



CITY OF MINDEN

Citizen Project, Community Improvement & Event Proposal

The City of Minden values ideas and input from citizens who want to see our community continue to grow, improve, and offer meaningful experiences for residents and visitors.

*This form provides a formal process for residents, businesses, organizations, and community groups to submit **proposed projects, improvements, community events, activities, programs, or changes** for consideration by City administration.*

*Proposals may include improvements to public spaces, infrastructure, beautification, recreation, community amenities, programs, signage, safety, accessibility, economic development, tourism initiatives, **new community events or festivals**, or other ideas that may benefit the City of Minden.*

1. APPLICANT INFORMATION

Name: _____

Organization/Business, if applicable: _____

Address: _____

Phone: _____

Email: _____

2. TYPE OF REQUEST

Please select the type of proposal you are submitting:

- ☐ City Improvement Project
- ☐ Infrastructure/Public Space Improvement
- ☐ Beautification Project
- ☐ New Community Event or Festival
- ☐ Community Activity or Program
- ☐ Tourism Initiative
- ☐ Economic Development Initiative
- ☐ Recreation Project or Program
- ☐ Other: _____



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Project/Event/Request Name:

Proposed Location:

Proposed Date(s), if an event:

Please describe the project, event, improvement, program, or change you would like the City of Minden to consider:

3. PURPOSE & COMMUNITY BENEFIT

What issue, need, or opportunity would this proposal address?

How would this proposal benefit the City of Minden, its citizens, businesses, or visitors?

Who would primarily benefit or participate?

If proposing an event, what type of attendance or community participation do you anticipate?

4. PROJECT OR EVENT DETAILS

Does this proposal involve City-owned property, streets, facilities, parks, equipment, or personnel?

☐ Yes



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- ☐ No
- ☐ Unsure

Does the proposal involve any of the following?

- ☐ Streets or sidewalks
- ☐ Parks or recreation
- ☐ Public property or facilities
- ☐ Beautification or landscaping
- ☐ Lighting or signage
- ☐ Parking or street closures
- ☐ Public safety
- ☐ Accessibility
- ☐ Tourism
- ☐ Economic development
- ☐ Community event/festival
- ☐ Vendors or food trucks
- ☐ Entertainment
- ☐ Utilities or infrastructure
- ☐ City staff or equipment
- ☐ Other: _____

Estimated cost, if known: \$_____

Are you requesting financial support from the City?

- ☐ Yes
- ☐ No
- ☐ Unsure

Are you requesting City services, staff, equipment, facilities, marketing, or other resources?

- ☐ Yes
- ☐ No

If yes, please describe:



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Do you have a suggested funding source, sponsor, grant, or community partner?

Are you or your organization willing to contribute funding, fundraising, volunteer labor, materials, sponsorships, event management, or other resources?

- ☐ Yes
- ☐ No
- ☐ Maybe

If yes, please explain:

5. SUPPORTING INFORMATION

Applicants are encouraged to attach information that may help the City evaluate the proposal:

- ☐ Photos
- ☐ Proposed drawings/renderings
- ☐ Maps or proposed event layout
- ☐ Estimated costs or quotes
- ☐ Event budget
- ☐ Letters/signatures of community support
- ☐ Potential sponsors or partners
- ☐ Grant or funding information
- ☐ Other supporting documents

6. PRIORITY & TIMELINE

How would you classify this proposal?

- ☐ Immediate/Safety Concern
- ☐ High Priority
- ☐ Community Enhancement
- ☐ Proposed Community Event
- ☐ Long-Term/Future Consideration



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Is there a particular timeline, proposed event date, or reason this request should be considered by a certain date?

7. CITY REVIEW PROCESS

Submission of this form does **not** constitute approval or a commitment by the City of Minden to fund, sponsor, host, construct, implement, market, staff, or maintain the proposed project or event.

Requests may be reviewed by the appropriate City department(s), administration, Mayor, City Council, board, commission, or other governing authority depending upon the nature of the proposal.

Proposals may be evaluated based on community benefit, demonstrated need, public safety, feasibility, cost, available funding, City staffing and resources, property ownership, long-term maintenance, existing City plans and priorities, applicable regulations, potential economic or tourism impact, community support, and opportunities for outside funding or partnerships.

Community event proposals may also be evaluated based on proposed date, location, anticipated attendance, public safety requirements, street closures, City services required, potential conflicts with existing events, insurance requirements, and the applicant's ability to organize and execute the event.

The City may contact the applicant for additional information. Certain proposals may require additional applications, permits, insurance, public meetings, professional review, budget approval, or action by the Minden City Council or another governing body.

8. APPLICANT ACKNOWLEDGMENT

By submitting this request, I understand that I am presenting an idea, project, program, or community event for consideration. Submission does not guarantee approval, City funding, City sponsorship, placement on a City agenda, or implementation. I agree that I have attached all requested information that will be needed for this proposal.

Applicant Signature: _____

Date: _____



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FOR CITY USE ONLY

Date Received: _____

Received By: _____

Department(s) Referred To: _____

Estimated Cost/City Contribution: _____

Potential Funding Source: _____

Additional Review Required:

- ☐ Mayor/Administration
- ☐ City Council
- ☐ Planning Commission
- ☐ Historic District Commission
- ☐ Public Works
- ☐ Parks & Recreation
- ☐ Economic Development
- ☐ Main Street
- ☐ Police/Fire
- ☐ Tourism
- ☐ Other: _____

Status:

- ☐ Received
- ☐ Under Department Review
- ☐ Additional Information Requested
- ☐ Referred for Further Review
- ☐ Approved for Future Planning
- ☐ Funding Needed
- ☐ Approved/Pending Requirements
- ☐ Not Feasible at This Time
- ☐ Completed
- ☐ Other: _____



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Staff Notes/Recommendation:

Final Determination/Next Steps:

Reviewed By: _____ Date: _____