



Park Pride Community Building Grant Agreement

CB 2016.02 Briarlake Forest Park

Date: December 21, 2016

Grantee: Friends of Briarlake Forest Park

Project Location: Briarlake Forest Park

Grant Funds Awarded: \$10,000

Grant Activity Deadlines:

By June 1, 2017: Progress Report

By January 1, 2018: Final Report with photos and Financial Report

Project Summary: Purchase of picnic tables, benches, trail signage, and native plants for implementation of the Master Plan

Grantee agrees to all terms below:

1. Project

- a. To implement Community Building Grant Project CB 2016.02 as outlined in the proposal submitted by the Grantee to Park Pride on or before September 30, 2016 with the following requirements:
 - i. Project has gone through all required permitting and received all necessary approval prior to start of construction.
 - ii. Park Pride must receive Signed Grant Agreement prior to start of project. (Mail original signed document to address at bottom of page.)
- b. To assign a qualified project manager to coordinate with DeKalb County and manage all aspects of project implementation including permitting and approvals.
- c. To complete the project by January 1, 2018.

2. Volunteer Workdays

- a. To comply with all County regulations during work days.
- b. If you would like to request volunteer support for your project from Park Pride and Team Depot, contact John Ahern at john@parkpride.org or 404-546-6854 at least two months in advance.

3. Budget

- a. To match the grant funds on a 1:1 basis. 10% of the required match must be cash contributions from the community.
- b. Volunteer labor to complete any project task can count as In-Kind Matching Funds no greater than the amount a professional would charge for the work.

4. Reporting & Documents

- a. Provide electronic copies of before & after photos from the same view/perspective (JPEG format, minimum 300dpi, 600dpi+ preferred).
- b. Submit Progress-Report(s) and a Final Report by the Grant Activities Deadline listed above.
- c. Submit copies of all plans, construction documents and permits related to the project as they are obtained.

5. Notification

- a. To notify Park Pride in the case of:
 - i. Any change in key personnel of the project or Friends of Briarlake Forest Park
 - ii. Any change in contact information
 - iii. Significant changes to the project scope, timeline, or budget*
 - iv. Any other development that may significantly affect the project
- b. To notify Park Pride at least 3 weeks in advance in the case of:
 - i. Groundbreaking events
 - ii. Ribbon cutting events
 - iii. Other important milestones
 - iv. Event collateral to be published
 - v. Permanent signage and/or sponsor recognition

6. Communications & Media

- a. To participate in informal email and phone check-ins initiated by Grants Administration.
- b. To include Park Pride mention or logo in any list of contributors, signage, press releases, flyers or other event collateral related to the project.
- c. To include Team Depot or The Home Depot logos on event collateral related to the project.
- d. To submit any use of Team Depot or The Home Depot logos at least 3 weeks in advance.
- e. To contact Rachel Maher, Marketing & Communications Manager for official logos and approval of use at rachel@parkpride.org or 404-546-7969

7. Hold Harmless

- a. To hold harmless Park Pride, its officers, agents and employees from any and all claim for damages or injuries to persons or property that may be sustained as a result of the performance of the Grantee or his agents in connection with this agreement

** No changes greater than \$1,000 may be made to the Project Budget enclosed without prior authorization from Park Pride. Changes greater than 5% of the Total Project Budget should be approved in writing prior to implementation.*



Park Pride agrees:

1. To provide to *Friends of Briarlake Forest Park*, a matching grant of not more than \$10,000 to implement Community Building Grant Project #CB 2016.02 as described in this Grant Agreement.
2. To release grant funds as project expenses are incurred upon receiving the following from the Grantee (final \$1,000 will be held until receipt of the final report):
 - a. Supporting documentation of Matching Funds raised and spent
 - b. Complete Request for Funds form
 - c. Invoices, receipts, or purchase orders to support the Current Request

Terminating Conditions

Based upon its sole judgement, Park Pride may, after notification of intent to Grantee, cancel participation in said project including the release of any remaining grant funds, in the event Park Pride finds any one of the following:

- Grantee has failed to abide by the terms of this agreement
- Such cancellation is necessary to comply with requirements of law
- Grantee has failed to make substantial progress in the current project
- Grantee's 501c3 tax-exempt status has been revoked

Park Pride Atlanta, Inc.

