



COMMUNITY INITIATED IMPROVEMENT PROJECT APPLICATION

Community Initiated Improvement Projects provide a process for partners to raise funds and in-kind contributions in order to design and build improvements projects at Austin Parks and Recreation (PARD) parks and facilities that are in alignment with PARD plans and strategic priorities.

Include as much detail as possible in your proposal so that it can be review accurately.

CONTACT INFORMATION

Contact Name: _____ Organization: _____
Address: _____
City/State/Zip _____
Phone Number: _____ E-Mail: _____
Website _____

Location information

Park name: _____

Project summary

Provide a description of the proposed improvement. Please provide some information about size and materials.

Applicable Dates

Proposed Start Date: _____ Expected Completion Date: _____

Results and Benefits

Desired Outcome or End Results

Description of Benefit to the Public:

What would be the Benefit(s) to PARD:

Project funding

What do you estimate the cost of the proposed project?

How did you arrive at this figure?

What is your proposed source of funding?

PARD Roles and Resources

Describe what, if anything, you are requesting for PARD's Participation/Contribution:

Support

Is there community support for the project from the neighborhood association, local school principals, other park user groups, etc? Please list.

**There is no need to collect letters of support at this time, but we ask for documented support in the future.*

Send this form along with any drawings, plans, photos or supporting documents to:

Austin Parks & Recreation
200 South Lamar, Austin TX 78705
Attn: Development Administrator
Email: pardpartnerships@ci.austin.tx.us • **Fax:** 512.974.6756



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Review Process

1. Submit Community initiated Improvement Application

- a. Group may submit a concept in order to get PARD feedback on support for project concept before investing time and resources in developing a full proposal
- b. Group may submit a full project proposal

2. PARD Review

The review committee will consider the following criteria:

- a. Alignment with PARD mission and goals
- b. Alignment with PARD policies
- c. Alignment with PARD Long-range plans for park
- d. Impact on PARD Resources (staff, funds, resources)
- e. Impact on Park Maintenance
- f. Likelihood of Community Support
- g. Impact on existing park users
- h. PARD Current Work Program

3. Negotiate Agreement

- a. Develop scope, costs, budget, roles and responsibilities, design standards and liability requirements. Budget considerations include the cost of design, engineering, materials, installation and maintenance as well as PARD staff time and maintenance needs.

4. Notification/Public Involvement

- a. Determine the type of notification for the project. For all projects notify any Adopt-a-Park groups. Other options include posting on PARD website, notice in park kiosk, a temporary sign in the park, notification of neighborhood associations in the area.

5. Project Implementation

- a. PARD staff works with community group to ensure that project is completed according to park standards and in a way that is sensitive to all users.

6. Project Tracking and Reporting

- a. Track and documents all community group and PARD resources dedicated to the project
- b. If maintenance or other obligations are not being met, or if necessary due to safety or other reasons, PARD may at its sole discretion remove the improvement