

FY23 Big Sky Resort Area District Funding Application

Resort Tax

Acknowledgements

Submission Deadlines*

- Sponsors requesting funding must complete the following Letter of Inquiry (LOI) to gain access to Project Applications.
- **LOI's must be submitted by February 15th, 2022 @ 11:45 pm** to be eligible to complete and submit Project Applications.
 - Project Applications will be available on March 1st, 2022 @ 9:00 am.
- Incomplete or late LOI's will not be accepted. It is the applicant's responsibility to provide all the information requested in the proper format.

Choices

I acknowledge that I have read and understand the instructions

Legal Requirements*

- Applications are public documents and will be posted for public review and comment.
- 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 contract and located within the Big Sky Resort Area District. The applicant must be a governmental unit, corporation, or limited partnership with the capacity of being legally bound by an agreement.
- All projects must take place within the Big Sky Resort Area District.
[Click here to view the District map](#)
- **Permitting:** All applicants are responsible for securing necessary permits for proposed projects.
- **Bidding Policy:** Big Sky Resort Area District policy states that project line items exceeding \$50,000 are required to get two bids. If the lowest bid is not accepted the entity is to provide a written explanation to the District Board.
- **Alcohol Policy:** It is the Big Sky Resort Area District policy to not use Resort Tax funds to provide for the consumption of alcohol. This policy is applicable for all active Board Members and employees of the District and its funded entities. 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.

- **Blackmail or Bribery:** Blackmail or bribery of staff or Board Members is strictly prohibited and will result in disqualification.

Choices

I acknowledge that I have read and meet the outlined legal requirements.

I acknowledge that I have read, but do NOT meet the outlined legal requirements.

Scoring System*

Throughout both the LOI and the Project Application each section will outline the scoring criteria the District uses to obtain a score.

Click here to view the Scoring System

Choices

I acknowledge that I have reviewed and understood the Scoring System

Representation*

Choices

I certify that the Governing Board Chair or Officer deems me capable of representing my organization

Tips & Glossary*

Click here to view Tips and Glossary

Choices

I have read the Tips and Glossary

Request Overview

Request Name*

Enter the name as Sponsor Acronym-FY23 (e.g. BSRAD-FY23)

Character Limit: 100

FY23 Projects*

How many projects will you be requesting funding?

- The maximum number of projects an organization may request funding for is 10.
- If you are unclear how your projects should be divided or combined please contact the District ASAP.

Character Limit: 2

Questions in the section will be used by the District to obtain the following scoring criteria: Forecasting Accuracy

Financials

Please complete the following section with detail relating to your organization as a whole.

Sponsor Efficiency*

Download the provided worksheet, complete, save, and upload.

Click here to download the Sponsor Efficiency Worksheet

Please upload as an excel file only.

File Size Limit: 5 MB

990 Form

Please upload your organization's most recent 990 form.

If you do not have a 990 form please briefly explain why.

Character Limit: 750 | File Size Limit: 10 MB

Budget vs Actual YTD*

Please upload your organization's most recent budget vs actual year to date.

File Size Limit: 10 MB

Budget vs Actual Previous Fiscal Year*

Please upload your organization's budget vs actual for your organization's most recently completed fiscal year.

File Size Limit: 10 MB

Strategic Collaborations

The District is collaborating with Gallatin and Madison Counties through a joint subcommittee formed to strategically invest in Big Sky.

The District is also collaborating with Moonlight Community Foundation, Spanish Peaks Community Foundation, and Yellowstone Club Community Foundation to strategically invest in Big Sky.

We operate in full transparency with these partners and responses will be shared with these entities.

Gallatin/Madison County Request*

Does your organization plan on requesting funding from Gallatin or Madison County (excluding property tax mills) this year? If yes, please provide:

- Project name

- Amount of request by County

If you are requesting funding for any project(s) that you are also requesting Resort Tax funding, use the same project names.

