

**APPLICATION FOR RESORT TAX FUNDS
DEADLINE TO SUBMIT APPLICATION IS
FEBRUARY 17, 2012 BY 10:00 A.M.**

| | |
|-----------------------------------|--------------------------------|
| Applicant's Corporate Name: _____ | |
| Project Name: _____ | |
| Address: _____ | Phone: _____ |
| Applicant Representative*: _____ | Email Address: _____ |
| Project Starting Date: _____ | Project Completion Date: _____ |
| TOTAL FUNDS REQUESTED: \$ _____ | |

* The Applicant Representative is the person and/or entity with which the Park County Commission will sign a contract agreement with for the receipt of resort tax funds, if funding is awarded. This person should also be someone the County Commission can contact if further information is needed, as well as the person who will be representing the application at BOTH the Question and Answer forum and Allocation meeting.

Provide a brief narrative for the following inquiries below, supported by copies of requested documents. Please follow the detailed instruction sheet attached.

- 1) A description and the purpose of the organization, including a copy of the Articles of Incorporation, unless previously submitted to the Park County Commission.
- 2) A complete description of the project, including its nature, goals and purpose.
- 3) Describe any of the social, economic and environmental impacts (negative or positive) on the Cooke City resort area.
- 4) Provide a cost breakdown of the project to include:
 - a) Amount of the Resort Tax requested at this time;
 - b) Copy of the organization's full operating budget for the most recent fiscal year;
 - c) Financial Statements – Most current year approved;
 - d) Profit and Loss report, Budget vs. Actual report and Balance sheet for the same period as your budget; and
 - e) What percent of the project's budget is your resort tax request?

- 5) Describe other funding options available to complete this project, including the estimated amount of these options.

- 6) Do you anticipate requesting Resort Tax funds in the future for this project, if so how much?

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

Signature

Title

Printed Name

Date

Colter Pass, Cooke City, Silver Gate Resort Area
INSTRUCTIONS AND SCHEDULE FOR
RESORT TAX FUND APPLICATION

As required by law, an applicant must be a legal entity formed under the laws of the State of Montana. The purpose of the allocation request must be within the purposes of the Ordinance and must benefit the community at large, and not a single person, organization or corporation. The recipient must be “an entity” that is capable of both “legally and practically” carrying out the purpose of the allocation. The entity must be a governmental unit, corporation or limited partnership with the capability of being legally bound by the Allocation Agreement.

Appropriations Schedule:

Applications Due on February 17, 2012, 10:00 a.m. Submit your written application, along with 6 copies, in a sealed envelope to the Park County Commission at a public meeting held on February 24, 2012 at 10:00 a.m. at the Cooke City Community Center, Cooke City. Applicants will be required to have a short oral presentation on their applications and to answer initial questions regarding the application.

Appropriations Decisions. Commission will hold a meeting at the City/County Complex in Livingston, Montana on March 2, 2012 at 10:00 a.m. The County Commission may have additional questions prior to making final decisions, therefore applicants are advised to have a representative present to answer these questions.

Note that members of the public are welcome at all of the above meetings and will be given the opportunity to comment on the applications

SPECIFIC APPLICATION INSTRUCTIONS

- Be sure to complete this year’s current application and fill out the cover sheet provided. Do not provide your own format.

- Applicant Name: The Applicant Representative is the person and entity with whom the County will sign a contract agreement with for the receipt of resort tax funds, if funding is awarded. This person should also be someone the Commission can contact if further information is needed, as well as the person who will be representing the application at BOTH the Question and Answer forum and Allocation meeting.

Please provide six (6) complete copies of each application.

In completing the application, it is important that you answer each question in the order presented on the application. Provide concise answers on one-sided, white 8 ½ x 11 paper, allowing for one sheet per answer using a 12-point font size.

If you have any questions regarding this application or instructions, please contact either Suzy Hahn, Community Council's Clerk's, at 406-838-2443 or Donna Rowland, at 406-838-2495.

APPLICATION FOR RESORT TAX FUNDS
For
Colter Pass, Cooke City, Silver Gate Resort Area

#____ - ____ -12

DATE NOTICE ISSUED _____

This request for applications (RFA) shall be distributed by the Park County Clerk and Recorder's Office only. All copies must be obtained from the Park County Clerk and Recorder's Office and all applications must be submitted to Park County Commission. The Park County Clerk and Recorder's Office cannot answer questions regarding this request for bids. All questions regarding the application and instructions will be answered by either Suzy Hahn, Community Council Clerk's, at 406-838- 2443 or Donna Rowland, at 406-838-2495.

This RFP is issued in accordance with Section 18-4-303, of the Montana Code Annotated (MCA) and the Administrative Rules of Montana (ARM) ARM 2.5.602.

NOTICE IS HEREBY GIVEN that the Park County Commission will receive applications for Resort Tax Funds for the Colter Pass, Cooke City, Silver Gate Resort Tax Area. The application may be obtained Monday through Friday, 8:00 a.m. to 5:00 p.m. at the Park County Clerk and Recorder's Office, 414 East Callender Street, Livingston, Montana 59047, (406) 222-4110 or by emailing the Park County Clerk and Recorder's Office at clerkandrecorder@parkcounty.org.

Applications shall be submitted to the Park County Commission at a public meeting held at the Cooke City Community Center on February 17, 2012, at 10:00 a.m. All application envelopes must be sealed and marked with "**Resort Tax Fund Application.**" Late applications will not be accepted. All applications must follow the Instructions and Schedule for Resort Tax Fund Application. Park County reserves the right to accept or reject any or all applications. Park County may or may not choose to award a contract as a result of any application.

Publish dates: _____, 2012, and _____, 2012.