



LEXINGTON

Parks & Recreation

Partnership Interest Application

545 North Upper Street
Lexington, KY 40508

Laura Hatfield, Superintendent
LFUCG Parks & Recreation

Email: lhatfield@lexingtonky.gov
Office Phone: 859-288-2921

This application is for Partnerships only.

If you are interested in sponsoring a Parks facility, event, or program, please contact Impressions Marketing at 502.316.0347 or laura@beveryimpressed.com

If you are interested in vending, concessions, leases, or sales, please contact: Parks Rentals @ 859-288-2975.

The Lexington-Fayette Urban County Government Division of Parks and Recreation is seeking partnerships to expand resources for recreation opportunities, improve service delivery and enhance the amenities offered at our facilities. A partnership is a working relationship between Parks and another entity with compatible values and goals that results in clear and measurable public benefits and that expands Parks capacity to promote healthy people, a healthy environment, and/or strong communities. Partnerships can range from simple agreements regarding single events or activities to long-term, multi-faceted contractual relationships. Services are sought for Dunbar, Castlewood and Kenwick Community Centers and must serve the residents of the geographic location. Emphasis should be placed on utilizing neighborhood resources. More than one individual or group may be selected to partner at a facility. Facility usage fee may be reduced, or waived, based on whether programs are free, or fees charged for programs/activities and/or scholarships are offered.

The selected individual, group or organization must offer programming and services for a mixed use facility consistent with the Center's preferred facility uses. Those preferred uses include the following:

- Community Center
- Recreation Facility
- Youth and teen activities
- Adult activities
- Fitness and athletic programming
- Health and Wellness programming
- Neighborhood Outreach

Selection Process

Partnership Interest applications will be received and reviewed by the Parks Partnership Committee. The attached form must be used to submit your proposal. Please fill the form out completely. Incomplete applications will not be reviewed. Following the evaluation of the Partnership Interest application, LFUCG Parks and Recreation has three options: Approval of the proposal and enter negotiations; Request additional information from the proposers; or Reject the proposal. In addition to Parks and Recreation application approval, all projects will be required to comply with all applicable local, state and federal laws and regulations.

Submission

Please direct any questions about this form or any of its contents to Laura Hatfield, Superintendent of Community Engagement, 859-288-2921. Completed forms can be mailed or e-mailed to Laura Hatfield, 545 North Upper Street, Lexington, KY 40508 – lhatfield@lexingtonky.gov.

Review the following documents prior to completing this Partnership Interest form:

- Community Center History and Property Description
- Partnership Policy
- Partnership Principles (strong proposals meet the partnership principles)

Fill out the form below in Adobe Acrobat, type or print information clearly.

Be sure to attach a copy of your organization’s Certificate of Insurance and any additional information.

1. PROPOSER INFORMATION			
Partnership Proposer Organization’s Name			
Mailing Address	Street Address		
	City, State, Zip		
Primary Contact:	Name:	Secondary Contact:	Name:
	Title:		Title:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	
Website Address:			
LFUCG Business License # (If Applicable)			
Is your organization non-profit YES NO			
Location Information: Community Center Name(s) of Interest:			
Dates, Times, Months, Hours Needed:			
Who is Your LFUCG Parks and Recreation Contact (If Applicable)?			
Name:			
Email:			

2. PROJECT SUMMARY/DESIGN

Provide a description of the activity or program(s), and any positive environmental, social or cultural benefit to the community. Please be as complete as possible. Attach additional pages if necessary.

Summarize the proposed partnership activity or program:

Describe your plan for measuring your program's success.

Who is the target audience for your program and how many individuals will you have the capacity to serve?

What is your recruitment plan for getting individuals to participate in this program?

What LFUCG Parks & Recreation facilities and/or services are needed? Describe all needed including specific community center, specific rooms, gym, playgrounds, etc.

Has your organization led this activity/program in the past at another location? If yes, when and at what location(s)?

How does the proposed partnership align with LFUCG Parks & Recreation mission, vision and values?

Describe any enhanced ADA accessibility needs for your program.

3. BENEFIT to DIVISION and PUBLIC

Does LFUCG Parks & Recreation already offer a service or program similar to the one you are proposing? If so, why would adding another be a good idea?

Describe the specific public benefits your proposed partnership will generate.

How will you measure those public benefits to demonstrate if the partnership is meeting its goals? (Regular public benefit reports are required as part of any Partnership).

Does your proposal increase LFUCG Parks & Recreation capacity to support underserved communities? If so how?

4. PROJECT FUNDING AND BUSINESS OFFER

What is the estimated total value of your partnership proposal?

What in-kind support does the proposal request from LFUCG Parks & Recreation? What would it be used for?

Does the proposal include an expectation that it would generate revenues? If so, what is the revenue source? What portion of revenues would be directed to LFUCG Parks & Recreation?

Describe any anticipated fees you may charge and how you will address financial barriers for participation.

5. SUPPORT FOR YOUR PROJECT

Please list community and public support for this proposal.

Thank you for your interest in LFUCG Parks and Recreation