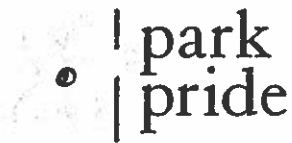
Signed
Allison I. Barnett
Associate Director

12/21/16
Date

Friends of Briarlake Forest Park

Signed
Milt Crouch

January 9, 2017
Date



Community Building Grant Application

Submit to: grants@parkpride.org

For office use only

Date received	
Grant #	

Park Information

Applicant Project Title: Phase One

Park Name Briarlake Forest Park ("BFP")

Park Address 3330 Briarlake Road, (DeKalb County) City Atlanta State GA

Does your park have a registered Friends of Group? Type YES or NO YES

Contact Name and Information

Primary Contact

Name Milt Crouch Organization Friends of Briarlake Forest Park

Address 2876 Woodland Park Drive City Atlanta State GA 30345

Phone 404-962-1037 Email milt.crouch@smithmoorelaw.com

Secondary Contact (If applicable)

Name Jessie Hayden Organization Friends of Briarlake Forest Park

Address 2912 Blackwood Road City Decatur State GA 30032

Phone 404-405-1861 Email jessie_hayden@yahoo.com

Financial Information

Use figures from your Project Budget Sheet to fill in the following:

Grant Request (max. \$50,000) \$50,000 Matching Funds \$90,000 Total Project Budget \$132,059 plus a \$7,941 cushion

Does the organization applying for this grant have 501c3 nonprofit status or a fiscal partner account?
 In the blank type 501c3 or Fiscal Partners Fiscal Partners

Community Support

List all community associations whose jurisdictions include or border the park.
 You will need to have a letter of support from each association. A sample letter can be found at the end of this application.
 Please attach an additional sheet if you need to list more than two associations.

Association Breckenridge Civic Assn. Contact Name Ben Ryerson Title President
 Phone 404-272-4585 Email benryerson@gmail.com

Association Amberwood Civic Assn. Contact Name Ellery McLanahan Title President
 Phone 404-636-9265 Email N/A

City of Atlanta Parks: NPU _____ City Council Representative _____

DeKalb County Parks: Commissioner District 2 County Commissioner Jeff Rader

Project Summary

Please briefly describe your project in 1-2 sentences. (i.e. "Replace the aging playground with improved equipment, grading and plantings.")

We seek to implement Phase One of Master Plan, that would include construction of circulation trail, installations of fountain and utilities, build parking area and installation of signage and split rail fence at entrances to Park. We have attached a copy of our Master Plan.

Project Background

Please include any project history, outreach history, and work accomplished.

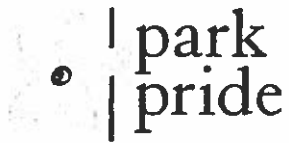
See attached Briarlake Forest Park Upgrades.

These projects are discussed in the Master Plan and represent one of our initial attempts to fulfill the Master Plan.

In late 2014 and early 2015, the area that is now BFP was about to be sold and developed into a dense residential area. A group of committed community members banded together to propose other use of this beautiful acreage. In July, 2015 DeKalb County purchased the 21 acres to be made into a park, and since then, the small group of citizens has grown to over 1,000 people who visit the park, volunteer, donate and/or receive updates on our progress.

We are fortunate to have superb volunteer resources – master gardeners, landscape architects, exhibit designers, etc. who have helped research the park, both historically and ecologically and have developed a Master Plan that adds amenities to enhance the park's usability and educational impact while protecting its unique natural resources.

Since last October, 2015, volunteers have identified plants and tree species, developed paths, cleared invasive plants, developed a bog garden, etc. We have developed a list of over 1,000 people and distribute regular updates. Thanks to a Small Change grant from Park Pride, we engaged a herd of sheep, which not only cleared ivy, privet, kudzu and other invasives, but also brought more curious visitors to the park and generated interest and enthusiasm. The sheep also generated financial support from the community as well (in donations).



Community Building Grant Application

Submit to: grants@parkpride.org

Project Description

Include location detail, construction plans, materials detail or product specifications for amenities, and any other important information pertaining to the project. Please keep your description under 2 pages.

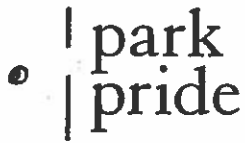
DeKalb County

Implement Phase One of Master Plan, that would include construction of circulation trail, installation of fountain and utilities, build parking area and installation of signage and split rail fence at entrances to Park.