For example:

- *Project A*
 - *\$50,000 from Madison County*
 - *\$0 from Gallatin County*
- *Project B*
 - *\$10,000 from Madison County*
 - *\$5,000 from Gallatin County*

Character Limit: 500

Foundation Request*

Does your organization plan on requesting funding from the community foundations this year?

If yes, please provide:

- Project name
- Amount of request by Foundation

If you are requesting funding for any project(s) that you are also requesting Resort Tax funding, use the same project names.

For example:

- *Project A*
 - *\$50,000 from MCF*
 - *\$0 from SPCF*
 - *\$5,000 from YCCF*
- *Project B*
 - *\$10,000 from MCF*
 - *\$5,000 from SPCF*
 - *\$15,000 from YCCF*

Character Limit: 500

Questions in the section will be used by the District to obtain the following scoring criteria: Program Expense Ratio and Revenue Reliance.

Community Engagement

Please complete the following section with detail relating to your organization. Please use annual averages or estimations for all questions in this section.

Volunteers*

Annually, how many volunteers does your organization have?

If none, please enter 0.

Character Limit: 6

Volunteer Hours*

Annually, how many volunteer hours?

If none, please enter 0.

Character Limit: 6

Members*

Annually, how many due/fee paying members does your organization have?

If none please enter 0.

Character Limit: 6

Member Dues/Fees*

Annually, how much revenue is generated from member dues or fees?

If none, please enter 0.

Character Limit: 20

Sponsorships*

Annually, how many sponsors does your organization have?

If none, please enter 0.

Character Limit: 6

Sponsorship Revenue*

Annually, how much revenue does your organization raise from sponsorships?

If none, please enter 0.

Character Limit: 20

Donors*

Annually, how many donors does your organization have?

If none please enter 0.

Character Limit: 6

Donor Revenue*

Annually, how much revenue does your organization make from donors?

If none, please enter 0.

Character Limit: 20

Questions in the section will be used by the District to obtain the following scoring criteria: Community Participation.

Project Summary (1)

Provide the following detail for your organization's #1 priority project.

Project Name Tips for Success:

Project names are critical for the community to understand the scope of work of the funding request. The project name will be referenced in all public information, board materials, funding decision meetings, and year-to-year for ongoing projects. The project name might not always be utilized with your organization name or other project detail. Names will be listed in aggregate with all projects. So it needs enough clarity to stand on its own. In the case of ongoing formal programs (e.g. Big Sky Farmers Market) there is no need to add detail.

The project name should include:

- An action/verb that describes what work will be done.
- A descriptor connecting the action/verb to what need is being addressed, where the project is taking place, or who the project is serving.

The project name should NOT include:

- Organization name or acronym (with the exception of organization names that contain verbs).
- More than 50 characters.
- Industry jargon.
- The year or dates the project is taking place.

Clear project name: Avalanche Safety Education and Outreach

Ambiguous project name: Education and Outreach

Name (1)*

Please provide the name of this project.

Character Limit: 50

FY23 Request (1)*

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

Character Limit: 20

Project Description Tips for Success:

Project descriptions are critical for the community and the board to understand the goal of the project and **what the project will actually be doing**. The description will be referenced in all public information and board materials. Clear descriptions outline how the project will address a community need. The description will always be used in conjunction with your project name, organization name, and project request amount, please use discretion if duplicating these details in your description.

The description should include:

- The service provided or project deliverable(s).
- The outcome and its community benefit.

The description should NOT include:

- Organization-level information.
- More than 300 characters.
- Industry jargon.
- Language along the lines of "XYZ corp is seeking Resort Tax funding..." This information is implied.
- A list of partners. This information will be requested in the Project Application.

Clear description:

Avalanche risk in Big Sky is high. To reduce human-triggered avalanches this program will provide critical education to skiers and snowboarders. Five in-person classes will be offered to residents of Big Sky free of charge.

Ambiguous description:

The Big Sky Avalanche Safety Center is requesting Resort Tax funds. The Center is a pillar of the community loved by all those that ski in this beautiful area. It is crucial that we receive this funding.

