

# GVSA-FY21

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## *FY21 Application for Funding*

### ***Gallatin Valley Snowmobile Association***

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# Application Form

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## Guidelines & Applications Tips

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### Guidelines:

- Please direct questions or concerns to Jenny Muscat, Operations Manager, at [jenny@resorttax.org](mailto:jenny@resorttax.org) or 406-995-3234
- Please only provide the information requested within this application
  - Supplemental materials will not be accepted or included in the final board review
- Blackmail or bribery of staff or board members is strictly prohibited and will result in disqualification
- Please proofread your application for grammar and validate your data prior to submission
- When applicable, group themed initiatives into larger project/program requests
  - You can apply for funds for up to 8 projects/programs
  - Please group all operational (payroll, training, maintenance, etc) costs into 1 project and individually list capital projects or programs
- Avoid organizational jargon and use layman's terms to minimize follow up questions
- You may SAVE the application at any time and return to it
- Final submission happens upon clicking 'SUBMIT'
- **The deadline for applications is Thursday, April 30 @ 11:59pm (Mountain Time)**

### Acknowledgement\*

I have read and understand the instructions and guidelines for this application

### Document Uploads:

You may be required to upload the following documents in this application. We recommend saving these files in one location on your computer for easy upload.

- 990 Form
- Auditor's Report
- Operating Budget Current Fiscal Year
- Profit & Loss Budget vs Actual Previous Fiscal Year
- Balance Sheet Previous Fiscal Year

You will be asked to download the '3-Year Financial Forecast' and complete both worksheets, 'Itemized Expenses & Revenues' *AND* 'Reserves & Cash Flow,' save and upload in the Financial Information section below. Use the links below to download your preferred format. (We suggest using EXCEL as formulas are set to populate totals and percentages for you.)

- EXCEL (3-Year Financial Forecast)

- WORD (3-Year Financial Forecast)
- PDF (3-Year Financial Forecast)

## Background Information

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Please complete the following section with information about your organization:

### Request Title\*

Please enter your "'Organization Acronym"-FY21' in the following format. For example: *BSRAD-FY21*

GVSA-FY21

### Fees\*

Does your organization charge any dues or fees? If yes please explain in the next question.

Yes

### Explain Fees

If applicable, please explain any fees or dues your organization charges and what portion of your total revenue this accounts for:

Yearly membership dues are \$20 and \$30 for associate members. GVSA contributes approximately \$3800 per year to the grooming program. All dues go to the grooming program.

### FTE Count\*

Please list the number of full-time employees in your organization. If you have none please enter 0:

0

### PTE Count\*

Please list the number of part-time employees in your organization. If you have none please enter 0:

2

### Volunteer Count\*

Please list the number of volunteers in your organization. If you have none please enter 0:

40

### Future Personnel Growth\*

Please explain any predicted 3-year growth to the numbers listed above (FTE, PTE, Volunteers). And explain if you anticipate Resort Tax funds will support this growth:

We don't expect these numbers to change over the next 3 years.

### Organizational Partnerships

Please explain any other organizations you have partnered with and provide details for any ongoing strategic partnerships:

GVSA partners with the US Forest Service, Montana Fish Wildlife and Parks and the Gallatin National Forest Avalanche Center. These partnerships provide the framework and authorizations needed to provide snowmobile trail grooming.

### Number of Projects/Programs\*

How many projects/programs are you requesting Resort Tax funds for?

*Applicants can apply for funds for up to 8 projects/programs. When applicable, please consider grouping themed initiatives into larger project/program requests.*

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**For applicants with multiple projects please note that the application will expand and create additional project/program information sections for each project you are requesting funding for based upon the number entered above. Please enter your projects in order of highest to lowest priority as you complete the application.**

### Forecasted Request FY21\*

In last year's application, what amount did you predict you would be requesting for this year (FY21)?

*If you did not apply last year please enter 0.*

*Please reference question #5 "Total Cash Flow 3-Year Requirement" on last year's application to gather this data.*

\$25,000.00

### Total Funds Requested FY21\*

Please enter the total amount of funds your organization is requesting for all projects/programs for this year (FY21):

*Please ensure that all requests for all projects add up to this total, the form does not calculate a total for you.*

\$25,000.00

## Explain Variance

If applicable, please explain any differences in your current request vs the amount entered on last year's application:

They are the same.

