



ANNE & KIRK DOUGLAS PLAYGROUND AWARD

“Where children form friendships is not in the competitive setting of the classroom, it’s on the playgrounds – that’s where we create democratic society.”

*-Roger Hart, Director,
Children’s Environments Research Group at City University of New York*

The Anne & Kirk Douglas Playground Award

Our Mission

The Anne & Kirk Douglas Playground Award supports and encourages Los Angeles public school communities to create playgrounds that will be the keystones of campus revitalization and give the city's children the fulfilling experiences and opportunities they deserve.

Background & History

In the national debate on school reform, play is often not deemed an important enough topic to be worthy of discussion. Play, however, is a critical component of childhood. The outdoor environment surrounding our schools, the space we call a playground, can be as significant an asset in developing a child as the classroom. Time spent at play is as important in shaping the character of children as it is in filling their minds with knowledge and much of that character building takes place on the playground during the free time that youth use to form friendships and relationships with their peers. Further, when schools lack adequate play environments, children learn to devalue physical exercise. Recent studies continue to demonstrate that obesity among urban poor children is at an all-time high and the associated health risks, both socio-emotional and physical, are equally well documented. Amongst all American children, a sedentary lifestyle is increasingly the norm.

Locally, Los Angeles Unified School District playgrounds are too frequently inhospitable environs for children: crumbling asphalt, old and unsafe play structures (or none at all) and little to no green space. When Anne and Kirk Douglas learned of this situation, they saw a unique opportunity to encourage forward-thinking school communities to create playgrounds that would be more than pavement: settings to support the enrichment of the whole child. To that end, the Douglasses, together with friend and fellow philanthropist Anita May Rosenstein and then-Mayor Richard Riordan, with the support of their respective foundations, established The Anne & Kirk Douglas Playground Award to provide matching grant funding to Los Angeles Unified Schools to enhance their playgrounds or outdoor recreational space. Since its inception in 1997, The Anne & Kirk Douglas Playground Award has granted more than \$8 million to over 350 projects across the District.

General Guidelines

All Los Angeles Unified School District (LAUSD) schools are eligible to apply for a matching grant of up to \$25,000 to be used for projects to enhance outdoor recreational space including playground or greening projects.

Funding Eligibility Criteria

All Los Angeles Unified School District schools—elementary, junior high, senior high, special education, charter schools, magnet schools, early education and infant care centers—are eligible to apply for up to \$25,000. Each applicant must demonstrate a strong vision of their project and secure at least half of the project's total budget in matching funds. Matching funds may include: school budget funds; school district funds (including Maintenance & Operations or bond measure funds); in-kind donations of materials, professional labor and expertise; and/or funds contributed by individuals, businesses, government organizations, or foundations. Schools may receive a total of two (2) grants from the Anne & Kirk Douglas Playground Award. A project must be complete and all final reports submitted to the Award prior to the consideration of a subsequent grant.

- ✓ Applicant must be a school of the Los Angeles Unified School District.

- ✓ Applicant must demonstrate a need and shared school-wide vision for the project that supports the enhancement of the school's playground or outdoor recreational environment.
- ✓ Applicant must demonstrate achievable project goals with a practical implementation timeline.
- ✓ Applicant must provide a budget and supporting documentation that provides evidence of the costs of the project and matching funds available to support its completion.
- ✓ Applicant must demonstrate capacity to actively maintain improvements in both the short and long-term.

Full application guidelines are attached.

Grantmaking Process

Applications for the Award are accepted year-round. Applicants receive acknowledgement of their application shortly following receipt of their completed application with subsequent follow-up from the Award throughout the review process as appropriate.

A submitted application is a request for funding and does not guarantee a grant will be awarded. Each application will be carefully considered and as many as possible will be funded. Grants are made after a thorough review process.

The Award strives to make grants to as many eligible applications as possible. Within 4-6 months of submitting a completed application, schools will be notified by mail if their project has been approved for funding by the Award. Once awarded, grant funds are disbursed in two payments, each representing 50% of the approved grant amount: the first payment is issued at the verified commencement of work and the second upon school request and following confirmation by the Award staff that the project is at least 50% complete. If approved, grantees agree to attend a public announcement for the Award, if requested.

Getting Started

Building a base of support within the school and the surrounding community is the first important step in developing your application. Begin by convening a group of school stakeholders to discuss ideas, reach consensus, articulate the vision of your project, develop a plan and budget, and move the project toward implementation. Valuable information and resources for designing your project are included in this application packet; please review it carefully.

