RESORTTAX
— BUILDING BIG SKY SINCE 1992 —

# 2015-2016 APPLICATION FOR RESORT TAX FUNDS

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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# 2015-2016 APPLICATION FOR RESORT TAX FUNDS

**Applicant's Official Name:** Lone Peak High School Environmental Club

**Project Name:** Cafeteria / Community Composter Service Learning Project

**Project Start Date:** Summer 2013 **Project Completion Date:** Fall 2015

**Representative:** Trevor House, Lone Peak High School Environmental Club President

**Address:** 45465 Gallatin Road, Gallatin Gateway, MT, 59730

**Telephone:** 406 - 995 - 4281 **Email:** thouse96@gmail.com

**Total Funds Requested** $ 4,018

**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 $ | 4,018 | | | | | |
| | **Jan '16** | **Feb '16** | **Mar '16** | **Apr '16** | **May '16** | **Jun '16** |
| Payment Request $ | | | | | | |

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

Signature

Jerry House
Title (Board Chair or Governing Officer)

Tom Yahraes
Printed Name

4-6-2015
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)**

The Lone Peak High School Environmental Club is a non-profit, student-run club dedicated to raising environmental awareness and implementing projects to decrease our high-school's carbon footprint. Because we do not have a separate legal identity, I am applying through the Big Sky School District. Please see attached letter for information about the tax status/legal identity of Big Sky School District.

**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.**

## Step 1: Arrival and Installation - Fall 2015

### I.) Scheduling Delivery

- Email Pam at pam@compostingtechnology.com to schedule delivery. She has already been in contact and is ready to send the Earth Tub to the high school. You may need to provide her with basic info, including the payment method and the school address.

### II.) Installation in storage shed

- After the Earth Tub is ordered, it will be placed on a 12'x12' gravel area (part of the school blueprint), which will already be equipped with the requirements to house the Earth Tub. A shelter of sorts is a future possibility if additional funds are raised. A GMT Representative will install the composter and conduct basic training on composter operation.

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## Step 2: Implementation

**Phase I: Bulking Material**

- The Earth Tub requires a bulking agent for the compost. There will need to be enough bulking material to fill approximately half the tub. Wood chips provide a great option, and recycled paper/newspaper can be used as well. Another idea to collect more paper and reduce waste from the school is by encouraging paper towels to be recycled. Contact Wildwood Nursery san@wildwoodbigsky.com and Big Sky Landscaping alan@bslmt.com as they have agreed to donate wood chips to be used as bulking material. It may be smart to take the GMT Representative with you when selecting which wood chips to use. Ron Edwards from Big Sky Water and Sewer is also an invaluable resource regarding bulking material and the composter process. See attached document for more information on bulking material.

**Phase II: Composting Process**

- This will be the most interesting and time consuming portion of the project. It will require consistent, diligent effort on a daily basis until the composter is filled.

Duties/Responsibilities

- As the intention of this project was to create a sustainable Freshman class service project, the duty of bringing the compost to the composter will rest partially on 2 Freshmen students chosen weekly, with help from members of the Environmental Club. The students will be responsible for taking the compost from the cafeteria to the composter, and mixing the compost twice per week. This will be repeated every week until the composter is full.

Food Collection

- Food scraps from the kitchen staff will be placed in 5 gallon pails, sorted into meats/fats and fruits/vegetables. These pails will be weighed, and the meat content should be kept under 15% of the total compost material. A total of at least 25 pounds of compost must be added to meet the minimum requirement for the Earth Tub. Weight should be recorded for statistical purposes when calculating the total amount of food waste this project will reduce. After a good routine is established, it is possible that community members will be able drop off pre-sorted food scraps (fruits, vegetables, etc.) in 5 gallon buckets at the school for composting by the students.
- More info on mixing the compost and Earth Tub operation can be found in the attached Operating Instructions. See the Composter FAQ for information on how long it will take to fill the composter (based on pounds/day).

