



## **SPRINGFIELD TOWNSHIP PARKS AND RECREATION PROJECT PROPOSAL POLICY**

All person(s) or groups requesting or proposing a project located in a township park, open space, trail or facility must utilize the following procedure.

1. Submit a Proposal: All project requests/proposals involving Springfield Township parks, open spaces, trails and facilities must be submitted in writing or email to the Director of Parks and Recreation. The proposal should include the following:
  - Contact information for the person(s) or group requesting the project including address and contact numbers.
  - Project background and description.
  - Viable location options.
  - Financial scope including materials, labor, and installation.
  - Plan for future maintenance and the annual cost of upkeep.
  - Estimate total cost of the project.
  - Who will be responsible for funding the project?
  - Where will the money come from for the project?
  - Impact on Springfield Township parks, open space, trails, or facilities.
  - Impact on Springfield Township residents, neighboring homes, and businesses.
2. Present to the Park and Recreation Advisory Committee (PRAC): The person(s) or groups submitting a project requests/proposals will present to the Parks and Recreation Advisory Committee during the monthly meeting. The project requests/proposals will result in a recommendation for or against the project. The (PRAC) will submit the recommendation to the Board of Commissioners.
3. Present to the Board of Commissioners: The person(s) or groups submitting a project requests/proposals will present to the Board of Commissioners during the monthly meeting. Next steps will be communicated after the Board reviews the project.