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.

2015-2016 APPLICATION FOR RESORT TAX FUNDS

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.

RESORTTAX
— BUILDING BIG SKY SINCE 1992 —

2015-2016 APPLICATION FOR RESORT TAX FUNDS

Applicant's Official Name: HRDC of District IX, Inc. (dba: Big Sky Community Food Bank)

Project Name: Big Sky Community Food Bank – Case Management Services

Project Start Date: July 1, 2015 **Project Completion Date**: June 30, 2016

Representative: Tim Trzinski, Director; Sarah Gaither, Big Sky Food Bank Operations Manager

Address: P.O. Box 160965; 47995 Gallatin Road, Big Sky, MT 59716

Telephone: (406)586-7600; (406)995-3088 **Email**: tim@thehrdc.org; sarah@bigskyfoodbank.org

Total Funds Requested $ $5,322

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 $				$2,661		

	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16
Payment Request $				$2,661		

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**

2015-2016 APPLICATION FOR RESORT TAX FUNDS

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 mission of the Big Sky Community Food Bank is to promote a vibrant local economy by utilizing community resources to preserve the food security, health, and dignity of those in need in the Big Sky area. Established in October 2012, the Big Sky Community Food Bank is directed by local leadership under the umbrella of the Human Resource Development Council of District IX, Inc. (HRDC). HRDC is a private, not-for-profit community action agency dedicated to combating poverty and advancing the quality of people's lives. HRDC was established in 1975 and serves the people of Gallatin, Park, Madison, and Meagher counties through a variety of public and community-based initiatives aimed at providing comprehensive solutions to social and economic challenges.

The Big Sky Community Food Bank provides emergency food assistance for residents of the greater Big Sky area as well as providing direct, localized service navigation across the entirety of the HRDC's community programs as well as those of other partner agencies. The local office is staffed at .5FTE and is open for emergency food assistance and community services 2 days per week.

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 Big Sky Community Food Bank seeks Tax Resort funding to support the case management function within our assistance operations. This funding request for $5,322 is for 25% of the .5 FTE staff salary and fringe costs for serving those in need two days per week at our Big Sky office location through the coming fiscal year. This request amount reflects a 2% increase from the previous year's application to cover cost of living and benefit cost increases as mandated by the HRDC board of directors.

The purpose of the Food Bank's case management efforts is to direct local food resources toward the challenge of food insecurity in the Big Sky community and to facilitate efficient access to community and public programs. In 2014, the Food Bank provided 1,071 emergency food packages to 321 households comprising a total of 674 unduplicated persons. Additionally, Food Bank staff provided 406 referrals to other HRDC and community

programs for which client applicants were eligible. Funding is sought to sustain these activities for the benefit of those in need.

The Big Sky Community Food Bank works across six organizational objectives which guide our work in promoting food security and case management service to our local neighbors. They are as follows:

- Ensure improved access to food for under-served and at-risk populations throughout the Big Sky service area.
- Strengthen organizational and community capacity through the effective use of collaborative networks to combat food insecurity.
- Increase the quantity and quality of nutritious foods available for people in need.
- Engage the community in the fight against hunger and food insecurity.
- Advocate to influence policies that affect people who are hungry of food insecure.
- Provide educational outreach and learning opportunities on food, nutrition, and healthy eating.

Each of these objectives is furthered by the overall work of the Big Sky Community Food Bank. In 2014, the Food Bank has provided direct nutrition assistance and case management services to 674 unduplicated members of the greater Big Sky communities who are at or below 200% of the Federal poverty level. During that time 31,241 pounds of food inventory has been provided through the generosity local donors including non-saleable food products rescued from grocery stores, food drives within the Big Sky community, and food purchases targeted at filling nutritional gaps in the Food Bank's inventory. Additionally, 1,071 trips to access food assistance services outside of the Big Sky community were saved through the efforts of local staff and volunteers. This funding application seeks to sustain this effort through the efficient use of Resort Tax dollars to support staff case management activities through the 2015/2016 fiscal year.

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

Yes; the Big Sky Community Food Bank provides services for the greater Big Sky area.

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 Big Sky Community Food Bank provides emergency services on behalf of and through the generosity of the residents of the greater Big Sky area and includes providing local opportunities for volunteerism and youth service learning projects.

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

Not applicable.

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

The Big Sky Community Food Bank provides emergency nutrition services for those experiencing food insecurity over the entirety of the Big Sky community and, additionally, provides service coordination for a wide variety programs aimed mitigating the impacts of economic hardship and poverty.

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

The Big Sky Community Food Bank works with a broad array of community partners across Gallatin County to bring local social services directly to Big Sky. Specifically, our local food bank fulfills a vital role in reducing the need for members of the community to travel outside of Big Sky to access available community resources, thereby negating the need for added transportation costs or further strain on the local transit system.

Additionally, the Food Bank provides private counseling space for Women In Action's Counseling programs one day each week.

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

The Big Sky Community Food Bank provides local, emergency food assistance to people in need in the Big Sky area and works in a complementary fashion with the Gallatin Valley, West Yellowstone, and Ennis Food Banks. The Big Sky Food Bank has served 674 unique individuals in 2014.

2015-2016 APPLICATION FOR RESORT TAX FUNDS

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**.

RESORTTAX
— BUILDING BIG SKY SINCE 1992 —

2015-2016 APPLICATION FOR RESORT TAX FUNDS

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 $ 63,121

What percentage of the above budget is the entity requesting from resort tax? 8.4%

PRINCIPLE	ITEM		AMOUNT
Revenue	**Private Donor Contributions Total**		$47,799
	Private Donor Contributions In-kind		
	Public Grants		
	Fundraising Events		$10,000
	Sub Total Revenue		
	Other*		$5,322
	Total Revenue		$63,121
Expenses	**Paid Personnel (not including volunteer time)**	**# FTE Personnel** .5 FTE	$21,288
	Operations		$39,333
	Programming		
	Other*		$2,500
	Total Expenses		
Income	**Net Income**		$63,121

***Other Description**: Resort Tax Funds

***Other Description**: Contingency Reserve-Equipment Replacement

Capital Reserves	**On Hand Restricted** - Food Purchases**	$44,385
	On Hand Unrestricted**	
	Goal	

****Purpose of Restricted and Unrestricted Capital Reserves**: On hand donor-restricted funds of $44,385 are restricted for food purchase needs of the Big Sky Community Food Bank.

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)	$21,288	$21,288	$21,288	$63,864
# of FTE Personnel	.5FTE	.5FTE	.5FTE	**NA**
Operations	$39,333	$39,333	$39,333	$117,999
Programming				
Capital Expenditures				
Other	$2,500	$2,500	$2,500	$7,500
Total	$63,121	$63,121	$63,121	$189,363

RESORT TAX REQUEST	$5,322	$5,322	$5,322	$15,966

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

2015 The Food Bank expects level funding requirements to maintain food assistance operations in light of existing food purchase reserve on hand to address potential increased need from the community.

2016 The Food Bank expects level funding requirements to maintain food assistance operations in light of existing food purchase reserve on hand to address potential increased need from the community.

2017 The Food Bank expects level funding requirements to maintain food assistance operations in light of existing food purchase reserve on hand to address potential increased need from the community.