

# Open Space Authority Urban Grant Program 2025

## Frequently Asked Questions Updated 5/13/25



Below are questions received about the Urban Grant Program. Note that similar or related questions have been combined and that some questions have been condensed or edited for clarity.

Before beginning, we strongly encourage applicants to review both the Grant Guidelines and the Wizehive Tutorial, available on our grant's webpage: [www.openspaceauthority.org/programs/grant](http://www.openspaceauthority.org/programs/grant)

### **1. Pre-Application**

**Question:** Do I need to apply for the Pre-Application, or can I just apply for the Full Applications once they are available?

**Answer:** The Pre-Application is required. Applicants need to apply for the Pre-Application and deemed eligible before proceeding to the Full Application.

### **2. Multiple applications**

**Question:** Can an organization apply for multiple grants?

**Answer:** Yes, an organization can submit multiple applications in the same or different grant types and categories. For example, an applicant could apply for multiple Program applications in the same solicitation.

### **3. Authorizing resolution**

**Question:** I would like to confirm that we do not need to submit a resolution at the time of application, is that right?

**Answer:** Yes, that is correct. However, if you are awarded a grant, an authorizing resolution will be required before entering into a grant agreement.

### **4. Eligible Areas**

**Question:** Would the grant cover field trips taking residents of the Authority's jurisdiction to locations outside of the Authority's jurisdiction?

**Answer:** No, the grant cannot fund trips or other work outside of the Authority's jurisdiction.

**Question:** Our program includes locations and participants within and outside the eligible area. Can we apply for the grant to support part of our program?

**Answer:** For program projects, the event or program must serve residents of the urban areas, though the program or event may be outside of the urban areas as long as it's still within the Authority's jurisdiction. We understand that if it's a public event you may have participants who come from areas

outside of the Authority's jurisdiction, but the focus should be on residents within the urban areas of the Authority's jurisdiction.

## **5. Language and translations**

**Question:** Can I watch the webinars in a language other than English?

**Answer:** Yes, for translations of the workshop(s) or other materials, please email [jlatham@openspaceauthority.org](mailto:jlatham@openspaceauthority.org) to request a translated version of the webinar by **Monday, May 19**. Please include the language that is needed for the translation and if it is for the Program or Capital/Planning workshop, or both.

**Pregunta:** ¿Puedo ver los seminarios web en un idioma que no sea inglés?

**Respuesta:** Si tiene preguntas o necesita traducciones de los talleres o otros materiales, envíe un correo electrónico a [jlatham@openspaceauthority.org](mailto:jlatham@openspaceauthority.org). Para solicitar una versión traducida del seminario web envíe un correo electrónico antes del lunes 19 de mayo.

## **6. Program or Capital grants**

**Question:** Is wildlife education (going to schools, public park events, etc.) a Program or Capital project?

**Answer:** This sounds like a Program type of project. In general, Program projects include classes, trainings, curriculum-building, special events, program development, and other impactful community services that help connect people living in urban areas to nature. Capital projects include the planning and/or implementation of long-lasting improvements including natural or built construction, restoration, or enhancement that bring nature to urban areas. If you'd like to discuss your project in more detail, we are available to meet to go through questions unique to your project.

## **7. Wizehive Login**

**Question:** Do I already have a Wizehive account?

**Answer:** If your organization has previously applied for or been awarded a grant through the Measure Q or Urban Grant Program, you have an account for your organization. Please contact [jlatham@openspaceauthority.org](mailto:jlatham@openspaceauthority.org) for more information on the email address to use, or how to update the address. If this is the first time your organization is applying for a grant, or you have not previously been awarded a grant, you will need to create a new user login and organization profile in [Wizehive](#). Please note that all organizations will use one email address and password within the software.

## **8. Budget**

**Question:** Is it okay if between your initial pre-application budget and final application, the budget line items differ but total project budget remains the same or less?

**Answer:** We understand that some details will change between time of application and the contract period. We try to be flexible and allow for some changes in the budget, as long as the primary focus of the project and scope does not change. For specific budget questions, we will work with the grantee to communicate about project details.

### **9. Editing an Application Before Due Date**

**Question:** Am I able to edit or view my Pre/Full Application after I mark it complete or submit it?

**Answer:** Yes, you are able to edit or view your Pre or Full Application after you click Save, Mark Complete or Submit. Please note that all applications must be **SUBMITTED** (green button) before the deadline, and if you go back and edit your application, you need to resubmit it before the due date and time.