RESORTTAX
— BUILDING BIG SKY SINCE 1992 —

2015-2016 APPLICATION FOR RESORT TAX FUNDS

TOTAL CASH FLOW 3-YEAR REQUIREMENT

(to include all organization projects and programs; not only those requesting funding for in this cycle

ITEM	2015	2016	2017	Total Cash Flow 3-Yr Requirement
Paid Personnel (not including volunteer time)	$56,000	$80,000	$112,000	$244,000
# of FTE Personnel	1	1.5	2	NA
Operations	$23,000	$30,000	$60,000	
Programming	$41,000	$60,000	$85,000	
Capital Expenditures	0	0	$60,000	
Other		$10,000	$25,000	
Total		$180,000	$230,000	

RESORT TAX REQUEST	$65,000	$100,000	$130,000	

Describe financial increases and decreases and the projects for which resort tax funds may be requested.

2015 anticipate the request to remain as stated in the previous sections

2016 facilities enhancement to public location to provide public access and expansion to additional species of wildlife

2017 further facilities and program expansion activities

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As required by law, an applicant must be a legal entity formed under the laws of the State of Montana. The applicant must be "an entity" that is capable of both "legally and practically" carrying out the purpose of the appropriation and located within the resort area district. The applicant must be a governmental unit, corporation or limited partnership with the capability of being legally bound by the Appropriation Agreement.

The purpose of the appropriation request must be within the purposes of the District's Legal Ordinance NO. 98-01 (posted online: www.ResortTax.org), as amended, and must benefit the community at large, and not a single person, organization or corporation.

INSTRUCTIONS:

- For new requests and rollover requests, use the forms provided. Do not use your own format; do not change the applications.
- The application must be signed by the governing Board Chair or Officer of the applicant organization. If funded, the governing Board Chair or Officer must also sign the Contract.
- The applicant must appoint an Applicant Representative whom the applicant's governing Board Chair or Officer deems capable of representing the application during the Appropriation process.
- Please provide seven (7) complete copies of each application. Provide concise answers on two-sided, white, 3-hole punched, 8½ x 11 paper. Staple each copy in the upper left corner. Do not submit copies in folders, binders, etc. Do not include extra materials. In addition, provide a PDF copy of the signed application to Info@ResortTax.org.
- Incomplete applications may not be considered for funding. It is the applicant's responsibility to provide all information requested in the proper format.
- Questions? Contact: Whitney Brunner, Administrative Officer (406) 995-3234, Info@ResortTax.org

APPLICATION DEADLINE: Monday, April 6, 2015 3:00 p.m.

- Applications must be received (not postmarked) by the deadline or they will not be considered.
- Applications will be date and time stamped when received at the resort tax office. Applications will be addressed at the Question and Answer Session in the order in which they were received at the resort tax office.

Mail applications to:
Big Sky Resort Area District
PO Box 160661
Big Sky, MT 59716

Drop off applications at:
11 Lone Peak Drive, Suite 204
Town Center, Big Sky, MT

QUESTION & ANSWER: Wednesday, May 13, 2015 1:00 p.m.

APPROPRIATIONS MEETING: Wednesday, June 10, 2015 1:00 p.m.

- To be held in the Big Sky Chapel Community Room, 510 Little Coyote Road, Big Sky, MT.
- The Applicant Representative must be present to answer questions regarding the application. Applicants that do not have a representative present at the meetings may not be considered for funding.
- The public is welcome at all meetings and will be given the opportunity to comment on the applications.

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PLEASE NOTE:

Permitting: All applicants are responsible for securing any necessary permits for proposed projects.

Bidding Policy: Resort Tax Board policy states that project line items exceeding $50,000 are required to get two bids. If the lowest bidder is not accepted, the entity is to provide a written explanation to the Resort Tax Board.

Alcohol Policy: It is the Big Sky Resort Area District Board's policy to not use resort tax funds to provide for the consumption of alcohol. This policy is applicable for active board members and employees of Big Sky Resort Area District and its appropriation funded entities.

Appropriation funded entities are responsible for adherence to this policy and failure to do so may result in the entity being required to return resort tax funds previously paid or termination of unspent resort tax funds.

