

Understanding the KaBOOM! Community Partner Selection Process

Thank you for your interest in a community-build playground project! The KaBOOM! community-build model is designed to help a community not only build a playground, but also strengthen existing support networks and discover new assets within the community. A KaBOOM! Build Day is much like an old-fashioned barn-raising, but with a playful twist!

To ensure a successful project, KaBOOM! conducts an extensive screening process designed to identify the best possible match for a Funding Partner. The chance for KaBOOM! to build in your community is made possible through the generosity of a KaBOOM! Funding Partner, who will remain anonymous until a Community Partner is confirmed. The KaBOOM! Partnership Project application process is competitive, so potential Community Partners are typically required to work quickly to assemble and submit their application materials. Please review the information below and if you have any questions, don't hesitate to ask your Client Services Coordinator.

1. Playground Profile

Each potential Community Partner is required to fill out a Playground Profile, which gives KaBOOM! an introduction to your organization, programming, the community served, and the site where you would like to build a playground. Along with this information, KaBOOM! also requires pictures of your site, sketches showing the dimensions of the space, and some additional background information.

2. Follow-up Phone Interviews

A Client Services Coordinator will contact you by telephone within two weeks of receiving your Playground Profile to discuss the scope of the project and the Community Partner responsibilities in greater detail. This includes, but is not limited to: fundraising, volunteer recruitment, parental involvement, land ownership, liability and maintenance, site logistics, tools and materials, playground design, and Build Day festivities. It is not uncommon for your Client Services Coordinator to speak with multiple people within your organization to discuss these responsibilities.



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it starts with a
playground.



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3. Letter of Agreement

Within 48 hours of the follow-up phone interview, your Client Services Coordinator will send you a draft version of the KaBOOM! Community Partner Letter of Agreement. KaBOOM! requires every potential Community Partner review the draft letter of agreement. Since KaBOOM! schedules a Design Day soon after a Community Partner is confirmed, any contract negotiations must take place before KaBOOM! recommends an organization to a Funding Partner. Client Services Coordinators are intimately acquainted with the details of the contract, and work closely with organizations to address any questions regarding the contract. KaBOOM! requires groups to affirm in writing that they are ready to sign the letter of agreement if chosen for the project. If your organization cannot review the letter of agreement within one week of receiving it, it is imperative you contact your Client Services Coordinator as soon as possible.

4. KaBOOM! Review Panel

The Client Service Coordinators present each potential site at an internal review meeting to discuss the prospective Community Partners and to find the best possible match for the project.

5. Post Review Panel Follow-up

After the KaBOOM! Review Panel meets, the Client Service Coordinator may have additional follow-up questions for your organization. Also, in some cases, candidates will need to have a final screening call with the Client Services Manager. This call mirrors the initial Follow-up Phone Interview and is the final step before KaBOOM! recommends a community organization to the Funding Partner! After the Funding Partner confirms the recommended Community Partner, planning for the project may begin immediately. If an organization is not selected, KaBOOM! will notify the organization by telephone and will share other resources available to help these organizations achieve their playspace dreams!

PLAYWORLD™

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View B



View A

Featured Colors:



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Yellow



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Blue
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Family of brands:





Playground Profile Application

Submit your responses in one of the following ways:

BY EMAIL TO: kali@kaboom.org OR FAX TO: 202-659-0210 (attn. Kimberly)



Contact Information

Date _____

Organization Name: _____

Federal Employer Identification Number (Federal Tax ID #): _____

Mailing Address: _____

City: _____ County _____ State: _____ Zip _____

Phone Number: _____ Fax Number: _____

Web site (if applicable): _____

Address of Playground Site (if different than mailing address): _____

KaBOOM! username _____

(Please register at <http://hello.kaboom.org/> if you do not have a KaBOOM! username. This will allow you access to the many available resources on www.kaboom.org)

Provide two points of contact. Project planning is time consuming, so be sure that one contact is someone who has authority to make decisions and execute on commitments promptly.

▪ **Primary Contact** Name and Title: _____

Phone and Email: _____

Cell Phone : _____

▪ **Secondary Contact** Name and Title: _____

(If the primary contact is not available, this individual would serve as the point person for the project)

Phone and Email: _____

Cell Phone : _____

Organization Information

1. Describe your organization, addressing the following points separately *(feel free to attach answers separately)* :

- When was the organization founded?
- What is the history of your organization?
- What are the mission and vision statements for your organization?
- What programs does your organization offer?
- When was the organization incorporated (if applicable)? If it is not incorporated, are there plans to incorporate?
- Does the organization have nonprofit status? If not, are you working on getting nonprofit status?

2. Religious Affiliation: Answering Yes to any of the following questions **does not necessarily** exclude or strengthen your application for a project, but KaBOOM! must have accurate information to best match your organization with our build opportunities.

- Does your mission/vision statement include any religious language? Yes _____ No _____
- Does your organization's logo incorporate any religious symbols? Yes _____ No _____
- Does your organization run any religious programming? Yes _____ No _____



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- Does your organization have office space or run programming in a religious institution? Yes _____ No _____
- Is your land owned by a religious entity? Yes _____ No _____

Comments: _____

3. How much funding does your organization receive from each of the following sources:

Government Funding		%
Individual Contribution		%
Corporate Donations		%
Religious Sources		%
Other (describe)		%
Total Annual Budget	\$	

Playground & Site Information

4. Describe your organization's plans or vision for this site and include any plans around the playground space over the next 5-15 years (the lifetime of playground equipment is estimated as at least 15 years).

