ATTACHMENT A: SAMPLE APPLICATION

AARP Community Challenge 2022
Grants to make communities more livable for people of all ages

All applications must be submitted through the online application portal at www.aarp.org/communitychallenge by March 22, 2022, 5:00 p.m. ET

NOTE: All fields must be filled out completely in order for the application to be accepted. Please use “n/a” for “not applicable” where appropriate.

BASIC INFORMATION

1. Name of Applicant Organization: ___________________________________________________________

2. Amount of this grant request: _______________________________________________________________
   
   NOTE: AARP reserves the right to award less funds than requested, so applicants should be prepared to discuss how they would scale down their proposals if asked.

3. Organization Profile. How has this organization been involved in work to make this community more livable, particularly for people 50-plus? Please briefly describe and include the issues on which the organization has worked.
   __________________________________________________________________________________________

4. Organization Mailing Address:
   
   Address: __________________________________________________________________________________
   
   City: ____________________________ State: _________________ Zip: ______________________

5. Organization Tax Status. Please check the one that best applies:
   
   □ 501(C)(3) Nonprofit
   □ 501(C)(4) Nonprofit
   □ 501(C)(6) Nonprofit
   □ a municipality
   □ another unit of government
   □ other (Please Describe) _________________________________________________________________

Learn more at AARP.org/CommunityChallenge Questions? Email CommunityChallenge@AARP.org
6. Organization Tax Identification Number: ____________________________________________
   (if municipality, enter n/a)

7. Organization Website: ___________________________________________________________
   (if none, enter n/a)

8. Organization Twitter Handle: _____________________________________________________
   (if none, enter n/a)

9. Organization Facebook Name: ____________________________________________________
   (if none, enter n/a)

10. Did your organization apply for an AARP Community Challenge grant in 2017, 2018, 2019, 2020, or 2021?
    □ Yes – Selected more than once
    □ Yes – Selected once
    □ Yes – Not selected
    □ No – did not apply

11. How did you hear about this grant opportunity?
    □ The AARP State Office in my state
    □ The AARP Livable Communities e-newsletter
    □ An organizational newsletter or conference
    □ A local event or newsletter
    □ Word of mouth in the community
    □ Social Media
    □ Other: ______________________________________________________

POINT OF CONTACT

12. Organization Contact:
    Name: ____________________________  Title: ________________________________
        Phone: ____________________________  Email: ____________________________

COMMUNITY DETAILS

13. Name of municipality where project will be physically located/delivered:
    ________________________________________________________________

14. Approximate address where this project will be delivered:
    NOTE: This information is for AARP’s analysis purposes only and will not be used in award information, etc.
    Address: __________________________________________________________
    City: ____________________________  State: ___________  Zip: ____________________

Learn more at AARP.org/CommunityChallenge  Questions? Email CommunityChallenge@AARP.org
15. **Approximate population for the city/town/area where this project will be delivered:**

   **NOTE:** Please only enter a numerical amount and not population ranges. We recommend a quick internet search of the municipality and population.

16. **Would you describe this community as:**

   - [ ] Rural
   - [ ] Suburban
   - [ ] Urban

**PROJECT DETAILS**

17. **Project Description.** Please provide a description of your project in 2,000 characters or less (including spaces). Please also include any benefits of your project specifically for people 50-plus.

[space for description]

**NOTE:** This grant may NOT be used for the following activities:

- Partisan, political or election related activities
- Planning activities, assessments or surveys of communities without tangible engagement
- Studies with no follow-up action
- Publication of books or reports
- The acquisition of land and/or buildings or a vehicle (such as a car or truck) purchase
- Solely to sponsor other organizations’ events or activities
- Research and development for a nonprofit endeavor
- Research and development for a for-profit endeavor
- The promotion of a for-profit entity and/or its products and services

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Questions? Email [CommunityChallenge@AARP.org](mailto:CommunityChallenge@AARP.org)
18. **Project Short Summary.** In under 250 characters (including spaces), please describe your project and the impact it will have on the community. Please include relevant references to older adults. Think of it as a one or two sentence summary you would include in a press release.

*For example:* This project will turn overgrown vacant lots into community gardens with raised flower beds and install accessible benches at a park frequented by older adults.

19. **Upload one attachment if needed.** NOTE: This is not required, but you may share one document, i.e., designs, map, photo, supporting materials. Please combine multiple items into one file.

20. **Social Impact Goal.** Which of the following social impact goals best describes your project?

