# Pétanque court proposal kit

Templates, worksheets and funding routes for clubs and residents asking a city, a park or a funder for a public pétanque court in the United States, Canada or Mexico.

Before a parks department approves a court, it asks who maintains it, who insures it, what it costs and who can use it. The pages that follow put your answers in writing, with your own figures.

Fill in what you can, leave the rest blank and bring the pages to your first meeting. Every document you send to someone else also comes in Word, without Petanque Central branding and ready for your club's name: the proposal, site and build sheet, agreement, letters of support, resident support sheet and season report, plus the grant answer sheet. The project workbook calculates the budget and keeps the attendance log, player roster and season totals.

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# Funding and approval routes

A court can be paid for from several sources at once: a small grant, club funds, volunteer labor and help in kind from the city. Look for two or three that fit together rather than one large grant.

Windows below are the latest published on each program's own page in November 2026. Where a program has an official page, its name links there. Check it again before you apply, since rules and amounts change between cycles.

## Approval routes

A small court that volunteers build and maintain rarely fits a city's capital program: in New York, that program covers investments over $35,000 and takes three and a half to four years from the scope meeting. A volunteer-built court fits better under a stewardship or partnership agreement, a parks foundation grant or a matching fund.

The parks pitch post on Petanque Central compares the routes, the objections staff raise and the steps that lead to approval: How to pitch a pétanque court. Read it before your first meeting.

## Canada

The federal grants database lists 43 New Horizons for Seniors agreements with pétanque in the project title, from new courts in Québec villages to roofs over existing ones. Saint-Alban, Québec, received $80,000 from the province's PAFIRSPA to rebuild its court.

| Program | What it pays for | Who applies | Latest window |
|---|---|---|---|
| New Horizons for Seniors (federal) | Up to $50,000 a project; up to $25,000 of it can go to capital costs like a court, if the project also meets one other program objective, for example seniors' social participation. Seniors must lead or play a key role in planning or delivery. | Nonprofits, ad hoc committees, municipalities, Indigenous organizations | June 2 to July 14, 2026 (closed); next call not yet announced |
| Community Sport and Recreation Infrastructure Fund (Ontario) | $100,000 to $1 million, up to 50% of costs, for repairs (Stream 1) or major new builds; a court fits only inside a larger park project | Municipalities, Indigenous communities, nonprofits that own or lease the land | Open; closes December 22, 2026, 4 p.m. ET |
| Ontario Trillium Foundation, Capital Grant | $10,000 to $200,000 to improve an outdoor structure or space; a lease of five years or more for fixed installations | Nonprofits operating 12 months or more; small municipalities | February 4 to March 4, 2026; next dates not yet posted |

| Program | What it pays for | Who applies | Latest window |
|---|---|---|---|
| PAFIRSPA (Québec) | Up to 66% of a public sports field or facility build or renovation | Municipalities; nonprofits active two years that own the land or hold a long lease | 2026 call closed; program runs to March 31, 2027 |
| CFEP Small (Alberta) | Up to $125,000 for community facilities, sports fields included; at least a 1:1 match | Nonprofits and charities; not municipalities | January 15, May 15 and September 15 each year |
| Capital Project Grants (British Columbia) | 20% to 50% of a $20,000 to $1,250,000 project | Nonprofits already approved for a Community Gaming Grant | July 17 to August 31, 2026 (closed) |
| Canada Community-Building Fund | Federal money every municipality receives, with sport and recreation among eligible uses | Your municipality decides; ask the recreation department | Each municipality decides |

## United States

The national grant that fits a court best tops out at $15,000, so pair it with a city route. These programs want a registered nonprofit or a government applicant; an unincorporated club applies through a fiscal sponsor, the parks department or a partner nonprofit.

