



KaBOOM! Application Guide

ADVENTURE COURSE GRANT

PLAY STARTS HERE!

From FAQs to grant criteria to sample applications, this guide contains everything you need to know to apply for a KaBOOM! Adventure Course grant.

GETTING STARTED

The first step in applying for any KaBOOM! grant program is creating an account at apply.kaboom.org.

Once you create your account, navigate to the *Start My Application* page (click *View Applications* on the *Edit My Application* page) to select the grant program you want to apply for.

On the application page you will see that there are MULTIPLE PARTS to every KaBOOM! application. **You must complete all parts to apply.** Part I is the General Application for your site. Part II contains the questions and documents that are specific to the program that you are applying for.

After you complete all parts of your application, a KaBOOM! staff member will review your application and will be in touch with next steps!

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Adventure Course grant

Grant overview

KaBOOM! Adventure Course grants bring fun and challenging play opportunities to kids aged 13 and older. Adventure courses increase the challenge and risk in physical activity, while providing a safe and unique gathering space for an older age group. Adventure courses are designed and built by your community, with input from young adults throughout the planning process.

If you wish to receive funding for an Adventure Course, select Adventure Course on the *Start My Application* page. Once you've complete Part II of the application, KaBOOM! will review it to determine if your community is a fit for the program.

CRITERIA

Your completed application gives KaBOOM! an in-depth view of your community and is evaluated through the following criteria:

- Demonstrate the need for an adventure course.
- Be a non-profit, municipality, school or community group that serves older kids from communities that are economically marginalized or have experienced disinvestment.
- Engage local community, parents and stakeholders in the planning and execution of the project.
- Own their own land or have a long-term lease and land owner written permission.
- Fundraise towards the cost of the adventure course.
- Complete site preparations and obtain necessary permits.
- Provide insurance coverage for the adventure course.
- Build the adventure course using Landscape Systems Inc. as an equipment vendor.

FUNDING

Grantees will receive a custom-designed adventure course (course equipment, safety surfacing, site enhancement projects). Grantees are responsible for fundraising \$8,500 towards the cost of the equipment.

TIMELINE

Adventure Course applications are accepted on a rolling basis throughout the year so don't wait to apply!

The KaBOOM! Adventure Course program does not follow typical grant cycles. KaBOOM! cannot anticipate or guarantee where or when we will have funding throughout the year. When funding becomes available in different cities or regions, we will contact viable organizations that have completed their application to discuss next steps.

Part I application FAQs

KaBOOM! General Application *(for all grants)*

Do I need to be a professional grant writer to complete the application?

No! The application was designed to be simple and straightforward. Your answers do not need to be perfect, but rather genuine and clear.

Is there a way to view the full application?

Yes! You must complete all the required fields on each page of the application in order to move forward to the next page. To preview the full application, review the *Preview Application* section of this grant guide. If you are logged-in to your application, you can also click on the *Preview Application* tab to download an application preview.

I noticed that there are multiple parts to the application.

Do I need to complete all parts to apply?

Yes. You must complete all parts of the application to be considered for funding.

Why are there multiple parts to the application?

The two parts make it quick and easy for you to apply for multiple grant programs. See the question below to learn how you can apply for an additional grant program.

Can I apply for more than one grant program?

Yes! After you submit your first application go to the *Start My Application* page and select another program to apply for. When you open the application for the new program, *Part I: KaBOOM! General Application* will show as “complete.” Simply complete Part II to submit your application for a second program!

Please note that you cannot receive both a Build it with KaBOOM! grant and a Build it Yourself grant at the same location.

My organization has multiple facilities or sites that we would like to apply for. How do we apply for more than one site?

Each site needs its own account. You cannot register multiple accounts at apply.kaboom.org to one email address. If you are applying for multiple sites we recommend using a second email address or using the email address of someone who works at each site or facility. As long as you know the email and password you will be able to login to complete the application, even if it's not your email address.

Example: Joe is a grants manager for a school district. Joe wants to submit creative play applications for three different schools. Joe creates an account for each school using the email address of the Principal for each school. Joe knows the email address and password for each account so Joe submits the applications for all three sites. The principal of the school receives an email confirming that the application has been submitted, but Joe makes sure that he (Joe) receives all the updates and communication from KaBOOM! by listing himself as the “Main Point of Contact” in the applications.

I can't complete my application in one sitting.

Can I save it and come back later?

Of course! Make sure to click *Save and Continue* inside the application. To return to your application, login to apply.kaboom.org and open your application on the *Edit My Application* page.

How do I save a copy of my application for my personal records?

Click the *Download Applications* button located on the top right corner of the application page.

Who can I contact if I have questions?

apply@kaboom.org

Preview of part I

KaBOOM! General Application *(for all grants)*

The KaBOOM! grant application has multiple parts. You must complete all parts to apply!

Part II contains the questions and documents that are specific to each of our grants. After you submit *Part I: KaBOOM! General Application*, you will be able to open and complete *Part II: Required Questions & Documents*.

BASIC INFORMATION QUESTIONS

Has your organization previously received funding from KaBOOM!?

Yes, No or Unsure

How did you hear about this opportunity?

KaBOOM! Social Media (Twitter, Facebook)

Previously worked with KaBOOM!

Another organization that has partnered with KaBOOM!

Member of KaBOOM! staff

KaBOOM! website

Miracle Recreation representative

Playworld Systems representative

Landscape Structures representative

Burke representative

LetsPlay.com

Other

CONTACT INFORMATION

Primary Contact

Who should we contact for follow-up questions regarding your application?

First and Last name

Title

Email

Phone/Cell Phone

Secondary Contact

Who should we contact if your primary contact is not available?

First and Last name

Title

Email

Phone/Cell Phone

Organizational Information

Name of Organization

Organization's website

Facebook url (example: facebook.com/kaboom)

Twitter url (example: twitter.com/kaboom)

Mission Statement

Organization's Mailing Address (City, State, Zip code, County)

Who has the legal authority to sign contracts on behalf of your organization?

First and Last name

Title

Email

Phone/Cell Phone

Which category describes your organization?

501(c)3 Non-Profit Organization

City or Municipal Agency (Public Schools, Public Parks, Other City Agency)

Business or For Profit Entity

Other, (please specify)

***If non-profit, please provide your Tax ID Number (EIN)**

This is a 9 digit number. Please do not include spaces.

Are you applying as an individual organization or are you partnering with another organization(s)?

Community-Built Playground and Creative Play applicants are not required to be or partner with a non-profit or municipal agency but partnering with one is strongly encouraged.

We are applying as an individual organization.

We are partnering with one or more partner organizations to apply for funding.

***If partnering with one or more partner organizations:**

Partner Organizational information (optional)

Name of Organization

Organization's website (optional)

Facebook url (optional) (example: facebook.com/kaboom)

Twitter url (optional) (example: twitter.com/kaboom)

Mission Statement

Organization's Mailing Address (City, State, Zip code, County)

Organization Category

EIN

Is your organization or your partner organization(s) religiously affiliated? Y/N

Note: *Some of our Funding Partners cannot grant to religiously affiliated organizations. Your application will be considered for the Funding Partners that can grant to religiously affiliated organizations.*

***If Yes, please describe the nature of the affiliation.**

Please share if your logo incorporates religious symbols, if you offer religious programming and/or if the land where the playspace will be located is owned by a religious organization.

ABOUT YOUR COMMUNITY

Use this section to describe your community and share why it is important for your organization to provide opportunities for play to the children and families you serve.

Briefly describe your organization's history and the overall scope of your programs and services.

Include a comprehensive list of the programs your organization provides. If your organization offers programs at multiple locations, please only list the programs that you provide at the site where the play equipment will be located.

Describe the community you serve and the neighborhood and/or children who will use the play equipment or Community-Built Playground. Why is it important for your community and the children you serve to have new play area or equipment?

We want to know what makes your community unique and why you need this grant! Feel free to overshare.

Is there an event motivating your community to apply for this opportunity?

Example: A natural disaster or other event that impacted the quality of life for members of your community.

