

Children at Play Network - Play Planning Grant
Letter of Understanding
[SAMPLE CONTENT ONLY]

After you receive notification from the Children at Play Network that you have been selected to receive a Play Planning Grant, a Letter of Understanding will be crafted, shared and signed by both parties. That letter will serve as the official agreement between the grantee and the grantor. If, during the course of the project, either or both parties seek changes to this agreement, that must be done in writing accompanied by new signatures.

The Letter of Understanding will:

- Identify a specific person representing the Children at Play Network and that persons contact points
- Identify a specific person representing the grantee and that persons contact points
- Identify an approximate start and completion date with allowances to extend or change dates

Plan Planning Grants do not provide cash. They provide services. Some services, such as staff training and workshops that help prepare your organization for the planning process may be required. Other services may be optional. The letter will:

- Identify a mutually agreed upon set of requirements and options to begin the project
- Identify a mutually agreed upon set of dates/times/places for first steps
- Identify an estimated initial value of services which may be helpful in seeking additional funding

It may not be possible to know the entire scope of the project at the beginning. The Letter of Understanding will outline what is known at the beginning and specify a date by which a more fully developed scope will be attached as an amendment. The letter will:

- Outline the known scope of the project upon signing
- Define how and when an amended scope of services will be added later

The letter will also:

- Outline how both parties will document the effort and share information
- Define how the grantee expects to move forward subsequent to planning, including:
 - How the Children at Play Network will support next steps
 - How a phased funding and implementation plan will be attached as an amendment
- Define how the grantee will acknowledge the Children at Play Network and its partners
- Describe how both parties will work cooperatively to advance play opportunities in the entire region

In essence, the Letter of Understanding seeks to be clear, up-front communication about expectations and responsibilities for both parties. The Children at Play Network seeks partners that can help tell the ongoing story of why reimagining outdoor play environments is important along with the nuts and bolts of how to cooperatively accomplish that. We will seek to share our collective successes and challenges so that others can be inspired by, or learn from, our efforts.

Dates and Signatures