



## **Request for Proposals Public Space Enhancement Mini-grant**

**Issued by:**

**Feet First Philly/Clean Air Council**

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### **Background**

The built environment of a neighborhood can either hinder or help residents enjoy time outdoors and choose active modes of transportation like walking. Neighborhoods outside of Center City have historically had less investment (or active disinvestment) in the built environment, resulting in sidewalks in disrepair, lack of street cleaning, litter, unsafe street crossings, lack of walkable destinations, abundance of vacant land, and lack of quality green space. Philadelphia residents have often stepped in to address those conditions. Feet First Philly Public Space Enhancement Mini-grants bolster community efforts with information, financial support, and technical assistance to build Philadelphians' capacity to assess and advocate for healthy built environments and pedestrian safety improvements.

**Feet First Philly is partnering with the Philadelphia Department of Public Health (PDPH) to fund grants of between \$500 and \$2000 to address the financial and technical barriers that residents and organizations face when creating safe public space enhancements. New this year, there will be an opportunity to receive a larger grant of up to \$5000 in partnership with the Greater Philadelphia Association of REALTORS® (GPARG).** Awardees can use grant money to support projects located in public space, including stipends, staff time, educational materials, events, materials, insurance, or other needs. Examples of public space enhancement projects include but are not limited to parklets, pedestrian plazas, temporary demonstrations, daylighting, art installations, sidewalk repair, stewardship efforts, and education programs. See these blogs to learn about past recipients: [year 1](#), [year 2-part 1](#), [year 2-part 2](#), [year 3-part1](#), [year 3-part 2](#), [year 4](#).

Improving neighborhood conditions is essential to improving health, including preventing injuries and chronic conditions such as diabetes and heart disease. Public space design can encourage physical activity and promote mental health and social connection, leading to better community health outcomes whether a new mural, a sidewalk in good repair, a local playground, or an

outdoor plaza, the design of public space plays a significant role in supporting clean, green, connected communities and active living.

Philadelphia suffers from high rates of traffic violence as well as gun violence. Every year in Philadelphia there are over 10,000 reported traffic crashes. In 2023, 123 people were killed in crashes. According to the City's Vision Zero program, "80% of traffic deaths and severe injuries occurred on just 12% of Philadelphia streets." This 12% is known as the [High Injury Network \(HIN\)](#). Improvements to the built environment have been shown to improve public safety. Project proposals located on/near the High Injury Network, or in areas with high rates of gun violence, will be given priority consideration for funding.

## Submission Requirements and Guidelines

The criteria below will be used to score your application, with equal weight being given to each category. The strongest proposals will be for projects that benefit the public, engage the community, are feasible, and have long-term potential to improve the pedestrian environment.

### 1. Application Criteria:

- a. **Located, Led, and Serve:** Priority will be given to projects or organizations located in, led by, and serving historically underserved communities, including but not limited to immigrant populations, low-income communities, communities of color, and people with disabilities. If your proposal demonstrates that the project has all three, it will receive the maximum points.
- b. **Public Benefit:** Projects should be centered around a public benefit, and have the potential for a long-term positive impact (including by acting as a pilot, demonstration, or proof of concept, but with some potential for long-term implementation).
- c. **Community Engagement:** The project should have meaningful community involvement, collaboration, or ownership. Applications should demonstrate community engagement and support in the proposal from residents, businesses, and organizations.
- d. **Accessibility:** The location must be accessible to a wide range of users. The project should be structured to serve the widest possible range of users and show steps to maximize accessibility.
- e. **Feasibility:** Projects must be feasible. For example, projects must be able to be completed in the grant period (January-June 2025), within the

proposed budgets, have required permits or know how to get them, and have site control.

- f. **Safety:** Proposals should include safety components for pedestrians and other vulnerable road users. Examples of safety projects include, but are not limited to mural crosswalks, lighting improvements, sidewalk repair, clean-ups, bike racks and planters that prevent illegal parking, or projects that otherwise help to address public safety by improving the built environment. Safety can also address other public safety issues such as gun violence.

