Community Projects

Community projects provide an opportunity for neighbors, community groups and partners to raise funds and in-kind contributions to implement park improvement projects that are in alignment with PARD plans and priorities.

Objectives

The objective of the program is to partner with the community to leverage private resources and complete projects that meet neighborhood and community needs and priorities

Guidelines and Process

Step 1. Contact PARD to discuss your idea!

This is REQUIRED and the best way to get started. This allows the group and PARD to work collaboratively from the very beginning to develop a project proposal that meets the group's goals, is consistent with park plans, is feasible and enhances the park.

Step 2. Submit Application/Project Concept

Applicant must submit an initial concept in order for PARD to conduct an initial review on concept feasibility and alignment with PARD mission and goals and plans for the park. This step ensures that the project is feasible before the group invests time and resources in developing a full proposal.

Step 3. PARD Initial Review/Concept Approval

PARD staff conducts initial review for application completeness, concept feasibility and alignment with PARD mission and goals and plans for the park. If the concept is consistent with the review criteria and determined to be feasible by PARD staff, the concept will be approved. For approved concepts, PARD will determine if funds and/or staff resources are available for your project and the estimated timeframe for providing those resources. PARD will also determine the type of notification or stakeholder input that is required for the project.

Step 4. Notification/Public Involvement or Master Plan Development

PARD staff will work with the group to design the public engagement strategy, and provide guidance and consultation during implementation.

Projects that include major park improvements and/or add or eliminate uses at the park may require a Park Master Planning Process.

Step 5. Fundraising

Applicant may begin grant-writing and other fundraising with PARD support and commitment for funding and staff resources that have been committed, and based on estimated timeframes provided by PARD.

Applications to the City's Neighborhood Partnering Program and Austin Parks Foundation grants program are submitted at this step.

Step 6. Project Charter and Project Agreement

A Project Initiation Form and a Project Agreement will be completed and signed. A PARD project manager will be assigned and a Project Management Plan (PMP) will be completed. The agreement will document scope, costs, budget, roles and responsibilities, design standards and liability requirements.

Step 7. Detailed Design, Project Specifications, Cost Estimate and Permitting.

Below are the methods used to complete the Detailed Design.

☐ **PARD Responsible for completing the Design and Cost Estimate**

☐ **Applicant Responsible for completing Design and Cost Estimate**

Collaboration and design review by PARD staff is required to ensure the design is consistent with PARD standards and maintenance requirements.

Step 8. Project Installation/Construction

The methods for project management are:

☐ **PARD Managed –** all project scheduling, contractor oversight, and work in the field will be overseen by the PARD Project Manager. Applicant assistance and participation is welcomed and encouraged, but the applicant will not serve in a project management role on the project.

☐ **Partner Managed –** a professional design consultant or project manager will manage the project and the assigned PARD project manager will provide guidance and support, design review and project oversight. Typically medium to large projects. *(Requires a formal "Park Improvement Agreement")*

Step 9. Celebrate

Upon completion PARD will document and track the project outcome and value. PARD will coordinate any project openings or ribbon cuttings with the partner. PARD will conduct a survey to find out what went well, what could be improved and work towards continuous improvement.