| Program | What it pays for | Who applies | Latest window |
|---|---|---|---|
| AARP Community Challenge | Flagship grants up to $15,000 for permanent physical improvements that benefit residents, especially people 50 and over; the average grant since 2017 is $10,000 to $12,000 | 501(c)(3), (c)(4) and (c)(6) nonprofits; governments | 2026 applications closed March 4; 2027 dates not yet posted |
| Neighborhood Matching Fund (Seattle; ask if your city runs one) | $500 to $50,000; the community match is at least half the request, in cash, volunteer time, materials or donated professional services | Neighborhood groups, community organizations and informal groups; awarded projects need a fiscal sponsor | 2026 rounds closed; 2027 dates not yet announced |
| Participatory budgeting (NYC Council model) | Capital projects in public spaces of at least $50,000 with a five-year life; residents vote | Residents bring ideas to community meetings | NYC collects ideas in October and November; Chicago, Boston and Cambridge run similar votes |

| Program | What it pays for | Who applies | Latest window |
|---|---|---|---|
| Parks foundation grants | Austin Parks Foundation from $500; Park Pride Atlanta up to $2,500; NYC Green Fund Grassroots $1,000 to $40,000 | Usually a park's adopter or "Friends of" group | Austin Community Impact Grants ($5,000 and up) twice a year; NYC Green Fund opens again in January 2027 |
| Lowe's Hometowns | Physical improvements to community spaces within 30 miles of a Lowe's store, parks included; excludes sports teams and events, so pitch a public park amenity; recipients carry $500,000 general liability, $1 million umbrella and $300,000 auto cover | 501(c)(3) nonprofits; governments | February 18 to March 20, 2026 (closed) |
| Community Development Block Grant | Public facilities in areas where at least 51% of residents have low or moderate incomes, or facilities that serve only seniors | The city, through its yearly Consolidated Plan | Ask the city's community development office when the plan opens for comment |

Rotary district grants go to the local Rotary club, which can take on a park project with you. Community foundations fund local projects too, usually through a 501(c)(3) applicant or a fiscal sponsor.

## Mexico

In Mexico the realistic routes run through public budgets, so the applicant is usually a resident or the municipality rather than the club. Present the court for what it is: free and open to everyone in the neighborhood. A court reserved for club members fails the participatory budget rules in Mexico City.

| Route | What it pays for | Who applies | Latest window |
|---|---|---|---|
| Presupuesto participativo (Mexico City, IECM) | Public-space, equipment and sports or recreation projects chosen in a vote in each unidad territorial | Residents register a project | Registration January 25 to February 24, 2026, for 2026 and 2027 (closed); next consulta not yet dated |
| Diseña tu Ciudad (Mérida) | Construction or rehabilitation of parks and sports areas proposed for a specific site, then put to a vote | Residents, one proposal each | January 15 to February 15, 2026 (closed) |

| Route | What it pays for | Who applies | Latest window |
|---|---|---|---|
| Presupuesto participativo (Guadalajara, Zapopan) | Projects voted on when residents pay property tax; Zapopan's 2025 winners included two sports units | Residents vote on listed projects; ask the municipal participation office how a project gets on the list | January to March in 2026 (Guadalajara) and 2025 (Zapopan) |
| CONADE, sports infrastructure line | Building or rehabilitating public sports facilities on publicly owned land with water, drainage and power | States, municipalities, alcaldías and state sports institutes, not clubs | Set in CONADE's yearly operating rules |

A club that wants a CONADE-funded court asks its municipality or state sports institute to include the court in their request; registering the club in RENADE through the state sports body helps it work with them. The municipality or institute holds the land title and signs the forms.

# Two-page proposal

Keep the finished proposal to two pages and attach the rest. Each box below becomes one short paragraph or a table in your final version.

| | |
|---|---|
| **Project name** | **Park and exact spot (address or map pin)** |
| **Group or club submitting** | **Legal status (nonprofit, unincorporated group, fiscal sponsor)** |
| **Contact person and role** | **Email and phone** |
| **Number of courts and size of each** | **Total cost and amount requested** |
| **Who pays for what (club, city, funder)** | **Proposed build dates** |

## Attach

- ☐ Site and build sheet, with the dimensioned sketch and map pin
- ☐ Budget with the quotes behind each figure
- ☐ Draft maintenance and use agreement
- ☐ Two photos of a comparable court, ideally one in a public park
- ☐ Attendance log, player roster and resident support sheet
- ☐ Letters of support
- ☐ Certificate of insurance or a written quote

### Site

Where the court goes, how big it is and why that spot works: level ground, drainage, shade, a firm path from the nearest walkway, distance from playgrounds and trees with surface roots. Attach the sketch from the site and build sheet and a map pin.

[redacted]

**Model:** *We propose one 15 x 4 m (49 x 13 ft) court on the flat lawn east of **[landmark]** in **[park]**, 20 m from the paved path, outside the root zone of the oaks.*

### Build

The specification in one or two sentences, with the layer table from the site and build sheet attached. Say who builds it: a contractor, the parks crew, supervised volunteers or a mix.