**Phase III: Removing Compost**

- See Operating Instructions for details on compost removal. Simple process involving side hatches and shoveling out the finished product.

## Step 3: Finished Compost

**I.) Storing Compost**

- After compost is completed, it will be placed in a garbage bin or other container for 30 days to cure. Screening the compost is also an option. After the compost is cured, it is ready to sell.

**II.) Selling Compost**

- This is where the Environmental Club will be able to connect with the community. Many community members and teachers have already expressed interest in purchasing compost for use in personal gardens, landscaping projects, etc. The finished compost can be sold by the pound, or by container size, depending on what the Environmental Club sees easiest. Price can also be determined at a later date. The compost opens up new avenues for potential use in a school greenhouse to grow organic fruits and vegetables. The compost also has educational applications, including student science fair projects, and hands-on study about the biodegrading process.

## Financial Information

**I.) Earth Tub Cost**

- Attached is the quote from Green Mountain Technologies (GMT). The total cost is $15,018, which includes shipping. This figure also includes the help of a GMT representative in the installation and training of use.

**II.) Environmental Club Balance**

- After fundraising, the current balance of the Environmental Club account is $11,000. A current balance is attached. The additional $4,018 is being requested from Big Sky Resort Tax.

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**3) Is the project within the resort tax district? (25 words max)**

Yes, the composter will be located at:
Lone Peak High School
45465 Gallatin Road
Gallatin Gateway, MT
59730

**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)**

Yes. While the composter will originally be used to compost only waste from the school cafeteria, the goal is to give the community access to the composter to help dispose of their own waste. The community will also have access to the completed compost.

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

I can't say that the project will promote tourism and development, but the completion of this project gives our school and community a unique opportunity to decrease our food waste and reduce our impact on the wonderful natural world that Big Sky calls home. Because our school would be the only one in the state with a project of this nature, this project also increases the school's appeal for potential families looking to move into our community.

**6) Support or improve critical infrastructure, public health, safety and/or welfare in the world class community? (50 words max)**

**7) Involve collaboration among entities in the community to meet common goals? (100 words max)**

This project involves the collaboration of Lone Peak High School, Wildwood Nursery, Big Sky Landscaping, and the Big Sky Water and Sewer Department to support the operation of the composter. These entities have generously agreed to donate bulking material and assist with any procedural tips or questions in the composting process.

**8) Fill a community need not currently or adequately being satisfied? (50 words max)**

For community members interested in composting, there is currently no public, accessible composter to utilize. This composter will not only provide those interested in composting their waste with an avenue to do so, but will also provide high-quality compost to community members for gardens, landscaping, and other outdoor projects.

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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.**

**10) Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your previous completed fiscal year.**

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

**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** $ 11,000

**What percentage of the above budget is the entity requesting from resort tax?** 100%

| PRINCIPLE | ITEM | | AMOUNT |
|---|---|---|---|
| Revenue | Private Donor Contributions Total | | |
| 11,000 | Private Donor Contributions In-kind | | $11,000 |
| | Public Grants | | |
| | Fundraising Events | | |
| | Sub Total Revenue | | $11,000 |
| | Other* | | |
| | Total Revenue | | |
| Expenses | Paid Personnel (not including volunteer time) | # FTE Personnel | |
| | Operations | | |
| | Programming | | |
| | Other* | | |
| | Total Expenses | | $0 |
| Income | Net Income | | $11,000 |

*Other Description: _____

*Other Description: _____

| | | |
|---|---|---|
| Capital Reserves | On Hand Restricted** | |
| | On Hand Unrestricted** | |
| | Goal | |

