residents or businesses.

CRITERIA

The project must meet all of the following criteria to be eligible:

- The project is focused on developing, improving and revitalizing a neighborhood park or open space to benefit a neighborhood.
- The project is located in a neighborhood park or park-like area to include pocket parks, urban plazas or natural areas. The park may provide a variety of uses, both quiet and active, and it must be free and accessible to the public for drop-in use.
- The project takes place on publicly owned land within King, Pierce or Snohomish Counties.
- The project is a collaboration between the community organization and the public agency or agencies responsible for the land or park (such as a city parks department). The project has financial or in-kind support (i.e., contributions of goods or services other than money) from this and/or other public agencies.
- The total project is at least \$50,000 in equipment and/or construction costs.
- The project has strong support, involvement and volunteerism from community members, in addition to having support of the applying organization's leadership.
- The project integrates involvement of Starbucks partners (employees). The organization is responsible for building a relationship with their local store. In one of the attachments for the application, partners provide their written statement of partnership.
- The project starts within six months of award notification and is completed within 18 months.

HOW TO APPLY

Go to starbuckslovesparks.com and download the Neighborhood Parks Grants application form and guidelines. Complete the application (with required signatures) and provide the following attachments:

1. A three-page (maximum) document which includes:
 - An outline of the project for which you are seeking funds and how it fits in with the total park plan.
 - An explanation of how the idea for this project came about.
 - A description of your organization: mission, number of members, geographic area, membership policy, accomplishments.
 - A description of the neighborhood support and involvement in this project: how many involved, sectors of your community that are represented (business, residents, schools, etc.), public processes you have conducted, publicity for the project and community volunteerism and engagement in the project.
 - A description of how you will evaluate the success of this project.
2. A creative demonstration or expression of why your organization and neighborhood want and need this project.

For example, use art, photography, video, poetry or short story to explain how this project will enhance your neighborhood and help build community. Only one copy of this creative demonstration is required.

3. A simple project budget for which funds are being sought and an overall funding plan. Include cost of materials, equipment, services, personnel, construction costs and other sources of funding.
4. A plan which outlines the steps and a timeline (with month and year) to complete the project.
5. Letter from the property owner (public agency) giving permission to do the work, describing how the property will be maintained and how the public agency supports the project. Include contact name and phone numbers. If more than one public agency is involved in the project, include a letter from each agency.
6. The Starbucks partner statement of partnership, which must be submitted by a Starbucks partner. The statement should describe:
 - How and why the partners and store(s) are actively supporting this organization and the project.
 - Explanation of past involvement of Starbucks stores and partners with the organization and/or this project.
 - Specific activities planned to support this project and organization now and on an ongoing basis.
7. A copy of the nonprofit organization's (or grant sponsor's) IRS tax-exempt certification letter verifying 501(c)(3) status.
8. A copy of the nonprofit organization's W-9 Form.
9. A copy of the site plan.
10. Evidence of insurance coverage (if any).

SUBMITTING PROCESS

Submit the original and four (4) copies of the application form and any attachments (with the exception of #2 under How to Apply) no later than 5:00 p.m., Monday, April 3, 2006.

Proposals that arrive after the deadline or are incomplete cannot be considered. Applications will not be accepted by fax or email. Applications and support materials will not be returned.

REVIEW PROCESS

The Starbucks Parks Selection team reviews the applications and judges them on the quality of the project as an enhancement to the community; the need and level of involvement and interest in the community and the Starbucks partners' and local store involvement. Four weeks following the deadline, the selection team will narrow the list of applications and contact those selected for visits to the project sites. Following the site visits, the decisions of the grant awards will be made by early June. All applicants are notified in writing of the award decisions.

Those awarded a grant will be sent a donation agreement, which must be signed by the applicant and returned to Starbucks Coffee Company. A brief report accounting for the use of funds is required upon the project's completion.

MAIL OR DELIVER TO:

Starbucks Neighborhood Parks Grants
c/o Starbucks Coffee Company, NW Region
2200 First Avenue South, Suite 100, Seattle, WA 98134

FOR MORE INFORMATION

Visit starbuckslovesparks.com. For questions, contact us at: neighborhoodparkgrants@starbucks.com

2006 STARBUCKS NEIGHBORHOOD PARK GRANT APPLICATION FORM

ORGANIZATION

APPLICANT (NAME OF ORGANIZATION): _____

Describe the project and the proposed use of funds in 40 words or less: _____

PROJECT CONTACT PERSON: _____

Most of our correspondence will occur via email. Please ensure the contact person will be accessible.

ADDRESS WITH ZIP: _____

DAY PHONE: _____

EVE. PHONE: _____

E-MAIL: _____

FAX: _____

TITLE OF PROJECT: _____

PROJECT LOCATION/ADDRESS: _____

CITY AND NEIGHBORHOOD: _____

COUNTY: _____

HAVE YOU RECEIVED A GRANT FROM US BEFORE? YES NO

IF YES, WHAT YEAR? _____

HOW DID YOU HEAR ABOUT THIS PROGRAM?

PRINT AD RADIO REFERRAL NEWSPAPER OTHER

APPROVAL OF VOLUNTEER ORGANIZATION LEADERSHIP

I declare I am the elected chair or president of the applying organization and personally assure you that the majority of our members have agreed to this project and that any funds received from this grant will be used for the purposes stated in the application. I also assure you that the affected neighborhood supports this project.

NAME: _____

SIGNATURE: _____

DATE: _____

E-MAIL: _____

DAY PHONE: _____

EVE. PHONE: _____

ADDRESS WITH ZIP: _____

PROPERTY OWNER (e.g., Seattle Parks Dept.): _____

CONTACT PERSON: _____

DAY PHONE: _____

E-MAIL: _____

ADDRESS WITH ZIP: _____

STARBUCKS PARTNER (EMPLOYEE INFORMATION)

Please complete for the grant applicant and provide them with your statement of partnership sheet which describes: (1) how and why the partners and store(s) are actively supporting this organization and the project, (2) past involvement of Starbucks stores and partners with the organization, and (3) specific activities planned to support this project and organization now and on an ongoing basis.

MAIN STARBUCKS PARTNER CONTACT(S): _____

ADDITIONAL PARTICIPATING STARBUCKS PARTNERS (with store numbers or departments): _____

DEPARTMENT & M/S OR STORE NAME & NUMBER: _____

APPROVAL

STORE'S DISTRICT MANAGER: _____

PHONE: _____

APPROVAL SIGNATURE: _____

GRANT SPONSOR: COMPLETE ONLY IF USING A GRANT SPONSOR

I declare I am the director of this 501(c)(3) organization and represent that we will serve as the fiscal sponsor of this grant for purposes of this project.

ORGANIZATION: _____

DAY PHONE: _____

NAME: _____

DATE: _____

ADDRESS WITH ZIP: _____

SIGNATURE: _____

E-MAIL: _____

FAX: _____