



# Special Park Project Guide

ANN ARBOR PARKS AND RECREATION

The Adopt-a-Park program can be a great avenue for a resident or group to partner with the city of Ann Arbor for a special park project, donation or improvement idea. Proposed projects are often unique and do not fall into an established process. A proposal step is needed to gather information and consider details before we take the project forward and seek the necessary approval. The following form will help you develop a project idea into an application for review. We are looking for you to articulate the objectives, description of work, stakeholders, a long-term maintenance plan and any relevant budget or donation details. Once we have the necessary details, we evaluate available resources and consider how the project fits within the needs and priorities of the park system before we move forward with seeking approval from other departments and stakeholders.

The Adopt-a-Park program is managed by the GIVE 365 Volunteer and Outreach staff. Our role in special projects is to help volunteers and residents organize a proposal and support their efforts. We can offer insight into possible maintenance challenges and provide other methods of support. We are not necessarily the party approving a proposed project, but we can coordinate with those in the city that can provide approval and provide a roadmap for appropriate public input which could include public meetings. Not all projects get the green light, but your input and ideas are valued and welcomed!

For more information email [adopt-a-park@a2gov.org](mailto:adopt-a-park@a2gov.org) or call 734.794.6445.



LONG TERM **PARK**NERSHIPS | SPECIAL PARK PROJECTS



734.794.6445



A2GOV.ORG/ADOPT-A-PARK



ADOPT-A-PARK@A2GOV.ORG

# SPECIAL PARK PROJECT PROPOSAL AND APPLICATION

Before completing this application, please read the Special Park Project Guide and refer to the *Guide to Gifts* for information if the proposed project includes a financial donation. Upon completion, please scan or photograph and email to [adopt-a-park@a2gov.org](mailto:adopt-a-park@a2gov.org) or mail to 1519 Fuller Rd. 48105.

Your name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Park or location of proposed project \_\_\_\_\_

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**Please provide a hand or digitally drawn sketch or design to help explain the project. Please also provide any maps or example photos that are pertinent to the project.**

Please provide a description of the project you are proposing.

What benefit will this project provide to the park system or residents of Ann Arbor?

Are there stakeholders that will be affected by this project and should be taken into consideration or notified? Have you initiated contact or gained their support? This could include adjacent neighbors, other park users or groups involved in similar projects.

What resources (materials, equipment, expertise or staff time) will this project require from the City?

What level and type of commitment are you expecting to contribute and for how long? I.e. How many service hours do you see this needing by you or others? Is this project sustainable without you? Do you have volunteers who want to contribute?

### Maintenance Considerations

Think about what maintenance will be needed to ensure the success of this idea or project.

	Maintenance & Care Needed	Done by whom?	Anticipated number of hours
Immediate			
First Year – Post Project			
Second Year			
Long Term			

### Timeframe

Please include details related to planning, preparation and installation.

	Description of Work	Done by whom?	Start and End Dates
Phase One			
Phase Two			
Phase Three			



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## BUDGET INFORMATION

Considering the potential cost of a project or idea is an important step in the proposal process. We are looking for you to do the necessary research to provide information about what the immediate and long-term costs will be, from where you anticipate sourcing the materials and who will provide the funding.

Please consider all expenses associated with work in each stage of the project and long-term maintenance.

	Description of Materials	Cost
Immediate Costs		
Long-term Costs		
Additional Costs		
<b>Total</b>		

From where do you anticipate sourcing the materials?

Who will be responsible for the costs? Are you requesting funding from the City?

Are any materials being donated for this project? Have you pursued any opportunities for donations or grants as a source of funding?

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**FOR OFFICE USE ONLY:**

Project proposal submitted by \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_  
 Project approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Project initiated or installed \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
 Project completed \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Costs \_\_\_\_\_  
 Donations \_\_\_\_\_