



F r i e n d s o f F a i r s t e d

Advancing the mission of Frederick Law Olmsted National Historic Site

FUNDING / GRANT APPLICATION GUIDELINES

The Friends of Fairsted (the Friends) is a non-profit, 501(c)3 organization that supports the work of the National Park Service at Frederick Law Olmsted National Historic Site, advancing the knowledge and appreciation of the Olmsted legacy through public programs, publications and other means. To assist in the distribution of funds for programs or project work to individuals/organizations outside Friends of Fairsted, the attached grant application provides information so that the Board of Directors can assess the appropriateness and value of the proposal relative to the mission and goals of the Friends. The Friends of Fairsted provide grants for goods and services that support our mission and which meet the criteria outlined below.

OVERVIEW

Goals The Friends of Fairsted support the work of the National Park Service at Frederick Law Olmsted National Historic Site, as well as projects undertaken by other organizations, institutions, scholars, and practitioners in advancing the knowledge and understanding of the Olmsted legacy.

Criteria The following criteria are used to evaluate funding requests:

- Supports the programs and initiatives of the National Park Service, Frederick Law Olmsted National Historic Site, such as the Olmsted Archives, Good Neighbors, education and interpretation, building and landscape preservation projects;
- Advances the knowledge, understanding, and preservation of the Olmsted legacy;
- Promotes the knowledge, understanding and appreciation of the history of landscape architecture in the U.S., historic landscape preservation, landscape stewardship, and allied professions.
- Addresses a significant gap in knowledge regarding the Olmsted legacy;
- Leverages significant additional revenue to support projects that meet the criteria above.

Eligibility

Applicants

- National Park Service programs, contractors, partners
- Non-profit organizations;
- Scholars and practitioners.

Sample Eligible Projects

- Print matter, publications (book, brochures)
- Exhibit materials
- Public program (lecture, tour)
- Educational materials
- Media (web, video, audio)
- Preservation/conservation projects at Fairsted

Ineligible Activities

- Routine maintenance activities including utility upgrades;
- Staff salaries; personnel expenses not directly related to the proposed project;
- Design/work on new landscapes or work that does not meet the Secretary's Standards.

Grant amount This application is intended for requests between \$1,000 - \$5,000; in special circumstances, the Friends will consider projects exceeding the current \$5,000 limit.

Match The grantee should demonstrate a substantial contribution by others, through direct funding, donations, or in-kind services of at least 30% of the total project cost. If in-kind services constitute the match, clear demonstration of staff time and the direct cost must be substantiated.

APPLICATION INSTRUCTIONS

Preparation of Application

Complete the attached Application form, following the instructions regarding length and required materials. Narratives should be brief and descriptive. All accompanying visual support, i.e. publications, resumes, photographs, slides, maps, plans, etc., should be clearly labeled with the project title, applicant name, and address.

Minimum Submission Requirements

To meet the *minimum* submission requirement for a Friends of Fairsted grant, applications must include the following:

- Completed application including applicant information, scope of work, narrative addressing project selection criteria, etc.
- Project schedule
- Overall project budget
- Visual/narrative support materials
- Supplementary materials (samples of work, product literature, CV/Resumes of speakers)
- One letter of support

Application Submission

Applications may be submitted electronically or in hard copy (1 copy) as follows:

Email friendsoffairsted@gmail.com
USPS President, Friends of Fairsted
99 Warren Street
Brookline, MA 02445

Application Schedule/Deadline

The Friends of Fairsted provides funding in two cycles: Fall and Spring as follows:

- Applications submitted by September 1 will be approved by November 1
- Applications submitted by February 1 will be approved by April 1

REPORTING REQUIREMENTS

1. Recipients must submit a yearly or end of project summary, whichever comes first, describing work completed, funds spent to date, and anticipated work for the next quarter.
2. Please send **1 copy of the final product** (book or pamphlet, program announcement, or photographs) to the Friends of Fairsted as a record of the grant outcome.
3. Please credit the Friends of Fairsted as a contributor to the project/program.



Friends of Fairsted

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FUNDING / GRANT APPLICATION

PROJECT NAME:			
REQUESTED BY: Name Address Phone/Email Affiliation SSN or Tax ID Number	(Project contact)		
DATE OF REQUEST:			
AMOUNT REQUESTED:			
Is this your first FoF grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, please list previous FoF grants.	
COLLABORATING ORGANIZATIONS <i>List all project partners/ collaborating organizations and their respective roles</i>			
PROJECT TYPE: <i>Check all that apply</i>	<input type="checkbox"/> Print Publication (book, brochure)	<input type="checkbox"/> Program (lecture, tour)	<input type="checkbox"/> Other Media (web, video, audio)
	<input type="checkbox"/> Exhibit Materials	<input type="checkbox"/> Educational Materials	<input type="checkbox"/> Other (please explain)
PROJECT SUMMARY: <i>Please describe the project / program / product including development process and final deliverable in 250 words or less.</i>			
AUDIENCE: <i>Please briefly describe the intended audiences/participants who will benefit from the funded project or program.</i>			
PROJECT GOALS: <i>What are the project goals (250 words or less)?</i>			

<p>CRITERIA: Please explain how this request supports the mission and goals of the Friends of Fairsted as listed in the Application Instructions (250 words or less).</p>	
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<p>SCHEDULE: Please list the overall project schedule from inception to final product or program delivery. State how/if the project / program will continue after the funded portion is complete.</p>	<p>Attach additional sheet if necessary</p>
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<p>BUDGET: Please describe the overall project budget, including the portion funded by this request. Include information on income from other sources, anticipated fees/royalties, etc.</p>	<p>Attach additional sheet if necessary.</p>
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<p>ADDITIONAL INFORMATION: Please describe any additional characteristics relevant to this request such as critical needs, timeframe for receipt and spending of this award, etc.</p>	
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<p>PLEASE ATTACH ADDITIONAL MATERIALS:</p>	<ol style="list-style-type: none"> 1. For publications: <ul style="list-style-type: none"> ▪ Abstract and Table of Contents ▪ Publisher information ▪ Sample or similar work ▪ CV/Resume of primary author(s) ▪ CV/Resume or brochure of primary supporting organizations 2. For educational materials: product literature 3. For preservation/conservation projects: photographs 4. One support letter 5. Any other examples or supporting materials that will convey the intent, quality and relevance of the proposal to the Friends of Fairsted
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<p>QUESTIONS:</p>	<p>Please contact via email: Friends of Fairsted: friendsoffairsted@gmail.com</p>
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