

## **Park County Land & Water Trust Fund Application**

### **Purpose:**

The Land & Water Trust Fund is comprised of proceeds from a voter approved 1% sales tax of specific goods and services to be used to help fund:

- THE PRESERVATION, PROTECTION, ACQUISITION, IMPROVEMENT AND MAINTENANCE OF PARK COUNTY'S REMAINING WATER RESOURCES, AND LANDS IN PARK COUNTY CONTAINING ASSOCIATED WATER RIGHTS AND WATER RESOURCES; and
- THE PRESERVATION, PROTECTION, ACQUISITION, LEASING, IMPROVEMENT AND MAINTENANCE OF WATER RIGHTS, WATER SYSTEMS/STRUCTURES, OPEN SPACE, AND WILDLIFE AND OUTDOOR RECREATION RESOURCES.

### **Definitions:**

- **Open Space:**  
Any area permanently prohibited from development and intended primarily for one or more of the following: passive and undeveloped recreational use, preservation of rural and open character, protection of wildlife habitat, preservation of scenic views and natural features or environmental quality, and for other similar benefit and enjoyment for the general public.
- **Outdoor Recreation Resources:**  
Areas which provide or may in the future provide for opportunities for outdoor recreation. Outdoor recreation includes any activity conducted in an outdoor environment by the general public.
- **Water Resources:**  
Sources of water that are useful or potentially useful to support human or natural resources, including consumptive and non-consumptive uses for agricultural, industrial, household, recreational, and environmental needs.
- **Water Rights:**  
A specific amount of water adjudicated in water court for a specific use in a specific location.
- **Water Systems/Structures:**  
Facilities used to treat, administer, and utilize water.
- **Wildlife:**  
Terrestrial, avian and aquatic species except those determined to be domestic animals by Colorado Revised Statute.

## **Park County Land & Water Trust Fund Application**

### **Eligibility:**

Only **COMPLETE** applications will be considered for Park County Land & Water Trust Fund approval. Complete applications **REQUIREMENTS INCLUDE:**

- One (1) PDF with electronic signature;
- Complete all sections of the application;
- All application forms must be signed and dated by the individual responsible for the completion of the project;
- Applicants that provide more than ten percent (10%) cash match of the cash total will result in a higher overall score. Cash matches may include:
  - U.S. currency;
  - Professional and Construction (contract) services; and
  - Purchase of equipment or materials having a cash value.
- Applicants **MUST** itemize in kind funding sources. In kind funding will be scored separately. Examples of in-kind funding include:
  - Donated material;
  - Volunteer labor and or professional services;
  - Travel;
  - Administrative expenses.
- All information must be typed;
- Incomplete or illegible applications will not be considered;
- The application must be received by the published deadline, four (4) weeks prior to the scheduled meeting. The deadline may be waived at the discretion of the Land & Water Trust Fund Board for emergencies;\
- Applications selected for funding shall be considered a legal contract between the applicant and Park County and are therefore subject to a financial audit and on-site project inspections.

**All applications must be sent to the Park County Land & Water Trust Fund Board at:**

[lwtfboard@gmail.com](mailto:lwtfboard@gmail.com)

# Park County Land & Water Trust Fund Application

## Awards:

All applications will be considered for funding, if the published criteria are met. The awarded grants in Park County is the responsibility of the Board of County Commissioners. The amount and number of grant awards varies from year to year, depending on the total funding pool and the number of applicants. Please keep in mind that Park County receives a limited amount of funds available for distribution. When the Board of County Commissioners award the funds, a “Memo of Understanding” will be issued to the organization identifying the amount of funds received and the length of time the award will be held in the organization name. The award will be good through the end of the approved project schedule. If an extension is needed beyond the end of the project schedule, that request must be made in writing, and filed with an interim report by the next scheduled LWTF Board meeting. To receive future funding for a grant request, a final report must be turned in no later than 90 days following the completion of the project.