Potential applicants are encouraged to contact the Award staff if they need assistance or have questions about completing their application.

Grantee Requirements

Following project completion, all grantees are required to provide a narrative report and photographs describing how the funds were expended and documenting the outcomes of the project. Additional information may be requested or required by the Award (particularly to satisfy reporting required by other funders who support our mission).

Questions?

For more information on the Anne & Kirk Douglas Playground Award, questions about the application process, to request assistance in completing your application, or to submit a draft for review, please visit www.DouglasPlaygroundAward.org or call (310) 274-5294.

Mail completed applications to:
Anne & Kirk Douglas Playground Award
141 El Camino Blvd., Suite 209
Beverly Hills, CA 90212

Faxed or e-mailed proposals will not be accepted.

PROPOSAL OUTLINE

Proposals are expected to be 10-20 pages including supporting documents and additional information. All applications must include a cover sheet, proposal narrative, timeline, budget and supporting documentation. Please include school name and page number at the bottom of each page of your proposal. Please retain a copy of all materials for your records. Complete proposals include 3 collated, unbound copies of all information.

1. Describe your school. (1-2 pages)

Include when the school was opened, distinguishing or unique characteristics, a profile of the ethnic and economic demographic characteristics of the community served by your school, other programs or community supporters actively engaged in the work of your school, etc.

2. Describe the projects' stakeholders. (1/2 – 1 page)

Include information about the stakeholders and community allies involved in the conceptualization and implementation of the project and writing of the proposal. Be specific; identify people and groups involved, their title, and provide a description of their contributions (past or future) to the project. Possible stakeholders include parents, teachers, administrators, students, business partners, community members or volunteers, etc.

3. Describe your proposed project. (1-2 pages)

Describe the need for this project at your school. Present your vision for how the project will improve and enhance your playground and/or outdoor recreational environment. Explain how these improvements will impact your students and better your school setting. Present detailed information about the expected results upon completion of the project. If the project has an instructional component, please describe how the project will enrich the education of targeted students. Include drawings, schematics, and/or photos of the proposed project in the supporting documentation portion of your application.

4. Provide a detailed implementation plan and timeline for carrying out your project. (1 page)

Describe your accomplishments to date and identify goals and benchmarks to meet as you move forward in carrying out your implementation plan including a timeline* which identifies key entities, staff, or volunteers responsible for activities. Include specific information on contributions from stakeholders, vendors, contractors and LAUSD partners. If the project is dependent on the commencement or completion of any other projects, please note them (ex: playground resurfacing). (*Include a tentative 4-6 month allowance for Award application review, approval and initial disbursement of funds.)

5. Provide a maintenance plan for your project. (1/2 page)

The maintenance plan should describe how you will maintain the project after the installation has been completed, including both short-term maintenance and long-term repair and/or replacement. Please include persons or groups responsible for maintaining the project and how ongoing maintenance will be funded.

6. Provide a project budget. (See attached form) (1 page)

Provide a detailed, line item budget that includes the annual cost of ongoing maintenance described in the maintenance plan. In-kind contributions of materials, professional labor or design expertise, etc may be counted towards the match if necessary for your proposed project. (Ex.: If a contractor donates cement block for a planter that is part of the improvement plan, the fair market value of that block can be counted towards the match.) In preparing the budget, please use the attached form and provide supporting documentation from all vendors and partners confirming the costs of materials and the value of contributed materials, labor, or expertise.

7. Supporting documentation from principal and LAUSD partners. (4+ pages)

Proposals must include letters of support/acknowledgement from: (1) School Principal; (2) LAUSD Complex Project Manager (CPM); (3) LAUSD Office of Environmental Health and Safety (OEHS) – required for all projects proposing playground equipment; and (4) Sources of matching funds (documenting source and amount).

8. [OPTIONAL] Additional information.

If you would like to share any additional information about your project, school, etc. please do so. Please provide full-page printouts or clear photocopies of any photos; do not send original photographs as part of your application. Please be reasonable in the amount of additional information you provide.

Proposed Project Budget

School: _____

Use this form to create your project budget. In Column A, include the item for which funding is requested. In Column B, provide the total cost of the item. In Column C, provide the amount being requested from the Anne & Kirk Douglas Playground Award. In Column D, provide the costs which are being funded through matching fund sources. In Column E, provide a description or justification of each line item including both the source of your estimated costs and the source of funding. Be sure to include supporting documentation for all estimates (for example: price quote from participating vendor). Project Subtotals and Project Total must be included. Add/delete rows as necessary. See also Sample Budget (attached).