5. How many children are served at your site? Daily* _____ Weekly* _____ Annually* _____
 (Number of children served equals number of *unique* children that would use the new playground in a given year.)

* How did you calculate the number of children served? (i.e. online resources, manual counting tools, annual reports, program enrollment numbers, etc.) _____

6. Is your site open to the public? Yes _____ No _____

7. Would your playground be open to the general public? Yes _____ No _____
 Other (describe) _____

8. Provide the following information about the children you serve:

Number of Children by age	
Under 2	
2-5	
6-12	
13 and up	

Ethnicity %	
African American	%
Hispanic	%
Asian & Pacific Islander	%
Caucasian	%
Other	%

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Socio-Economic & Playground Site Information

9. What percentage of children at your site qualifies for federal free or reduced lunch programs?
10. What is the average annual income of the families served by your organization?
11. Is there any other relevant information that explains the socio-economic status of the community you serve that you can share (examples: scholarship information for children at your site, cost of tuition, how many students are subsidized, Section 8 standards for your community, Title I eligibility etc.)?
12. Is there any playground equipment on your property? Yes _____ No _____
13. Is there any playground equipment visible from your proposed site? Yes _____ No _____
14. Having playground equipment on site or visible from your site **does not necessarily** exclude or strengthen your application for a project, but KaBOOM! must have accurate information to best match your organization with our build opportunities. If you have existing equipment at your site, answer the following questions **and submit photos of the equipment**:
- When was it built?
 - Do you know the manufacturer?
 - Is your current equipment made of wood, metal or plastics?
 - Is there any sort of safety surfacing in place (wood chips, rubber mats)?
 - Will a new playground replace or augment your existing equipment?
15. List the five closest playgrounds to your site or all playgrounds that currently exist within a 2 mile radius of your site. Describe what, if any, access the children you serve have to these playgrounds, list their respective distances from your site and include photos of those playgrounds that are within ½ mile of your site.
16. Do you own the land where you would like to build a playground? Yes _____ No _____
If not, provide contact information for the landowner, and can you provide documentation of permission to build a playground on site?
Landowner Name _____ Phone/Email _____
17. Do you currently carry insurance that would cover a playground on your site? If so, describe your level and type of coverage



Community Building

18. Describe how community members are supporting your efforts to build a playground, and how many people are currently involved in this project? List or describe any groups (families, community members, others) that will help guide your Playground Project.
19. Describe how a new playground would impact your organization and the children you serve.



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20. A playground can be a gathering place for children, families and events such as picnics, clean-ups, and celebrations. How do you envision your playground being used?

21. Describe what would make your playground project a success (ie: community involvement, media coverage, etc.)?

Required Materials

22. Photos of your proposed playground site

Please e-mail pictures as separate attachments showing the following with your completed application:

- The proposed 2,500 square foot area with the 4 corners marked using cones, chairs, etc., so we can see the playground area (e.g. 50 x 50 foot area, 40 x 60 foot area *all sides must be at least 35 feet across).



- Any playground equipment at or visible from the proposed playground site. This includes all equipment regardless of accessibility and ownership (including any equipment that is privately owned, not open to the public, school playgrounds, tot-lots, fenced in equipment, small stand alone equipment, swings, etc.).
- Stand in the center of your proposed playground footprint and take a picture facing out in all 4 directions to show the area immediately surrounding the proposed playground area (we are looking to have a 360° view of your proposed playground site).

23. Site Map

- Please submit a map (this can be hand drawn) that shows the dimensions of the playground site and other information such as access points into the site. This can also be e-mailed with your completed application.

Suggested Materials

The following materials are suggested:

- A letter from your Executive Director or Board Chair expressing their commitment to the success of this project
- A letter or e-mail from at least one parent who will help with planning your project
- A list of board members **[required if applicable]**
- Project Planner website registration

Not just an ordinary website, kaboom.org connects thousands of individuals across America

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through a common vision: a great place to play within walking distance of every child. Our website is a meeting place for learning, sharing and growing a national movement to ensure every child has the time and space to play.

- a. Go to projects.kaboom.org to create a project planner page. If you need help, please call the KaBOOM! contact you have been working with.
- b. Please list the link to your newly created project planner page here: _____

Community Partner Agreement

If your organization is selected for a playground project, you would be required to sign a contract with the following commitments (including but not limited to):

- Ownership of the land or proof of a long term lease and authorization to build a playground
- Proof of insurance covering the playground Build Day and for one year following the build
- Recruitment of volunteers for planning committee and Build Day
- Agreement to maintain the playground
- Commitment to pay the financial contribution one month prior to the Build Date
- Commitment to complete any needed site reparation including grading or removal of old equipment

24. Who would sign a contract for your organization?

Name _____ Phone/Email _____

What process, if any, must contracts go through to be approved for signature? How long will it take to get a contract signed, and would any other groups need to be involved in contract approval?

25. What is the name and title of the person filling out this application?

Name _____ Phone/Email _____

If you have any questions as you compile your application materials, feel free to contact your Client Services Team contact!



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