State your estimated payment request schedule FY21. Amounts should add up to *Total Funds Requested FY21*.  
*For any month you are NOT requesting funds please enter 0.*

**Important: July 15, 2020, will be the first day a payment can be requested. Funding will not be available until a contract has been signed and the Award Orientation has been completed.**

### July 2020 Estimate\*

\$0.00

### August 2020 Estimate\*

\$0.00

### September 2020 Estimate\*

\$0.00

### October 2020 Estimate\*

\$0.00

### November 2020 Estimate\*

\$0.00

### December 2020 Estimate\*

\$7,000.00

### January 2021 Estimate\*

\$6,000.00

**February 2021 Estimate\***

\$6,000.00

**March 2021 Estimate\***

\$6,000.00

**April 2021 Estimate\***

\$0.00

**May 2021 Estimate\***

\$0.00

**June 2021 Estimate\***

\$0.00

When projecting future requests, please ensure these numbers are as accurate as possible. While calculating these numbers keep the following in mind:

- Economic Growth
- Staffing Changes
- Changes in Community Needs

**Future Funding Request FY22\***

What is your forecasted Resort Tax request for FY22 (7/1/21-6/30/22)?

\$25,000.00

**Future Funding Request FY23\***

What is your forecasted Resort Tax request for FY23 (7/1/22-6/30/23)?

\$25,000.00

**Mill Levy Authority\***

Does your organization have mill levy authority?

No

## Public Safety

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### Public Safety\*

Does your organization provide a public service that responds to emergency calls?

No

## Financial Information

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Please complete the following questions and upload all available documents for your organization; if a document is not available please explain why:

### 3-Year Financial Forecast\*

Please download the '3-Year Financial Forecast' and complete both worksheets: 'Itemized Expenses & Revenues' AND 'Reserves & Cash Flow.' And save the completed workbook, and upload your '3-Year Financial Forecast.' Use the links below to download your preferred format. (We suggest using EXCEL as formulas are set to populate totals and percentages for you.)

- EXCEL (3-Year Financial Forecast)
  - WORD (3-Year Financial Forecast)
  - PDF (3-Year Financial Forecast)
- GVSA 3-Year Financial Forecast (FY21).xlsx

### 990 Form

Please upload a copy of your organization's most recently completed 990 form. If you are unable to provide a 990 form, briefly explain why:

We do not have a 990 Form.

### Auditor's Report

Please upload a copy of your organization's most recently completed Auditor's Report. If you are unable to provide an Auditor's Report, briefly explain why:

We did not have an audit.

### Operating Budget Current Fiscal Year

Please upload a copy of your organization's complete operating budget for your current fiscal year. If you are unable to provide this document, briefly explain why:

GVSA 2020 Budget.pdf  
Attached.

### Profit & Loss | Budget vs Actual Previous Fiscal Year

Please upload a copy of your organization's Profit and Loss, Budget vs. Actual from your previous completed fiscal year. If you are unable to provide this document, briefly explain why:

GVSA profit-loss.pdf  
Attached.

### Balance Sheet Previous Fiscal Year

Please upload your organization's balance sheet from your previous completed fiscal year. If you are unable to provide your document, briefly explain why:

Do not have one.

### Funding Sources\*

Please explain your approach and sources for funding, including what part Resort Tax currently provides, among other funding sources. Additionally, describe your long-term plan to supplement Resort Tax Funds:

We get our funding from three different sources. The state of Montana provides a yearly grant through Fish, Wildlife and parks snowmobile trail grooming program. GVSA contributes to the grooming program using membership dues. A grant from the Big Sky Resort Tax is our third funding source. This provides about 45-46% of our yearly operating budget. A few years ago, Montana implemented a groomed trail pass (sticker) program that provides additional funding to the state snowmobile grooming program. We expect these funds to increase thus providing more funding for the state snowmobile grooming programs.

### Strategic Plan/Long-Term Plan\*

Does your organization have a strategic plan/long-term plan? If yes, please upload in the next question.

No

### Strategic/Long-Term Plan Explanation

If your organization has a strategic/long-term plan please upload **ONLY** the executive summary/overview:

*I.E 3 year plan, 5-year plan, etc...*

## Project/Program 1 Information

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Please complete the following section pertaining to your organization's 1st priority project/program that you are requesting funds for. There will be subsequent sections to complete for organizations with multiple projects. Please enter your projects in order of highest to lowest priority as you complete the application.