Project Manager

Project Manager Requirements can be found at:

<http://www.parkpride.org/get-involved/funding-your-park/content/downloads/projectmanagementrequirements.pdf>



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Name Daniel Dart, Landscape Architect, DeKalb County, Georgia

Describe qualifications below

Will provide bio of Daniel C. Dart, LEED AP, Project Manager and Landscape Architect, Department of Recreation, Parks & Cultural Affairs, DeKalb County, Georgia

Fundraising Plan

Provide details on how you plan to secure matching funds.

See attached email dated September 28, 2017 from Caroline Enloe, Chief of Staff for Commissioner Jeff Rader, approving use of between \$77,096 and \$85,000. We have cash (\$5,000) in our Park Pride Account.

Maintenance Plan

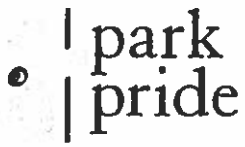
Describe what maintenance is necessary and who will be responsible for each task.

Very little maintenance needed on Phase One parking lot, path, signage or fence. Primarily, DeKalb County will maintain with help from our volunteers.

Timeline

Include fundraising dates, construction dates including projected start & completion dates, milestones, etc.

The funds are in hand. Construction of Phase One will commence in October, 2017 and will be complete by January 31, 2018. To increase this amount in our Park Price account, we will again solicit cash contributions from our email list of supporters (over 1,200 email addresses) with an email letter in late November and then again in early December. This process raised almost \$10,000 in 2016. With Phase One underway we have more to show our potential donors than we did last year. We will solicit Commissioner Rader to provide additional county fund for the Park in 2018 and 2019. With the completion of Phase One, this will look like a park to the community. We are scheduled to have a fundraising event on November 11, 2017 at Napoleon's Restaurant. We have also hired Dr. Jeremy Dahl and his crew to help with our forest eco-restoration efforts. Dahl's crew will remove invasives from severely compromised trees in the forest. We will be paying for these services from our Park Pride funds. We anticipate that this will positively impact at least 180 trees in the forest. Since Park Pride grants do not fund conservation and eco-restoration projects, it is imperative that we leverage the funds that we have to go towards these efforts. This grant will help us do that.

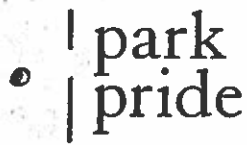


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Why is this project important to the park and what impact will it have?

Phase One is an essential part of our approved Master Plan. Community members will increase their usage/visitation to the park with educational impact. Friends of Briarlake Forest Park is also a Briarlake Elementary School STEM partner. These Park improvements will help make the Park more accessible to Briarlake Elementary teachers, students and parents by providing much needed parking, driveway space for bus drop-off and turn around as well as better route pedestrian traffic through the Park's "active zone" (ZONE A on the Master Plan documents) and trails. The community will enjoy the parking area and circulation trail. Phase One provides very good handicap access to the Park.



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Site Visits: October 1st - November 15th Weekdays between 8am - 6pm

When are you not available to meet? _____

What are your top 3 ideal times to meet?

1 _____ Any time
 2 _____ Any time
 3 _____ Any time

Checklist

Please use the following list to make sure your application is complete before submitting for review.

Complete/Included

Section/Documents

Included	All pages of Application form, pages 1-6
Included	Project Budget
None	Before Photos – See Master Plan
Included	Planning Documents
N/A	501c3 Documentation – Fiscal Partners
Included	Letters of Support from all community associations listed under Community Support on page 1. Amberwood Civic Association meets Sunday, October 1, 2017 and we anticipate that it will approve the implementation of Phase One since it has supported all previous grant applications and its President, Ellery McLanahan, assures us of Amberwood's support. We will forward the Amberwood Civic Association letter of support as soon as we receive it.
Included	Letter of Support from property owner - DeKalb County

Project Budget Sheet

Please see Project Budget Guidelines for instructions

Rates per Unit/Hours when applicable	Total Cost = Grant Request + Matching Funds		Be Specific
	Total Cost	Grant Request	
Phase One: Circulation trail; fountain and utilities, parking area and split rail fence	\$132,059	\$50,000	Commissioner Jeff Rader Park Pride Account 23030
			Commissioner Rader has pledged an additional \$7,941 matching funds as a cushion.
Totals	\$132,059	\$50,000	Total Match
		\$82,059	\$82,059
			Grant Request must be ≤ Total Match