[redacted]

**Model:** *The court is dug about 200 mm deep, lined with geotextile fabric and filled with three compacted layers of crushed stone under a loose grit top, inside a timber border. **[Contractor or volunteer crew]** builds it over **[number]** days.*

### Cost and funding

Copy the totals from the budget worksheet. Give the material figure, the labor plan and where each dollar or peso comes from. Name the quotes you collected.

### Maintenance

Who rakes the court, who tops up the fine stone once or twice a year, who pays for that stone and what happens if the club stops playing. Name at least two people.

**Model:** *[Club] rakes the court after each session and adds 2 to 3 mm of fine stone in spring and fall from its own budget. [Name] and [Name] are the contacts for the parks department.*

### Insurance

Your liability limits, the insurer and confirmation that the city or park owner is named additional insured. Check the parks department's own permit page for the limits it requires.

**Model:** *[Club] holds general liability cover of [amount] per occurrence through [federation or insurer] and will name [city] additional insured on the certificate.*

### Who plays

How many people play today, how often and where, from your attendance log. Then the open sessions you commit to, the groups you will welcome (seniors, youth, newcomers, people with disabilities) and the loaner boules you bring.

**Model:** *Between [month] and [month], [number] different people played at our pop-up sessions in the park, [number] of them for the first time. Once the court opens we will run a free open session every [day and time] with loaner boules.*

### Reversibility

How the ground goes back to its current use if the court is no longer wanted, and who pays for that.

**Model:** *The court can be removed in one day: the border is lifted, the stone taken away and the area regraded and seeded at the club's expense.*

# Grant answer sheet

Funders word their forms differently. Draft answers to these eight questions once, then copy them into each application and trim them to its word limits.

### 1. What need does the project meet?

Use evidence from your own area: your attendance log, the support sheet, a waiting list and the share of residents aged 65 and over from the official census profile of your city (US Census Bureau, Statistics Canada or INEGI). For public-health context, the US Surgeon General's 2023 advisory on loneliness names parks among the places that build social connection; it reports associations, so present the court for what it is: a place where people meet, not a treatment.

### 2. What will you do, and when?

List the build steps and the program that follows, with dates; the timeline at the end of this sheet has a row for each step.

### 3. Who takes part, and how many?

Give counts from your log, then realistic targets for the first season. Say which groups you will reach on purpose and how: a weekly session with a senior center, a school club, a beginners' evening in French or Spanish.

### 4. How will you measure results?

Pick three or four measures you can count with the attendance log and the player roster: sessions held, different people who played, first-time players and people who came back three times or more. The season report at the end of the kit holds them.

### 5. Who else is involved?

Partners and what each one commits to, in one line each. Attach their letters.

### 6. What does it cost, and why?

Copy the totals from the budget worksheet and explain any line a reviewer could question. Name your quotes and show the in-kind match separately from cash.

### 7. How will it last?

Maintenance, insurance, who holds the agreement with the park and how the club pays for yearly stone and loaner boules.

### 8. What could go wrong, and what will you do about it?

Permits, drainage, neighbors, weather delays and volunteer turnover. In Richmond, Virginia, new pétanque courts at Chimborazo Playground went in without a state stormwater permit; after a public survey the city said it would remove them. Show the reviewer you have checked permits and talked to neighbors before you build.

## Timeline

| When | Step | Who |
|---|---|---|
| | Pop-up sessions in the park; start the attendance log | |
| | Site walk with parks staff; check permits and buried lines | |
| | Neighbor meeting or notice; collect letters of support | |
| | Three quotes; budget final; proposal and applications sent | |
| | Agreement signed; insurance certificate sent | |
| | Build: dig, fabric, layers, border, top dressing | |
| | Opening session; weekly open play begins | |
| | Season report to the city and each funder | |

# Site and build sheet

Sizes, materials and site checks for the build section of your proposal. The court sizes are the minimums of the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP); a court for open play can be any size that fits the site.

