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## Parks & Trails District Community Enhancement Project Application Form

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The City of Bozeman Parks & Recreation Department is excited to develop partnerships and accomplish projects to build and maintain our parks, trails and community assets to the highest standards. Please fill out the Parks & Trails District Community Enhancement Project Application form so that your request can be assessed and evaluated. We look forward to working with the community to ensure the best care of our City Parks and Trails!

For more information on the Parks & Trails District follow the link to the Webpage.

<https://www.bozeman.net/departments/parks-and-recreation/parks/parks-and-trails-district>

Date:

Project Name:

Name of Park:

Primary Applicant Organization(s):

Primary Contact:

Street Address:

Project Title:

City:

State/Territory:

Zip Code:

Email:

Daytime Phone:

Website (if applicable):

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Please complete all required sections of the application below and attach additional pages as necessary. Submit application and attachments to [parkstrails@bozeman.net](mailto:parkstrails@bozeman.net) or call 406-582-2290 for additional info and assistance.

### 1. Project Summary

- a. Tell us about your project idea and the specific outcomes you would like to achieve. For example, enhancement of existing park facilities, creation of new amenities, landscape maintenance, irrigation, ability to host community events, land acquisition, sustainability improvements, miles of trails developed or maintained, acres of land preserved/conserved, etc.

b. Describe any major park projects and accomplishments completed to date by your organization:

**2. Roles**

a. Describe your organization, its role in the project, and the time and resources that will be contributed. If applicable, describe in detail how all in-kind contributions will be provided (matching volunteer labor, donated items, fundraising, etc.) If this is a project request for the City complete with no additional assistance **skip to question 4. Support Requested from City of Bozeman.**

b. In the chart below, describe each partner’s role, responsibility, and contribution to the project include contractors, HOA Boards, Property Managers, Community organizations and other stakeholders. (please include partners providing letters of commitment):

Organization Name	Partner’s Role, Responsibility, and Contribution

**3. Community Support & Engagement**

a. Describe project support to date, including support from the general public, organizations, coalitions, government agencies, and elected officials. Share any relevant news media articles, sections of plans that propose the project, and/or government resolutions that illustrate this support.

#### **4. Support Requested from City of Bozeman**

What are the major project challenges your organization faces? Describe the types of assistance and specific deliverables you are seeking from the City of Bozeman include equipment, staff or other resources requested to complete the project.

#### **5. How Did You Hear About Us?**

Have you worked with Bozeman Parks Department in the past? If not, how did you hear about our program. For example, from a colleague, online search, COB website, social media, email, or other?

#### **6. Attachments**

Please include any of the following attachments that apply to the project and include them with completed application:

- Site location map (site plan) with dimensions of proposed improvements at as well as locating any existing features in the area of the park.
- Details or manufacturer cut sheets of the proposed site improvements. If the project is for maintenance detail the contractor and contractor qualifications to complete the work.
- Basic quote/cost estimate for purchased items, installation costs and project timeline.
- Optional supplemental information that can help us learn more about your project (background documents, examples of media coverage, additional maps, list of links to resources, project photos, etc.)

Please complete all required sections of the application and attach additional pages as necessary. For assistance with supplemental requirements or any questions [parkstrails@bozeman.net](mailto:parkstrails@bozeman.net) or call 406-582-2290.