

DRAFT

MLR INTERIM FUNDING CYCLE FOR 2015

Available Online
December 19, 2014 @ →
mammothlakesrecreation.org

Funding Request Forms Due
January 12, 2015

Public Allocation →
Committee Meeting to
organize applications.
No planned Q&A. Applicants
welcome but need not attend.
Date/Time/Location – TBD

Special MLR Board Meeting
Full board review of funding requests.
Q&A with applicants and public comment.
January 28, 2015
1pm, Suite Z
437 Old Mammoth Road, Mammoth Lakes, CA 93546

Extra Board meeting →
if necessary

MLR Board Meeting
Full board vote on funding requests.
February 9, 2015
1pm, Location TBD

MLR Presents Funding
Recommendations To Town Council
Public Session
February 18, 2015
6pm, Suite Z
437 Old Mammoth Road, Mammoth Lakes, CA 93546

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MLR INTERIM FUNDING CYCLE FOR 2015

Scope and Instructions

At the request of the Mammoth Lakes Town Council, the Mammoth Lakes Recreation Board has created an interim funding cycle for awarding grants from Measure R and Measure U for all 2015 funding. This interim funding cycle will be **limited in scope and amount** and will serve as a stopgap for recreation, mobility, trails, parks, and arts & culture funding until a new comprehensive application process is approved by Town Council and put into place in Fall 2015.

SCOPE

- ❖ Town Council must approve all MLR funding recommendations.
- ❖ Both capital and non-capital projects will be considered for funding. MLR reserves the right to not recommend funding for all projects.
- ❖ All funded projects receive a letter of engagement or contract from the Town of Mammoth Lakes and must produce a post-project performance report and review. *[Language to be inserted regarding gift of public funds pending legal review.]*
- ❖ **Fast Track Only.** MLR has produced a simplified *Funding Request Form* for this cycle. Consideration of complex or controversial projects that require additional study beyond the scope of the attached form will be deferred to a future funding cycle.
- ❖ **Leveraged Funding.** Town Council has tasked MLR with reviewing all relevant projects currently in the town pipeline and prioritizing funding recommendations once this interim funding cycle is complete. MLR will also publish a document detailing the strategic vision and reasoning behind its recommendations. This work is ongoing, but a core component of MLR's emerging strategic vision is the facilitation of better partnerships and coordination among town organizations and privileging projects that add long-term value to the community and develop shared resources for other groups, events or projects. This priority will figure prominently in the board's deliberations during this interim funding cycle.
- ❖ **No Marketing.** MLR supports the development of a collaborative marketing strategy for town events and is working with town partners to develop an effective solution. Marketing will therefore NOT be considered a legitimate expenditure for this limited-scope funding cycle.
- ❖ **Collective Transit.** MLR intends to fund trolley service for projects in collaboration with the Town of Mammoth Lakes. Please contact *[Town to advise MLR on correct contact]* to coordinate trolley service for your project.

INSTRUCTIONS

1. Review the scope of this interim funding cycle carefully. Also study the attached workflow document for all due dates, meeting times, and information on public comment sessions and Q&As.
2. Fill out the attached Funding Request Form and be sure to include the required executive summary and project budget. Each project must submit separate Funding Request Forms.
3. Request Form and attachments must be received by **5pm on Monday January 12, 2015. Late applications will not be considered. It is the applicant's responsibility to confirm receipt.**
4. You may submit your Request Form and attachments in three ways:
 - a. Email to info@mammothlakesrecreation.org
 - b. Mail to: PO Box 8562, Mammoth Lakes, CA 93546
 - c. Deliver in person to the MLT office at 2520 Main Street, Mammoth Lakes, CA 93546

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MLR Funding Request Form

Applicant Information	
Organization	
Contact Person	
Phone	
Email	
Address	
City, State, Zip	
Website URL	

Project Information	
Project Name	
Request Amount	\$
Date Submitted	
Location	
Start Date	
End Date	
Website URL	

Check the appropriate box
Yes No

1. Does this project fall under one or more of the following categories?

Check the categories that apply:

- Recreation Trails Parks
 Mobility Arts & Culture

2. Does this funding request replace previous or existing funding sources?

If so, please list all previous sources, amounts, and operative years:

<i>Source</i>	<i>Amount</i>	<i>Year</i>

3. Is this a one-time funding request for this project? If not, please describe any future operations, maintenance or replacement costs:

Yes

No

4. Have you previously received funding from MLR, Measure R or Measure U?

If so, please describe:

<i>Project Name</i>	<i>Dates</i>	<i>Amount</i>

5. Are all contingencies, permits, agreements and approvals in place for this project? If not, please include a timeline in your Executive Summary (see #10).

6. How will these funds be used and when will they be needed? Check all that apply:

	<i>Amount</i>	<i>Dates Needed</i>
<input type="checkbox"/> Planning		
<input type="checkbox"/> Operations		
<input type="checkbox"/> Maintenance		
<input type="checkbox"/> Facility		
<input type="checkbox"/> Programming		
<input type="checkbox"/> Administration		
<input type="checkbox"/> Equipment		
<input type="checkbox"/> Construction		
<input type="checkbox"/> Other _____		

7. Is this project:

- Town owned or managed
- Private
- Non-profit
- Partnership. Please list all partners:

8. Is this project included in any existing Town project plans? Check all that apply:

- General Plan
- Parks & Rec Master Plan
- Trail System Master Plan
- Draft Pedestrian Plan
- Master Bikeway Plan
- Plan Your Parks
- DRCEDS
- Biathlon Feasibility Study
- Arts & Culture Feasibility Study
- RecStrats 2
- Town CIP
- Mobility Plan
- Other _____

9. Please list all other funding sources and amounts for this project (including in-kind services):

<i>Source</i>	<i>Amount</i>
PROJECT TOTAL	

10. Please attach a one-page executive summary of your project. Include the following details:

- a. Project Description
- b. Target Markets
- c. Long-term Benefits to the Community
- d. Economic Impact

11. Please attach a budget for your project.