



## **Mini-Grant Program - Policy & Procedures**

The Omaha Parks Foundation Mini-Grant Program (the “Program”) provides a method for recognizing and supporting community-driven ideas that improve Omaha’s parks, trails, green spaces, and recreation facilities. The Program is intended to provide small amounts of seed funding for small-scale, one-time park and recreation improvements developed by individuals or groups in the Omaha community.

Mini-Grants are designed to support projects that enhance public park and recreation spaces and encourage community involvement. Projects may be proposed by park users, neighborhood groups, community members, or organizations and may arise from direct experience, collaboration with City staff, or independent community initiative. City of Omaha employees are not eligible to apply for Mini-Grants.

### **Proposed projects must:**

- Enhance existing Omaha parks, trails, green spaces, or recreation facilities such as pools, ice rinks, and senior centers.
- Take place on publicly owned land within the City of Omaha. Projects on private property are not eligible.
- Receive approval from the City of Omaha Parks, Recreation & Public Property Department (PRPP) prior to funding.

### **Award Amounts**

As the Program is intended to support small-scale projects, individual Mini-Grant awards shall not exceed \$2,500. Awards are based on the merits of each proposal and OPF’s ability to fund the request. Partial funding may be awarded.

### **Grant Guidelines**

OPF prioritizes projects that involve a one-time purchase or installation and do not require ongoing maintenance by the City.

### **Grant proposals should:**

- Include a clearly defined action plan for implementation.
- Provide appropriate criteria for evaluating project success.
- Demonstrate a breadth of community impact.

**Evaluation criteria may include:** Feasibility of the proposal, number of people benefiting or impacted, level of need as identified by PRPP, geographic distribution, with the goal of supporting projects across all areas of the city, and the applicant’s connection to and commitment to the park or recreation space.



## **Application Review & Approval**

Funding proposals may be submitted on a rolling basis unless otherwise announced. Applications are reviewed by the OPF Funding Committee, which typically meets on a bi-monthly basis.

Final approval is granted by the OPF Board of Directors. Applicants may be notified of funding decisions within approximately 90 days of submission.

## **Confidentiality**

Details of proposals are treated as confidential information between the applicant and OPF. OPF reserves the right to seek input from PRPP, other funders, partner organizations, or community stakeholders as part of its evaluation process.

Information obtained during evaluation is considered confidential to OPF but may be shared with applicants if deemed helpful to the decision-making process.

## **Grant Administration**

Grant recipients are responsible for planning and executing approved projects. OPF provides fiscal oversight and reimbursement support but does not supervise on-site work or manage project implementation.

## **Use of Funds & Reimbursement**

Applicants are not required to have 501(c)(3) status. If an applicant does not have nonprofit status or an external fiscal sponsor, grant funds may only be accessed through reimbursement or direct payment to vendors. Eligible expenses include materials, supplies, modest equipment, and project-specific services. All expenses must align with the approved project scope.

## **Timeline & Completion**

Grant funds must be spent and project activities completed within one year of award unless otherwise approved by OPF. Upon project completion, recipients are required to submit a brief final report summarizing outcomes and impact, along with photos of the completed project (with permission to share).

## **Recognition**

Grant recipients are expected to acknowledge the Omaha Parks Foundation as a project sponsor in related publicity and communications. Use of the OPF logo is encouraged. Special exceptions may be approved in advance.