

KaBOOM! Application Guide

BUILD IT YOURSELF GRANT

We love our Build it Yourselfers so much that we created an entire grant guide just for you! Use this guide to learn how you can apply to receive a \$15,000 grant to build your dream playground!

Your first step is to complete Part I and Part II of the Community Built Playgrounds application. See below to learn how to get started!

- Sign-up for an account at apply.kaboom.org.
- Select *Community Built Playgrounds* (Build it Yourself and Build it with KaBOOM!) on the *Start My Application* page (access the *Start My Application* page by clicking *View Application* on the *Edit My Applications* page).
- Complete Part I: KaBOOM! General Application and Part II: Community Built Playgrounds Required Questions & Documents.
- KaBOOM! staff will review your application. If your project is a fit for the Build it Yourself program you will receive an email with instructions on next steps!

Our team reviews each Community Built Playground application after it's submitted to see if it's a fit for one of our grant programs.

If your project is eligible for Build it Yourself funding, you will receive an email titled *Grant Application—Supporting Documents Needed* with instructions on next steps.

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Build it Yourself (BIY) basics

VIABILITY

- Demonstrate the need for a playground
- Be a non-profit, municipality, school or community group that serves low-income kids
- Engage local community, parents and stakeholders in the planning and execution of the project
- Own land or have a long-term lease and land owner written permission
- Fundraise towards the cost of the project
- Complete site preparations and obtain necessary permits
- Provide insurance coverage for the playground
- Build the playground using an approved KaBOOM! playground vendor. A list of KaBOOM! preferred vendors can be found [here](#).

FUNDING

- Grantees will receive a \$15,000 grant to be used toward the purchase of playground equipment.
- The total value of the playground equipment (including the \$15,000 grant) must be a minimum of \$24,000 and a maximum of \$50,000. That means, to meet the minimum requirement, grantees must fundraise at least \$9,000 towards the playground equipment.
- The grantee is also responsible for the cost of safety surfacing, freight, site preparation, installation supervision and any other non-playground equipment items. The \$15,000 KaBOOM! grant can only be used toward the cost of playground equipment.
- The \$15,000 grant is made up of a \$7,000 discount from a KaBOOM! preferred vendor and an \$8,000 grant from KaBOOM!. All equipment that the grantee purchases for the playground must be list price and the grantee cannot apply any other discounts from the vendor to the cost of the equipment.
- Grantees can receive funding for the project to supplement the Build it Yourself grant. Additional funding cannot be provided by a competitor of the grant sponsor.

PROCESS

- Grantees will lead their community through a self-guided planning process and will build the playground using the KaBOOM! [community build model](#).
- Grantees will work with a KaBOOM! preferred vendor manufacturer (BCI Burke, Landscape Structures, Miracle Recreation, or Playworld Systems) to build the playground. A list of local KaBOOM! preferred vendors can be found [here](#).
- A remote KaBOOM! Grants Manager will be available to answer questions and provide support as needed to grantees. The KaBOOM! Grants Manager will lead quarterly check-ins with grantees to track progress and to address areas where the grantee may need extra support from KaBOOM!.
- Grantees will participate in an introductory webinar series after receiving the BIY grant that will provide guidance for completing a successful Build it Yourself project.
- The KaBOOM! Grants Manager will do a readiness check with grantees one month prior to their build day to make sure they are tracking toward a successful build!
- Finally, to close out the grant, all grantees will submit post build documents two weeks after their build is complete.

TIMELINE

- Grants are awarded in cycles throughout the year. Check the [Build it Yourself grants](#) page for up to date grant timelines.
- Don't wait to apply if you need playground funding! Submit your application today so that you can be considered for funding when opportunities are available.
- Applicants with fully submitted applications will be notified of the status of their application within two months of a grant cycle closing.
- Grantees have up to one year to build the playground from the date that they are awarded.

How to complete Part III

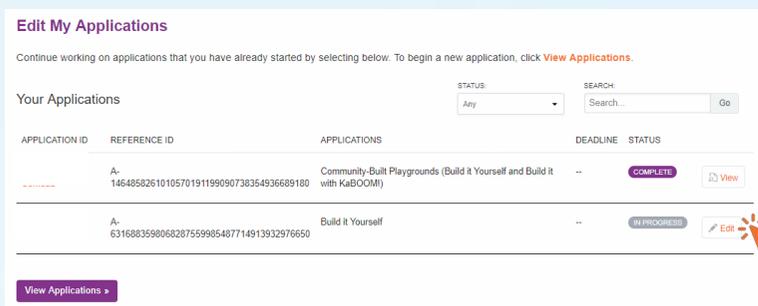
Our team reviews each Community Built Playground application after it's submitted to see if it's a fit for one of our grant programs.