## Court size

| Use | Length x width | In feet |
|---|---|---|
| National and international competition (FIPJP minimum) | 15 x 4 m | about 49 x 13 ft |
| Other sanctioned events (FIPJP minimum) | 12 x 3 m | about 39 x 10 ft |
| Recreational court | No required size | |

## Layers, from the top down

| Layer | Material | Compacted depth |
|---|---|---|
| Top dressing | 4 to 6 mm grit, left loose | 3 to 6 mm |
| Upper | Limestone, 10 mm down to dust | 25 mm (1 in) |
| Middle | Crushed limestone, 20 mm | 50 mm (2 in) |
| Base | Crushed stone, about 35 mm | 88 mm (3.5 in) |
| Separation | Geotextile fabric on compacted subsoil | |
| Border | Timber at least 125 mm (5 in) high, set 25 to 50 mm above the ground | |

Dig about 200 mm (8 in). The compacted layers fill about 170 mm, so the finished surface sits about 30 mm below the ground inside the border. Layer depths come from the backyard court post on Petanque Central.

## Site check

| Question | Your answer |
|---|---|
| Is the ground level across the court, with somewhere for water to go? | |
| Who owns the land, and who at the parks department signs off? | |
| Are there buried lines? In the US call 811 before anyone digs; in Québec request a locate from Info-Excavation; elsewhere in Canada use your province's call-or-click-before-you-dig service; in Mexico, ask the parks authority and the municipality what runs under the ground before anyone digs. | |

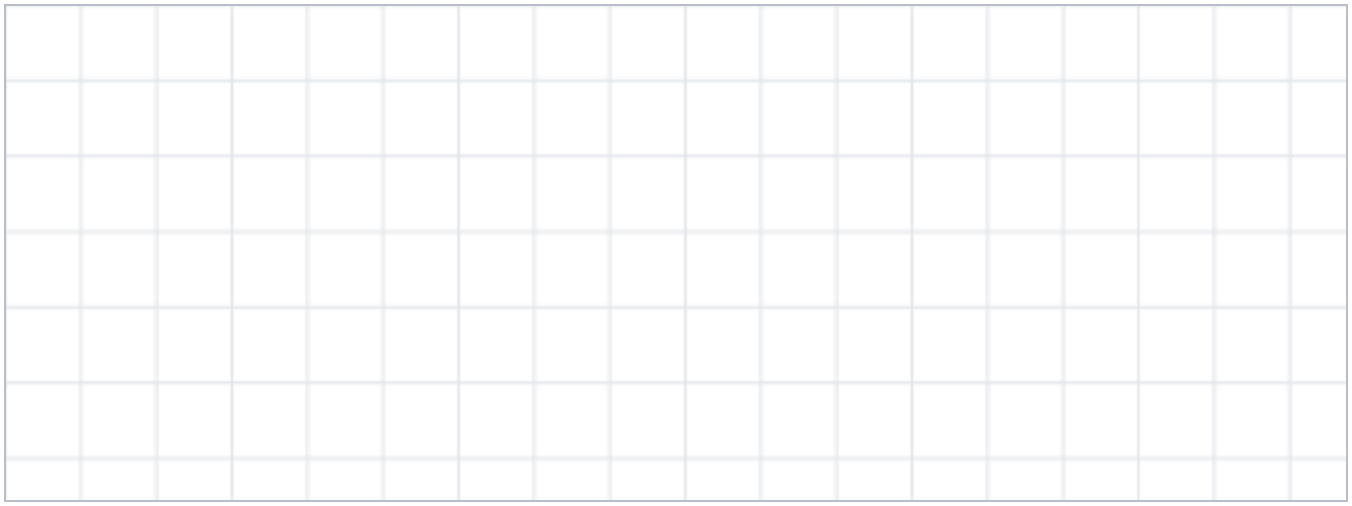
| Question | Your answer |
|---|---|
| Does the build need a stormwater, grading or building permit? | |
| Is there a firm path from the nearest walkway to the court edge? | |
| How far is it from homes, playgrounds and tree roots? | |
| Shade, benches, water and restrooms within a short walk? | |

## Photos to take

- The spot from the nearest path, in the season you plan to play
- The ground after rain, to show drainage
- A game in progress at your pop-up sessions
- A comparable court elsewhere, with its owner's permission

## Your dimensioned sketch

One square is 2 m at a scale of 1:200 when the page prints at 100%. Mark north, the paths, trees, benches and the distance from the court to each.



## Access for wheelchair users

In the United States, the 2010 ADA Standards call for an accessible route to the edge of each area of sport activity in a park. The route needs a firm, stable and slip-resistant surface at least 36 in. (915 mm) wide, with a running slope no steeper than 1:20 and a cross slope no steeper than 1:48.