Description (1)*

Please provide a description for this project.

Character Limit: 300

Investment Types:

- **Administration:** Overhead supporting day-to-day operations not solely contributing to direct delivery of a service.
 - Life span: 0-1 year
- **Capital:** Acquisition, improvement, or maintenance of physical assets or real property, including large-scale infrastructure.
 - Life span: 1+ years
- **Programming:** Direct costs supporting a measurable service in which mission delivery occurs toward a specific goal.

- o Life span: 0-1 year or ongoing

Investment Type (1)*

Select the investment type of this project.

If a project fits more than one Investment Type it should be broken into multiple project requests.

Choices

Administration

Capital

Programming

Impact Areas:

- **Arts and Education:** Addresses multi-disciplinary inclusive education, stewarding awareness and understanding of cross-cultural ideas and values.
 - o *Examples include, but are not limited to, skill training, instruction, childcare, events, and public art.*
- **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.
 - o *Examples include, but are not limited to, research, marketing, business development, and professional training.*
- **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.
 - o *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.
 - o *Examples include, but are not limited to, deed and affordability restrictions.*
- **Public Works:** Addresses core utilities and services used broadly by the community -- in many cases, resulting in property tax or fee reduction.
 - o *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.
 - o *Examples include, but are not limited to, parks, trails, easements, studies, public access, trainings, sports and recreation, and preservation.*

Impact Area (1)*

Select the Impact Area of this project.

Choices

Arts and Education
Economic Development
Health and Safety
Housing
Public Works
Recreation and Conservation

Questions in the section will be used by the District to obtain the following scoring criteria: Forecasting Accuracy and Track Record.

Future Requests

The maximum number of additional projects is 3 per upcoming fiscal year.

Additional FY24 Projects*

How many additional (not outlined in the above requests) projects do you plan to request Resort Tax funding for in FY24 (7/1/23-6/30/24)?

If none, please enter 0.

Character Limit: 1

FY24 Predicted Request*

What is your predicted Resort Tax funding request for all FY24 projects (7/1/23-6/30/24)?

Character Limit: 20

Additional FY25 Projects*

How many additional projects do you plan to request Resort Tax funding for in FY25 (7/1/24-6/30/25)?

If none, please enter 0.

Character Limit: 2

FY25 Predicted Request*

What is your predicted Resort Tax funding request for all FY25 (7/1/24-6/30/25) projects?

Character Limit: 20

Questions in the section will be used by the District to obtain the following scoring criteria: Forecasting Accuracy.

Additional Future Requests FY24 (1)

Provide the following detail for your organization's future project(s) that are NOT being requested this year (FY23).

Additional Project Name FY24 (1)*

Provide a short, descriptive name of this project.

Character Limit: 250

Projected Additional FY24 Request (1)*

What is your anticipated Resort Tax request for this project in FY24 (7/1/23-6/30/24)?

Character Limit: 20

Additional FY24 Project Description (1)*

Please provide a brief description of this project.

Character Limit: 300

Additional Future Request FY25 (1)

Provide the following detail for your organization's future project(s) that are NOT being requested this year (FY23).

Additional Project Name FY25 (1)*

Provide a short, descriptive name of this project.

Character Limit: 250

Projected Additional FY24 Request (1)*

What is your anticipated Resort Tax request for this project in FY25 (7/1/24-6/30/25)?

Character Limit: 20

Additional FY25 Project Description (1)*

Please provide a brief description of this project.

Character Limit: 300

Submission

Please ensure that your LOI is complete, all calculations are accurate, and it has been proofread before submitting for District review. Once you click **Submit Application** you will no longer be able to make changes.

Completion*

Incomplete LOIs will be returned to the applicant and applicants will not be invited to complete Project Applications until a completed LOI has been reviewed by the District. It is the applicant's responsibility to provide all the information requested in the proper format by the LOI deadline.

Choices

I certify this LOI is complete and accurate

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