- ☐ increasing social connections between older adults and all residents of the community (with a focus on people age 50 and older)
- ☐ improving the health and wellness of older adults and all residents of the community (with a focus on people age 50 and older)
- ☐ Improving economic conditions for older adults and all residents (with a focus on people age 50 and older)
- ☐ increasing ways older adults and all residents (with a focus on people age 50 and older) safely move around the community
- ☐ creating a range of housing options for older adults and all residents (with a focus on people age 50 and older) to safely live
- ☐ strengthening connections between government, older adults and all residents (with a focus on people age 50 and older), leading to improved community relations
- ☐ making the community more inclusive and meeting the needs of diverse older adults and residents (with a focus on people age 50 and older)

21. **Project Category.** Please select the category below that best describes your project, along with the primary corresponding subcategory.

*NOTE: We understand there is some crossover between categories and that several might apply to your project. Please select the main category that aligns most closely with your initial goal.*

- ☐ Create vibrant public places in the community through permanent or temporary solutions that improve open spaces, parks and access to other amenities for residents (especially those 50-plus)
  - ☐ Activities to engage residents (particularly people 50-plus) in vibrant public places (e.g., open streets events)
  - ☐ Public space activation with a focus on the needs of those 50-plus (e.g., public plaza improvements, parklets, street trees, alleyway activation, accessible seating and games in public spaces, seating along Main Street corridors, signage in neighborhoods)
  - ☐ Public art installations that make a space more inviting for multigenerational use, including to decrease 50-plus social isolation (e.g., murals and sculptures that are connected to a broader plan for multigenerational use for the public space)

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Questions? Email [CommunityChallenge@AARP.org](mailto:CommunityChallenge@AARP.org)
- Park enhancements to serve all residents with emphasis on people 50-plus (e.g., accessible park equipment improvements, new structures, dog parks)
- Community gardens for all residents (especially for people 50-plus) (e.g., building accessible community garden beds)
- Accessibility of amenities (e.g., increasing accessibility features of park equipment)
- Public safety interventions (e.g., proper lighting, landscaping, block revitalization/maintenance)
- Other (please only select if your project does not fit into one of the above categories and please describe in detail) ____________________________________________

- Deliver a range of transportation and mobility options for residents (especially those 50-plus) through permanent or temporary solutions that increase connectivity, walkability, bikeability and access to public and private transit and safety.
  - Activities to engage people (with an emphasis on people 50-plus) in transportation options/safety (e.g., open streets events)
  - Roadway/sidewalks/crosswalk improvement and beautification (with emphasis on the safety needs of the 50-plus) (e.g., markings for crosswalks, traffic calming pop-ups at intersections)
  - Bikeability, especially for people 50-plus (e.g., bike sharing options, temporary bike lanes)
  - Public or private transit access and safety for residents (with an emphasis on people 50-plus) (e.g., transit shelters, activating and improving transit stops)
  - Micro-mobility enhancements/management for residents (with an emphasis on people 50-plus) (e.g., parking and training on scooters, e-bikes for older adults, etc.)
  - Expansion and enhancement of existing transportation options (especially for people 50-plus) (e.g., adding volunteer-led transportation programs, enhanced coordination of existing transportation resources)
  - Improved wayfinding throughout the community (e.g., signage and markings that are visible for all ages)
  - Trails (e.g., completing and connecting trails, signage, improving accessibility for all abilities and people 50-plus)
  - Accessibility of transportation amenities (e.g., increasing accessibility features of transportation options for people of all abilities, including ADA compliance, with emphasis on people 50-plus, etc.)
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail) ____________________________________________

- Support a range of housing options for residents (especially people 50-plus and their families) in the community through permanent or temporary solutions that increase the availability of accessible and affordable choices.
  - Accessory dwelling units and tiny homes, particularly those with accessibility features
  - Co-housing programming and resources for older adults

Learn more at AARP.org/CommunityChallenge

Questions? Email CommunityChallenge@AARP.org
☐ Resources about housing options and available services for residents (with emphasis on those 50-plus)
☐ Innovative or new home maintenance, repair and support services to support residents’ ability to live independently and age
☐ Lifelong housing and accessibility for older adults
☐ Other (please only select if your project does not fit into one of the above categories and please describe in detail) _____________________________________________

☐ Increase civic engagement with innovative and tangible projects that bring residents (especially those 50-plus) and local leaders together to address challenges and facilitate a greater sense of inclusion.
☐ Developing projects based on residents’ (especially people 50-plus) priorities (e.g., participatory budgeting efforts)
☐ Bringing resident insight and volunteer power (especially people 50-plus) into local government (e.g., citizen academies, local volunteers supporting City Hall efforts)
☐ Engaging residents alongside thought leaders in problem solving for wants and needs, especially those 50-plus (e.g., hackathons)
☐ Tools and programming to capture data and feedback from residents (especially those 50-plus)
☐ Activities that highlight the use of data to improve decision-making in local government, especially on behalf of older adults
☐ Other ideas that improve civic engagement in the community (please only select if your project does not fit into one of the above categories and please describe in detail) ________________________