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Applicant's Official Name: Big Sky Bird Rescue Inc.

Project Name: Wild Songbird Rescue

Project Start Date: October 2013 **Project Completion Date**: ongoing

Representative: Mava Jane Hurd, Executive Director, Board Treasure

Address: 330 Stellar Jay Way, Gallatin Gateway, Montana, 59730

Telephone: 406-993-9303 **Email**: mavahurd@gmail.com

Total Funds Requested $ 65,000

State your estimated payment request schedule for the coming year; amounts should total funds requested. Please enter dollar amounts.

	July '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15
Payment Request	$ 25,000			$20,000		
	Jan '16	**Feb '16**	**Mar '16**	**Apr '16**	**May '16**	**Jun '16**
Payment Request	$ 20,000					

I certify that the application and its attachments are correct to the best of my knowledge.

Signature **Title (Board Chair or Governing Officer)**

Printed Name **Date**

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1) Provide a description of the entity and the Mission Statement.
State the entity's tax status/legal identity and when it was initiated.
What is the personnel makeup of your office; specifically how many are employees, how many are contractors and what are their duties? What is the full time equivalent (FTE) of each: ¼ , ½, ¾ or full time?
Unless previously provided to the resort tax office, please include a copy of the Articles of Incorporation.
(200 words max)

Big Sky Bird Rescue (BSBR) is a State (permit #2015-061 issued by Montana Department of Fish Wildlife and Parks) and Federal (permit MB18853B-1issued by Federal Fish and Wildlife division6) licensed wild songbird rehabilitation organization.

BSBR was formed as a Montana non-profit organization October 10, 2013 (EIN# 46-386608) with 501 (c) (3) status granted retroactive to October 2013 in July of 2014. We have one full time employee whose duties include; rehabilitation care, facilities management, fundraising and administration.

Wild songbirds are increasingly becoming endangered or threatened by environmental conditions and habitat intrusions by humans. Hundreds of community member and visitors encounter wounded, sick or orphaned birds and are compelled to find help. These caring "finders" often spend hours searching for help for these birds, calling numerous animal care organizations before they find BSBR.

Our mission is to rescue, rehabilitate and release injured, sick or orphaned wild birds. We provide essential care, nutrition and shelter for wild bird species found in the Big Sky area. Our goals are to successfully return birds to their natural environment, to fulfill our communities demand for rehabilitation services, to contribute to and promote public responsibility for the preservation of the 400+ birds species of Montana.

2) Provide a complete description of the project(s). Include the project(s) purpose, goals and objectives. For each project provide measurable objectives, i.e. how you will do something and in what timeframe. The information provided here should be specific regarding what the entity is requesting to be funded by resort tax. If requesting funds for Operations, identify the categories and assign a dollar amount (salaries, software, etc.) If permits are required, please specify what permits are required and what projects they apply to. Please be succinct.

The wild songbird rescue operations performed by Big Sky Bird Rescue involves four key operational components as detailed below:

RESCUE EFFORTS ($ 15,000 amount of funds requested includes salary, transportation and administration). Big Sky Bird Rescue handled over 300 bird rescue calls in 2014 and as awareness of our services continues to improve we anticipate handling over 400 calls in 2015. We take calls 12 hours a day every day of the week. Call dispositions are completed for all calls. During the call we assess the condition and the species of the bird. Capture and or immediate care instructions are given to the caller. We then supply or arrange transportation of the "bird at risk" to our facility. Prior to transporting the bird we prepare initial housing needs, first aid medical supplies and nutritional requirements which vary greatly depending on the size species and condition of the bird since we treat

small birds like hummingbirds to large birds like ravens. The highest volume of calls occurs in May through October each year as hundreds of orphaned nestlings and injured fledglings are discovered)