If your project is eligible for Build it Yourself funding, you will receive an email titled *Grant Application—Supporting Documents Needed* with instructions on next steps.

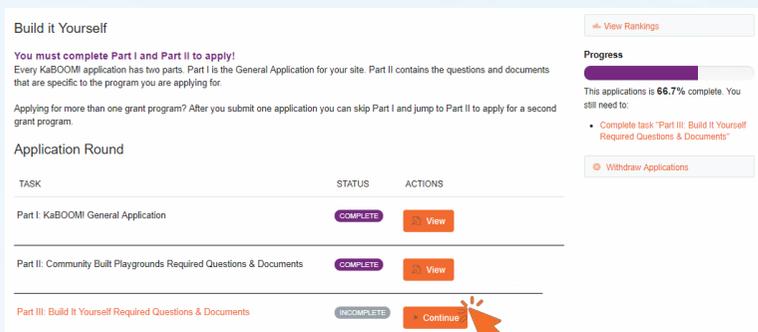
If eligible, complete next steps: Part III

Log into apply.kaboom.org.

On the *Edit My Applications* page you will see the *Build it Yourself* application listed. *Click Edit* to open.



On the *Build it Yourself* application page select the *Start* button to begin *Part III: Build it Yourself Required Questions and Documents*.



After you submit Part III, your Build it Yourself application will be 100% complete!

Frequently asked questions

BIY APPLICATION

I don't see the "Grant Application – Supporting Documents Needed" email. What do I do?

Email grants@kaboom.org with the subject line *Build it Yourself application* to confirm the status of your application.

Why don't I see the Build it Yourself application on the Edit My Application page?

The Build it Yourself application is only visible to applicants that are viable for the program based on our review of Part I and Part II of the Community Built Playgrounds application.

If you do not see the *Build it Yourself* application on the *Edit My Application* page it may be due to application eligibility or it may be a system glitch. Email grants@kaboom.org with the subject line *Build it Yourself application* so that we can help!

Why are there THREE parts to the application?

We designed the application to have three parts in order to make it as easy as possible to apply and to be considered for multiple grant programs. We know that three parts can feel like two parts too many but every part is essential to helping us evaluate your application!

I'm confused. On the "Build it Yourself" page it says "Every KaBOOM! application has two parts" but the Build it Yourself application has three parts.

We apologize for any confusion. **YOU MUST** complete and submit **ALL THREE PARTS** of the application to be considered for Build it Yourself funding.

When will I hear if I received a grant?

All applicants will be notified if they were selected for an award within two months of the application deadline in the cycle for which they applied. For example, if the application deadline was January 1, you will be notified about your application by March 1.

Can an organization still apply if they cannot provide insurance?

Yes. An organization can still apply as it is possible for two or more partners in the community to work together to provide insurance coverage. One of the applicant partners will need to provide proof of insurance, however, in order to be eligible to move forward in the application process.

BIY PROGRAM

What is the community build model?

This is just a way of saying that the planning, fundraising, building, and maintenance of your playground must involve your community! One of the most critical phases of your playground planning lies in tapping your community's resources! To learn more about the community build model, check out the [KaBOOM! Build a Playground Toolkit](#).

How much money does my organization need to raise for the Build it Yourself program?

There's no set fundraising requirement that grantees need to meet; the amount varies by project. Each grantee must purchase a minimum of \$24,000 worth of play equipment. That means, to meet the minimum requirement, grantees must fundraise at least \$9,000 towards the playground equipment.

The grantee is also responsible for the cost of safety surfacing, freight, site preparation, installation supervision, and any other non-playground equipment items. The \$15,000 KaBOOM! grant can only be used toward the cost of playground equipment. Most grantees raise between \$15,000 and \$20,000 in addition to the KaBOOM! grant.

What if my organization has difficulty fundraising the additional money that is needed to complete the project?