### Project/Program 1\*

Please enter the name for your 1st priority project/program:

Two additional groomings of the Buck Ridge/Doe Creek Road snowmobile trail

### Amount Requested | Project/Program 1\*

State the amount you are requesting for project/program 1:

\$25,000.00

### Percent of Total | Project/Program 1\*

What percent of your total ask does this project/program represent?

*Please enter percentages as numbers only, special characters will not be accepted. I.E. 50% should be entered as 50.*

100

### Category | Project/Program 1\*

Please select the category that best pertains to this project/program:

Recreation & Conservation

### Category (Other) | Project/Program 1

If you selected "other" in the previous question, please explain the nature of your project/program:

### Our Big Sky Strategies | Project/Program 1\*

Please select which strategies outlined in the Our Big Sky Community Vision and Strategy this project/program is working to achieve. Select all that apply:

- Support independently-owned small businesses
- Embrace Big Sky's DNA as a destination, born out of a visitor economy
- Expand & enhance pathways & trail connections
- Increase transportation options to serve recreation & mobility
- Preserve & enhance public access to public lands & waterways

### Strategy Explanation | Project/Program 1\*

Briefly explain how your project/program is meeting the needs of the strategies selected in the previous question:

Snowmobiling in the Big Sky area contributes to the local economy. A groomed (smooth) snowmobile trail provides a much more pleasant snowmobiling experience and encourages repeat trail usage which brings in more snowmobilers spending money in the Big Sky area. Snowmobile trails provide access to back country areas that would be inaccessible without them.

The Buck Ridge trail usage count this year was 20889. The five year average trail count is 16405.

### Other Community Needs | Project/Program 1

If applicable, please explain any community needs or priorities that this project/program is assisting with that are not outlined in the Our Big Sky Plan:

### Community Target Segment | Project/Program 1\*

Identify the community target segment(s) that applies to this project/program. Please select all that apply. You can provide more explanation if needed in the next question:

Outdoor Recreationalist  
Tourist/Visitor

### More Detail Community Segment | Project/Program 1

If applicable, please provide more detail on your community target segment:

### Schedule | Project/Program 1\*

What is the schedule of this project/program? Select all that apply:

Annually Recurring

### Schedule Explanation | Project/Program 1

If applicable, please provide more detail on the schedule of this program/project:

### Additional Operating Costs | Project/Program 1\*

Will the outcome of this project result in a need for additional operating and maintenance costs? If yes, please explain in the next question.

No

### Additional Operating Costs Explanation | Project/Program 1

If applicable, please provide more detail on how you plan to fund the additional operating and maintenance costs:

### Goals | Project/Program 1\*

What are the goals of this project/program and how will they be measured?

The goal of this program is to groom the Buck Ridge snowmobile trail approximately 26 - 30 times more per season than would be done with existing state funds. The number of groomings will vary depending on weather and snow conditions. The program can be measured by the number of times we groom the trail.

### **Shared Goals & Collaboration | Project/Program 1\***

Are you collaborating with any other organizations or partners on this project/program? If yes, please explain in the next question.

Yes

### **Shared Goals & Collaboration Explanation | Project/Program 1**

If applicable, please explain any collaboration on this project/program with other organizations or partners and your shared goals:

Most of the Buck Ridge trail is on National Forest Service land and a small portion on private property. GVSA has a Cost/Share Agreement with the Forest Service to allow grooming on Federal land. We also have an agreement with the private land owner to allow grooming. We also work with Montana Fish, Wildlife and Parks grooming program since it is the organization that provides funding and some of the equipment for grooming.

### **Community Outreach | Project/Program 1\***

Please explain any community outreach that has led to the development of this project/program:

GVSA has solicited input from local snowmobile rental shops as to how to improve the conditions of the trail.

### **Start Date | Project/Program 1\***

12/02/2020

### **Completion Date | Project/Program 1\***

03/31/2021

### **Additional Funding Sources | Project/Program 1\***

Does your budget include any additional funding sources for this project/program, including any matches, assistance, or support you have received? If yes, please explain in the next question.

