

ELIGIBILITY QUESTIONS

1. Is this project in Salt Lake County?
 - a. Yes
 - b. No
2. Are you applying on behalf of Salt Lake County Parks & Recreation or as a municipality?
 - a. P&R
 - b. Municipality
 - c. Other
3. Does Salt Lake County have an ownership interest in this project/property, per Utah Code Ann. §§ 11-14-103(b)?
 - a. Yes
 - b. No
4. Will this project meet the safe harbor provisions outlined in Rev. Proc. 2017-13?
 - a. Yes
 - b. No
5. Will this project have a useful life of at least 10 years?
 - a. Yes
 - b. No

CONTACT INFORMATION

1. Are you applying as a Salt Lake County entity or as a municipality?
2. Primary contact
 - a. First Name
 - b. Last Name
 - c. Telephone
 - d. Email
3. Organization Name
4. Organization Address
5. Organization Telephone
6. Organization website
7. Secondary contact
 - a. First Name
 - b. Last Name
 - c. Telephone
 - d. Email

8. Budget contact
 - a. First Name
 - b. Last Name
 - c. Telephone
 - d. Email

APPLICATION DETAILS

9. Project Name
10. Amount requested
11. Program Category - Select the appropriate program category:
 - a. Land Acquisition
 - b. New Recreation Facility/Amenity
 - c. Park Development
 - d. Recreation Facility Renovation/Remodel
 - e. Trail
12. Select the County Council District where the project is located
13. Project Address - List the project address if it is different than the previously provided business address.
14. Organizational Information - Provide an overview of the organization, including but not limited to mission, history, programs, services offered, and audiences served.
15. Project Executive Summary - Provide a project summary. *This should be an overview of your project that explains its purpose and what it aims to accomplish (include who, what, when, where, and cost).*
16. Project Timeline - Provide projected start and completion dates.
17. Public Amenities - Describe what amenities are included in this project
18. Project Details - Detail the Scope of Work, including key project components, expected deliverables, and size of the project (number of acres, square footage, trail miles, etc.). *Within the answer to this question, please provide all relevant details that will help reviewers better understand WHAT is included in the project and HOW it will be completed.*
19. Project Timeline – Provide a detailed timeline for the chart, including estimated length of each phase of the project (planning, construction, etc.).
20. Community Support - Identify other organizations that support and endorse the project and describe how the project benefits them. *Indicate whether a letter of support has been included in this application. See the "Documents" tab to upload these letters.*

PRIORITIZATION CRITERIA

21. Select the pillar of the Master Plan that this project addresses:
 - a. Repair – Addresses capital maintenance or provides ongoing maintenance
 - b. Complete – Finishes regional parks, trails, and recreation facilities
 - c. Develop – Constructs new trails, parks, and facilities or acquires land
22. Strategic Fit - Document how this project fits the parks and recreation master plan or demonstrates a critical community need, including how it addresses the pillar selected above. *The plan can be found in the "Additional Resources" section of this application.*
23. Collaborative Funding – Provide details on additional resources, partnerships, or co-investments that have been or will be secured to maximize impact. If matching funds have not yet been secured, describe in detail how they will be secured and demonstrate the organization’s fundraising ability.
24. Serving Growth and Need - Describe how this project is appropriately sized to the capacity and needs of the organization and community. Include any needs studies that have been completed.
25. **Repair projects only:** Condition – Describe the current condition of the facility or amenity. Provide information on any imminent failures or closures and a detailed description of the most critical repairs needed.
26. **Complete projects only:** Completion – Describe the current stage and the percentage of completion of the project currently as well as the original plan and phases.
27. Operation Impact – Explain how this project manages maintenance demands and provides responsible system growth. Include whether this project replaces or eliminates existing infrastructure with high maintenance needs, reduces overall maintenance obligations, and/or limits the need for increased staff.
28. Sustainability - Define the environmental efficiencies incorporated in the project, for example: energy conservation options, water conservation measures, and, if applicable, the facility design will qualify for LEED certification.

FINANCIAL INFORMATION

29. Management - Will Salt Lake County be responsible for the ongoing operations and maintenance for the project?
 - a. Yes

b. No

30. Fiscal Impact - Provide an analysis of the financial impact this project will have on the organization's future finances, including additional future revenue streams it may provide.
31. Proforma - Provide a financial assessment or proforma for the project. Describe in detail how future capital maintenance and operating expenses will be funded. Include an expense forecast, staffing costs, and a long-term maintenance budget plan.
32. Workforce Strategy - Provide a workforce strategy with information for key staff who will oversee this facility post-construction, including their experience or job descriptions and estimated hire dates for new positions.

ADDITIONAL DOCUMENTS

- Detailed Budget - a sample budget is included in the "Additional Resources" section of this application. **[Required]**
- Organizational Budget – three years of the organization's budget
- Deed or contract to purchase property
- Construction Information or Design Documents - Schematic drawings, site plans, space programs, and master construction budget for the project
- Letters of Support - addressed to the ZAP Recreation Advisory Board
- Support Materials - Video or photographs that articulate your case for support
- Proforma - Annual cost estimate for operations and maintenance,
- Workforce Strategy - Any additional information on FTE/PT employees needed for operations, including job descriptions or resumes