☐ Focus on diversity, equity and inclusion while improving the built and social environment of a community for all ages (focusing on residents age 50 and over).
☐ Inclusive housing solutions that address disparities, with a focus on people 50-plus and meet the needs of diverse populations
☐ Inclusive transportation solutions that address disparities, with a focus on people 50-plus and meet the needs of diverse populations
☐ Inclusive public space improvements that address disparities with a focus on people 50-plus and meet the needs of diverse populations
☐ Inclusive civic engagement efforts that address disparities with a focus on people 50-plus and meet the needs of diverse populations
☐ Inclusive efforts to help family caregivers and allow residents with a focus on people 50-plus to live independently as they age
☐ Other changes to make a community more inclusive, address disparities and meet the needs of diverse populations (please only select if your project does not fit into one of the above categories and please describe in detail). ________________________________

Learn more at AARP.org/CommunityChallenge

Questions? Email CommunityChallenge@AARP.org
Support communities’ efforts to **build engagement and leverage funding available under new federal programs** to support residents (especially those 50-plus) through laws like the American Rescue Plan Act, the Infrastructure Investment and Jobs Act, and more.

- Activities to engage residents and build support for planned investments or installing temporary or permanent changes that build on changes under new federal programs that improve a community’s transportation infrastructure, with a focus on people 50-plus (e.g., demonstrations of roadway, crosswalk, sidewalk improvements, improving the accessibility of public transit, etc.)

- Activities to engage residents and build support for planned investments or installing temporary or permanent changes that build on changes under new federal programs that improve a community’s housing options, with a focus on people 50-plus (e.g., programs and outreach to increase housing stability, demonstrations of new housing options, additional improvements to existing or planned housing, etc.)

- Activities to engage residents and build support for planned investments or installing temporary or permanent changes that build on changes under new federal programs that improve a community’s public spaces, with a focus on people 50-plus (e.g., demonstrations of new park accessibility and public space improvements, improving spaces that were improved leveraging federal funds, etc.)

- Activities to engage residents and build support for planned investments or installing temporary or permanent changes that build on changes under new federal programs that improve a community’s connectivity to broadband/high speed internet, with a focus on people 50-plus (e.g., purchasing of hotspots, expanding wireless network access at libraries, training/engaging older adults, etc.)

- Other (please only select if your project does not fit into one of the above categories and please describe in detail) _______________________________________

**Other Community improvements:** including health services, community development, and coronavirus pandemic recovery (with a focus on the needs of people 50-plus)

- Recovery from the coronavirus pandemic with an emphasis on community development, improvements to public spaces and transportation services, with a focus on people age 50 and older

- Connectivity improvements, including broadband access, with a focus on people age 50 and older

- Activities that increase access to healthcare services, with a focus on people age 50 and older

- Activities that support family caregivers, with a focus on people age 50 and older

- Activities to support entrepreneurship to improve economic resilience for people age 50 and older.

- Other (please only select if your project does not fit into one of the above categories and please describe in detail) ____________________________________________
22. **Project Deliverables.** Please specify the individual deliverables of your project. Quantify and provide as much detail as you can about any **physical structures** (such as benches, lighting, signage, etc.), **events, dates, addresses, communications, people reached, volunteers involved, etc.** within 300 characters (including spaces) for each deliverable.

*Before you enter your answers, PLEASE READ the examples below and review Attachment D.*

**For example:**

I. The Organization will purchase and install structures with LED lighting with custom side panels at (ADDRESS)  
   a. Quantity: 3

II. The Organization will purchase and install ADA compliant benches at (ADDRESS)  
    a. Quantity: 7

III. The Organization will purchase and install AARP branded signage at (ADDRESS)  
    a. Quantity: 15

IV. The Organization will purchase and install accessible raised garden beds  
    a. Quantity: 10

V. The Organization will hold event on (DATE) (event examples: workshops, hackathon, trainings)  
   a. Quantity: 1

VI. The Organization’s goal is to have community members to be trained at workshops on 50+ issues  
    a. Quantity: 250, including at least 125 people age 50 and older

VII. The Organization will hold a (kick-off, ribbon cutting, etc.) event on November 1, 2022.  
    a. Quantity: 1

VIII. The Organization has a goal of attendees at event  
    a. Quantity: 400, including at least 200 people age 50 and older

IX. The Organization will engage volunteers over the course of the project – including painting accessible benches made of outdoor materials, installation, and the kick-off event  
    a. Quantity: goal of 70, including at least 35 people age 50 and older

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**Deliverable 1:**  
Quantity: ________

**Deliverable 2:**  
Quantity: ________

**Deliverable 3:**  
Quantity: ________

**Deliverable 4:**  
Quantity: ________

**Deliverable 5:**  
Quantity: ________

*Add more deliverables as necessary*
23. Project Type:

NOTE: Proposals for the project types described below will be prioritized over those that support ongoing programming or events.

