

TRCC Support Program Application

Eligibility Questions:

1. Select which one applies to your organization:
 - a. Municipality
 - b. Nonprofit
 - c. Educational Institution
 - d. Other
2. Is this project “shovel-ready” – it is ready to implement as soon as funds are disbursed, and any feasibility/design studies have been completed
 - a. Yes
 - b. No
3. Does this project include any deferred maintenance costs?
 - a. Yes
 - b. No
4. Is this project located within Salt Lake County?
 - a. Yes
 - b. No
5. Does this application include any operational costs?
 - a. Yes
 - b. No
6. I acknowledge that TRCC is a reimbursement grant and is the last money to be spent on this project
 - a. Yes
 - b. No

Application Questions

1. Provide the project name
2. Funding amount requested
3. Select one of the following to describe the project:
 - a. New project
 - b. Additional funds for a new phase of a current project
4. Select the appropriate program category:
 - a. Tourism Project Support
 - b. Parks, Recreation, and Trails Support
 - c. Cultural Facilities Support

d. Convention Facilities Support

5. Select the council district where the project is located
6. List the project address if it is different than the organization's business address
7. Provide an overview of the organization, including but not limited to mission, history, programs, services offered, and audiences served.
8. Provide a project summary. This should be an overview of the project that explains its purpose and what it aims to accomplish (include who, what, when, where, and cost). The Project Details section below will provide specific details on how this will be accomplished.
9. Provide projected start and completion dates. Note that TRCC projects typically have a 2-year completion deadline.
10. Explain how this project aligns with the specific TRCC support program category you selected in Question 2. For PRT and CFS projects, please include alignment with Salt Lake County's Visions and Principles.
11. Describe the community needs for this project and what local support it has received. (Lessees of government-owned facilities must provide the landlord's written consent for the construction/implementation of proposed improvements.)
12. Describe how this project is appropriately sized to the capacity and needs of the organization and community. Include past attendance data.
13. Detail how the project aligns with the organization's mission.
14. The TRCC Support Program is a reimbursement grant. Describe in detail what other revenue sources have been secured (or detail the plan to secure them) for costs that this grant does not cover.
15. Provide details on how cash flow for the project will be managed, keeping in mind that TRCC is a reimbursement grant.
16. Document the organization's ability to secure additional funding in the event the project is not funded at the full amount.
17. Explain how the project would be adjusted if it was not funded at the fully requested amount.
18. 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.
19. Please specify the type of funding requested for this project:
 - a. Consulting funding -> go to 20
 - b. Capital funding -> go to 26
 - c. Tourism promotion funding -> go to 36
20. Describe the type of consulting services that will be provided and why existing organizational staff were not able to provide them.

21. Describe the process through which the consultant(s) have been selected.
22. Describe in detail the goals and objectives of the consulting services.
23. Provide a plan to implement the plan or findings provided by the consulting services, especially considering that receiving funding for consulting purposes does not guarantee future TRCC funding for implementation.
24. Provide the scope of work, including key project components, expected deliverables, timeline, and estimated project completion date (if approved).
25. Provide the payment schedule for the work and expenses.
26. Does the organization own or lease the facility?
 - a. Lease -> go to 21
 - b. Own -> go to 22
27. Describe the organization's partnership with the facility owner and provide written permission from the landlord of the facility in attached documents.
28. Describe the current facility and why it no longer meets the needs of the community it serves.
29. Detail the Scope of Work, including key project components, expected deliverables, timeline, and estimated project completion date (if approved). 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.
30. Describe in detail how future capital maintenance and operating expenses will be funded. Include a five-year expense forecast, staffing costs, and a long-term maintenance budget plan.
31. Provide information for key staff who will oversee this facility post-construction, including their experience or job descriptions and estimated hire dates for new positions.
32. Provide project management information, including key personnel, their experience, and the criteria used when selecting them.
33. Have feasibility and design studies for this project been completed?
 - a. Yes -> go to 28
 - b. No -> go to 29
34. Provide design information, including architectural design, site plan, space program, and schematic design.
35. Detail construction information, including construction cost estimate from a qualified professional, master construction budget, LEED planning (if applicable), and contingency plans for cost overruns.
36. Describe the type of tourism promotion services and any collaboration with local tourism organizations.

37. Describe the goals and objectives of the tourism promotion services, including the projected number of room nights generated and/or future visitor spending, and how that number was calculated.
38. Provide a Scope of Work, including key project components, expected deliverables, timeline, and estimated project completion date (if approved).
39. Provide information for key staff who will oversee this project, including their experience or job descriptions and estimated hire dates for new positions.
40. Provide a payment schedule for the promotional work and expenses.