



November 5, 2018

Dear applicant:

Thank you for having a Logistics Call for the *Build it with KaBOOM!* playground grant! Before moving your application forward in the process, your organization will need to submit the following:

- Signed Letter of Intent, which signifies full contract approval by your organization

At this stage in the selection process, KaBOOM! requires all applicants to review and approve the standard form Letter of Agreement (contract). Please have your organization's authorized signatory and any other necessary parties review and approve the attached contract. Once this has been completed, the signatory must sign the Letter of Intent indicating that the contract is fully reviewed and approved and that your organization is prepared to sign an official contract immediately upon notification of being awarded the Build it with KaBOOM! playground grant.

KaBOOM! cannot formally recommend your application to the Funding Partner until the contract has been approved. Please note that signing the Letter of Intent does not guarantee funding or approval. Rather, we can now formally recommend you to our partners as a fully viable potential partner.

If you are applying in partnership with one or more organizations, please have each partner sign a separate Letter of Intent. If you have questions about submitting a Letter of Intent for respective partners, please contact your Community Outreach representative.

This is a standard form contract and changes cannot be made. However, if your signatory or any other reviewers have any questions, please direct them to your Community Outreach representative.

Sincerely,

Jenn McBarnette, Community Outreach Manager  
(O) 202.464.6176  
[kaboom.org](http://kaboom.org)

## KaBOOM! Letter of Intent

By signing this document, I understand that if my organization is selected for a KaBOOM! project, my organization will (please initial each point):

- \_\_\_\_\_ Assume all responsibilities as outlined in the KaBOOM! Community Partner Project Summary
- \_\_\_\_\_ Fundraise \$8,500 USD toward the cost of playground equipment
- \_\_\_\_\_ Own and maintain the playground for its lifetime
- \_\_\_\_\_ Provide land and secure all necessary permits for construction of playground
- \_\_\_\_\_ Remove all existing playground equipment currently on site
- \_\_\_\_\_ Perform site preparation resulting in a flat and dirt surface two weeks prior to Build Day of a site measuring at least 2,500 square feet.
- \_\_\_\_\_ Perform a utility check prior to Design Day and secure all necessary extensions to ensure the utility check is current through Build Day
- \_\_\_\_\_ Perform a soil test for lead and arsenic within two weeks of Design Day and perform remediation if necessary
- \_\_\_\_\_ Use equipment manufactured by Playworld Systems, Inc. or Landscape Structures, Inc. and accept engineered wood fiber safety surfacing
- \_\_\_\_\_ Allow names and logos of KaBOOM! and the Funding Partner to be displayed on permanent playground signage, measuring no greater than 14 ¼ inches wide by 30 ¼ inches tall
- \_\_\_\_\_ Recruit at least 20 community members, residents, and/or parents to participate in the Design Day and planning process
- \_\_\_\_\_ Recruit 30 volunteers from the community to participate in two preparation days and recruit 75-125 volunteers from the community to participate on Build Day
- \_\_\_\_\_ Provide food, water, tools, a dumpster, and music for volunteers on Build Day
- \_\_\_\_\_ Build the playground through supervised volunteer installation
- \_\_\_\_\_ Accept liability for and maintain the playground upon build completion
- \_\_\_\_\_ Maintain self-insurance, which shall be primary over any other insurance covering KaBOOM! and its Funding Partners.
- \_\_\_\_\_ Follow KaBOOM! protocol on all media and promotions as outlined in the Corporate Sponsorship Policy

**Signing this Letter of Intent signifies that all contract signatories have reviewed the draft contract and are prepared to sign a final contract within three business days of being awarded a KaBOOM! playground project. Please ensure that the person authorized to sign contracts signs below.**

Legal Name of Organization: \_\_\_\_\_

Name of Organization to Use in Media: \_\_\_\_\_

Name and Title of Signatory (please print): \_\_\_\_\_

Signatory Email Address: \_\_\_\_\_ Signatory Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory Mailing Address: \_\_\_\_\_

Contact information for person who should receive KaBOOM! Invoice:

Name:

Telephone number:

Mailing Address:

Email: