

**Project Planning: Attachment A**  
**City of Gustavus**  
**PROJECT DEVELOPMENT SHORT FORM**

**Project Eligibility: All projects may start with a Project Development Short Form. More complex projects will require the Project Development Long Form. Complex projects include those with a multi-phase, multi-year planning and implementation process, significant funding requirement, and/or broad impact.**

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Does the proposed project represent a complex project? YES  NO

If no, please fill out the additional Project Budget section of this form.

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES  NO

Will the project provide broad community benefit? YES  NO

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*If you answered yes to any of the above questions, please provide the following additional information.*

1. Project title: Grant and Projects Master Dashboard and Compliance Tracker

Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will provide broad community impact. How will you identify the number of potential customers/users/affected parties?

This project will be a focused initial engagement to build two tools:

1. A Grant & Project Matrix — a master spreadsheet covering every active and pending project, its funding status, compliance deadlines, next steps, and priority level.
2. A 12-Month Grant Calendar — tied to the matrix, showing upcoming deadlines, reporting due dates, and the recommended order for pursuing new funding.

This will culminate with a virtual review session to walk through everything together.

This integrated management tool will provide the council, staff and the public with a comprehensive document on which to base decisions, prioritize projects and identify funding resources. Think of it as a master project funding portfolio and tracking tool.

2. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

I initially met with Erin Heist of Alcyon Consulting – a Grantwriting and Consulting Service Company on Feb 13, 2026. We discussed the city’s need to have a master matrix of our grants, proposed grants, funding sources and potential funders as well as grant deliverables/reports and a timetable/Calendar. We will work with her to provide the data that is required to seed the Project Matrix. I have already provided her with several documents.

3. Project cost:

A. TOTAL COST (including funds already secured) = **\$ 6,500.00**

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ N/A                      Construction costs = \$ N/A

4. Timeline: Indicate when you hope to complete each phase of the project.

The total fixed fee for services is Six Thousand Five Hundred Dollars (\$6,500.00), payable in two equal installments:

(1) \$3,250.00 due upon execution of this Agreement to initiate work; and

(2) \$3,250.00 due upon delivery of all final deliverables. The Contractor will provide a written invoice for each installment. The timeline would be approximately 6 weeks.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made: N/A

For construction projects: N/A

B. Preconstruction phase to be completed by N/A.

C. Construction phase to be completed by N/A.

5. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

See attached proposal from Alcyon Consulting

6. Date and name of person submitting form.

Kathy Leary, City Administrator 03-03/2026

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**Project Budget**

**\$6,500**

**This would be considered a Professional Services category for the project.**