Site information

This is the address where the play equipment or Play Everywhere project will be located. You must list a full address. Providing a cross street or a blank address instead of a street number will delay consideration of your application.

Street Address

City, State, Zip Code, County

How many children will use the proposed play equipment?

*Please **do not** multiply the number of children you serve per day by seven or 365 to calculate the number served per week and per year.*

Per Day: How many children do you serve on an average day?

Example: King Elementary has 400 students. Per Day total is 400.

Per Week: How many individual children do you serve in an average week? Every child who visits the site should only be counted one time, even if they visit the site multiple days of the week.

Example: King Elementary has 400 students. Once a week they host a soccer program attended by 100 kids who are not enrolled at the school. Per Week total is 500.

Per Year: On average, how many children do you serve a year? Take the number of children served per week and add the number of additional children you serve through annual events or turnover at your site.

Example: King Elementary Per Week total is 500. Every year they host a fall festival attended by 100 kids who are not enrolled in the school. Per Year total is 600.

Describe how you calculated the number of children served in the previous question.

Please note the programs, events and circumstances behind the number of children that you have shared.

What age range(s) does your organization serve at this site?

Under 2, 2-5, 5-12, 12-18, 18+

Which categories describe the children you serve at this site?

Percentage should total 100

Asian Not Hispanic or Latinx

White Not Hispanic or Latinx

African American/Black Not Hispanic or Latinx

American Indian or Alaska Native Not Hispanic or Latinx

Hispanic or Latinx

Not listed above

What percentage of children served qualify for Federal Free or Reduced Price Lunch (FRPL)?

If your organization does not know the FRPL indicator, note how many children qualify for a voucher program, scholarships or any financial assistance programs.

What is the median household income of the population you serve at this site?

If your organization collects information on the median household income of the individuals you serve, please include. If median household income information is unavailable through your organization's data, please use the Census Community Facts at factfinder.census.gov to define the income based on the census tract nearest to the proposed site.

Is there anything else you feel like we need to know about the ethnicity or socio-economic status of the population you serve?

Clarify information that did not fit in sections above.

PLEASE NOTE

You will not be able to edit the Part I: KaBOOM! General Application after you submit. Please make any final edits to Part I before you submit and proceed to Part II.

After you submit Part I you will return to the application page. Select Part II: Required Questions and Documents to continue your application. You must complete both parts to apply!

Part II application FAQs

(KaBOOM! Adventure Course only)

What is the community build model?

The **community build model** refers to the engagement of stakeholders, volunteers, parents and community members in designing, planning and building the adventure course. The model activates the strengths and assets of community members that can be used to support the project.

How can I share more information about my community, beyond what is asked in the application?

There is an optional page within Part II of the application. In the optional section you can:

- Include a candid photo of a child, family or community event.
- Spotlight a unique, impactful and/or innovative program that your organization offers.
- Share a story that illustrates the current state of your community and highlight what makes your community unique.

The photos, stories and information shared in the optional section of the application may be included in presentations to an internal KaBOOM! review panel and with prospective Funding Partners for your project.

What are the age ranges for KaBOOM! Adventure Courses?

Adventure Courses can be created for ages 5-12, and for teens/adults ages 13 and older. The majority of Adventure Courses granted by KaBOOM! will be for ages 13 and older.

If our adventure course will be closed to the public, can we still be considered for a grant? Yes.

What safety surfacing does KaBOOM! use?

For the majority of Build it with KaBOOM! projects, including KaBOOM! Adventure Courses, the safety surfacing used is Engineered Wood Fiber, which is an ADA approved surfacing (for wheelchair accessibility). It is safe for all children, cost effective, easy to install and maintain and volunteer-friendly. Applicants may choose to pay for rubber surfacing.

My organization does not allow volunteers to install playgrounds. Should I still apply?

A KaBOOM! Adventure Course grant requires volunteer installation. If your organization does not allow volunteers to install equipment, KaBOOM! encourages you to apply for the Build it Yourself program, which does not require volunteer installation and grants traditional equipment.

Can we supplement the KaBOOM! grant with additional grant funding?

