



Designation Application Contents

April 2017

Introduction: The following document outlines the contents of the online Designation Application portal. Only facilities that have been formally designated as Regionally Significant by the Commission are eligible for funding. The application for designation is the required first step. Applications must be completed online at <http://www.gmrptcommission.org/applications.html>. Each bullet is an information item that must be completed in the application, with additional guidance in brackets. Attachments are encouraged and in some cases required. For assistance contact the System Plan Coordinator at coordinator@gmrptcommission.org.

Overview

This online user portal (<http://www.gmrptcommission.org/applications.html>) is designed for parks and trails managers to apply for regional designation. Users will be able to create an application for designation, develop a qualified Unit Master Plan for their park or trail, and if designated, apply for funding.

The “Designation” application provides all cities and counties in Greater Minnesota (80 counties, excluding the seven county metropolitan area) equal opportunity to apply for designation as regionally significant, based on the definitions and criteria as described in the [Greater Minnesota Regional Parks and Trail Strategic Plan](#) and related documents available on the Commission’s website.

General Tab

This is where the application process starts and an application number assigned, and all other tabs in the designation application, master plan and funding application flow from this tab. All fields are required.

- Park or Trail Name
- District
- Location Description
- Park or trail address [separate fields for street address, city, state, zip]
- GPS coordinates of park or trail [Autofills based on the address of the facility]
- Map of Park or Trail [Upload File Button]
- Facility Website
- Lead Applicant Organization [Must be a city or county in Greater Minnesota]
- Have you applied for regional designation for this park or trail before?
[If yes, have you will be asked for the application number.]
- Lead contact person
- Title

- Mailing address (lead applicant)
- Phone
- Email
- Joint Applicants [Up to 5, all must be a city or county in Greater Minnesota, with resolutions included]
- Other project supporters [Please list other project supporters such as advocacy or business groups, individuals, other units of government, etc.]

Description Tab

All regional parks and trails must support a natural outdoor recreation experience. Local parks, sports complexes, and other similar facilities for organized sports (i.e. football, baseball, soccer, hockey, etc.) will not be supported.

- Regional Significance Statement [Provide a short "elevator speech" describing the regional significance of the park or trail. Focus on the core vision, essential qualities and primary public values the park or trail offers. 75 Words Max.]
- Classification [One of five possible classes from Strategic Plan]
- Overview/Description of Park or Trail (500 word limit) [Overview/description of park or trail should include:
 - General description of the park or trail (setting, land characteristics, special features)
 - Statement of regional significance (what makes it regional, versus local)
 - Overview of user groups that would be served
 - Overview of type, size and scale of facilities to be provided
 - Overview of programs to be offered
 - Describe the proximity and/or relationship of the park or trail with other state, regional, county, or local parks, trails, or related facilities.]
- Total Acreage or Mileage
- Acquisition and Development Status

Facility Listing Tab

- Regional Significant Facilities Listing [Select from the classification-specific list for:]
 - Existing facilities
 - Proposed facilities
- General Site Characteristics [Describe key site characteristics, especially geological characteristics, landforms and unique features that give the park or trail its sense of place]
 - Site Characteristics Images Upload [Provide images (photos or other graphics) of key site characteristics and unique qualities that complement written information provided in the box. Provide enough imagery to help those not familiar with the facility to understand the site's current status and characteristics. Include label and brief description of each image as part of the upload.]

Master Plan Tab

Select one of the following:

- No Master Plan is Available
- Existing Master Plan is Available, but needs to be updated to meet strategic plan requirements

[The most recent master plan should be attached in PDF format. Note that an updated master plan meeting strategic plan requirements will ultimately be required and must be uploaded onto the Master Plan Portal as part of formal designation as a regional park or trail. Review Master Plan requirements on page 61-62 of the GMRPTC Strategic Plan.]

- Master Plan meeting requirements of strategic plan is available. [Refers to master plans prepared to meet the stated requirements for master plans as defined in the strategic plan. Prior to formal designation as a regional park or trail, Commission may require additional information if all master plan requirements are not met. Please return to the **dashboard** to start a Master Plan. Caution – The information in your designation application will auto-populate the appropriate fields in the Master Plan only when you first start the Master Plan. Changes to either the plan or application after that will not transfer to the other portal.]

Classification Details Tab

Describe in detail how your proposal aligns with the criteria associated with the selected classification from the Description Tab. Fulfill information for each of the four criteria for your classification. Refer to Section 3 of the Greater Minnesota Regional Parks and Trails Strategic Plan for detailed information about criteria and rating scales. Each response is limited to 300 words. Pictures and graphics are strongly encouraged.

Attachments Tab

Please upload any attachments that weren't uploaded elsewhere here. Attachments should be uploaded as PDF, JPG, PNG, TIFF, Microsoft Word, Excel or Powerpoint files.