

GARDINER RESORT AREA DISTRICT APPLICATION FOR RESORT TAX FUNDS

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 appropriation and located within the resort area district. The applicant must be a governmental unit, nonprofit corporation, or association with the capability of being legally bound by the Appropriation Agreement.

The purpose of the appropriation request must be within the purposes of the District's Administrative Ordinance #2015-1 (posted online: www.gardinerresorttax.com) and must benefit the community at large.

INSTRUCTIONS:

- This application form must be used. Do not modify this form. Incomplete forms will not be considered.
- The application must be signed by the governing Board Chair or Officer of the applicant organization. If funded, the governing Board Chair or Officer must also sign the Appropriation Agreement.
- The applicant must appoint an Applicant Representative whom the applicant's governing Board Chair or Officer deems capable of representing the application during the Appropriation process.
- Questions may be directed to resorttaxweb@gmail.com or 406-848-1005.
- Please provide five (5) complete copies of each application. Provide concise answers on two-sided, white, 3-hole punched, 8½ x 11 paper. Staple each copy in the upper left corner. Do not submit copies in folders, binders, etc. Do not include extra materials. In addition, provide a PDF copy of the signed application to resorttaxweb@gmail.com.
- Applications must be received (not postmarked) by **October 31** or they will not be considered. Mail applications to:

Gardiner Resort Area District
P.O. Box 510
Gardiner, MT 59030

- **Applications will be addressed in the November meeting.** Applicants are strongly encouraged to attend this meeting to answer any questions. Applicants that do not have a representative present at the meetings may not be considered for funding.
- **Appropriations will be decided at the December meeting.**
- The public is welcome to attend all meetings and will be given the opportunity to comment on the applications.

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DOCUMENTS REQUIRED

1. Articles of Incorporation - submit once and then when any updates are made. Please note whether your Articles are already in our files.
2. Copy of the entity's complete operating budget for the current year (January 1-December 31). If your fiscal year does not coincide with this time period, please provide complete budgets for the entity's fiscal year that covers the aforementioned time period.
3. Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your previous completed fiscal year.
4. Organization's Profit and Loss Report, Budget vs. Actual Report and Balance Sheet from your current fiscal year-to-date.
5. Detailed budget for the project for which funds are being requested.

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Applicant's Name: _____

Project Name: _____

Application Representative: _____
Representative must appear at the November meeting for Q&A.

Project Start Date: _____ Project End Date: _____

Address: _____

Telephone: _____ Email: _____

Funds Requested: \$ _____

- ☐ Our Articles of Incorporation are already on file with the Resort Tax Board
- ☐ If required by contract, we will be able to supply proof of insurance

I certify that the application and its attachments are correct to the best of my knowledge.

Signature
Board Chair or Governing Officer

Title

Printed Name

Date

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- 1. Provide an executive summary of the project for which funds are requested (50 words max).**
- 2. What is your organization's mission statement and tax status? (only needs to be filled in on one application per granting cycle)**
- 3. Provide a complete description of the project. Include the project's purpose, goals, and objectives. The information provided here should be specific regarding what the entity is requesting to be funded by resort tax. If permits are required, please specify what permits are required. (250 words max)**
- 4. Have other funding sources been explored? If so, what is the status?**

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5. If full funding were not appropriated, would partial funding enable project completion? If so, what would the impact be? (100 words max)

6. Projects must fall within the Gardiner Resort Area (Tax) District (see map at www.gardinerresorttax.com). Where is the project located? (25 words max)

Please note: Not every application will be able to respond to the following questions; an application will not be rated on the ability to answer all questions.

Does the entity and/or project...

7. Benefit the community at large including residents, visitors and tax collectors/the business community? Yes/No If yes, how? (50 words max)

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8. Promote tourism and development, help make Gardiner a world-class resort community and increase resort tax revenue? Yes/No If yes, how? (50 words max)
9. Support or improve critical infrastructure, public health, safety and/or welfare in the world-class community? Yes/No If yes, how? (50 words max)
10. Involve collaboration among entities in the community to meet common goals? Yes/No If yes, how? (100 words max)
11. Fill a community need not currently or adequately being satisfied? (50 words max) Yes/No If yes, how

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TOTAL ORGANIZATIONAL BUDGET

TO INCLUDE ALL ORGANIZATION PROJECTS AND PROGRAMS-NOT ONLY THOSE REQUESTING FUNDING FOR THIS CYCLE

Total budget for the year the entity is requesting funding: \$ _____

What percentage of the above budget is the entity requesting from resort tax? _____%

	ITEM	AMOUNT
Revenue	Private donor contributions:	
	Private donor contributions (in-kind):	
	Public grants:	
	Fundraising events:	
	Sub total revenue:	
	Other (describe):	
	Total revenue:	
Expenses	Paid staff (full-time equivalent):	
	Operations: (Expenses incurred in carrying out day-to-day activities)	
	Programming: (Expenses directly related to providing programs)	
	Capital expenditures: (Amount spent to acquire or improve long-term assets such as equipment or buildings)	
	Other expenses (describe): (Any other expenses not identified above)	
	Total expenses:	
Income	Net income:	
Capital Reserves	On-hand restricted (allocated for specific use)*:	
(Funds on hand for long-term projects)	On-hand unrestricted (not allocated for specific use)*:	
	Goal:	

*Purpose of Restricted and Unrestricted Capital Reserves:

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TOTAL CASH FLOW THREE-YEAR REQUIREMENT

TO INCLUDE ALL ORGANIZATION PROJECTS AND PROGRAMS-NOT ONLY THOSE REQUESTING FUNDING FOR THIS CYCLE

Write N/A if an item does not apply to your organization.

STAFF	2024	2025	2026
Paid staff (not including volunteer time):			
Full-time equivalent staff:			
CASH OUTFLOW			
Operations: <i>(Expenses incurred in carrying out day-to-day activities)</i>			
Programming: <i>(Expenses directly related to providing programs)</i>			
Capital expenditures: <i>(Amount spent to acquire or improve long-term assets such as equipment or buildings)</i>			
Other expenses (describe below)*: <i>(Any other expenses not identified above)</i>			
Total:			
Resort tax request:			

*Other expenses: _____