- REHABILITATION EFFORTS ($ 30,000amount of funds requested include salary, transportation, veterinary,medical, food, facility and administration) Big Sky Bird Rescue treated over 200 birds in 2014 and anticipates treating 50% more, over 300 birds in 2015. The rehabilitation phase can take as little as 3 weeks to as long as one year, the average stay is 8-10 weeks. Complete rehabilitation records are kept on all birds and reported annually to State and Federal permit agents. Permits are in place as indicated before.
  The rehabilitation process involves:
  - Provide emergency first aid and exams, medical care or veterinary treatment as required by the birds condition.
  - Provide 24/7 care and observation
  - Provide secure limited, restricted and unrestricted housing for a wide variety of songbirds, that is appropriate for their stage of care (from incubators to large flight cages) We are required to abide by the "Minimum housing guidelines for songbirds and misc. Avian Orders" published by the International Wildlife Rehabilitation Council and National Wild Life Rehabilitators Association.
  - Provide the shelters with strict cleanliness standards in the various environments.
  - Provide a maximum degree of natural lighting and to supplement with full spectrum lighting to provide the nutrients they would normally get from the sun.
  - Provide protection from predators.
  - Provide physical rehabilitation, ongoing hygiene, beak nail and feather maintenance
  - Provide enrichment activities and items
  - Provide unreleasable wild songbirds as surrogate/foster companions for patients in rehabilitation

  RELEASE EFFORTS ($15,000 amount of funds requested include salary, transportation and administration) BSBR released over 100 birds in 2014 a success rate of greater than 50% and anticipates releasing over 150 birds in 2015. Our release rates are 20% higher than the average for songbird rehabilitation. We attribute this success to 24/7 care we provide and will strive to keep this ratio as volume increases. The release process begins after successful rehabilitation is achieved. Pre-release conditioning involves waterproofing feathers, flight assessment and limiting human contact. Release planning involves selecting suitable environmental conditions, finding other of their species, studying migration patterns, assessing food availability and coordinating/providing transportation. When completion of rehabilitation does not precede migration or seasonal weather constraints birds are required to "winter over" at our facility to be released in more appropriate conditions.

  AWARENESS MARKETING AND FUNDRAISING ($ 5,000 amount of funds requested include salary, transportation, marketing, fundraising and administration) Building awareness of our organization and fundraising efforts are primarily accomplished November through April. They involve website and blog maintenance, advertising, an awareness campaign targeted at key rescue/referral sites, PO, fire department, sheriff , trailheads etc. Fundraising will be ongoing with

farmers markets, summer, winter and spring events, newsletter and social media. We hope to raise $25,000 through fundraising events and increase our bird rescue volume to 400 call through our awareness campaign.

3) Is the project within the resort tax district? (25 words max) BSBR is located in Riverview Ranch in the mountain above the Ramshorn development off RT 191 accessed via Riverview Lane

Please note: Not every project will fulfill questions #4 through #8. Applications will not be rated on the ability to fulfill multiple questions.

Does the entity and/or project…

4) Benefit the community at large including residents, visitors and tax collectors/the business community? (50 words max) The abundance of wild bird varieties that populate and migrate through Big Sky is a precious resource appreciated by residents and visitors alike. Having an organization like Big Sky Bird Rescue which is dedicated to protecting and preserving wild songbirds through rescue, rehabilitation and release is a equity element to Big Sky's image as a destination/community that cares for its habitat and strives to protect the inhabitants.

5) Promote tourism and development, help make Big Sky a world class resort community and increase resort tax revenue? (50 words max)

6) Support or improve critical infrastructure, public health, safety and/or welfare in the world class community? (50 words max) BSBR is available to rescue over 400 varieties of songbirds in Montana plus others that migrate through, which are vital to our precious environment. Beginning in 2016 BSBR will start planning a public facility for its work. The facility will showcase many of the birds and provide educational events

7) Involve collaboration among entities in the community to meet common goals? (100 words max) BSBR will coordinate public bird release activities with Jack Creek Preserve foundation when appropriate

8) Fill a community need not currently or adequately being satisfied? (50 words max) BSBR is the only wild songbird rescue organization with 100 miles and the only wildlife organization Big Sky.. As Big Sky grows so will the need for wildlife rescue BSBR would like to expand its capacity and capabilities to rehabilitate other wildlife. In the 2016-2017 timeframe.

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Provide the following financial documents:

9) Copy of the entity's complete operating budget for the period 07/01/15 through 06/30/16.

