

# KaBOOM! Application Guide

## CREATIVE PLAY GRANT

### PLAY STARTS HERE!

From FAQs to grant criteria to sample applications, this guide contains everything you need to know to apply for a KaBOOM! grant.

### GETTING STARTED

The first step in applying for any KaBOOM! grant program (Build it with KaBOOM!, Build it Yourself, Creative Play, Play Everywhere Challenge) is creating an account at [apply.kaboom.org](https://apply.kaboom.org).

Once you create your account, navigate to the *Start My Application* page (click *View Applications* on the *Edit My Application* page) to select the grant program you want to apply for.

On the application page you will see that there are TWO PARTS to every KaBOOM! application. **You must complete both parts to apply.** Part I is the General Application for your site. Part II contains the questions and documents that are specific to the program that you are applying for.

After you **complete both parts** of your application to apply, a KaBOOM! staff member will review your application and will be in touch with next steps!

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# General application FAQ

## **Do I need to be a professional grant writer to complete the application?**

No! The application was designed to be simple and straight forward. Your answers do not need to be perfect, but rather genuine and clear.

## **Is there a way to view the full application?**

Yes! You must complete all the required fields on each page of the application in order to move forward to the next page. To preview the full application check-out the *Preview Application* section of this grant guide. If you are logged-in to your application, you can also click on the *Preview Application* tab to download the application preview.

## **I noticed that there are two parts to the application. Do I need to complete both parts to apply?**

Yes. You must complete both parts of the application to be considered for funding.

## **Why are there two parts to the application?**

The two parts make it quick and easy for you to apply for multiple grant programs. See the question below to learn how you can apply for a second grant program!

## **Can I apply for more than one grant program?**

Yes! After you submit your first application go to the *Start My Application* page and select a second program to apply for. When you open the application for the new program, *Part I: KaBOOM! General Application* will show as "complete." Simply complete Part II to submit your application for a second program!

Please note that you cannot receive both a Build it with KaBOOM! grant and a Build it Yourself grant at the same location.

## **My organization has multiple facilities or sites that we would like to apply for. How do we apply for more than one site?**

Each site needs its own account. You cannot register multiple accounts at [apply.kaboom.org](https://apply.kaboom.org) to one email address. If you are applying for multiple sites we recommend using a second email address or using the email address of someone who works at each site or facility. As long as you know the email and password you will be able to login to complete the application, even if it's not your email address.

*Example: Joe is a grants manager for a school district. Joe wants to submit creative play applications for three different schools. Joe creates an account for each school using the email address of the Principal for each school. Joe knows the email address and password for each account so Joe submits the applications for all three sites. The principal of the school receives an email confirming that the application has been submitted, but Joe makes sure that he (Joe) receives all the updates and communication from KaBOOM! by listing himself as the "Main Point of Contact" in the applications.*

## **I can't complete my application in one sitting. Can I save it and come back later?**

Of course! Make sure to click *Save and Continue* inside the application. To return to your application, login to [apply.kaboom.org](https://apply.kaboom.org) and open your application on the *Edit My Application* page.

## **How do I save a copy of my application for my personal records?**

Click the *Download Applications* button located on the top right corner of the application page.

## **Who can I contact if I have questions?**

[apply@kaboom.org](mailto:apply@kaboom.org)

# Grant overview

KaBOOM! uses the term “Creative Play Product” to refer to our Imagination Playground and Rigamajig play products. These systems are designed to inspire innovation, creativity, design and collaboration through free, unstructured play.

Organizations that wish to receive a Rigamajig or Imagination Playground have the option to **purchase the products** or to apply for a Creative Play Grant.

## IMAGINATION PLAYGROUND

With a collection of custom-designed, over-sized blue foam parts, Imagination Playground provides a changing array of elements that allow children to turn their playground into a space constantly built and re-built by their imagination! Please visit [kaboom.org/imaginationplayground](http://kaboom.org/imaginationplayground) to learn more.

## RIGAMAJIG

Rigamajig is a collection of wooden planks, pulleys, nuts, bolts and ropes that allow children to follow their curiosity while playing. There are no wrong answers, and while the pieces can come together as a crane used to convey buckets or materials, they can also become a giraffe, monster, robot, airplane or anything the kids can imagine! Find out more, by visiting [kaboom.org/rigamajig](http://kaboom.org/rigamajig).

## CRITERIA

A competitive Creative Play applicant will:

- Be a non-profit, municipality, school or community group that serves low-income kids.
- Demonstrate the need for a play product and the ability to integrate Creative Play products into new or existing programs.
- Provide evidence of adequate space for storage and use; along with the ability to maintain the Creative Play product.
- Be the sole owner of the Creative Play product once it is received.
- Provide insurance for the Creative Play product.
- Be able to host a reveal event with the Funding Partner if applicable.

## FUNDING

Creative Play grants cover the cost of the play product and the shipment of the product to the grantee.

## TIMELINE

Creative Play applications are accepted on a rolling basis throughout the year. The Creative Play program does not follow typical grant cycles, so we cannot anticipate or guarantee where or when we will have funding throughout the year.

