



# HENRY LEE FUND FOR BOSTON PARKS

## 2025 Grant Application Worksheet

Application must be submitted **ONLINE** no later than

**TUESDAY, DECEMBER 3, 2024 at 5 p.m.**

*This form is meant to help you prepare the answers you will need to complete the online application found at <https://info799019.typeform.com/to/URwjaqp5>*

### 1. PROJECT NAME

**Project Name** *(if it doesn't have a formal one, how would you describe it quickly?):*

**Applicant** (Organization/Sponsor) :

**Organization/Sponsor Mailing Address:**

**Website:**

**Social Media Channels:**

### 2. CONTACT INFORMATION

**Name:**

**Email:**

**Company** (if not the organization/sponsor):

**Mailing address:**

### 3. Name and location of the park or public greenspace

**If you are not the property owner, please provide a letter of approval or documentation from the property owner that you are authorized to do this project** *(you will be able to upload this online)*

### 4. Does the organization have 501(c)3 status? Yes or No

If yes, please provide the organization's EIN: \_\_\_\_\_

If no, and you are applying for this grant as an individual, do you have someone who can assist you with managing the grant money (Fiscal Agent)? Yes or No *(A "No" answer will not preclude you from applying.)*

If yes, what is the Fiscal agent's mailing address:



# HENRY LEE FUND FOR BOSTON PARKS

*You will have as much space as you wish to answer questions 5-9 online.*

5. **Tell us about the greenspace are looking to improve. How is does the community use it? Who does it serve?**
  
6. **Describe the project in detail.** *Please include the following:* Who will complete the work? What's the timeline? How will this project impact the space? How will you evaluate success?
  
7. **Describe the challenges you will address with this project.**
  
8. **How does this project align with the Henry Lee Fund's vision for urban greenspaces that are welcoming and accessible to all?**
  
9. **After your project is complete, how will you maintain or care for this part of your park or greenspace?**
  
10. **Feel free to share photographs or images that help illustrate your space or your project.**  
*(You will be able to upload only one file; please consider using a Zip file for multiple images.)*

## 11. GRANT REQUEST

**Amount requested \$** \_\_\_\_\_

**Total Project budget \$** \_\_\_\_\_

**Total annual operating budget – Revenue \$** \_\_\_\_\_

**Total annual operating budget – Expense \$** \_\_\_\_\_

*Those organizations applying via a fiscal agent should respond with information about their group or organization.*

**If the grant is less than the total project budget, what other funds have been committed? What is your plan to raise any additional funds needed?**



# HENRY LEE FUND FOR BOSTON PARKS

**Are there any other groups or partners involved in this effort? (If yes, please name them.)**

**12. How else could the Henry Lee Fund and the Friends of the Public Garden support this project?**

In lieu of a financial grant, Friends of the Public Garden would consider arranging for a qualified contractor to conduct the requested service on site. This could include tree pruning, sculpture cleaning, turf applications, etc. Not to exceed \$5,000.

Please indicate if your request would be for one of the following services in conjunction with or instead of a financial grant:

- Consulting arborist
- Sculpture conservator
- Turf specialist
- other

**13. These documents will need to be uploaded with the application:**

Proof of 501(c)3 status or organization or fiscal agent

Detailed project budget

Board list / list of volunteers involved

***Thank you for applying to the Henry Lee Fund for Boston Parks!***

We look forward to reviewing your request and helping park advocates – like Henry Lee – make a difference all around Boston.

If you have any questions about the grant application or process, please reach out to Amanda McGuire at [amanda@friendsofthepublicgarden.org](mailto:amanda@friendsofthepublicgarden.org).