☐ Permanent physical improvements in the community
☐ Temporary demonstrations that lead to long-term change
☐ New, innovative programming or services

PROJECT NARRATIVE AND BUDGET

Please complete each section with 2,000 characters or fewer (including spaces).

24. Livable Communities Activities. Please describe how the Community Challenge project will be integrated with ongoing efforts to make this community more livable for all (with a focus on people 50-plus) and have a lasting impact.

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

25. Community engagement. Please describe how residents and local organizations have been engaged in the area’s livable communities' activities (with a focus on people 50-plus) to date. How will you engage the community and involve older residents as you execute this grant?

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

26. Role of volunteers. Will volunteers age 50 and older play a role in the implementation of the Community Challenge project?

☐ Yes
☐ No

a. Please describe. NOTE: Even if you answered “No” above, if volunteers of any age will play a role in implementing the Community Challenge project, please explain.

______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
27. **Older Adults.** How will your project benefit residents age 50 and over?

________________________________________________________________________

________________________________________________________________________

28. **Diversity and Inclusion.** Regardless of your project category, will your project focus on, impact or benefit a specific multicultural population of older adults and their families in the community?

- [ ] Yes
- [ ] No

a. If so, please select the one or two who will be primarily impacted below.

- [ ] African American/Black
- [ ] Hispanic/Latino
- [ ] Asian American Pacific Islander
- [ ] Native American
- [ ] LGBTQ+
- [ ] Other: ________________

b. Please describe how the effort focuses on or impacts this population (including any emphasis on people 50-plus and their families).

________________________________________________________________________

29. **Disparities.** Will your project improve or address existing disparities (including racial or economic) experienced in the community (especially for people age 50 and older)?

- [ ] Yes
- [ ] No

Please describe: __________________________________________

30. **Veterans and Military Families.** Will your project have an emphasis on veterans and their families of all ages (including those age 50 and older)?

- [ ] Yes
- [ ] No

Please describe: __________________________________________
31. **Federal Investments.** Regardless of your project category, is your project connected to any efforts that were supported or are planning to build engagement, under recent federal legislation that supports communities (including the American Rescue Plan Act, the Infrastructure Investment and Jobs Act or others) to benefit residents (with a focus on people 50-plus)?

☐ Yes
☐ No

Please describe: ________________________________

32. **Grant Budget.** Please specify all expenses that will be covered by this grant. Itemize anticipated expenses and income (if any) for this proposal. *Please ensure that the Total Grant Amount Requested below matches the amount you entered in Question #2 at the beginning of this application.*

<table>
<thead>
<tr>
<th>Expense</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted services costs</td>
<td></td>
</tr>
<tr>
<td><strong>Staff costs, if any</strong></td>
<td></td>
</tr>
<tr>
<td><em>(NOTE: AARP will typically only award grants that spend 0-15% on staff costs. However, AARP reserves the right to award compelling projects that go beyond this range.)</em></td>
<td></td>
</tr>
<tr>
<td>Materials &amp; supplies, if any</td>
<td></td>
</tr>
<tr>
<td>Travel expenses, if any</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL GRANT AMOUNT REQUESTED**

33. **Matching/Supporting Funds and In-Kind Support.** *Matching funds are NOT required.* Please detail any matching/supporting funds or in-kind support the organization will receive to contribute toward this project. Include volunteer/donated work as in-kind support.

<table>
<thead>
<tr>
<th></th>
<th>Matching Funds/Supporting Funds</th>
<th>In-Kind Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonprofit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
34. How will you use AARP branding?

35. **Other Funding.** AARP might be contacted by other potential funders that could be interested in funding projects that were not funded through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name and a short description of your proposal, including the community where the project would take place (“Project Information”). Please note that these projects will be subject to any potential funder’s own terms, conditions and review. Please indicate in your application whether or not you give permission to AARP to share your Project Information with other potential funders. If you select “yes,” you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with sharing the Project Information with potential funders. We will alert you before this Project Information is given to potential funders. Do you give AARP permission to share this Project Information with other organizations that might be interested in funding your project?

- [ ] YES
- [ ] NO

**An opportunity for other possible AARP funding.** Please note that by submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

**NOTIFICATION**

When you SUBMIT this application, you will receive a confirmation email within the hour. Please make sure to check your spam folder if you do not see it. If you do NOT receive a submission confirmation, you have NOT submitted successfully. Please go back and make sure you completed ALL required questions and did not go over the text box character limits.

All applicants will be notified of their funding status by email in May. To receive funding, selected applicants must execute and return a binding Memorandum of Understanding and completed financial forms to the AARP National office in a timely manner.

Learn more at [AARP.org/CommunityChallenge](http://AARP.org/CommunityChallenge)  Questions? Email CommunityChallenge@AARP.org