



Pocket Park Restoration Project Guidelines

Purpose

It is the mission of Keep Winter Park Beautiful to improve the quality and aesthetics of our environment in order to create a healthier and more beautiful place to live, work and play. The purpose of the Pocket Parks Restoration Project is to support neighborhoods in their efforts to beautify and improve the community and take ownership of public spaces. This program is designed to help groups of residents and neighborhood organizations take ownership of their local environment, and build a stronger community by developing and nurturing relationships among neighbors.

Eligibility

- Applications will be accepted from neighborhood and community-based groups; neighborhoods do not need to have a neighborhood association.
- Funds are available to support physical improvements to mini-parks, medians, right-of-way or any city-owned green areas that are fully accessible to the public.
- Projects must build community and utilize sound ecological practices, including native plants and recycled and reusable materials.

Grant Priorities

Grants will fund community-driven initiatives that beautify the neighborhood and enhance public spaces in the community. Funding will support physical improvements including plantings, restoration, community garden improvements, and other beautification projects in public spaces.

Selection Criteria

Projects will be considered that meet one or more of the following criteria. Projects are not expected to meet all of these criteria.

- **Impact:** Impact of project on the neighborhood.
- **Geographically Diverse:** Chosen projects will incorporate all areas of Winter Park.
- **Neighborhood Involvement:** Willingness of the neighborhood to be involved in the restoration and take care of and use the area after restoration is complete.
- **Neighborhood Need:** Need for the project in the neighborhood.
- **Sustainability:** Sound ecological principles including native landscaping, re-used and recycled materials etc.
- **Feasibility:** The degree to which the project can be achieved.
- **Fund Contribution:** Is the neighborhood willing to raise any funds towards the project.
- **Subject to City Approval:** The project must be approved by the Parks & Recreation Department.

Neighborhood Responsibilities

Before-

- Establish a Project Liaison that will be the contact person for the neighborhood.
- Sketch a plan of the current amenities in the area (ex. Benches, irrigation, sprinkler locations, trash receptacles, etc).
- Draw a plan of the future project with the amenities that the neighborhood is seeking. Plans must utilize sound ecological practices and use Florida friendly plants and resources.

After-

- Neighbors must help maintain the area between City visits. This might involve picking up litter, removing weeds and debris, trim bushes, etc.
- Promote and attend the re-opening celebration.
- Provide KWPB with before, during and after photos in electronic format documenting the project.

Neighborhood Liaison Responsibilities

- Must be available to meet with the beautification committee and give a presentation to the KWPB board.
- Must be available to his neighborhood – All neighborhood communication & requests must go through the liaison.
- Needs to acquire signature from all residences adjacent to the project area and acquire support from the neighborhood.
- Must help promote the re-opening celebration once the project is completed.

How to Apply

Submit a copy of the completed Application to Keep Winter Park Beautiful via or e-mail to kwpb@cityofwinterpark.org

or by mail to:

Keep Winter Park Beautiful
Attn: Pocket Park Restoration Project
401 Park Avenue South
Winter Park, Fl. 32789

Grant applications are due by 5pm on June 1st.

Contact us at 407.599.3364 or at kwpb@cityofwinterpark.org with any questions.



Pocket Park Restoration Project Guidelines

Application Guidelines

Send this completed application, your written summary and supplemental materials to KWPB - Pocket Park Restoration Project, 401 Park Avenue South, Winter Park, FL 32789, or email in .doc or .pdf format to kwpb@cityofwinterpark.org by the deadline, 5pm – June 1st.

Fill out Award Applicant Information (please print or type)

Today's Date: _____

Project Name: _____

Neighborhood: _____

Neighborhood Liaison: _____

Liaison Address: _____

Liaison City/State/Zip: _____

Liaison Daytime Phone #: _____

Liaison E-Mail: _____

Does the area have a neighborhood association: YES NO *(skip to next section)*

Neighborhood Assoc. Contact Information _____

Project Information

Project Address: _____

Project Sq. Feet: _____

Number of houses involved in the project: _____

Number of houses adjacent to the project: _____

Current Amenities in Project Location: _____

(ex. Bench, irrigation, trash receptacle, etc)

Is your neighborhood willing to contribute funds towards this project? YES NO

If so, what percentage?

<input type="checkbox"/> 10%	<input type="checkbox"/> 20%
<input type="checkbox"/> 30%	<input type="checkbox"/> 40%
<input type="checkbox"/> 50%	<input type="checkbox"/> Other _____

Include a Written Summary

Be as specific as possible. Use at least one paragraph to address each topic below (2 one-sided pages maximum).

1. **Background** – What is the motivation and purpose for the project? What are the existing conditions?
2. **Community Involvement** – Describe any volunteers and volunteer hours, community partnerships, goods or services donated, and other organizations or businesses that may help.
3. **Impact** – Describe the projected impact and results and how the results will be sustained.

Include Supplemental Material

Supplemental materials must be included to document any project plans that are already in progress. Before photos and project diagrams or sketches are necessary.