Yes

## Additional Funding Sources Explanation | Project/Program 1

If applicable, please explain any additional funding sources for this project/program, including any matches, assistance, or support you have received:

We get approximately half of our grooming funding from Montana Fish, Wildlife and Parks. We have responsibility to groom 9 other trails in the Gallatin, Madison and Bridger mountain ranges in addition to Buck Ridge. The Buck Ridge trail gets groomed more than all other trails combined.

## Fees & Revenue | Project/Program 1\*

Are there any other fees or revenue associated with this project/program? If yes, please explain in the next question.

No

## Fees & Revenue Explanation | Project/Program 1

If applicable, please explain any other fees or revenue associated with this project/program:

## COVID-19

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### COVID-19\*

What, if any, predicted impacts of COVID-19 will directly impact your operation and request?

The only impact would be a reduction in funding for our program due to COVID-19. This would result in a proportional reduction in the number of times we would be able to groom the Buck Ridge Trail.

## Application Verification & Summary

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### Community Messaging\*

Please provide a brief description of your application for community messaging purposes:

GVSA provides grooming of the Buck Ridge snowmobile trail. The trail is typically groomed Monday, Wednesday and Friday. Grooming normally begins in December and runs through the end of March depending on snow conditions.

Please ensure that your application is complete, all calculations are accurate, and it has been proofread before submitting for Board review. [Once you select Submit you will no longer be able to edit your application.](#)

### **Completion\***

Incomplete applications may not be considered for funding. It is the applicant's responsibility to provide all the information requested in the proper format by the application deadline.

I certify this application is complete and accurate

### **Date Submitted\***

04/22/2020

Once you click 'SUBMIT', do not refresh the page. It may take a few moments to process the information and submit the application.

## File Attachment Summary

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### ***Applicant File Uploads***

- GVSA 3-Year Financial Forecast (FY21).xlsx
- GVSA 2020 Budget.pdf
- GVSA profit-loss.pdf

**\* Please be sure to complete both the  
"Itemized Expenses & Revenues" AND "Reserves & Cash Flow" Worksheets.**

## GLOSSARY OF TERMS

- **Full Time Equivalent (FTE):** A unit that indicates the workload of an *employed* person to makes workloads comparable across various contexts. Please use a 40-hour week as full time. For example, if your organization employs one person at 20 hours per week and hires an accountant for 10 hours per week the FTE is  $\frac{3}{4}$ . Likewise, if your organization employs two people at 40 hours per week each, hires a grant writer at 10 hours per week and a fundraiser at 10 hours per week the FTE is  $2\frac{1}{2}$ .
- **In-Kind:** Goods, services and transactions not involving money. For example, goods or services are exchanged for other goods or services with no monetary change. Another example, charitable giving in which, instead of giving money to buy goods and services, the goods and services themselves are given. Employee benefits such as a company car or gym membership would also be considered in-kind.
- **On Hand Restricted:** A reserve of money that can only be used for specific purposes and the purpose cannot be changed by the organization's board or director. For example, on hand restricted applies to contributions in which, donors indicated that the contributions must be used in a manner the donor has chosen.
- **On Hand Unrestricted:** A reserve of money given by a donor in which, the organization is free to use as they see fit. For example, when given a donation of unrestricted funds, the organization might allocate their use toward helping offset operating costs such as rent, labor costs and utility bills.
- **Capital Reserves Goal:** The ideal end result for a reserve of money that will specifically be used for capital investment projects or any other large and anticipated expense(s) that will be incurred in the future.