The playing area itself is exempt from the surface rule, so loose stone on the court is fine. In Ontario, new or redeveloped public outdoor paths that public-sector and large organizations build need a firm, stable surface at least 1,500 mm wide; elsewhere in Canada and in Mexico, ask the parks department which standard it applies.

# Budget worksheet

Quantities for one court are worked out below; prices come from your own quotes, since stone, timber and labor costs change from one town to the next. For two courts, double each quantity, and ask for three written quotes for each main cost, or above the amount your funder sets.

The volumes are compacted. Give the supplier the compacted volume and depth, and ask how much loose material and how many tons to order to reach it.

Write each price with the unit the quote uses (m³, yd³, ton, m or ft) and use the matching quantity. The project workbook does the conversion for you.

## Materials for one court

| Item | 12 x 3 m | 15 x 4 m | Price and unit | Your total |
|---|---|---|---|---|
| Dig out about 200 mm (8 in) and haul away | 7.2 m³ (9.4 yd³) | 12.0 m³ (15.7 yd³) | | |
| Geotextile fabric; add overlap at the joins on the supplier's advice | 36 m² (388 ft²) | 60 m² (646 ft²) | | |
| Base: crushed stone about 35 mm, 88 mm deep | 3.2 m³ (4.1 yd³) | 5.3 m³ (6.9 yd³) | | |
| Middle: crushed limestone 20 mm, 50 mm deep | 1.8 m³ (2.4 yd³) | 3.0 m³ (3.9 yd³) | | |
| Upper: limestone 10 mm to dust, 25 mm deep | 0.9 m³ (1.2 yd³) | 1.5 m³ (2.0 yd³) | | |
| Top dressing: 4 to 6 mm grit, about 5 mm | 0.2 m³ (0.24 yd³) | 0.3 m³ (0.4 yd³) | | |
| Timber border, at least 125 mm (5 in) high, with stakes | 30 m (98 ft) | 38 m (125 ft) | | |
| Delivery | | | | |
| Tool hire: plate compactor, small excavator | | | | |
| **Materials and tools** | | | | |

## Labor and other costs

| Item | Notes | Your total |
|---|---|---|
| Contractor or parks crew | From the quote, or zero if volunteers build | |
| Permits and fees | Ask the parks department and the city permit office | |
| Insurance or event cover | Federation certificate, club policy or event policy | |
| Loaner boules and jacks | Sets for newcomers at open sessions | |
| Bench, sign, storage box | Only if the park does not supply them | |
| Contingency | Seattle's Neighborhood Matching Fund, for example, asks physical projects for 15% | |
| **Total project cost** | | |

## Quotes received

| Supplier or contractor | What it covers | Date | Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Where the money comes from

| Source | Cash or in-kind | Confirmed? | Amount |
|---|---|---|---|
| Grant requested: name the program | Cash | | |
| Club funds and member donations | Cash | | |
| Local business or sponsor | Cash | | |
| City or park contribution (labor, equipment, materials) | In-kind | | |
| Donated materials or professional services | In-kind | | |
| Volunteer hours: **[hours]** x **[rate]** | In-kind | | |
| **Total, equal to the total project cost** | | | |

Value volunteer hours at the rate your funder sets. Seattle's matching fund counts $35 an hour, and Independent Sector puts the US national value of a volunteer hour at $36.14 for 2025.

## Yearly upkeep

| Task | How often | Who | Cost a year |
|---|---|---|---|
| Rake and level the surface | After each session | | |
| Top up fine stone, 2 to 3 mm | Once or twice a year; about 0.1 $m^3$ for 12 x 3 m, 0.2 $m^3$ for 15 x 4 m each time | | |
| Weeds and edges | Monthly in season | | |
| Border repair | Check each spring | | |
| Insurance renewal | Yearly | | |
| Loaner boules replacement | When worn or lost | | |
| **Yearly total, and who pays** | | | |

# Maintenance and use agreement

A draft to start the conversation with the parks department. If the city has its own partnership, stewardship or permit form, that is the document you sign, and this draft shows what to look for in it.