Please note that funding for Creative Play grants is limited. After you apply, our team will review your application and will contact you to share whether your application is viable. Viable applications will be kept on file indefinitely and applicants will only be contacted if and when funding becomes available in their area. To learn more about available funding before you start an application, please contact us at [apply@kaboom.org](mailto:apply@kaboom.org).

## FAQS AND TIPS

### Does the grant include both the Imagination Playground and the Rigamajig?

Grant recipients will receive a Rigamajig OR an Imagination Playground. Let us know if you have a preference for one of the products in your application!

### What is included in the grant?

The Imagination Playground grant includes four carts of Imagination Playground equipment.

The Rigamajig grant includes two carts of Rigamajig equipment.

### Can I apply for a Community-Built Playground grant and a Creative Play grant? Yes!

### Can we share our Imagination Playground or Rigamajig with partner organizations or use it across multiple sites or facilities?

Yes! The products are mobile so we encourage you to bring play to as many kids as possible.

### How much space do I need?

Imagination Playground dimensions are 74"W x 27"D x 37"H per cart. Each Imagination Playground grant includes four carts. The total size of four carts is approximately the size of a small compact car.

Rigamajig dimensions are 32"W x 21"D x 49"H per cart. Each Rigamajig grant includes two carts. The total size of two carts is approximately the size of a twin bed.

# Preview of application part I

## KABOOM! GENERAL APPLICATION

The Creative Play grant application has two parts. You must complete both parts to apply!

Part II contains the questions and documents that are specific to our creative play grant. After you submit Part I: KaBOOM! General Application, you will be able to open and complete Part II: Creative Play Required Questions & Documents.

### BASIC INFO QUESTIONS

**Has your organization previously received funding from KaBOOM!?** Y/N/Unsure

**How did you hear about this opportunity?**

KaBOOM! Social Media (Twitter, Facebook)  
 Previously worked with KaBOOM!  
 Another organization that has partnered with KaBOOM!  
 Member of KaBOOM! staff  
 KaBOOM! website  
 Miracle Recreation Representative  
 Playworld Systems Representative  
 Landscape Structures Representative  
 Burke Representative  
 Let'sPlay.com  
 Other

### CONTACT INFORMATION

#### Primary Contact

*Who should we contact for follow-up questions regarding your application?*

First and Last name  
 Title  
 Email  
 Phone/Cell Phone

#### Secondary Contact

*Who should we contact if your primary contact is not available?*

First and Last name  
 Title  
 Email  
 Phone/Cell Phone

#### Organizational Information

Name of Organization  
 Organization's website  
 Facebook url (example: [www.facebook.com/kaboom](http://www.facebook.com/kaboom))  
 Twitter url (example: [www.twitter.com/kaboom](http://www.twitter.com/kaboom))  
 Mission Statement  
 Organization's Mailing Address  
 City  
 State  
 Zip code  
 County

**Who has the legal authority to sign contracts on behalf of your organization?**

First and Last name  
 Title  
 Email  
 Phone/Cell Phone

**Which category describes your organization?**

501(c)3 Non-Profit Organization  
 City or Municipal Agency (Public Schools, Public Parks, Other City Agency)  
 Business or For Profit Entity  
 Other/(please specify)

#### \*If Non-Profit

*This is a 9 digit number. Please do not include spaces.*

Tax ID Number (EIN)

**Are you applying as an individual organization or are you partnering with another organization(s)?**

*Community Built-Playground and Creative Play applicants are not required to be or partner with a nonprofit or municipal agency but partnering with one is strongly encouraged.*

We are applying as an individual organization.

We are partnering with one or more partner organizations to apply for funding.

**\*If partnering with one or more partner organizations:**

Partner Organizational information (Optional)  
 Name of Organization  
 Organization's website (Optional)  
 Facebook url (Optional) (example: [www.facebook.com/kaboom](http://www.facebook.com/kaboom))  
 Twitter url (Optional) (example: [www.twitter.com/kaboom](http://www.twitter.com/kaboom))  
 Mission Statement  
 Organization's Mailing Address  
 City  
 State  
 Zip code  
 County  
 Organization Category  
 EIN

**Is your organization or your partner organization(s) religiously affiliated?** Y/N

**\*If Yes, please describe the nature of the affiliation.**

*Please share if your logo incorporates religious symbols, if you offer religious programming, and/or if the land where the playspace will be located is owned by a religious organization.*

## ABOUT YOUR COMMUNITY

Use this section to describe your community and share why it is important for your organization to provide opportunities for play to the children and families you serve.

### Briefly describe your organization's history and the overall scope of your programs and services.

*Include a comprehensive list of the programs your organization provides. If your organization offers programs at multiple locations, please only list the programs that you provide at the site where the play equipment will be located.*

### Describe the community you serve and the neighborhood and/or children who will use the play equipment or Community-Built Playgrounds installation. Why is it important for your community and the children you serve to have new play area or equipment?