**\* Please be sure to complete both the "Itemized Expenses & Revenues" AND "Reserves & Cash Flow" Worksheets.**

<b>ITEMIZED EXPENSES AND REVENUES</b> <i>(Include all organization projects and programs, not only those requesting resort tax funding)</i>	<i>Please enter the dates of your Organization's Current Fiscal Year below:</i> <b>04/01/20 - 03/31/21</b>
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		Previous Fiscal Year (Budgeted)	Previous Fiscal Year (Actual)	Current Fiscal Year (Budgeted)	Next Fiscal Year Anticipated	% Change From Previous Fiscal Year	% of Total Revenue (Current Fiscal Year)		
<b>Revenue</b>	Resort Tax	\$ 25,000.00	\$ 24,890.00	\$ 25,000.00	\$ 25,000.00	0%	46%		
	Other Public Grants	\$ 23,717.00	\$ 24,934.00	\$ 25,000.00	\$ 26,000.00	5%	46%		
	Private Donations (not including In-Kind)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%		
	Fundraising Events (Net Amount)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%		
	Dues & Fees	\$ 3,600.00	\$ 3,797.00	\$ 3,800.00	\$ 3,900.00	6%	7%		
	Other*					#DIV/0!	0%		
	<b>Total</b>	<b>\$ 52,317.00</b>	<b>\$ 53,621.00</b>	<b>\$ 53,800.00</b>	<b>\$ 54,900.00</b>	<b>3%</b>	<b>100%</b>	Should total 100%	
<b>Expenses</b>	Administration	Payroll				#DIV/0!	0%		
		Fundraising				#DIV/0!	0%		
		Marketing					#DIV/0!	0%	
	Operations/ Programming	Payroll	\$ 19,000.00	\$ 14,742.00	\$ 19,000.00	\$ 19,000.00	0%	36%	
		Canyon Adv	\$ 11,250.00	\$ 17,250.00	\$ 11,250.00	\$ 11,250.00	0%	22%	
	Other**	\$ 22,067.00	\$ 18,597.00	\$ 22,000.00	\$ 23,000.00	0%	42%		
<b>Total</b>	<b>\$ 52,317.00</b>	<b>\$ 50,589.00</b>	<b>\$ 52,250.00</b>	<b>\$ 53,250.00</b>	<b>0%</b>	<b>100%</b>	Should total 100%		
<b>Capital Expenditures</b>	Total	\$ 20,000.00	\$ 20,000.00			-100%	N/A		
<b>Income</b>	Net Income	\$ (20,000.00)	\$ (16,968.00)	\$ 1,550.00	\$ 1,650.00	1390%	N/A		

\* Revenue Other: Accounting, fuel, parts, and other misc expenses

Other expenses is payment to Canyon Adventures for additional grooming services

\*\*\*Explain Variances: Any positive income accumulates and is used to cover unexpected major repair costs or equipment replacement in any given year. The last few years, income has been negative. This past year GVSA contributed \$20,000 to MT FWP to purchase a used groomer.

**\* Please be sure to complete both the  
"Itemized Expenses & Revenues" AND "Reserves & Cash Flow" Worksheets.**

### 3-YEAR CASH FLOW

*(Include all organization projects and programs, not only those requesting resort tax funding)*

	Current 04/01/20 - 03/31/21	Year 2 04/01/21 - 03/31/22	Year 3 04/01/22 - 03/31/23	TOTAL
<b>Payroll</b>	\$ 19,000.00	\$ 19,000.00	\$ 20,000.00	\$ 58,000.00
<b>Total # of FTE Personnel</b>	2	2	2	N/A
<b>Operations/Programming</b>	\$ 33,250.00	\$ 34,250.00	\$ 34,250.00	\$ 101,750.00
<b>Capital Expenditures</b>				\$ -
<b>Total</b>	\$ 52,250.00	\$ 53,250.00	\$ 54,250.00	\$ 159,750.00

#### RESERVES: Capital, Programming, and/or Operating

On Hand Restricted**	
On Hand Unrestricted**	\$ 26,000.00
Goal (if currently no reserves)	

These funds are used for unexpected major equipment repair or replacement.

## **2020 Operating budget**

Payroll	\$19,000
Fuel	\$9,000
Parts	\$8,000
Admin/Accounting	\$1,000
Building overhead	\$3,800
Canyon Adv grooming	\$11,250
Misc	\$200
Total	\$52,250

**2019-2020 Grooming Season Income**

Fiscal Year 4/1/2019 - 3/31/2020

<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Reason</u></b>	<b><u>Amount</u></b>
Nov 2019 & Mar 2020	State of Montana FWP	2019-20 grant	\$24,934.00
Dec 2019 - Mar 2020	Big Sky Resort Tax Grant	2019-2020 grant	\$24,890.00
Apr 2019 - Mar 2020	GVSA	Club Contributions	\$3,797.00
		Total grooming program income	<b>\$53,621.00</b>

**2019-2020 Grooming Season Expense** (see attached pdf for detailed expenses)

Apr - Oct 2019	\$5,813
Nov - Dec 2019	\$5,257
Jan 2020	\$9,817
Feb 2020	\$15,689
Mar 2020	\$10,216
Building Expenses	\$3,797
Total Expenses	<b>\$50,589</b>
Income - Exp	\$3,032.00