**ACCPF COMMUNITY GIVING APPLICATION**

***Please use this application as a guide. Final applications must be submitted electronially.***

**Objectives**

ACCPF provides general support funds for projects and programs that meet a direct need in the community and fall within our mission’s three focus areas: parks improvement, community programs and play for all. We welcome requests for support from non-profit community groups or other organizations that have demonstrated a commitment to our community.

We do not typically support organizations without non-profit status, religious groups for religious purposes, individuals or individual needs, general and/or ongoing support, and political events and programs.

**Focus Areas**

**Parks**: Support of programs or projects that increase awareness or exposure of our parks and trails. These may include: park clean up day\*, trail volunteer project\*, park based programs,

\*subject to approval by City of American Canyon

**Programs:** Support of projects/programs that get the community outdoors, provide enrichment opportunities or hands-on learning for our youth. Other examples include programs that encourage physical activity or are focused on improving the environment.

**Play:** Support of projects/programs that support equal access to play for youth and adults. Examples include activities or projects/programs that involve seniors and reduce isolation, projects/programs specifically designed to support outdoor access for field trips to American Canyon parks and/or trails.

**Request Procedure**

ACCPF will award up to $3,000 per session, as funding is available, to eligible community groups. Groups may request up to $1,000 per session.

Applications will be accepted throughout the year and reviewed quarterly. Submit applications by email to [info@acparks.org](mailto:info@acparks.org) by the last day of each calendar quarter . Applicants will be notified of award within 45 days from the end of each calendar quarter.

If ACCPF provides to your organization support, we request that you recognize of our contribution with your project/program participants and provide us with a short report and pictures of your project/program implementation.

**Instructions**

Each request shall address the following elements provided in the attached forms:

1. Project/Program information/Description
2. Project/Program Objectives
   * Service to American Canyon (individuals served/Infrastructure created (social and physical))
   * Alignment with ACCPF mission and community needs
   * Community need/support
   * Sustainability
3. Project/Program Budget
   * Matching, in-kind and organizational support
   * Itemized Budget

Attachments should be provided:

* + Proof of non-profit status (required)
  + Reports from previous ACCPF support (if awarded support previously)
  + Organization financial statement (suggested but not required)
  + Letters of Recommendation (suggested but not required)

**Project/Program Information**

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| --- | --- |
| **Project/Program Title:** | |
| **Name of Applicant:** | |
| **Address of Applicant:** | |
| **Project/Program Coordinator:** | |
| **Phone Number:** | |
| **E-mail Address:** | |
| **Project/Program Description and Timeline:** | |
| **Total Project/Program Cost:** | **Funds Requested:**  **(Not to exceed $1000)** |
| **Signature:**  **Printed Name/ Title: Date:** | |

**Project/Program Objectives (add additional pages as needed)**

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| --- |
| **Benefit to American Canyon**  (Describe tangible benefits, include quantitative measures such as number of residents served.) |
| **Alignment with ACCPF Mission**  (Describe how the project/program will align with one or more of ACCPF’s three focus areas.) |
| **Community Need/Support**  (Describe why this project/program is needed in the community, include quantitative measures.) |
| **Sustainability and Maintenance**  (Describe how the project/program outcomes will be sustained over the long-term and who will provide the funds or effort to maintain the project/program. For example, if a physical improvement is proposed to a City park the agreement with the City for maintenance should be described.) |

**Project/Program Budget**

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| **Match, In-Kind, and Organizational Support**  (Describe how the ACCPF giving will be matched with grants, funds from the organization, and through in-kind contributions of time, labor and materials.) |

**Itemized Budget**

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| --- | --- | --- | --- | --- |
| **Item/Description** | **ACCPF**  **Giving** | **Other**  **Funding** | **Total Cost** | **Purpose** |
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