

HOW TO Build It With KaBOOM!



EXHIBIT NO. 09

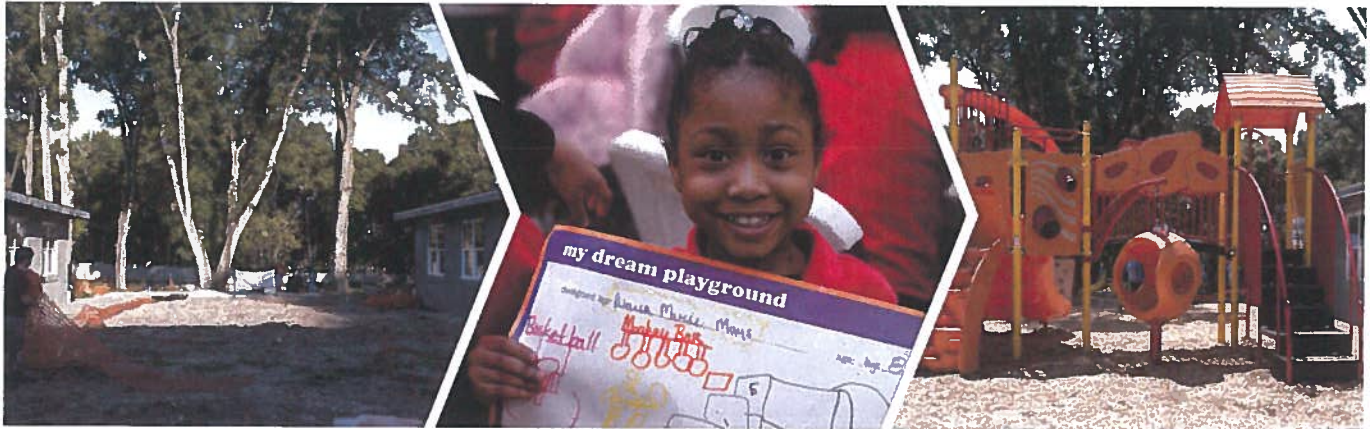
Build It With KaBOOM! Playground grant

Design and build a new and exciting place to PLAY!

PLAN

DESIGN

BUILD



Through our signature community-build model and with the leadership of a KaBOOM! Project Manager, grant recipients will design and build their dream playgrounds. Community members will play an active role in planning and preparing for this exciting event. The project culminates on Build Day when 200 volunteers will join forces with our playground experts to build a playground and enhancement projects in **one day!**

PLAY!



Eligibility requirements



2,500 square feet of
space to build



serve kids from
low-income
population



own the land or obtain
letter of permission to
build a playground



demonstrate need for a
playground



complete site prep



fundraise portion of
total cost



Getting to know the PLAYers

KaBOOM!

The Community Outreach team at KaBOOM! is responsible for screening applicants for playground grants. If selected for a grant, a KaBOOM! Project Manager will work hand-in-hand with your community to design and build a new playspace!

KaBOOM! will:

- Guide applicants through the screening process and work to pair with funding opportunities
- Provide coaching and guidance for approximately 8-10 weeks of project planning
- Facilitate Design Day in person, leading discussion around community building
- Facilitate Build Week in person, serving as a liaison between partners and playground vendors

FUNDING PARTNER (FP) *The sponsor*

Funding Partners generously donate the majority of funds needed for the playground project.

A Funding Partner will:

- Select the geographic location and Community Partner for the playspace project
- Provide volunteers to help build the playground alongside community volunteers
- Establish a relationship with their KaBOOM! Community Partner

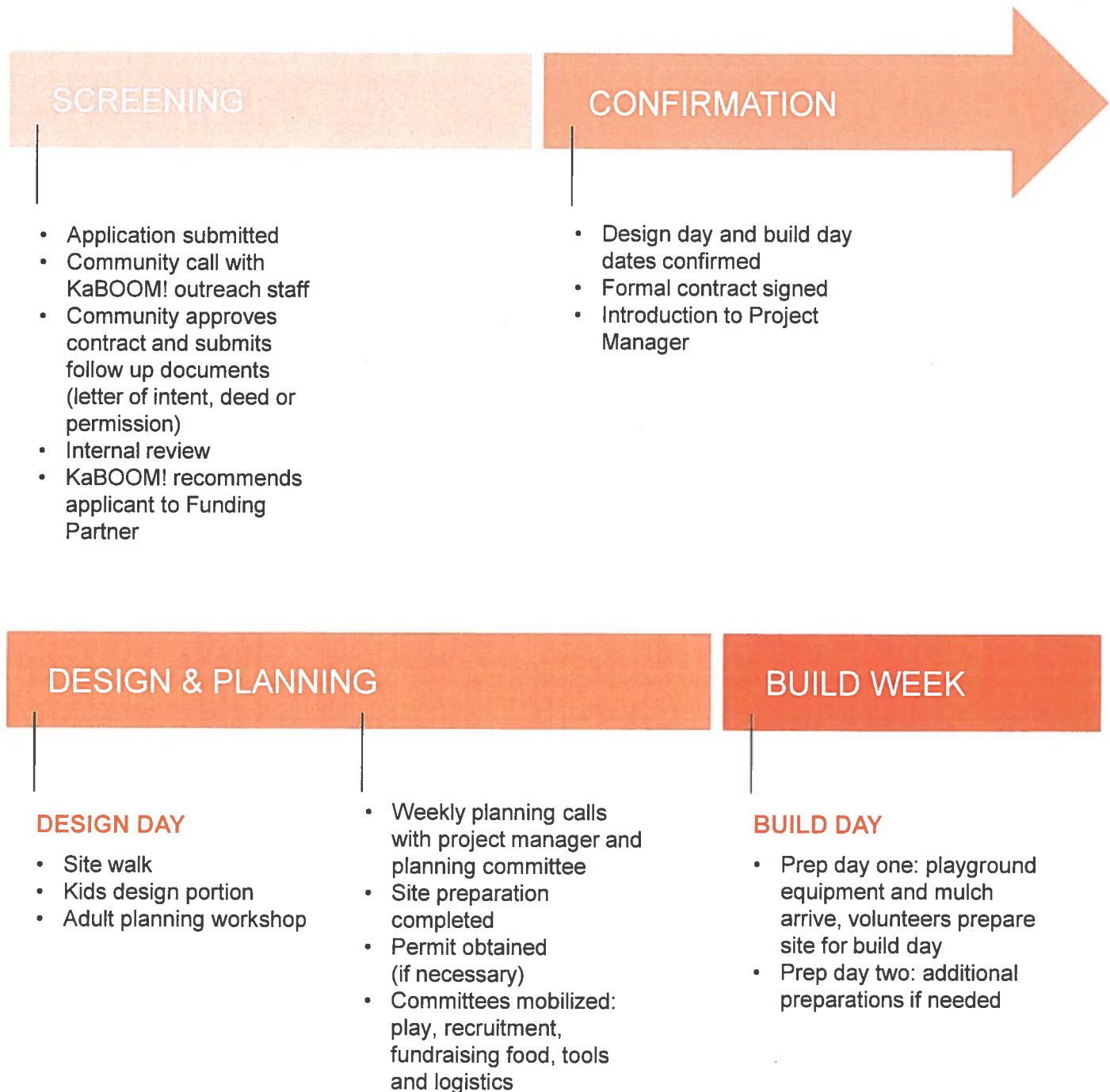
COMMUNITY PARTNER (CP) *That's you!*

A Community Partner can be one or several child-serving non-profits, schools, or municipalities serving a high-need population in need of a safe place for children to play.

A Community Partner will:

- Build playspace which includes 2500 square foot playground and enhancement projects
- Form a committee of 10-15 community members working as a team on project planning
- Develop meaningful relationships to support community-build planning process
- Own or attain permission to build on available land
- Complete necessary site preparation
- Assume insurance, maintenance, and liability of the new play space
- Research and secure any necessary permits required locally to build play space
- Contribute a financial contribution towards the cost of equipment
- Host Design Day and Build Week

Calendar timeline



PROJECT OVERVIEW

Design Day

Design Day is the official kickoff of the Build It With KaBOOM! project! Your KaBOOM! Project Manager will travel to meet with your community and your playground experts: the kids! Together, you'll begin to design your new playspace and form the planning committee.



1-HOUR KIDS' DESIGN PORTION

Kids will get to rev up their imaginations and draw their dream playgrounds!



1-HOUR SITE WALK

A KaBOOM! Project Manager will walk through the logistics of your space with you!



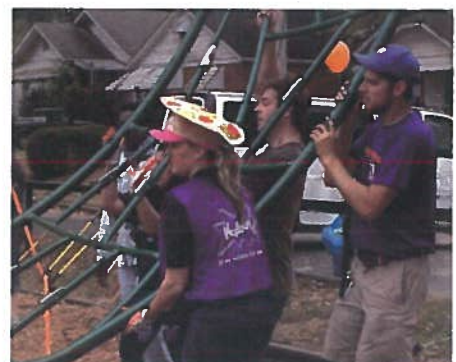
2-HOUR ADULT PLANNING WORKSHOP

Community members kick off the planning of the project by forming committees and providing design input!

PROJECT OVERVIEW

Build Day

Build Day is the exciting culmination of 8-10 weeks of planning and preparation. The day starts with a morning kickoff ceremony and a flat dirt surface where the playground will go. The day ends just six hours later with a fully installed playground and completed beautification projects. In between is a day full of fun, work, joy, volunteers, music and play!



COMMUNITY ENGAGEMENT Planning Committee



PLAY COMMITTEE

- Works with kids and KaBOOM! to develop a plan for youth on Build Day
- Recruits a leader to guide volunteers in a spirited game or warm-up activity on Build Day
- Creates a "Play Plan" that will map out the next year of play in your community



RECRUITMENT TEAM

- Helps recruit 30 volunteers on Prep Day 1 and Prep Day 2
- Helps recruit and track 75-200 community volunteers for Build Day
- Helps establish and communicate a code of conduct for volunteers



FUNDRAISING TEAM

- Leads fundraising efforts to raise \$8,500 towards the cost of the playground
- Creates solicitation letters or host events that encourage broad community support
- Oversees thank you note/recognition process



FOOD TEAM

- Secures breakfast and lunch for 40 volunteers on Prep Day 1 and Prep Day 2 (if needed)
- Secures breakfast and lunch for 250 adult volunteers and children on Build Day
- Secures water for all volunteers during Build Week



LOGISTICS TEAM

- Secures restrooms for Build Day. Develops a plan for parking
- Develops a plan to collect and dispose of trash and recycling
- Ensures access to running water and electricity on site



PUBLIC RELATIONS TEAM

- Attends a conference call with KaBOOM! communications staff to leverage Build Day media
- Secures music and microphone for Build Day announcements
- Helps to develop an opening and closing ceremony for Build Day (facilitated by KaBOOM!)



Administrative and legal responsibilities

COMMUNITY PARTNER AGREEMENT/ LETTER OF AGREEMENT (LOA)

KaBOOM! requires a potential CP to review and approve the draft Community Partner Agreement by any legal or board review, before moving ahead in the competitive application process. We cannot fully consider any organization for funding until this document has been reviewed and approved by all necessary parties. Once the contract has been approved, the Community Partner must sign a Letter of Intent.

LETTER OF INTENT (LOI)

CPs must submit a Letter of Intent in order to complete the screening process. The LOI signifies that legal review has been completed and that, if selected for the grant, the CP can and will sign and return a fully executed Letter of Agreement within 3 business days.

LAND OWNERSHIP

CPs must provide either proof of land ownership (a copy of the deed, tax records, or a property survey) or a copy of their current lease with a Letter of Permission from the landowner.

PERMITTING

CPs must determine whether or not they need a permit to build a playground at the proposed site. Identifying the process for obtaining and ultimately obtaining a permit can be time consuming; it is important to understand these requirements during the selection process, so that KaBOOM! and the community partner can meet timelines required by any applicable permit. Prior to the KaBOOM! Build Day, securing a permit is the sole responsibility of the CP.

COMMUNITY CONTRIBUTION

CPs are responsible for raising a financial contribution of \$8,500 for the project, which may be raised using a combination of existing funds, grassroots fundraising and local business support. This cash contribution is due to KaBOOM! 30 days before the Build Day and goes directly toward the playground equipment costs.

INSURANCE

CPs must be able to provide insurance for the playground amounting to one million dollars in commercial liability insurance, as well as add KaBOOM! and the Funding Partner as 'additional insured' parties for the Build Week and one year thereafter. Proof of insurance must be submitted to KaBOOM! 30 days prior to the Build Day. Insurance is not required to be in place until Build Week. For self-insured entities, the self-insurance must be primary for the same amount of time.

PLAYGROUND SURFACING

Build it with KaBOOM! Grants include Engineered Wood Fiber (EWF). EWF is safe and ADA compliant under play structures, as long as it is regularly raked to an even, deep distribution. CPs interested in alternative forms of safety surfacing are responsible for purchasing and installing it.

Administrative & legal responsibilities, continued →



Administrative and legal responsibilities *continued*

SITE PREPARATION

The CP is responsible for the completion of site preparation. The entire playground footprint must be prepared to a flat, dirt surface with no more than a 2% grade and any existing playground equipment within this footprint must be removed. Different ground surfacing involves alternative preparation expectations that would be discussed during screening. Test holes will be requested by the Project Manager to get a sense for the challenges around hole digging. This must all be completed at least two weeks before Build Day.

SIGNAGE

A sign welcoming visitors to the playground will be installed near the entrance of the footprint. The sign is two-sided and measures 30.25" x 12.25." The CP's logo will be displayed next to the logo of the Funding Partner and KaBOOM!.

UTILITY CHECK

If selected, the CP must have public and private utility checks completed. The public utility check should be a free service from utility providers. The first check must happen right after a site is selected and completed by Design Day. It is the responsibility of the CP to extend the utility check to cover the Build Week, when holes will be dug for the playground.

PREPARING AN ADA PATHWAY

All KaBOOM! projects must have an accessible pathway from a hardscape to the entry point of the playground. In some cases the CP can work with the KaBOOM! Project Manager to install a brick paver or compacted stone/aggregate pathway leading from a parking lot, sidewalk, or wooden deck walkway as part of build day. However, there are some sites where the CP will need to do advanced level site preparation to introduce an accessible pathway.

SOIL TESTING

If selected, the CP must have the soil at the proposed playground site tested for levels of lead and arsenic prior to the Design Day. Partners may identify the lab of choice as long as they test for lead and arsenic. Past CPs have used the following company with success: testamericainc.com/locations. It is the CP's responsibility to have the results analyzed according to local standards to see if the levels are acceptable. If levels are too high, it is the CP's responsibility to remediate the soil appropriately.

Tools

The Community Partner will be responsible for providing tools during Build Week. Sample tool list below:



SKID STEER (1)



12" & 18" AUGUR BIT



SPADE SHOVEL (25)



METAL RAKE (25)



6' & 8' LADDER (3)



WHEELBARROW (15)



POST HOLE DIGGER (3)



CORDED DRILL (10)



CORDLESS DRILL (5)



SLEDGE HAMMER (2)



GARDEN HOSE (3)



EXTENSION CORD (4)



MITRE SAW (3)



CIRCULAR SAW (2)



CEMENT HOE (15)



TAMP (2)



DIGGING BAR (3)



GARBAGE CAN (95)

Enhancement projects

CP's will select multiple enhancement projects to further develop their playspace according to their needs and desires! These projects can provide community gathering spaces, increase play opportunities and beautify the site.

For more information on these projects:

kaboom.org/resources/enhancement_projects



LANDSCAPING



PAINTING



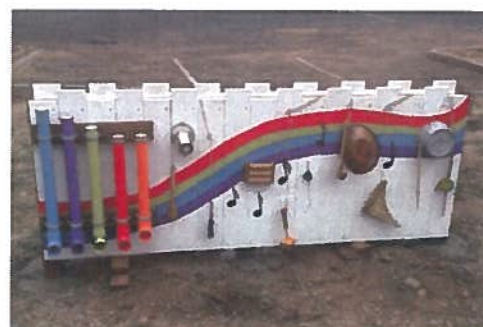
PLAY ELEMENTS



SEATING & TABLES



SHADING



OTHER PROJECTS



Corporate sponsorship policy

Please be aware that KaBOOM! has a corporate sponsorship policy that all Community Partners must abide by to ensure that contributions from the Funding Partner are appropriately acknowledged:

- Volunteers recruited from organizations or companies should be in groups of 10 or less
- No branded clothing or signage from groups other than the Community and Funding Partner should be worn during build week
- Volunteers cannot wear hats, shirts, buttons, etc. identifying them as part of another group organization
- Only the Funding Partner, Community Partner and KaBOOM! will have permanent signage or recognition on the project site
- Community Partners cannot solicit support from direct competitors of the Funding Partner
- If a restaurant donates food, they may include menus or cards on the serving table
- Other organizations and companies may be thanked by making one large banner recognizing all project supporters

Questions?

KaBOOM! is here to help you every step of the way! From the screening process to ribbon cutting—you have our support!

Contact us: grants@kaboom.org