Please note, the purchase of curricular materials or costs of ongoing maintenance integral to the success of the project may be included as part of the school's required match, but cannot be included in the amount requested from the Anne & Kirk Douglas Playground Award.

<u>A</u> Item	<u>B</u> Cost of Item	<u>C</u> Amount Requested: Anne & Kirk Douglas Playground Award	<u>D</u> Matching Funds: In-kind Donations & Other Funders	<u>E</u> Budget description or justification Include: a) Source of estimate & b) Source of funding
Planning & Design				
Equipment & Installation (including labor)				
Maintenance				
		n/a		
		n/a		
Subtotal Project Expenses				<i>Matching funds must be greater than or equal to requested funds</i>
TOTAL PROJECT EXPENSES			\$	Anne & Kirk Douglas Playground Award Requested Funds + Matching Funds

APPLICATION CHECKLIST

This checklist is intended for use as a tool by applicants. Before sending your application, check to ensure that you have completed each item.

- Our school is a Los Angeles Unified School District public school requesting funds to improve/enhance our playground or outdoor recreational space.
- Our grant request to the Anne & Kirk Douglas Playground Award does not exceed \$25,000, nor 50% of the total project budget.
- Our application includes the Award cover sheet.
- Our application includes a description of our school, including its history, distinguishing characteristics, special programs, and a profile of the ethnic and economic demographic characteristics of the community served by our school.
- Our application includes a description and listing of key project stakeholders, including their name, title, and an explanation of their contributions to this project.
- Our application provides a detailed description of the need for this project and a vision of what we want to do to our playground and/or outdoor recreational space, including a narrative description and visual representation (schematics, drawings, renderings, etc).
- Our application contains an implementation plan that outlines our goals and achievements to date as well as a practical timeline for accomplishing our project (which includes necessary time for our proposal to be reviewed and approved by the Award).
- Our application includes a maintenance plan for the project that addresses short and long-term planning for maintenance, repair and replacement (as appropriate).
- Our application includes, on a separate page, a detailed, line-item budget that includes ongoing maintenance.
- Our application includes supporting documentation for all line items on our budget page.
- Our application includes a letter from our Principal, M&O Complex Project Manager, and our Environmental Health & Safety Officer* approving the project (*if necessary).
- Our school has confirmed funds to match the grant we are requesting from the Award.
- Our application includes documentation of our matching fund resources, including amounts.
- Our application includes the school name and page number at the bottom of each page. Our application does not exceed 20 pages.

Completed proposals (collated, unbound: 1 original, 2 copies) should be sent to:

**Anne & Kirk Douglas Playground Award
141 El Camino Blvd., Suite 209
Beverly Hills, CA 90212**

PROPOSAL RESOURCES

District Project Planning Support

Documentation from the LAUSD Maintenance & Operations Complex Project Manager for your school acknowledging that s/he is aware of your project and will assist you is required. If your project involves the installation of new play equipment, you must also provide documentation of approval from your local district's Environmental Health and Safety Officer.

To expedite the project planning and documentation process:

- Contact LAUSD Maintenance & Operations (M&O) at (213) 633-7587. This office can provide you with information on contacting the M&O Complex Project Manager (CPM) for your school. They can also provide information about the master construction plan for your school, and if your school/project may be eligible for any bond measure matching grant funding. If eligible, you can request an application to receive these funds and a letter confirming the commitment of matching funds. ***The M&O office is an invaluable resource at the school district; contact them early regarding your proposed project as their support/guidance will be instrumental to your success.***
- Contact the Complex Project Manager (CPM) for your area. They are instrumental in planning your project and should be included early in the process to ensure your project is designed to most appropriately fit the needs and limitations of your school site and the required specifications of the District. Request a letter from your CPM that acknowledges and supports your project.
- Meet with Product Manufacturers/ Equipment Vendors. Upon selecting a vendor, obtain the following:
 - Equipment quote/estimate for all costs including equipment, tax, freight and installation if appropriate;
 - Itemized list with model numbers of all selected equipment;
 - Declaration from manufacturer that specific equipment meets or exceeds the guidelines set forth by the CPSC and ASTM agencies; and
 - Declaration from manufacturer stating the age group for which the equipment you plan to install was designed.
- Confirm that the manufacturer/vendor has a contract with LAUSD by contacting the LAUSD Procurement Services/Purchasing Branch. If the vendor does not have an LAUSD contract, work with Procurement Services to initiate approval of the vendor as without it your project will face considerable delays.
- Upon obtaining the information from your vendor and the playground specifications, notify the Environmental Health & Safety Officer of the proposed project and request a letter of approval/acknowledgement. (Necessary only for playground equipment/apparatus installation.)