While KaBOOM! has dedicated funding partners that provide financial support for each project, each grantee is responsible for fundraising a minimum of \$9,000 towards the equipment and for covering the cost of safety surfacing, freight, site preparation, installation supervision, and any other non-playground equipment items (see "*Funding*" in "*Build it Yourself Basics*" above).

The contribution can be from current funds, direct fundraising or additional grant money that you have received. Grantees are not required to secure the funds prior to applying for a Build it Yourself grant and can fundraise during the one-year grant completion time period.

KaBOOM! offers additional resources to help you with your playground planning. To learn more, please visit our [fundraising page!](#)

Do we need to add KaBOOM! and the funding partner to our insurance as additional insured?

Yes. This is a requirement for all KaBOOM! grants. It is not necessary to add KaBOOM! and our funder to your insurance until after you receive a grant.

Why are community partners selected for Build it Yourself grants required to work with a KaBOOM! preferred playground vendor?

All preferred vendors have been screened to ensure that they meet all of the criteria required by KaBOOM! and are able to provide the \$7,000 discount, which is part of the \$15,000 grant. Additionally, all four vendors are experienced in community builds and can provide that service for you.

If you are currently working with a vendor that is not a KaBOOM! preferred vendor, you can choose if you want to move forward with the grant application knowing that you would have to switch to a KaBOOM! preferred vendor if you receive a grant. Unfortunately, it is not possible to receive a KaBOOM! Build it Yourself Grant and to order your equipment from a non-preferred vendor.

Are permits and soil tests required to build my playground?

No. While KaBOOM! always recommends doing a soil test to ensure the safety of your playground site, it is not required as part of the KaBOOM! Build it Yourself Grant. It is up to you to determine if a soil test is required by local statutes and to obtain all necessary and relevant permits for your build.

Do we need to have installation supervision when we build?

Yes. All grantees must have an installer representing the selected manufacturer on site on build day to oversee the installation of the playground and to review the playground structure to ensure that it is safe and built to all appropriate standards and guidelines.

Do I have to build my playground in one day?

Nope! Your build can take place on any timeline that you'd like. We recommend that you work closely with your playground installer to determine what timeline makes the most sense for you.

What type of safety surfacing do the playgrounds use?

Build it Yourself grantees may choose what type of surfacing they want to use as long as it meets ADA Guidelines (Americans with Disabilities Act), is IPEMA (International Play Equipment Manufacturers Association) certified and meets and/or exceeds the standards set forth by ASTM (American Society for Testing Materials) and CPSC (Consumer Product Safety Commission).

How much does safety surfacing cost?

The cost of surfacing varies depending on what type of surfacing you chose to use and how much you need. You can learn more about the different surfacing options in the [KaBOOM! Build a Playground Toolkit](#).

Preview of application Part III

Applicants must complete Part I: KaBOOM! General Application and Part II: Community Built Playgrounds Required Questions and Documents before they can open Part III: Build it Yourself Required Questions & Documents.

If you haven't completed Part I and Part II of your application yet, please click [here](#) to do so now.

Click [here](#) to preview Part I and Part II.

PART III: BUILD IT YOURSELF REQUIRED QUESTIONS & DOCUMENTS

When would you like to build your playground?

Grantees will have up to one year to build the playground after they have been awarded.

Year/Month/Day

Just give us your best guess of when you plan to build, it's no problem to change the date after you receive a grant!

KaBOOM! projects use a [community build model](#) where members of your community come together to support your organization and this project. Describe your organization's current efforts to engage community members, including parents, caregivers, neighbors, local businesses, other local organizations. Please be specific.

Example:

Our PTO group plans to utilize our community volunteers. We have a very giving community, and they worked on our football field about 2-3 years ago, doing the excavating and prep work. That football field has been named "Volunteer Field" because it only came together because of our community. Our parents also volunteer for many school needs like helping in the classroom and chaperoning field trips. The parents of are also super helpful in fundraising—planning bake sales and other events to support school needs.

Please tell us who you plan to engage in your playground project.

Tell us who you will engage to help you fundraise and build the playground. KaBOOM! requires that all playground projects use the community build model, in which community members participate in the project and leverage the project to create additional change and impact.

