

Bowie Playground Replacement Project Proposal

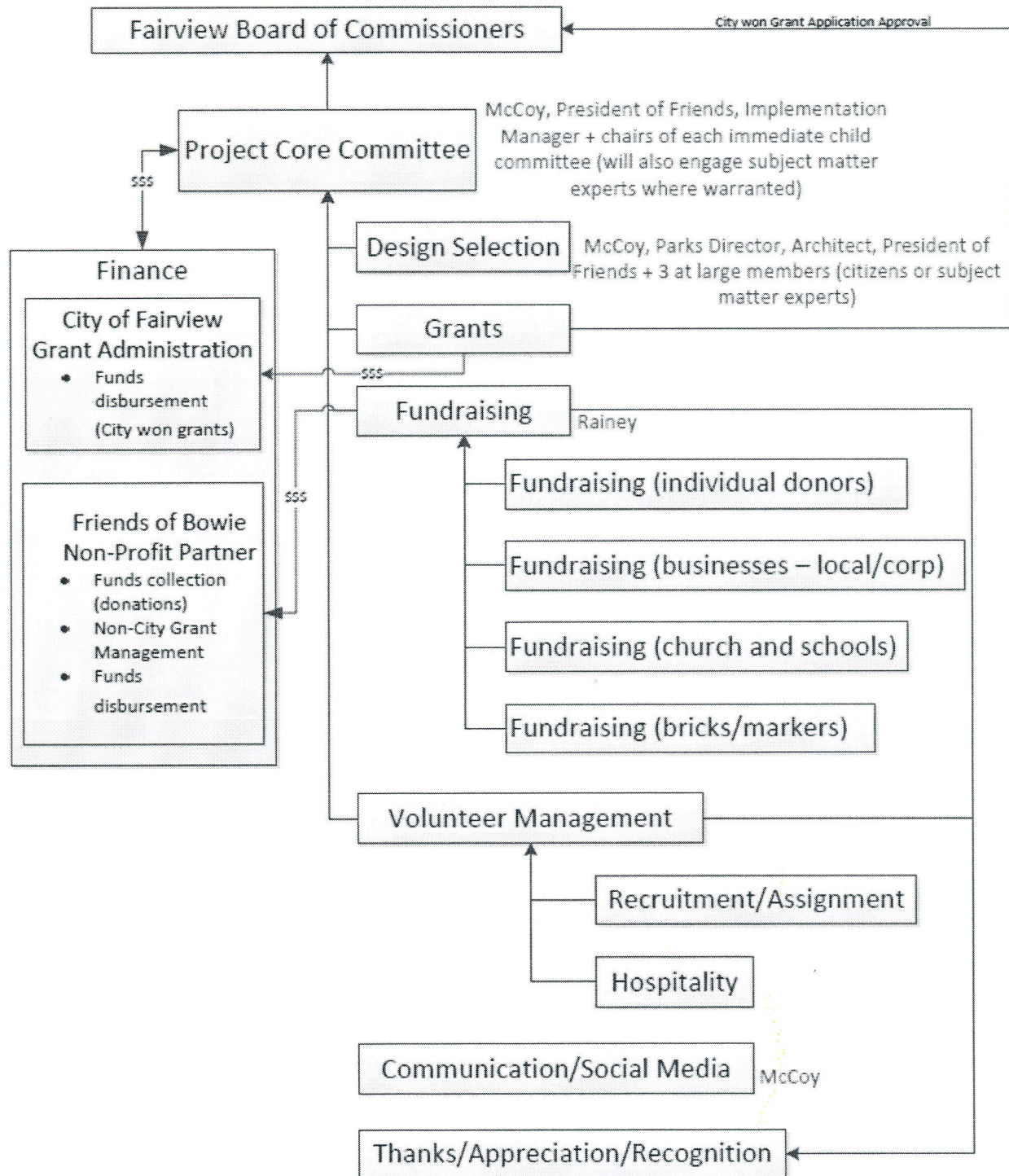
- Community Effort (comprised of teams for parallel execution)

