Tot Parks and Trails (TPT)
Frequently Asked Questions

1. How are grantees selected?

First 5 LA conducts an initial assessment of all submitted applications in response to the RFP. All complete applicant packets are forwarded to three (3) external reviewers for review and scoring. Based on their assessments, an average score is derived based on the points summed. Applicants are encouraged to review the Review Tools I and II posted on the TPT webpage.

2. Is it acceptable for a lead agency to have its main office in one area but apply for a grant in an area we have served for years and wherein we have staff assigned and strong ties to the community, but do not have a physical field office?

Staff presence in the Supervisorial District is required. If your organization has current or prior operations in the selected District, cite your experience in the proposal narrative.

3. Does the lead agency have to be a 501(c)(3)?

Yes. The lead agency should be a registered non-profit. Government agencies, schools, foundations, service clubs, community organizations are ineligible but may be included as partners. Requirements in this regard for charitable organizations in the State of California can be found at: http://ag.ca.gov/charities/forms/charitable/rrf1_instructs_05.pdf

4. Can our organization serve as the lead agency in more than one Supervisorial District?

No. Each Supervisorial District will have a different lead organization representing the specified District.

5. Can our organization participate in more than one Supervisorial District?

Yes. Organizations may apply as a partner in each of the five Districts.

6. Do we have to have more than 3 partners?

No. However, each partnership should include at least one government partner, community based organization and a qualified nonprofit organization.

7. Can foundations apply to serve as the Lead Agency?
Yes. A foundation may act as the fiscal agent for the partnership and complete all the fiscal, administrative and contractual obligations.

8. Are schools acceptable partners?

Yes. A joint use agreement should be established to insure the play spaces are accessible to the general public after school hours and on weekends.

9. What do we need to include from the various partners to demonstrate interest?

A letter of intent or MOU detailing the role and responsibilities agreed to on organizational letterhead should be submitted. Please note the proposed project address. Identify how collaboration with the partner will create a leveraging opportunity.

10. Does this include funding for park programs?

No. TPT funds are to be used for capital expenses. Programs and direct services are ineligible for funding.

11. How do you define "possession" of land?

One member of the partnership should hold the title to the land associated with the project. The partner should demonstrate a willingness to either engage in a long-term lease or donate the designated property. However, TPT funds cannot be used to purchase or acquire land.

12. What do you mean by leveraging?

First 5 LA seeks to increase the value of its philanthropic efforts through greater collaboration and partnership among foundations and nonprofit partners, as well as other sectors of society. First 5 LA encourages applicants to forge unique alliances and determine new ways of working together in developing/enhancing existing land/space for young children and families to become and be physically active.

13. Should TPT funds be used to create new play-spaces or upgrade and refurbish existing sites?

TPT seeks to increase the number of parks and play-spaces for children age 2-5. First 5 LA also seeks to increase the number of parks that serve children with special needs. Projects that seek to modify a current site in order to meet access needs will be considered.
14. If a playground includes activities for children over the age of 5 is it eligible for funding (i.e. a playground for kids 0-12)?

Yes. The portion of the larger park that will specifically serve children age 2-5 will qualify for this funding opportunity. Walking trails suitable for young children are also qualified.

15. Regarding the “Instructions for Budget Forms,” under Section 1, it is stated that “executive positions may not exceed 60% of their gross salaries ...” By “executive positions” do you mean the “c suite,” i.e. CEO, COO, CFO, etc.? Or would this restriction also apply to middle management positions?

“Executive positions” refers to positions such as the organization’s Executive Director (CEO). If management positions are included in the budget, and they exceed 60% of their gross salaries, their role should be sufficiently justified in the budget narrative.

16. Should I assume there needs to be separate budget for each project that is submitted as part of the $2M total. Is this correct?

No. Only one budget is required. Each partner’s project should be reflected in Section 2, Contracted/Consultant Services and Section 11, Capital Cost/Renovation.

17. We understand there is a $150/hour cap for consultants, but we don't know how we arrive at an estimate for the number of hours such consulting takes. Do we call random consulting firms for quotes? Do we provide our own best guess?

The more detail you provide will help to justify expenses in your budget. It is recommended that you complete sufficient research on costs, including consultant estimates if they are applicable.

18. Capital projects often require an immediate deposit for contracted services, creating a cash flow concern for non-profit organizations. Will First 5 LA provide lead agencies a payment advance?

First 5 LA will consider advance payment for services and equipment on a case-by-case basis. Requests for payment advances should be supported by sub-contractors’ bids and supplier’s estimates.

19. What is the financial role of the lead agency and each partner?

Each organization in the partnership is responsible for their own project paperwork, reporting and payment of vendors. The Lead organization is the link between each of the partners as well as First 5 LA and will facilitate the reimbursement of funds to each of the partner agencies.