TIPS

- Please direct all questions or concerns to Jenny Muscat, Operations Manager, at jenny@resorttax.org or 406-995-3234.
- Attend an application training session or schedule a consultation with the District before completing the LOI.
  - If your organization submitted an operations or administration only project last year you are highly encouraged to schedule a consultation prior to completing the LOI.
- Please only provide the information requested.
- Keep responses direct and brief.
- Supplemental materials will not be accepted or included in the final Board review.
- Proofread your LOI and Project Application for grammar and validate your data prior to submission.
- Avoid industry jargon and use layman's terms to minimize follow-up questions.
- You may SAVE at any time and return to it prior to the deadline.
- Review your LOI and Project Application using the Scoring System prior to submission.
- Staff will review LOI's and Project Applications within 2-3 business days of receipt, it is recommended you submit 3-5 business days prior to the deadline to allow time for possible follow-up questions.

GLOSSARY

- **Administration:** Overhead supporting day to day operations not solely contributing to direct delivery of a service.
  - Life span: 0-1 year
- **Annuity:** An annual funding request anticipated for the foreseeable future.
- **Arts and Education:** Addresses multi-disciplinary inclusive education, stewarding awareness and understanding of cross-cultural ideas and values.
  - *Examples include, but are not limited to, skill training, instruction, childcare, events, and public art.*
- **Award:** The contractual financial commitment of the District towards a project request.
- **Capital:** Acquisition, improvement, or maintenance of physical assets or real property including large scale infrastructure.
  - Life span: 1+ years
- **Deliverable(s):** The tangible result(s) of the project.
- **Direct Expense:** Costs associated with providing a capital or programming outcome.
- **Donor:** A person or entity that contributes funds or in-kind support.
- **Economic Development:** Addresses balancing Big Sky's tourism-driven economy by sustainably growing prosperity and ensuring a high-quality of life for Big Sky workers.
  - *Examples include, but are not limited to, research, marketing, business development, and professional training.*
- **Fiscal Year (Current):** A sponsor's (not BSRAD's) fiscal year as of March 31, 2022.

- **Fiscal Year (Previous):** A sponsor's (not BSRAD's) most recently completed fiscal year.
- **Goal:** The measurable result contributing towards project success.
- **Health and Safety:** Addresses emergency, medical, and social services essential to the welfare of Big Sky -- in many cases, resulting in property tax or fee reduction.
    - *Examples, include but are not limited to, search and rescue, fire, medical, hospital, food security, social programs, and law enforcement.*
- **Housing:** Addresses long-term (30+ days) rental and ownership opportunities for Big Sky workers.
    - *Examples include but are not limited to, deed and affordability restrictions.*
- **Indirect Expense:** Costs associated with providing an administrative outcome.
- **Interlocal Agreement:** A legally binding contract between two local government entities.
- **Investment Type:** The District defined categorization of investments reported to the community.
- **Letter of Inquiry (LOI):** A Sponsor's formal request to apply for Resort Tax funds.
- **Member:** A fee-paying person or entity to join a group or consortium.
- **Milestone:** The timeline and key actions needed to achieve the project goal.
- **Our Big Sky:** Community vision and strategy plan adopted in November 2019.
- **Partner:** An entity providing meaningful resources towards collaboratively achieving the goals of a project.
- **Programming:** Direct costs supporting a measurable service in which mission delivery occurs toward a specific goal.
    - Life span: 0-1 year or ongoing
- **Project:** A proposal for funding that has specific deliverables, measurable impacts, achievable goals, relevant outcomes, timebound milestones, and generally addresses identified community needs.
- **Public Works:** Addresses core utilities and services used broadly by the community -- in many cases, resulting in property tax or fee reduction.
    - *Examples include, but are not limited to, transportation, postal services, water and sewer, and other utilities.*
- **Recreation and Conservation:** Addresses sustainable efforts for current and future generations to live and play in Big Sky through thoughtful mitigation of human impact on the natural environment.
    - *Examples include, but are not limited to, parks, trails, easements, studies, public access, trainings, sports and recreation, and preservation.*
- **Sponsorships:** A person or entity supporting an event or activity financially or in-kind.
- **Volunteer:** A person who willingly gives their time to a sponsoring organization without pay.