Matching Funds, Planning Resources, Equipment Vendors and More

Listed below are resources that may be of assistance in seeking matching grant funds or overall guidance and counsel in the planning and implementation of your project.

DonorsChoose

www.Donorschoose.org

DonorsChoose is a website gift registry designed to match public school teachers with "citizen philanthropists" for materials or experiences to will help their students learn. Schools may submit proposals for large or small projects or materials that will directly affect their students.

Grant Wrangler

www.grantwrangler.com

Grant Wrangler is a grants listing service offered by Nimble Press. Their site offers a monthly email update on grants for K-12 schools and teachers. Though most opportunities are instructional-based, the site features a limited offering of playground funding.

KaBOOM!

www.kaboom.org

KaBOOM! is a national nonprofit organization that envisions a great place to play within walking distance of every child in America. KaBOOM! utilizes an innovative community-build model to bring together business and community interests to construct or renovate playgrounds and skate parks nationwide. While non-charter LAUSD schools are prohibited from implementing a community-build, KaBOOM! offers a variety of resources, including national and regional trainings, fundraising ideas, publications and website tools to support effective project planning.

Los Angeles Community Beautification Grant

www.cityofla.org/bpw/ocs/nmf/ (800) 611-2489

The Community Beautification Grant (formerly the Neighborhood Matching Fund) is a partnership between the City of Los Angeles, Board of Public Works, Office of Community Beautification and neighborhood-based organizations. The Community Beautification Grant is an annual matching grants program that awards funding of up to \$10,000 to organizations for beautification projects in the City of Los Angeles.

PTO Today

www.ptotoday.com/magPlay.html

PTO Today is a valuable resource for parent group leaders and seeks to serve as a reliable connection between those leaders and parent group marketers. Their website hosts a wealth of information for parent groups including a variety of articles and other resources devoted to playgrounds.

Tire-Derived Product Grant Program

www.ciwmb.ca.gov/Tires/Grants/ (916) 341-6441

The California Integrated Waste Management Board (CIWMB) offers the Tire-Derived Product Grant Program to promote markets for recycled-content products derived from waste tires generated in California and decrease the adverse environmental impacts created by unlawful disposal and stockpiling of waste tires. Recreational projects proposed by public entities that include tire-derived products, such as sports fields, tennis courts, tracks, or playgrounds are eligible for funding. Similar programs were previously offered through the Waste Tire Playground Cover Grant Program and the Waste Tire Track Surfacing Grant Program.

The following is a list of vendors and community partners who may be of assistance to you in planning your project. You are under no obligation to use any of the resources listed here. However, the vendors listed are familiar with the Award and committed to working with Award applicants to provide information to design a more successful proposal and project:

AG Sod Farms

Bill Wells, Sales Representative
(661) 274-9192

AG Sod Farms is a vendor for grass areas. In addition, they can provide technical advice on the installation and maintenance of green areas for your campus.

Detmers: Burke

Tom Pickard, Sales Associate
(888) 251-0842

Detmers is the local supplier of BCI Burke playground equipment. Founded in 1920, Burke is a manufacturer of commercial playground and recreational equipment and has become a recognized leader in playground safety by offering a wide variety of safety tools. Burke also provides playground planning and fundraising resources on their website. Visit www.bciburke.com for details.

Glen Drake, Landscape Architect

(323) 663-6580

Glen is a landscape designer based in East Los Angeles. He can assist schools in the design and implementation of greening projects.

Great Western Park & Playground: GameTime

Dave Badal
(951) 541-4078

Great Western is the local service provider for GameTime playground equipment. Since 1929, GameTime has been committed to Enriching Childhood through Play – establishing themselves as a global leader in commercial play. GameTime hosts a robust selection of creative and traditional play systems and takes a research-based approach to play by funding independent research studies to discover children's skill sets at target stages of development, then designing equipment to encourage those skills. Visit GameTime online at www.gametime.com.

