



Austin Parks and Recreation Project Feasibility Form

This Project Feasibility Form is a requirement of the Austin Parks and Recreation (APR) department. This form is intended for potential Heritage Preservation Grant applicants planning Capital Improvement or Heritage Event projects on city-owned parkland to provide APR with essential project details. It helps ensure proposed projects align with APR goals and support community priorities. APR works with community partners to plan, develop, and implement park improvements on city-owned parkland. The information collected through this form allows APR and the Review Team to assess, research, and determine the feasibility of the proposed project.

IMPORTANT:

- This APR Project Feasibility Form is **not the Heritage Preservation Grant application**. It is a separate step to confirm proposed projects are feasible, in alignment with APR goals, and meets community priorities, which is an eligibility requirement on city-owned parkland.
- If the APR Project Feasibility Form **is approved** by APR, then you may submit the full Heritage Preservation Grant application in Submittable to be considered for funding.
- If the APR Project Feasibility Form **is not approved** by APR, then your proposed project is not eligible for the Heritage Preservation Grant.

INSTRUCTIONS:

1. Complete this **fillable PDF APR Project Feasibility Form** for your proposed project.
2. Send the completed form directly to the APR Program Manager, **Sarah Marshall**, at sarah.marshall@austintexas.gov.

If you have questions about this form or its content, please reach out to Sarah Marshall at sarah.marshall@austintexas.gov.

Contact Details:

Partner Organization Name:



Contact Name for Project Proposal:

Contact Email:

Park Project Proposal:

The following information is needed for APR to review the project and ensure alignment with department and neighborhood needs and goals. Please provide as detailed information as possible.

Park/Facility Name:

Location of Project in Park:

Is this undeveloped parkland?

YES

NO

UNSURE

Please choose the option(s) below that best describe the project you are proposing:

Signage

Additional Park Features

Park/Trail Enhancements

Placemaking

Other



If “Other”, please describe:

Which choice below best describes the current phase of the project you’re proposing?

Idea

Applying for Funds

Design/Conceptual

“Shovel Ready”

Other

If “Other”, please describe:

Have you been in contact with anyone from APR on this project proposal? If yes, please provide name(s):

Written Description of the Proposal *(If your site has an approved COA Land Stewardship Plan or Vision Plan, please attach a copy when emailing Sarah Marshall):*

Sketch Plan or Photo Details: *Provide either a sketch plan drawn to scale (hand-drawn is acceptable) or a photo of a similar project or feature you wish to replicate. Attach a copy when emailing Sarah Marshall.*



Draft Long-Term Maintenance Plan:

Desired Project Timeline:

Project Proposal Funding Plan:

Project Proposal Design and Management Plan:

Please provide the following information to assist the Review Team to understand the design and scope of the project.



Austin

Design: Do you have a professional designer to develop detailed plans and cost estimates for the project or will you be requesting APR support?

Project Management: Do you have a professional designer or project manager to manage and implement the project or will you be requesting APR support for project management?

Please provide proposed Roles and Responsibilities of APR and your organization:



If applicable, please list any resources or needs you are seeking from APR to assist with implementing this project concept:

Community Need and Alignment with Citywide Goals

APR's mission is to inspire Austin to learn, play, protect and connect by creating diverse programs and experiences in sustainable natural spaces and public places. The department seeks community and partner engagement in the planning and development process. This section assists APR and the Review Team to understand how the project proposal meets the needs of Austin residents and the city as a whole.

Is there community support for the project from the neighborhood and other park users/stakeholders?

How do you intend to measure the success of the project, if approved?

Thank you for completing APR's Project Feasibility Form!