



Dallas Park & Recreation

Overview of the Grants Application Process

**Park and Recreation Board
October 15, 2020**

Purpose

To provide the Park and Recreation Board with an overview on the Department's process in applying for grants and to highlight successes over the past two years.

Previous Process

(2009-2018) The City Manager required grantmaking to be centralized within the Intergovernmental Services (IGS) Department

- IGS staff researched, notified, wrote, and submitted grant applications for all City departments, including Park and Recreation
- Over that period, for Park and Recreation, there was:
 - An average of 7-12 notifications a year
 - An average of 2-5 submittals a year
 - Less ability to pursue quick turn-around, small grants
 - Resulting in Park and Recreation Division staff sometimes writing and submitting these themselves. These were not often tracked or coordinated with IGS

Current Process

(2018-the Present) The Park and Recreation Department brought grantmaking capacity in-house to provide direct support to the Divisions, increase the number of submittals annually, and prevent competing applications within the Department

- Grant staff work with the whole Department to seek out each Division's 3-5 funding priority areas
- These priorities become the basis for the Annual Fund Development Plan, correlating to the Department's Strategic Plan

Current Process continued

Grant staff:

- Identify funding opportunities through research, institutional knowledge, and department associations
- Once a grant program opens, staff notify the Division leaders, who assess the feasibility of pursuing the funding opportunity against the grant program's requirements
 - Goals of the funding program
 - Staffing capacity
 - Available match dollars
 - Project timeline, etc.
- Grant staff then work with subject matter experts to shape the narrative, budget, project timeline, maps, and other elements of the submittal package

Current Process Continued

- Grant staff also coordinate with:
 - Inter-departmental partners (if multiple departments are teaming up)
 - Community stakeholders for Letters of Support
 - IGS (now, the Office of Strategic Partnership and Government Affairs) to secure the City Manager's signature on Certificates of Assurance and on the final submittal for federal and state applications
 - The City's Budget Office to establish contract numbers for an application that requires a Resolution
 - Agenda staff for Park Board and City Council approval, when a Resolution is involved
 - Division leaders to review application packages before they are submitted

Operational Results

- In-house capacity for grant work has increased the department's ability to respond to large and small opportunities quickly - whether for monetary, recognition, or technical assistance awards
- Notifications, submittals, and awards can be more easily tracked and reported
- Showcases our process to CAPRA in seeking feasible & appropriate outside funding to supplement the department's work
- The Fund Development Plan can be adjusted annually to coincide with changing division priorities and local, state, and national efforts

Operational Results

Year	Area	Target	Actual	
2017-2018				
	Notifications	n/a	11	
	Submittals	n/a	9	
	# of awards	n/a	5	
	Amount of awards	n/a	\$1.12 MM	
Year	Area	Target	Actual	Rate
2018-2019				
	Notifications	35	32	91%
	Submittals	20	20	100%
	# of awards	15%	2	5%
	Amount of awards	\$1 MM	\$2.4 MM	240%
Year	Area	Target	Actual	Rate
2019-2020				
	Notifications	40	47	118%
	Submittals	25	19	76%
	# of awards	16%	7	37%
	Amount of awards	\$1.2 MM	\$942 K	79%



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