The clauses below come up in city agreements with volunteer groups in the United States and Canada. In 2013, a Los Angeles parks department report set out a ten-year agreement with the Los Angeles Petanque Club at Cheviot Hills Recreation Center: the club maintains the courts, keeps set public hours, gives free weekly instruction with loaner equipment, insures its activities and pays $89 a month toward utilities and staff costs, with a yearly performance review.

| | |
|---|---|
| **Park owner (city, county or agency)** | **Club or group** |
| **Court location (sketch attached)** | **Start date and length of term** |

### 1. Purpose

**[Club]** builds and looks after a public pétanque court at **[location]** on land that belongs to **[owner]**. The court stays open to the public and remains the owner's property.

### 2. Term

The agreement runs **[number]** years from **[date]**. Either side may propose renewal in writing **[number]** days before it ends.

### 3. Build

The club builds the court to the attached specification, with materials and contractors the park owner approves in writing. Work starts only after buried lines are marked and any permit is issued.

### 4. What the club maintains

- Raking and leveling after each club session
- Fine stone top-ups of 2 to 3 mm, **[once or twice]** a year, at the club's cost
- Weeds and debris on the court and border
- Border repairs, and reporting any damage to **[contact]** within **[number]** days

### 5. What the park owner does

- **[Mowing around the court, trash pickup and bench upkeep; or none]**

### 6. Public use

The court is open to everyone whenever no scheduled session is running. The club posts its schedule at the court and runs a free open session with loaner boules every **[day and time]** from **[month]** to **[month]**.

## 7. Insurance and liability

The club holds general liability insurance of at least **[amount]** per occurrence and **[amount]** in aggregate, names **[owner]** additional insured and sends a new certificate each year. Indemnity wording follows the park owner's standard form.

## 8. Fees

**[None, a nominal yearly fee or a cost-recovery fee, with the amount]**

## 9. Signs and changes

Signs, lighting, seating or any change to the court need the park owner's written approval first. The club may name itself on the schedule sign in the wording the park owner approves.

## 10. Reporting

The club sends a season report before **[date]** each year: sessions held, players, first-time players, upkeep done and money spent. Both sides meet once a year to review the agreement.

## 11. Ending the agreement

Either side may end the agreement with **[number]** days' written notice. If the park owner asks, the club then removes the border and stone and regrades and seeds the area within **[number]** days at its own cost, or leaves the court in place for the owner.

## 12. Contacts

**Club contact: name, email, phone**

**Second club contact**

**Park owner contact**

**Emergency or damage reports**

## Signatures

**For the club: name, title, date**

**For the park owner: name, title, date**

Draft for discussion only. Ask the park owner's staff to review the final text, and have someone qualified to advise on contracts in your state or province review it for the club.

# Letters of support

A short letter with one concrete commitment carries more weight than a long letter of praise. Send the partner the template, let them change anything and ask them to print it on their own letterhead and sign it.

Each letter should say only what the partner knows to be true. Leave out any line they cannot back up, and replace the bracketed parts with real names, numbers and dates.

### Neighborhood association or residents' group

**[Date]**

**[Name and title of the person at the parks department or funder]**
**[Organization and address]**

Re: Pétanque court at **[park]**

Dear **[name]**,

**[Association]** represents **[number]** households around **[park]**. Our board discussed the proposal from **[club]** for a pétanque court at **[spot in the park]** on **[date]** and voted to support it.

Residents have watched the club's pop-up games in the park since **[month]**, and several of our members have joined in. We will share the club's open-session schedule in our **[newsletter, mailing list or noticeboard]**, which reaches **[number]** residents.

Please contact me at **[email or phone]** with any questions.

Sincerely,
**[Name]**, **[role]**, **[association]**

### Senior center or community center

**[Date]**

**[Name and title]**
**[Organization and address]**

Re: Pétanque court at **[park]**

Dear **[name]**,

**[Center]** serves **[number]** people each year at **[address]**. We support the proposal from **[club]** for a public pétanque court at **[park]**, **[distance]** from our building.

Our members tried the game at a session the club ran for us on **[date]**, and **[number]** asked when they could play again. Once the court opens, we commit to bringing a group to the club's **[day]** session each week from **[month]** to **[month]**, and to listing it in our activity calendar.

Please contact me at **[email or phone]** with any questions.

Sincerely,
**[Name]**, **[title]**, **[center]**

## School, library or cultural organization

**[Date]**

**[Name and title]**
**[Organization and address]**

Re: Pétanque court at **[park]**

Dear **[name]**,

**[Organization]** supports the proposal from **[club]** for a public pétanque court at **[park]**. We **[teach French, run a seniors' program, serve newcomers to the city]**, and a public court near us gives our **[students, members, patrons]** a free place to play the game together.