## Criteria:

Program policies and funding recommendations are based on the following criteria:

<u>Criteria</u>	<u>Points</u>
Benefit to Park County	30
Project accessibility to the general public	10
Matching cash funds	20
In-kind services provided by the applicant organization or project supporters	15
Complete and intelligible application, budget and supporting documentation	05
Project sustainability plan for funding ongoing maintenance and capital renewal	05
Project type (Open Space, Outdoor Recreation Resource, Water Resource, Water Rights, Wildlife)	<u>15</u>
TOTAL	100

**Park County Land & Water Trust Fund Application**  
**GENERAL INFORMATION**

Organization name:

Contact person:

Organization address:

Contact address:

Organization phone #:

Contact phone #:

Project Name:

Project Schedule:

- Start
- Project Milestones including:
  - Planning & Investigation
  - Design
  - Bid/Procurement
  - Construct
  - Intermittent Funding Request Milestone(s)
    - 
    -
  - Intermittent Project Update Report Milestone(s)
    - 
    -
- Finish
- Final Funding Request
- Final Report & Presentation
- 11-Month Review

Provide a brief description of the project scope and nature.

What is the need for the project?

How does the project align with the voter approved use of funds?

Please describe the return on investment of Land & Water Trust Funds.

## **Park County Land & Water Trust Fund Application**

Please list and provide supporting documents (as attachments) including photos, drawings and maps.

Who is the Property Owner & do they approve of it, they approved it, or when is approval anticipated?

Provide documentation of the entity that owns or will own the asset, including water rights, for this project.

Accessibility to the public (provisions for the disabled, location, hours, etc.):

How will the LWTF contribution be recognized during the project (i.e. Thank You Park County Voters banner/signage) and at the completion of the project (i.e. Dedication/Contribution Plaque)?

Has this entity had previous funds awarded, and if so, is there a final report on file per page 3 criteria?

# Park County Land & Water Trust Fund Application

## BUDGET

Budget Overview:

Land & Water Trust Fund Request	\$ _____
Applicant/Partner cash match	\$ _____
Cash total (grant request plus applicant cash match)	\$ _____
Value of in-kind services (provide documentation)	\$ _____
Project Total Budget	\$ _____
Applicant Cash Match Percent of Total Cash	_____ %

If the project was developed using Tasks or Phases, please categorize the budget on the following page by Task or Phase. Rows may be added as needed to each budget category. If more than one partner is contributing to the budget, you may add columns for each or use a total for the chart and list each partner's contribution separately under the budget narrative.

# Park County Land & Water Trust Fund Application

## EXPENSES INCOME AND EXPENDITURE SHEET

Description	LWTF Request	Applicant Cash	Applicant In-Kind	Partners Cash	Partners In-Kind	Total
Consultants and/or Contractors						
Equipment Rental or Purchase						
Materials, Supplies, and Fees						
Property Acquisition						
Mileage (Prefer applicant and partners provide cash & in-kind)						
Administrative Expenses (Prefer applicant and partners provide cash & in-kind)						
Other (Be Specific)						
Total Income/Expenses						

**Park County Land & Water Trust Fund Application**  
**NARRATIVE**

Without repeating information provided elsewhere, please describe any additional information regarding each expense and related income source Please attach any additional back up documentation that has not been already provided.

Consultants and/or Contractors:

Equipment Rental or Purchase:

Materials, Supplies and Fees:

Property Acquisition:

Mileage (Prefer applicant and partners provide cash & in-kind):

Administrative Expenses (Prefer applicant and partners provide cash & in-kind):

Other:



# **Park County Land & Water Trust Fund Application**

## **CERTIFICATION**

I, the undersigned, certify that:

- 1) I have been authorized by the organization named in this application to administer the Trust Fund Grant, if awarded;
- 2) To the best of my knowledge, all information contained in this application is true and accurate;
- 3) The Land and Water Trust Fund's investment will be recognized during the project (i.e. Thank You Park County Voters banner/signage) and at the completion of the project (i.e. Dedication/Contribution Plaque) as agreed upon;
- 4) A final report, as an electronic document, will be furnished to the Land and Water Trust Fund Board, including lessons learned on the project, to be prepared and submitted to Park County for publication on its web site;
- 5) Report and presentation will be presented within 90 days of the scheduled finish date and an 11 Month Review as stated above for the project described herein; and
- 6) All required reporting forms will be furnished in a timely manner to be considered for future funding.

**Representing (Applicant Organization):**

**Contact Person (typed or printed):**

**Contact Person (signature):**

**Dated:**