Request for Proposals
Public Space Enhancement Mini-grant
Issued by:
Feet First Philly/Clean Air Council
135 S 19th Street #300
Philadelphia, PA 19103

Background

The built environment of a neighborhood can either hinder or help residents choose active modes of transportation like walking. Neighborhoods outside of Center City have historically had less investment (or active disinvestment) in the built environment and city services, 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 need information, financial support, and technical assistance to build their capacity to assess and advocate for pedestrian safety improvements.

Improving neighborhood and societal conditions are essential to improving health, including preventing chronic conditions such as diabetes and heart disease. Public space design can encourage physical activity and promote mental and social health, 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 active living.

Safe public spaces are an important, often ignored, ingredient of healthy communities. Every year in Philadelphia there are over 10,000 reported traffic crashes and in 2022, 126 people were killed, a rate higher than many of its peer cities. According to the City’s Vision Zero program, “80% of traffic deaths and severe injuries occurred on just 12% of Philadelphia streets.” This is known as the High Injury Network (HIN). Philadelphia also suffers from higher rates of gun violence than many of its peer cities. Improvements to the built environment have been shown to improve public safety. Projects located on/near the High Injury Network, or on/near hotspots of gun violence will be considered as part of the safety criteria.

Philadelphia community groups face substantial hurdles to creating public space amenities, particularly in underserved communities. Feet First Philly is partnering with the Philadelphia Department of Public Health (PDPH) to provide funding for grants of between $500 and $2000 to address the financial and technical barriers that organizations face when...
**Creating safe public space enhancements.** 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 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-part 1, year 3-part 2.

**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 clearly demonstrate 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 then 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:** 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, 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 help to address public safety by improving the built environment.

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 31st, 2024, grantees will submit:

- Receipts for services and supplies purchased with the grant.
- Designs of project or photos from implementation.
- A brief report of how funds were used and what the community benefits are.

On June 15th, 2024, grantees will:
- Provide a brief status update on the project if not yet implemented, including a sketch or design of the public space enhancement.

Application Instructions
Please complete this Google form or complete the below questions in a Word document and submit via email to feetfirstphilly@cleanair.org.

Additional support:
- Register HERE to attend our mini-grant webinar on August 24th @ 6PM - 7:30PM to learn more about the mini-grant process and get your questions answered.
- Feet First Philly will also host individual discussion sessions starting August 15th through October 1st. Email feetfirstphilly@cleanair.org to schedule a meeting to discuss your project.
- For help filling out the application please contact feetfirstphilly@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? DVRPC’s Indicators of Potential Disadvantage (IPD) is a good place to start. (100 words)

9. What safety benefits will your project provide? Include whether or not your project is located on or near High Injury Network (HIN) or a gun violence hotspot. How is safety, particularly for vulnerable road users (pedestrians, bicyclists, children, elderly, 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.

For help with how to put together a budget, visit: https://www.clicktime.com/blog/grant-management/how-to-write-a-grant-budget

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*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.

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**Application deadline: October 9th, 2023**  
**Grant award: Late 2023**