We commit to **[one concrete action: a class visit each term, a monthly beginners' afternoon, a cultural event on the court]**, starting in **[month and year]**.

Please contact me at **[email or phone]** with any questions.

Sincerely,
**[Name]**, **[title]**, **[organization]**

# Attendance log

One line per session. Name the partner group when one came. Log an upkeep day with no play on its own line, with 0 players and the hours. Count each person once per session; tick "first time" for anyone who has never played with you before. Take one photo per session and note its file name. The project workbook holds the same log and roster and adds up the season totals for you.

**Club or group** _____ **Place** _____ **Season** _____

| Date | Start to end | Partner group | Players | First time | Under 18 | 65 and over | Upkeep hours | Notes, photo | Initials |
|---|---|---|---|---|---|---|---|---|---|
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# Player roster

First names only, one row per person, one column per session. Tick each session a person plays: the rows give you how many different people played, and anyone with three ticks or more is a returning player. Write the session date at the top of each column.

| | First name | | | | | | | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
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# Resident support sheet

**We support a public pétanque court at [park], a proposal from [club].**

Your name and neighborhood go to **[city or funder]** with this proposal and to no one else. Your email is optional and is used only to tell you when the court opens.

| | Name | Neighborhood or ZIP / postal code | Email (optional) | Signature |
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# Season report

Send one page to the parks department and to each funder at the end of the first season. The same figures go into your next application or a request for a second court.

**Club or group**

**Court and park**

**Season dates**

**Report sent to**

## Numbers from the log and roster

| Measure | Target | Result |
|---|---|---|
| Sessions held | | |
| Player visits (all sessions added together) | | |
| Different people who played | | |
| First-time players | | |
| People who came back three times or more | | |
| Visits from players under 18 | | |
| Visits from players 65 and over | | |
| Sessions with a partner group (senior center, school, other) | | |
| Volunteer hours on upkeep | | |
| Money spent, and on what | | |

### What went well

### What needs fixing, and the plan

Drainage, surface, scheduling, anything neighbors raised.

### One photo and one sentence from a player

Ask the player before you quote them, and use their first name only unless they agree to more.

# Submission checklist

### Before you apply

- [ ] The parks department knows the project and has named a staff contact
- [ ] Site walk done; the spot is agreed in writing or through email
- [ ] Permits checked: stormwater, grading, building or none
- [ ] Buried lines checked before any digging
- [ ] Neighbors told, through a meeting, a notice or the residents' group
- [ ] At least one full season of pop-up play logged
- [ ] Three written quotes for the main costs
- [ ] The funder's eligibility rules read, including who can apply and the deadline time zone
- [ ] Fiscal sponsor agreed, if the club is not incorporated and the funder requires it

### In the file you send

- [ ] Two-page proposal, signed and dated
- [ ] Dimensioned sketch, map pin and site photos
- [ ] Budget worksheet with quotes attached
- [ ] Funding table that adds up to the total cost
- [ ] Draft maintenance and use agreement
- [ ] Certificate of insurance, or the insurer's written quote
- [ ] Letters of support, on letterhead and signed
- [ ] Attendance log, player roster and resident support sheet
- [ ] Proof of legal status, board list or fiscal sponsor letter, if asked

### After you send

- [ ] Confirmation of receipt saved
- [ ] Follow-up date in the calendar
- [ ] Answers to staff questions sent within a week

# More from Petanque Central

Petanque Central covers pétanque in the United States, Canada and Mexico in English, French and Spanish. The pages below cover the rest of a court project.

| Page | What it covers |
|---|---|
| Pitch a court | Approval routes, the objections staff raise and real court projects |
| Build a court | Layers, borders, quantities and upkeep |
| Court dimensions | Official sizes and what fits a smaller space |
| Club insurance | Federation cover in each country and what a parks department checks |
| Beginner clinic | Running the open sessions that fill your attendance log |
| Public courts | Courts in public parks across the three countries, for photos and comparisons |
| Add your club | A free listing in the club directory once you play |

Programs, amounts and dates in this kit were checked on official pages in November 2026. Funders change their rules every cycle, so read the current program page before you apply. Petanque Central is not a law firm or an insurance broker; have the agreement and any insurance wording reviewed for your situation.