

**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 or before **February 24, 2022, 4:00 p.m.** Submit your original written application, along with 3 copies, to the Park County Clerk and Recorder’s Office, 414 East Callender Street, Livingston, MT. All application envelopes must be sealed and marked with “**Resort Tax Fund Application 2021.**” The Park County Commission will hold a public meeting on **February 25, 2022, at 10:30 a.m.** in Cooke City at the Chambers of Commerce Center to obtain public comment on the applications. Applicants may 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 15, 2022, at 10:00 a.m.** The meeting will be virtual and you can participate by calling 1-571-748-4021 and the conference ID is 2896157#. 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 one original and three (3) 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 the Park County Commission at 406-222-4106 or [commissioners@parkcounty.org](mailto:commissioners@parkcounty.org).

**APPLICATION FOR COLTER PASS, COOKE CITY, SILVER GATE  
RESORT TAX AREA FUNDS**

**APPLICATION DEADLINE IS February 24, 2022, BY 4:00 P.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 Colter Pass, Cooke City, Silver Gate 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