## 2. Eligibility

- i. Organizations, businesses, and individuals are welcome to apply.
- ii. Location of the public space enhancement must be located on public property or be open for the public to use. Enhancements cannot be used for financial gain by charging for use or demanding a purchase.
- iii. Proposals that include public space permits are required to hold insurance as stated by the City of Philadelphia. (*Grant funds may be used to pay for additional insurance needed.*)

## Report Requirements

At the conclusion of the project, no later than August 29, 2025, grantees will submit:

- ☐ Proof of how the grant money was spent.
- ☐ Designs of the project or photos from implementation.
- ☐ A brief report of how funds were used and what the community benefits are.

On June 15th, 2025, grantees will:

- ☐ Provide a brief status update on the project, including a sketch or design of the public space enhancement.

Note: These reports can be done using a Word document.

## Application

### Application Instructions

Please complete this [Google form](#) or complete the below questions in a Word document and submit via email to [tmarkland@cleanair.org](mailto:tmarkland@cleanair.org).

*Additional support:*

- Register [HERE](#) to attend our mini-grant webinar on August 21st @ 12 PM to learn more about the mini-grant process and get your questions answered.

- Feet First Philly will also host individual discussion sessions starting August 1st through October 1st. Email [tmarkland@cleanair.org](mailto:tmarkland@cleanair.org) to schedule a meeting to discuss your project.
- For help filling out the application please contact [tmarkland@cleanair.org](mailto:tmarkland@cleanair.org).

### Contact Information

Name of Institution/Applicant:

Address of applicant:

Main contact:

Email:

Phone:

### Complete the following questions

1. Project Name:
2. Project Location: neighborhood, address, and zip code
3. What is your relationship to the project location? Do you own the property, have site control, or otherwise have written permission from the property owner/controlling agency? Is the project located in a historically marginalized community? Please explain. (50 words)
4. As the applicant, please explain your relationship to the proposed project. Is the project led by a person or group of people who identify as part of a historically marginalized community including immigrant populations, people of color, or people with disabilities? (50 words)
5. Please provide a brief description of your project, its purpose, and how you will accomplish it. Include a project timeline. (400 words)
6. Explain how community members and other stakeholders have informed and will be involved in this project and any proposed outreach to gain resident feedback/input. (100 words)
7. What is the public benefit of this project and is there a long-term positive impact? (75 words)
8. What communities, demographics of people, or populations are engaged in and/or served by this project? Delaware Valley Regional Planning Commission's [Indicators of Potential Disadvantage](#) is one good place to find supporting statistics. (100 words)
9. What safety benefits will your project provide? Include whether or not your project is located on or near the [High Injury Network \(HIN\)](#) or in an area with high rates of gun violence. How is safety, particularly for vulnerable road users (e.g. pedestrians, bicyclists, children, elderly, or people with disabilities) something your project addresses? (150 words)
10. Mini-grant projects must be open and accessible to the public. Explain how the public will access the enhancement. Will there be a cost to use the space? (75 words)
11. Please attach a budget for your project including line items and their potential costs.

If you would like to be considered for a larger grant of up to \$5,000 please answer the following questions below to show how you would use this extra money.

**Additional Questions:**

1. Describe how your project will help to increase community livability and revitalization.
2. Overall, how will this project improve the public space?
3. Expand on the accessibility of this project, and describe how the project is accessible via transit, bike, and walking.
4. Who are the community partners or volunteers involved in this project?
5. If this is a temporary demonstration/project, what are your plans to make it into a long-term or permanent public space enhancement?
6. Describe the additional scope you will implement if you receive a larger grant.
7. Please provide another budget to reflect your additional scope of work.

For help with how to put together a budget, visit:

<https://www.clicktime.com/blog/grant-management/how-to-write-a-grant-budget>

Description	Cost
	\$
	\$
	\$
	\$
	\$
Total	\$

***Note: Attach pictures of your project if applicable.***

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## Thank You For Your Proposal

If there are follow-up questions we will reach out to you! Awardees will be announced by late November to early December.

**Application deadline: October 10, 2024**  
**Grant award: Late 2024**