

Community Activated Park Projects

Frequently Asked Questions



Q: What is the Community Activated Park Projects (CAPP) Program?

A: Community Activated Park Projects (CAPP) provide an opportunity for neighbors, non-profits, community groups and partners to raise funds and in-kind contributions to implement park improvement projects that align to PARD goals and meet community priorities. The goal of the CAPP Program is to create community ownership and stewardship on parkland. CAPP is a program under the Parks and Recreation Department [Community PARKnerships Program](#).

Q: What is the Community PARKnerships Program?

A: The [Community PARKnerships Program](#) coordinates the efforts of partners and volunteers to enhance Austin's parks while providing a sense of community and stewardship. Through the PARKnerships program, community members and business partners can adopt their park, participate in volunteer days, propose enhancements at their local park, and donate resources.

Opportunities for Community PARKnerships involvement include:

- [Community Activated Park Projects](#)
- PARD Partners
- [Adopt-A-Park Program](#)
- [Cities Connecting Children to Nature](#)
- Environmental Stewardship

Q: Where can I find the CAPP project proposal form?

A: The English, Spanish, and PDF forms can be found on the CAPP webpage.

[English CAPP Online Proposal Form](#); [Spanish CAPP Online Proposal Form](#); [PDF](#)

Q: What does the CAPP process look like?

A: The CAPP process is described as follows:

- 1) Fill out and submit CAPP proposal form

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- 2) Form is reviewed for feasibility by City staff on a timeline that is based on the project budget, site constraints, and grantor deadlines
- 3) City staff will schedule and attend a site visit with the project community member
- 4) If project is deemed feasible, apply for, and receive, project funding
- 5) Project implementation

Q: How long does the CAPP process take, from the moment the proposal form is submitted to the completion of the project?

A: Every project differs from start to finish. Projects that are *less than* \$2,000 are reviewed monthly and projects that are *greater than* \$2,000 are reviewed quarterly (January 1, April 1, July 1, October 1). Additionally, feasibility reviews differ based on project scope, site, and staff availability. Throughout the process, PARD staff will update the submitter on the project status and next steps.

Q: What types of projects are proposed through the CAPP program?

A:

- Playscape replacements
- Nature play installations
- Park furniture
- Nature trail installations
- Invasive species removal
- Environmental stewardship opportunities
- Interpretive signage installations

Q: Where can CAPP projects be implemented? How do I know if the area is City of Austin parkland?

A: CAPP projects must take place on City of Austin parkland. If unsure whether a greenspace is an Austin park or not, refer to the [PARD Interactive Map](#).

Q: Does my idea need to be fully formed before submitting a CAPP?

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A: No, but the more detail you provide the better equipped we will be to direct your next steps.

Q: Do I need to show community support before submitting a CAPP proposal?

A: No, PARD encourages gathering community support *after* your proposal has been reviewed for feasibility. This helps ensure that the project is viable before promising parkland improvement implementations.

Please note that although PARD does not require community support in the CAPP proposal, some grant programs may require demonstrations of community support in their grant application process.

Q. Do I need to secure funding in order to submit a CAPP proposal?

A: No. It is recommended that funding be sought after the project is deemed feasible by City staff. This is to allow for discussion and clear understanding of what has been approved and what the underlying costs of the project will be prior to starting a fundraising campaign or submitting a grant proposal. Not all projects on parkland require funding to be implemented (invasive removal, native plantings, art pieces), but undergoing the CAPP process is still required.

Q: Do all CAPPs require funding?

A: No, not all CAPPs require funding to be implemented, but the CAPP process is still required. Examples of this include invasive species removal, native plantings, and art pieces.

Q: If needed, where can I find funding for my project?

A: The funding resources listed below can assist in bringing your project to life:

- Austin Parks Foundation- [ACL Music Festival Grants Program](#)
- Development Services Department – [Urban Forest Grant](#)
- Economic Development Department - [Heritage Grant](#)
- Public Works Department – [Neighborhood Partnering Program](#)
- Keep Austin Beautiful – [Beautification Resources](#)
- Texas Parks and Wildlife – [The Community Outdoor Outreach Program](#)

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- Texas Parks and Wildlife – [Recreational Trails Grants](#)

*Refer to the CAPP webpage for an up-to-date list of funding opportunities.

Q: When will my proposal be reviewed for feasibility?

A: Before moving forward with the proposed project, PARD staff must review the proposal in order to determine its viability. Questions considered during this step include:

- Does the project align with PARD and community goals for the park?
- Does the project have community support?
- Does the proposed project conflict with existing City of Austin plans or ordinances?
- Does the project have high maintenance requirements?
- Have funding sources for the proposed project been identified?

Proposal forms are reviewed based on your project's estimated budget:

- Projects that are *less than* \$2,000 are reviewed monthly
- Projects that are *greater than* \$2,000 are reviewed quarterly

Q: What do we do at a site visit?

A: After the CAPP proposal passes through the review process, City staff will meet with the project organizer at the proposed project park site. The purpose of the site visit is to walk through the site and discuss feasibility and scope of the proposed project.

Q: Are any other forms required?

A: Projects occurring on joint use school parks must also submit AISD's Schoolyard Improvement Plan form. An approved CAPP form is required prior to submitting a grant application for improvements on parkland.

Q: Who can I contact for more information?

A: Christine Chute-Canul, Partnership & Development Administrator; email: Christine.Canul@austintexas.gov, phone: 512-974-9515