If your fiscal year does not coincide with this time period, please provide complete budgets for the entity's fiscal year that covers the aforementioned time period. For example, if the entity's fiscal year corresponds with a calendar year, provide two budgets 1) 01/01/2015 through 12/31/2015 and 2) 01/01/2016 through 12/31/2016.

TYPE OF REVENUE OR EXPENSE	BUDGET JANUARY 2015 TO DECEMBER 2015	BUDGET JANUARY 2016 TO DECEMBER 2016
ALL REVENUE- GRANTS , DONATIONS, CONTRIBUTIONS	$130,000	$180,000
FUNDRAISING EXPENSES	1,500	$3000
COMPENSATION OF OFFICERS	56,000	$56,000
OTHER SALARIES AND WAGES	O	$20,000
OCCUPANCY (RENT AND UTILITIES ETC)	18,700	$19,000
PROFESSIONAL FEES	10,000	$12,000
OTHER EXPENSES INCLUDING PROGRAM SERVICES	41,000	$60,000
FACILITY RELOCATION FUND	0	$10,000
TOTAL EXPENSES	$127,200	$180,000

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11) Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your current fiscal year to date.

Big Sky Bird Rescue
PROFIT & LOSS
January – March 2015

Ordinary Income/Expense	
Income	
Direct Public Support	
Gifts in Kind - Goods	$ 300.00
Individ, Business Contributions	
Total Direct Public Support	$ 890.61
Indirect Public Support	
Fiscal Sponsorship	
Total Indirect Public Support	
Other Types of Income	
Miscellaneous Revenue	
Total Other Types of Income	
Total Income	1190.61
Expense	
Contract Services	
Accounting Fees	450.0
Advertising	0.0
Legal Fees	0.0
Outside Contract Services	0.0
Total Contract Services	450.00
Facilities and Equipment	
Depr and Amort - Allowable	
Equip Rental and Maintenance	
Rent	
Utilities	
Facilities and Equipment - Other	550.00
Total Facilities and Equipment	550.00
In- Kind Expense	0
Non-deductible Fine and Penalti	25.89
Operations	
Bank Charges	42.44
Books, Subscriptions, Reference	
Office Supplies	
Postage, Mailing Service	
Total Operations	68.33
Other Types of Expenses	1,185.56
Insurance - Liability, D and O	
Total Other Types of Expenses	1,185.56
Payroll Expenses	177.00
Rehab	
Food	110.97
Medical	
Rehab Costs	
Supplies	
Veterinary Service	
Total Rehab	110.97
Travel and Meetings	0
Travel	
Total Travel and Meetings	0
Total Expense	$2541.8
Net Ordinary Income	0
Net Income	0

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12) For applicants with mill levy authority please provide the following:

a. A map of your district's boundaries

b. The current taxable value of your district

c. If applicable, the current mill levy rate

d. Using the information above, provide a detailed budgetary breakdown of the potential tax burden per $100,000 value, for property owners within your district if mill levy authority would be used to fund this project rather than resort tax funds.

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TOTAL ORGANIZATIONAL BUDGET

(to include all organization projects and programs; not only those requesting funding for in this cycle)

Total budget for the year the entity is requesting funding $ $130,000

What percentage of the above budget is the entity requesting from resort tax? 50 %

PRINCIPLE	ITEM		AMOUNT
Revenue	Private Donor Contributions Total		$60,000
	Private Donor Contributions In-kind		
	Public Grants		$65,000
	Fundraising Events		$5,000
	Sub Total Revenue		$130,000
	Other*		
	Total Revenue		$130,000
Expenses	Paid Personnel (not including volunteer time)	# FTE Personnel: 1	$56,000
	Operations		$23,000
	Programming		$41,000
	Other*		$10,000
	Total Expenses		$130,000
Income	Net Income		

***Other Description**: _____

***Other Description**: _____

Capital Reserves	On Hand Restricted**	$88,000
	On Hand Unrestricted**	
	Goal	

****Purpose of Restricted and Unrestricted Capital Reserves**: restricted fund held by fiscal sponsor to be released for operating expenses.