Project Core	Design Selection
Grant Administration	Friends of Bowie (non-profit partner)
Fundraising (Individual)	Fundraising (businesses)
Fundraising (churches/schools)	Fundraising (bricks/markers)
Volunteer Management	Hospitality
Communication/Social Media	Thanks/Appreciation/Recogniti

- City Oversight (touch point events)
 - ❖ Approval of Project Approach
 - ❖ Approval of Final Recommended Design
 - ❖ Approval for Grant Applications tied to City
 - ❖ Accept Project Handoff at Completion (ongoing management and maintenance)

Proposed Playground Project Structure

(Bowie Park Playground Replacement)



Entity	Roles/Responsibilities
Fairview Board of Commissioners	<ul style="list-style-type: none"> • Approve Project Approach • Approve Final Recommended Design • Approve all Grant Applications (BOC or CM) • Take over maintenance/management after project completion and turnover
Project Core	<ul style="list-style-type: none"> • Comprised of Chair, Vice Chair, President of Friends of Bowie, Implementation Manager + Chairs of Immediate Children Sub-Committees • Engage subject matter experts as warranted (finance, trades, etc.) • Central Project Administration (task coordination and finance oversight) • Conduit and Interface between Project and City of Fairview, BOC, and Non-Profit Partner
Design Selection	<ul style="list-style-type: none"> • Comprised of Chair, Vice-Chair, City of Fairview Parks Director, President of Friends + 3 at large seats (citizens and/or subject matter experts) • Evaluate community feedback, vendor proposals, design, functionality and cost structures • Select recommended design and submit recommendation to BOC for approval
City of Fairview (Grant Administration)	<ul style="list-style-type: none"> • Disburse funds from City won Grants
Friends of Bowie Non-Profit Partner	<ul style="list-style-type: none"> • Funds collection (cash donations, fundraiser revenues, etc.) • Manage non-city won grants • Funds disbursement to project • Manage Tax Letters for Donations
Fundraising (individual)	<ul style="list-style-type: none"> • Fundraising via individual donations • Coordination of fundraising events
Fundraising (businesses local/corp)	<ul style="list-style-type: none"> • Fundraising via local businesses (donations, collection jars, etc.) • Fundraising via bigger corporate donors • Coordinate in-kind donations from businesses (labor, expertise, materials, etc.)
Fundraising (churches & schools)	<ul style="list-style-type: none"> • Fundraising programs via local schools and churches • Donation drives, etc.
Fundraising (bricks/markers)	<ul style="list-style-type: none"> • Fundraising via sale of bricks or other markers at playground • Coordinate approach, costs, tracking and collection of funds
Volunteer Management	<ul style="list-style-type: none"> • Coordinate volunteers – matching needs to availability • Coordinate volunteer project delivery
Hospitality	<ul style="list-style-type: none"> • Coordinate water, snacks or other hospitality for events
Communication and Social Media	<ul style="list-style-type: none"> • Setup independent website for project • Post project updates, statuses, upcoming needs, finance tracking and other project paperwork for public awareness and perusal • Coordinate press media announcements associate with project
Thanks/Appreciation Recognition	<ul style="list-style-type: none"> • Acknowledge volunteer efforts with thank you contacts (business/individuals/etc.)

Next Steps

- Sept 9th (Monday) – P & L Project Rollout
- Refine and Activate Project Teams
- Identify First Group of Teams to Activate and Allocate Initial Team Tasks
 - ❖ Core Team –recruit (central team – overall guidance of project and teams)
 - ❖ Design Selection Team - recruit (define requirements, solicit/review initial design concepts)
 - ❖ Volunteer Management Team - recruit (registering volunteers in central db)
 - ❖ Communications and Social Media Team - recruit (launch project website)
 - ❖ Finance Team - recruit (CPA guidance and accounts)