

INFORMATION

Background:

Elm City Parks Conservancy (ECPC) is a not-for-profit umbrella organization for New Haven Parks' Friends Groups and supported in part by the New Haven Department of Parks, Recreation & Trees. Our mission is to strengthen public awareness of and participation in the New Haven park system. The group is made up of a volunteer Board of Directors representing friends groups and interested parks users; one wonderful part-time staff person, and a base of members whose assistance and yearly dues help support programs.

What is available?:

Grants are available for up to \$250 for the support of community events in New Haven parks.

Elm City Parks Conservancy also can offer:

- guidance regarding overall planning and promotion
- assistance with distribution of promotional literature
- communication with parks staff and administration regarding permitting, scheduling, etc.
- aid in understanding Parks regulations and policies
- letters of support to aid alternate fund-raising efforts
- limited use of office equipment such as computer or fax (by special arrangement only)
- insurance coverage (by special arrangement only)

Elm City Parks Conservancy does not typically offer:

- full funding of an event
- promotional materials
- event staffing

Who is Eligible:

All Park Friends groups are eligible. An affiliate of an existing Park Friends group may apply on behalf of his or her group. If no such group exists for a park, any group of three or more individuals planning a community event in a New Haven park may apply instead. In this case, if the interest exists, ECPC would also provide support to help establish a formal, recognized park friends group. Groups may not receive grants totaling in excess of \$250 within any 12 month period.

Event Requirements:

- Events must be open to the public, designed to encourage respectful use of the park and park facilities and must also not discriminate on the basis of race, gender, age, religion, ethnicity or sexual orientation.
- There are no requirements in terms of structure, content or theme. Events can be for children, families or for adults; academic, athletic or just for fun; environmental, artistic, musical or culturally themed. They can rely on volunteers and/or make use of hired professionals. Use your imagination or call ECPC for suggestions.
- Events should be announced a minimum of five days in advance in local media outlets.
- Organizers must show a good faith effort to engage new users from the neighborhood and from other neighborhoods.
- All promotion must include the phrase: "An ELM CITY PARKS CONSERVANCY Experience Your Parks Event."
- Post-event documentation (a one paragraph written summary including number of attendees and sign-in sheet, any press, photographs, etc) must be submitted within four weeks.
- Events must meet all New Haven license and permitting requirements and adhere to all New Haven Department of Parks, Recreation & Trees rules and regulations.

Deadlines:

Grants are reviewed the fourth Wednesday of each month, at the regularly scheduled Board meetings. Applications are due one week prior to the board meeting. Send completed applications to:

ECPC, 720 Edgewood Avenue, New Haven, CT 06515.

For further questions please contact the ECPC office at 946-5713, or ecpc@newhavenct.net.

APPLICATION

please keep a copy of the completed application for your records

Name of Contact Person:

Home Phone Number:

Work /Cell Phone Number:

Email address:

Home address:

PARK NAME:

Park Friends Group:

If Park Friends group not available applicant must list one personal or business reference and two additional contact persons:

Reference Name:

Contact Name (1):

Contact Name (2):

Relationship:

Home Phone:

Home Phone:

Phone:

Work / Cell Phone:

Work / Cell Phone:

Email:

Email:

Email:

Mailing Address:

Home address:

Home address:

FOR OFFICE USE ONLY

Date Received:

Initial:

Date Acknowledged Receipt:

Next Board Meeting:

Reference Check: Y / N

Grant Approved: Y / N

Payee Name:

Date Check Issued/Sent:

Check No.:

Data Entry:

Event Documentation Received:

Event Name/Title:

Date & Time:

Rain date (if applicable):

Grant amount Requested: \$

ECPC Staff Assistance Requested: Y / N

COMMENTS:

Type of Event: Tour / Concert / Community Fair / Art Activity / Science Activity / Sporting Event / Other

Admission:

Limited Attendance: Y / N

Reservations Required: Y / N

Event description (in no more than 70 words include purpose, scope of activities and expected audience):

Detail how you will attempt to engage new park users and/or attendance from any specific neighborhood/s:

Specify either here or on attached sheet total event budget (include both anticipated income & expenses).

How did you learn about the Experience Your Parks grant program?