*We want to know what makes your community unique and why you need this grant! Feel free to overshare.*

### Is there an event motivating your community to apply for this opportunity?

*Example: A natural disaster, or other event that impacted the quality of life for members of your community.*

### Site Information

*This is the address where the play equipment or Play Everywhere project will be located. You must list a full address. Providing a cross street or a blank address instead of a street number will delay consideration of your application.*

Street Address

City

Zip Code

State

County

### How many children will use the proposed play equipment?

*Please do not multiply the number of children you serve per day by seven or 365 to calculate the number served per week and per year.*

Per Day

- How many children do you serve on an average day?
- Example: King Elementary has 400 students. Per Day total is 400.*

Per Week

- How many individual children do you serve in an average week? Every child who visits the site should only be counted one time, even if they visit the site multiple days of the week.
- Example: King Elementary has 400 students. Once a week they host a soccer program attended by 100 kids who are not enrolled at the school. Per Week total is 500.*

Per Year

- On average, how many children do you serve a year? Take the number of children served per week and add the number of additional children you serve through annual events or turnover at your site.
- Example: King Elementary Per Week total is 500. Every year they host a fall festival attended by 100 kids who are not enrolled in the school. Per Year total is 600.*

### Describe how you calculated the number of children served in the question above.

*Please note the programs, events, and circumstances behind the number of children that you have shared.*

### What age range(s) does your organization serve at this site?

Under 2, 2-5, 5-12, 12-18, 18+

### Which categories describe the children you serve at this site?

*Percentage to total 100*

Asian Not Hispanic or Latino

Caucasian/White Not Hispanic or Latino

African American/Black Not Hispanic or Latino

American Indian or Alaska Native Not Hispanic or Latino

Hispanic or Latino

Other

### What percentage of children served qualify for Federal Free or Reduced Price Lunch (FRPL)?

*If your organization does not know the FRPL indicator, note how many children qualify for a voucher program, scholarships or any financial assistance programs.*

### What is the Median Household Income of the population you serve at this site?

*If your organization collects information on the median household income of the individuals you serve, please include. If median household income information is unavailable through your organization's data, please use this [link](#) to define the income based on the census tract nearest to the proposed site.*

### Is there anything else you feel like we need to know about the ethnicity or socio-economic status of the population you serve?

*Clarify information that did not fit in sections above.*

## PLEASE NOTE

You **will not be able to edit** the Part I: KaBOOM! General Application after you submit. Please make any final edits to Part I before you submit and proceed to Part II.

After you submit Part I you will return to the application page. Select Part II: Creative Play Required Questions and Documents to continue your application. You must complete both parts to apply!

# Preview of Application Part II

## REQUIRED QUESTIONS & DOCUMENTS

### QUESTIONS

#### What Creative Play product are you interested in applying for?

Imagination Playground  
Rigamajig  
No preference

KaBOOM! awards one product per grant so grant recipients will receive a Rigamajig **OR** an Imagination Playground.

If you would be happy to receive either product, select "no preference." If you **DO NOT** want to receive an Imagination Playground, select "Rigamajig." If you **DO NOT** want to receive a Rigamajig, select "Imagination Playground."

#### If awarded a grant, how would your organization use the Creative Play product in your programs, events and activities?

Be specific. The more examples the better!

Examples:

- Creative Play products will be used to engage community members and kids at our annual Health Expo.
- We will share creative ideas for incorporating the product into classroom activities with our teachers. We plan to set a goal for every teacher to incorporate the product into one of their lessons.
- We will arrange for local partner organizations to borrow the product so that children from other organizations can benefit from the product.

#### Describe the spaces where you plan to use the Creative Play Product.

Please note if the spaces are indoors or outdoors and the general size of the spaces.

#### Where will you store the Creative Play product when not in use?

Imagination Playground dimensions are 74"W x 27"D x 37"H per cart. Each Imagination Playground grant includes four carts. The total size of four carts is approximately 25 feet W x 2.5 feet D. Total size of the four carts is approximately the size of a small car.

Rigamajig dimensions are 32"W x 21"D x 49"H per cart. Each Rigamajig grant includes two carts. The total size of two carts is approximately 5.5 feet W x 3 feet D. Total size of the two carts is approximately the size of a twin bed.

### REQUIRED MATERIALS

All photos must be attached as .jpg, .png, .jpeg or .gif files. Please do not attach PDF files for site map/photos.

#### Storage Picture

Please upload one picture of where the play product will be stored.

#### Play Site Pictures

Please upload one picture of one of the areas where the play product will be used.

#### Proof of Insurance

If awarded a Creative Play grant, your organization will be asked to provide commercial general liability coverage with a limit of not less than one million dollars per occurrence. Please upload a Certificate of Insurance to verify that you have insurance coverage.

#### Signed Letter of Intent (LOI)

Please have your contract signatory sign the Letter of Intent (Imagination Playground or Rigamajig) and then upload the signed **Letter of Intent** below.

Before you sign the Letter of Intent, please review the Letter of Agreement:

#### [Download the Rigamajig Letter of Agreement](#)

#### [Download the Imagination Playground Letter of Agreement](#)

Please note that by signing the Letter of Intent you agree to sign the Letter of Agreement within 3-5 business days of being awarded a grant.

#### Optional

Upload candid pictures of the children and/or the community you serve. These pictures may be included in a presentation that we will share with prospective funding partners for your project.