Yes, additional funding can go towards more adventure course stations or different safety surfacing.

Please be sure to note the amount of funding that you have received and the source of the funding in your application.

Preview of part II

(KaBOOM! Adventure Course only)

REQUIRED QUESTIONS

Do you have any existing play equipment on your property?

Yes or No

Describe in detail the type of play equipment, as well as the condition of the equipment.

Be sure to describe the age of the equipment and note any damage or issues with the equipment. For example: graffiti, missing pieces, issues with passing safety inspections, etc.

Will your proposed adventure course be open to the general public?

Yes, all will be welcomed at our adventure course.

No, only children and families we serve.

Other

If Other, who will have access to your adventure course?

Include as much detail as possible including the hours the course will be open, what level of access the general public will have and any particular licensing restrictions or other limitations to usage.

Does your organization own the land at the proposed adventure course site?

Yes or No.

If No, who owns the land?

Is submitting this application your first step in planning to build an adventure course in your community?

Yes or No

If No, please check all that apply:

Assembled a committee

Fundraising (*approximately how much was raised?*)

Working with an equipment vendor (*if so, what is the vendor's name?*)

Received a design for your adventure course

Received a quote, estimate or formalized an agreement with an equipment vendor

Other

Is there any major construction scheduled at or surrounding the proposed site in the next 12 months?

Yes or No

***If Yes, please describe the scheduled construction.**

Within the area of your proposed adventure course site, are there any of the following? (Check all that apply)

Trees

Fences

Buildings

Playground Equipment

Sloping Land

In-ground Drains

Water Features

Retaining Walls

Standing Water

Concrete/Cement

Boulders

Utilities

Other

If any of these items are located within your playground footprint, include them on your site map (requested on the next page).

Preview of part II, *continued*

REQUIRED MATERIALS

All photos must be attached as .jpg, .png, .jpeg or .gif files. Please do not attach PDF files for site map/photos.

SITE MAP

Using either pen and paper or a computer program such as Word or Paint, create a simple sketch of your proposed adventure course site.

Make sure you have checked-off all the boxes on the Site Map Checklist below before you upload your site map. Refer to our [example](#) for help.

- Site dimensions:** Measure both the length and width of the site (ex: 55' x 63'). The minimum site size should be 3,500 square feet.
- Access points:** If there is a gate, stairs or a fence surrounding the site, show where it is located in your drawing. Highlight any access points.
- Physical characteristics:** Trees, fences, buildings, existing playground equipment, sloping, in-ground drains, retaining walls, etc.

BIG PICTURE

Place four “markers”, such as cones, marking flags, chairs or even people, at the four corners of the space where you will build your adventure course. This creates an outline of the proposed footprint. Take a picture so that all four markers are visible in the photo, as seen in [this example](#).

SITE PHOTOS

We rely on your photos to provide a clear and comprehensive view of the space where you plan to build your adventure course. Please submit 5-10 site photos. We encourage you to capture the following (you must submit a minimum of four site photos):

- **Equipment:** Please provide photos of any existing equipment that is on your site. Include close-up photos that show the condition of the equipment.
- **Big picture:** Different sides and angles of the “big picture” photo above.
- **360°:** Stand in the center of the space where you will build your playground and take four different photos facing North, South, East and West. These four photos will let us see what is visible from your proposed playground site.

OPTIONAL MATERIALS

All the prompts and requested materials in this section are optional. Feel free to answer one, none or all of the questions below.

The additional information you share in this section can provide KaBOOM! and our Funding Partners with a deeper and richer snapshot of your community.

Upload candid pictures of the children and/or the community you serve. These pictures may be included in a presentation that we will share with prospective funding partners for your project.

Share the story of an individual child or an individual family served by your organization that would benefit from a new adventure course. Why do they need a new playspace?

Application tip: Include a picture of the child or family you describe in the candid photos section above.

Spotlight a unique, impactful and/or innovative program that your organization offers.

Share a story that illustrates or highlights what makes your community unique. Tell us about the history, unique events or transformations that have occurred in the community and what makes the people that live and work there proud to be a part of it.