Miracle Park: PlayPower, Miracle Recreation, SpectraTurf

Bryan Lamb and Tony Checchin
(800) 541-8897

Miracle Park is the local affiliate of PlayPower. PlayPower is made up of five companies focused in commercial recreation and leisure, including Miracle Recreation Equipment. Miracle is the oldest and largest manufacturer of recreation equipment in the US. Miracle Park also works with SpectraTurf, a matting supplier. Find out more online at www.miracle-recreation.com or www.spectraturf.com.

Park Place Art and Public Space

Julia Chambers
(805) 496-7137

Park Place is a private, fee-based, organization that provides assistance in project conceptualization, proposal writing and project implementation.

RecWest Outdoor Products: Landscape Structures

Tom Apodaca
(818) 735-3838

RecWest represents Landscape Structures. Landscape structures designs and manufactures premier playground equipment with a goal to delight and challenge kids of all ages. Landscape Structures is committed to enhancing the quality of children's lives through play by providing quality play environments, protecting the environment and being responsible in the use of natural resources. Find Landscape Structures online at www.playlsi.com.

Shade Structures

Dick Beam, Regional Manager
(949) 250-9551

Shade Structures produces aesthetically pleasing, practical and well-engineered sun-blocking products. Shade Structures works with schools to help protect children from the sun's harmful UV rays by designing covers for outdoor play areas. Visit them online at www.shadestructures.net.

Sun Country Systems

Tim W. Hollinger or Kris Inman
(661) 268-1550

Sun Country Systems was established in the mid-1990s to provide enhanced commercial playground products and services in Southern California, Arizona and Nevada. Because Sun Country is locally owned and operated and products are manufactured on the west coast, they offer advantages in shipping costs. Sun Country offers playground equipment, surfacing, and shade structures. Visit them online at www.suncountrysystems.com.

TreePeople

Jim Summers, Director of Forestry
(818) 623-4853

Among their many initiatives, TreePeople has a K-12 education program designed to raise environmental awareness in youth. TreePeople helps schools plan for and implement campus greening projects. Find out more at www.treepeople.org.

Budget Worksheet Sample: Simmons Elementary School

<u>A</u> Item	<u>B</u> Cost of Item	<u>C</u> Amount Requested: Anne & Kirk Douglas Playground Award	<u>D</u> Matching Funds: In-kind Donations & Other Funders	<u>E</u> Budget description or justification Include: a) Source of estimate & b) Source of funding
Planning				
Landscape Design & Planning	\$ 1,000		\$ 1,000	a) AJA: Al Jones Architects b) In-kind from AJA
Equipment & Installation (including labor)				
Removal of Asphalt and Existing Equipment	\$ 15,000		\$ 15,000	a) LAUSD M&O b) LAUSD Prop BB
Site Preparation & Equipment installation (including: concrete curbing & pour-in-place matting)	\$ 19,800		\$ 19,800	a) LAUSD M&O b) LAUSD Prop BB
Playground Apparatus: Main Yard (Including tax & freight)	\$ 18,685	\$ 18,185	\$ 500	a)Play-4-Kids Playgrounds b) Requested funding & Discount from Play-4-Kids
Playground Apparatus: Kindergarten Yard (Including tax & freight)	\$ 12,229	\$ 6,729	\$ 5,500	a)Play-4-Kids Playgrounds b) Requested funding & Office of School Board Yeeks
Plants, Soil, Planter Boxes	\$ 1,850		\$ 1,850	a) Jane's Garden Center b) PTA
Maintenance				
General Upkeep, Cleaning & Watering (annual cost)	\$ 500	n/a	\$ 500	a) LAUSD M&O b) LAUSD Plant Manager
Repair & Replacement (annual set-aside)	\$ 500	n/a	\$ 500	c) LAUSD M&O d) PTA
Subtotal Project Expenses		\$ 24,914	\$ 44,650	<i>Matching funds must be greater than or equal to requested funds</i>
TOTAL PROJECT EXPENSES			\$ 69,564	Anne & Kirk Douglas Playground Award Requested Funds + Matching Funds

Attachments necessary to confirm matching funds in this sample include:

- Documentation from AJA noting the value of in-kind professional services and verification of in-kind support;
- Estimate from LAUSD of costs and confirmation of funds committed to the project;
- Play-4-Kids vendor estimates, including notation of discount;
- Funding approval letter from Office of School Board Member Yeeks;
- Jane's Garden Center vendor estimate;
- Letter from PTA President confirming amount of funds currently available and pledged in the future to the project;
- Letter from M&O or Principal confirming that maintenance will be incorporated into school plant maintenance. Note that for greening projects, maintenance costs may include sprinkler systems, arbor care, etc.