San Mateo County Parks Department

455 County Center, 4th Floor

Redwood City, CA 94063

650-363-4020

**MINI-PARK APPLICATION FORM**

 **Date Submitted**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name or Proposed Name of Mini-Park: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parcel Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of City or Unincorporated Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address including Cross Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Public Agency or Nonprofit Organization Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tax Identification Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mini-Park Contact Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Group/Organization Website**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Mission**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MINI-PARK PROPOSAL**

**PART A**

1. **Need and Support**
2. Explain the need and demand for a Mini-Park in this location?
3. How will the proposed Mini-Park add to community health and quality of life for County residents?
4. What do you propose as future activities in the Mini-Park?
5. Describe the level of local/public support? For example, does the proposed Mini-Park have an established friends or neighborhood group that would support the park?
6. Do you intend to partner with the County Parks Department to build, maintain, and operate the park on an on-going basis? What will your organization contribute?
7. **Location, size and history of parcel**
8. Ownership of parcel
9. Is donation of the parcel(s) possible?
10. Can the community raise funds for the purchase?
11. If parcel is owned by another agency, can a lease agreement or MOU be arranged?
12. Current use of parcel
13. How is the land currently being used?
14. **Partners**
15. List the collaborators in the project and a description of any efforts that have been undertaken to ensure their involvement.
16. **Costs (Please provide whatever information you have at this time.)**
17. What is the cost to acquire and build the Mini-Park?
18. What are the projected annual operating costs of the Mini-Park?
19. Describe a funding model for the Mini-Park including the following:
20. An estimate for short- and long-term construction costs and maintenance
21. An examination of current operation strategies and ideas for cost-saving measures if applicable.
22. A list of opportunities for volunteer and/or docent programs to support County staff as an effective way to expand park resources and service without incurring significant costs.
23. A collaborative funding model documenting the necessary resources and partnering for potential funding options. Potential funding models may include but aren’t limited to the following: advertising potential, commemorative bench and picnic table program, corporate partnership, cost recovery, fees, fundraising, grants, in-kind contributions, in-lieu or development mitigation fees, naming rights, tax revenue, and volunteers.

**PART B**

**Please attach the following documents:**

1. Federal Tax Identification Letter
2. Mini-Park Conceptual Site Plan or General Concept Map
3. Photos of Site