

## PROJECT PROPOSAL APPLICATION FORM

Use this form to propose a City of Duluth improvement project on park property. This form is to be used by external community groups, organizations and individuals, as well as internally generated requests.

Once a project proposal request is received, the Parks & Recreation Division will initiate the review process, with the intent to provide a response within sixty (60) days. Other Departments/Divisions may apply different parameters, review criteria, and/or timelines that are not within Parks' purview. Please note that acquiring funds for a project through grants, fundraising, donations, or other means does not guarantee project approval. It is highly recommended that groups submit a project proposal in advance of pursuing funds, even if a preliminary and an additional project proposal review ends up being necessary.

Please submit completed application materials to: [projectproposal@duluthmn.gov](mailto:projectproposal@duluthmn.gov).

### APPLICANT CONTACT INFORMATION - REQUIRED

Date of Application

Name

Organization

Email

Phone

Organization Description (length operating, membership, formal/informal, non-profit status, mission, etc.)

Proposed Project Name

Proposed Project Location

### PROJECT PROPOSAL FORM - APPLICATION QUESTIONS

Please submit responses to the following questions regarding your proposed project.

- 1. Describe, with as much detail as possible, the location(s) of the proposed project.** Give the park/trail name(s), location within park/trail, GPS coordinates, and/or attach an image clearly identifying the location(s).
- 2. Describe the proposed project in as much detail as possible.** What do you propose doing? Include information on size(s), placement, layout, wording, colors, etc. as applicable. Maps, sketches, diagrams, and/or schematic drawings are required for any physical improvements. Attach these to application when you submit.
- 3. Describe the proposed timeline for this project.** Are there deadlines or time constraints you wish the City to be aware of? Please specify.

**4. Describe the approximate cost to complete the project and the funding sources.** Are funding sources planned, pending, or secured? Is the proposer seeking City funding or resources to support the project? If so, what resources and how much (time, materials, cash contribution, etc.)?

**5. Identify the potential impacts of implementing this project.** Is it expected to add or reduce costs for the City or a user group? Is it a functional or aesthetic improvement? Are there potential safety concerns? Indicate all potential impacts and describe whether park/trail management or visitor use will be affected.

**6. Long-term maintenance.** What is the long-term maintenance plan for the proposed project? Who will be involved, what are their proposed roles/responsibilities, and how will it be funded?

**7. Does the project have the support of neighbors living nearby and/or other groups who may be regularly using the space?** How have you communicated the proposed project to them?

**8. Does the project require any specific permitting?** Please list all applicable permits (construction permits, land use, etc.)

NOTE: Applicants should be aware of permit requirements but not pursue these until approval of the project is granted.

**9. If a special event is intended to coincide with the project, or if there are park or trail closures associated with the project, you must coordinate with the Parks Permit Coordinator.** Please share details (exclusive use requests, special event, park or trail closures, etc.)

**For Temporary Art Installations:**

**10. Describe the envisioned timeline and duration of the installation.** Dates, length of time, etc. from installation to removal.

**11. Who is the designated point of contact for the installation?** To respond to vandalism, damage, request for removal, etc. on short notice if needed. Please provide contact information: phone number and email, if different from contact information listed above.

**Additional Information:**

**FOR OFFICE USE ONLY**

**The following criteria will be used to evaluate project proposals:**

- Impacts to any of the following energy types? Electricity, Gas, Oil, Steam, Water and Sewer.
- Alignment and compatibility with plans: Comprehensive Plan, Parks and Recreation Master Plan, system plans, strategic plans, mini-master plans, etc.
- Compliance with ADA and/or ABA standards for accessibility  
Compatibility with surrounding and adjoining uses
- Compatibility with current licenses, agreements, contracts between City and applicable third-party organizations
- Compliance with zoning and land use
- Permit requirements identified and able to be obtained

	<b>Y</b>	<b>N</b>	<b>N/A</b>
1. Is the proposed location(s) available and safe for proposed project?			
2. Will the proposed project ensure that current users or park use have limited negative impact or interference? (Safety, enjoyment of space...)			
3. Will the proposed project ensure that the physical nature of the site and its surroundings—short and long-term—are not negatively impacted? <i>Turf damage, modifications creating safety concerns, tree damage, litter, disintegration or detachment of installation materials...</i>			
4. If the park has an established theme or style, will the proposed project complement that theme or style?			
5. Is the proposer or their approved appointee available to respond to, address, repair, and/or remove the proposed project materials within a reasonable notice period if requested by City? <i>Graffiti, vandalism, weather impacts, broken parts, etc.</i>			
6. Will private/special/public events in the vicinity of the proposed project remain unaffected?			
a. If affected, is artist willing to adjust or mitigate?			
7. Might private/special/public events benefit from the proposed project?			
8. Temporary Art: Is this truly a Temporary Art Installation? <i>Not a permanent installation, permanent mural, nor a special/private event. Consult permitting as appropriate.</i>			

**CITY OF DULUTH**  
**PARKS AND RECREATION**  
**411 WEST FIRST STREET DULUTH, MN 55802**  
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