Example:

Throughout the process of planning the playground, we have worked very closely with our partners at the City. We have approached the City to prepare the playground site as an in kind donation for this project. The staff at the Library are working on activities to further engage library patrons in the planning process, such as holding a contest to name the playground. For the Build Day event, we will be engaging a wide array of local organizations. We will be connecting volunteers with the event through local service organizations such as the Kiwanis Club. The Library team is also interested in reconnecting with many local businesses, the Rec Center, and the Police Department, who partnered with the library for our Day of Play events to promote active living.

How does incorporating more opportunities for play support your organization's greater mission?

Describe any obstacles that are currently preventing your organization from providing consistent play opportunities for the children you serve.

If you have already been working with one of our preferred vendors, please list your Equipment Quote here. (Optional)

The number should be for playground equipment only.

KaBOOM! preferred vendors are BCI Burke, Landscape Structures, Playworld Systems, or Miracle Recreation.

Please download the [Letter of Agreement](#) and review with the proper authorities that will sign and execute the agreement on behalf of your organization. Then check the box noting that "We have reviewed the Letter of Agreement and will be able to sign if awarded the grant."

Required materials

File Types Supported: Bitmap Image File (.bmp), Graphical Interchange Format File (.gif), JPEG Image (.jpg), Microsoft Excel Spreadsheet (.xls), Microsoft Word Document (.doc), Open Document Text Document (.odt), Plain Text File (.txt), Portable Document Format File (.pdf), Portable Network Graphic (.png), PowerPoint Presentation (.ppt).

File Types Not Supported: Microsoft Word Open XML Document (.docx), Microsoft Excel Open XML Spreadsheet (.xlsx), and Powerpoint Open XML Presentation(.pptx). Please save your file types as a .doc, .xls, or .ppt respectively before uploading.

BUDGET WORKSHEET

Please download and complete the [Budget Worksheet](#). Upload the completed worksheet.

Budget Tips:

- *Using the template provided will ensure your budget will have all the pieces we need to evaluate it.*
- *Make sure you've thought through the cost of all physical materials. Building a playground takes more than just the playground equipment!*
- *Looking for donations within your community is a great way to cut down on costs for your project!*
- *When possible, base your estimates in a discussion with the vendor and/or past experience. Try to get a quote.*

How much money do you anticipate spending on your entire project?

Total from the Budget Worksheet.

FUNDRAISING WORKSHEET

Please download and complete the [Fundraising Worksheet](#). Upload the completed worksheet.

Fundraising Plan Tips:

- *Using the template provided will ensure your fundraising plan will have all the pieces we need to evaluate it.*
- *Clearly show what money has already been raised and what has not yet.*
- *Make sure to include projected amounts for fundraisers you haven't had yet.*
- *Use your past experiences as a guide when including projected fundraising amounts.*

How much money have you raised for your playground project to date?

Total from the Fundraising Worksheet.

TIMELINE WORKSHEET

Please download and complete the [Project Timeline Worksheet](#). Upload the completed worksheet.

Timeline Tips:

- *Using the template provided will ensure your timeline will have all the pieces we need to evaluate it.*
- *It's okay if you don't know the exact date of when things will happen, just give us your best estimate.*
- *It's no problem to change some of these dates once you receive a grant.*

DOCUMENTS

Signed Letter of Intent

In order to be considered for the grant, the Letter of Intent must be signed by whoever is listed in your application as having the authority to make legal decisions at your organization. Please click [here](#) to download.

Proof of Insurance

Please upload a certificate of insurance. Applicants must provide general and commercial liability insurance in amounts no less than \$1,000,000 per occurrence to receive a Built It Yourself grant. Please confirm with your insurance provider that KaBOOM! and our Funding Partner can be added as additional insureds to the policy if your organization is selected for a grant.

If your organization is self-insured, please upload a letter that verifies self-insured status.

Proof of Land Ownership and/or Letter of Permission from the Land Owner

Documents Accepted: Deed, Lease, or other proof of landownership. If your organization does not own the land where you wish to build the playground, please provide a signed Letter of Permission from the landowner stating that they give permission to your organization to build a playground on their land.

Evidence of Non-Profit Status

If you are a non-profit organization, please upload an appropriate certificate or copy of the IRS letter confirming nonprofit tax exemption status.

Government subdivisions (public schools, municipal governments, etc.) and for-profit organizations are not required to submit proof of nonprofit status.

Playground Design (Optional)

If you have already received playground drawings from a KaBOOM! preferred vendor, please upload here.