



City of Albert Lea Community Project Request Form

City Arena, 701 Lake Chapeau Dr., Albert Lea, MN 56007 • 507-377-4370

Parks and Recreation Mission Statement

To provide quality recreational opportunities and to plan, acquire, develop and maintain attractive and safe parks and facilities that enhance the quality of life in the community of Albert Lea.

How to apply

Save this form and complete it on a computer, or print a hard copy and complete it by hand. Then submit it by:

- Emailing it as an attachment to awacholz@ci.albertlea.mn.us
- Bringing a hard copy to the Recreation Office, 701 Lake Chapeau Drive, or
- Mailing a hard copy to the City of Albert Lea, Attn: Recreation Department, 221 E. Clark St., Albert Lea, MN 56007

Supporting Parks and Recreation Mission *

Briefly describe how the project supports the Parks and Recreation mission and vision.

Applicant Name *

First

Last

Applicant Address

Address Line 1

Address Line 2

City

State

Zip Code

Phone *

Email *

Preferred Method of Communication *

Phone Call Email

Organization / Company / Individual

PROJECT DESCRIPTION

Project Title

Select a title that provides a short description of the project.

Project Overview *

Describe the proposal including a general description of the concept.

Desired Project Location *

Provide the desired location of the project.

Intended Users *

Describe the members of the public who would use and benefit from the proposal (early childhood, youth, teens, senior citizens).

Timelines *

Desired project start date, time needed to begin, duration of project, etc. Describe any specific events or grant deadlines that need to be considered in the timeline.

Committed Partners *

List any committed partners and attach any letters of support.

SUPPORTING THE MISSION

Health and Safety *

Describe how the project improves health and safety in the parks system.

Recreation *

Describe how the project adds or improves a recreational offering in Albert Lea.

Duplication/Conflict with Current Amenities *

Describe any other amenities in our community that are of similar nature to the proposed project, or conflicts with existing amenities or programs. For example, would this project replace an existing amenity?

Benefit to the Public *

List examples of how this project will improve inclusiveness and enhance the quality of life in our community.

Natural Resource Preservation *

Describe how the project impacts natural resources such as plants, wildlife, and water.

Design and Aesthetics *

Describe the design and visual impact of the project. Attach any supporting renderings or images.

MAINTENANCE AND OPERATIONS

The City of Albert Lea relies on partnerships to improve, maintain, and operate park improvements.

Maintenance Plan *

Describe the proposed maintenance, repair, and restoration plan for the project.

City Maintenance *

Describe how this project will impact the general maintenance needs and the expectations from City staff to perform these duties.

Operations *

Describe the operations plan for the project such as staffing, daily oversight, reporting, marketing, etc.

Attach any additional project drawings, site plans, maps, or photos on a separate sheet.

FINANCIAL INFORMATION

Project Budget/Funding Sources *

Provide budget details, describe funding sources and uses of funds, and attach a full project budget on a separate sheet.

Economic Impact *

Describe the direct or indirect financial benefit to the City of Albert Lea. Examples include: payment of rent or fees, etc.

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THANK YOU!