**Purpose of Restricted and Unrestricted Capital Reserves: _____

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# 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) | $0 | $0 | $0 | $0 |
| # of FTE Personnel | | | | NA |
| Operations | $4,018 | $0 | $0 | $4,018 |
| Programming | $0 | $0 | $0 | $0 |
| Capital Expenditures | $0 | $0 | $0 | $0 |
| Other | $0 | $0 | $0 | $0 |
| Total | $4,018 | $0 | $0 | $4,018 |

| | | | | |
|---|---|---|---|---|
| RESORT TAX REQUEST | $4,018 | $0 | $0 | $4,018 |

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

**2015** _____

_____

**2016** _____

_____

**2017** _____

_____

# BIG SKY SCHOOL DISTRICT #72

PO Box 161280
Big Sky, MT 59716

45465 Gallatin Road
Gallatin Gateway, MT 59730

406-995-4281
Fax 406-995-2161

April 6, 2015

Big Sky Resort Tax Board:

Big Sky School District #72 is considered a political subdivision of the State of Montana. Governmental units and their subdivisions are not required to have a tax-exemption determination letter under Internal Revenue Code section 501(c)(3). Therefore, this information is being furnished to you in lieu of a federal tax-exemption letter.

Big Sky School District #72 Tax Exempt ID #: 81-6000440

Sincerely,

Sue Becker

Sue Becker
Business Manager
Big Sky School District #72
Phone: (406) 995-4281, x203
E-mail: sbecker@bssd72.org

## Tub Composter

**FUND BALANCE 6/30/13** **$0.00**

215.1920.031

| | | |
|---|---|---|
| 12/13 TUB COMPOSTER YCCF GRNT | 1213 | 1,000.00 |
| 12/20 COMPOSTER STIRLING/BISHOP | 1213 | $500.00 |
| 12/20 COMPOSTER MAYBEE | 1213 | $6,000.00 |
| 1/17 COMPOSTER DONTN COOK | 114 | $3,000.00 |
| 2/10 COMPOSTER ROTARY DON | 214 | $500.00 |

**Total Revenues** **$11,000.00**

**Expenditures:**
215.610.1000.610.031

| | |
|---|---|
| 215.100.1000.610.017 | $0.00 |

**Total Expenditures** **$0.00**

**Cash Balance** **$11,000.00**

**Green Mountain Technologies, Inc.**
5350 McDonald Ave
Bainbridge Island, WA 98110

# Quote

| Date | Quote # |
|---|---|
| 4/3/2015 | 516 |

| Name / Address |
|---|
| Lone Peak High School<br>45465 Gallatin Rd.<br>Gallatin Gateway, MT 59730 |

| Rep | Project |
|---|---|
| PDR | |

| Description | Qty | Cost | Total |
|---|---|---|---|
| Earth Tub™ LLDPE insulated plastic bodies and lids(89"x89"x72"/846 lbs.) with<br>2Hp 3 phase totally enclosed fan-cooled (TEFC) auger motor (208/230/460V – 50/60 Hz)<br>In-line Helical Gearbox with UHMW support bearing<br>12" stainless steel auger and track assembly<br>Retractable electric cord, Optional leachate drain port<br>Locking discharge door and loading hatch<br>36" hand-held temperature probe<br>Bio-filter and fittings to connect to Earth Tub | 1 | 9,975.00 | 9,975.00T |
| Earth Tub™ On-Floor Heating System, Optional | 1 | 299.00 | 299.00T |
| Earth Tub™ Positive Aeration System, Optional | 1 | 349.00 | 349.00T |
| Earth Tub Variable Frequency Drive Starter | 1 | 895.00 | 895.00T |
| Earth Tub Installation, Optional | 1 | 2,500.00 | 2,500.00T |
| Customer Freight, Shipping & Handling | 1 | 1,000.00 | 1,000.00T |
| Freight prices are subject to change<br><br>Current lead time is 4-6 weeks ARO<br>Quote valid for 30 days<br>Terms are 50% down and 50% N30 of Delivery<br>Please note if Electrical Service is single or 3 phase<br>Out-of-state sale, exempt from sales tax | | 0.00% | 0.00 |

| Phone # | Fax # | E-mail |
|---|---|---|
| 802.368.7291 | 802.368.7313 | pam@compostingtechnology.com |

**Total** **$15,018.00**