

Hot Springs County Recreation District

FUNDING REQUEST

July 1, 2019 - June 30, 2020

NAME OF PROGRAM: _____

PERSON SUBMITTING REQUEST: _____

ADDRESS: _____

PHONE NUMBER: _____

INSTRUCTORS (if different from person making request):

PROJECTED NUMBER OF PARTICIPANTS _____ AGE OF PARTICIPANTS _____

DATES OF PROGRAM: _____

LOCATION OF PROGRAM: _____

DOES YOUR PROGRAM PURCHASE AN INSURANCE POLICY AS PART OF THE PROGRAM?

_____ YES _____ NO

NAME OF INSURANCE COMPANY: _____

(if YES, please include a copy of the amounts of coverage)

DO YOU HAVE OTHER SOURCES OF FUNDING? _____ YES _____ NO

IF YES, PLEASE LIST THE SOURCES _____

BUDGET:

COST

HEAD INSTRUCTOR _____

ASSISTANT INSTRUCTOR _____

FACILITY FEE _____

INSURANCE _____

EQUIPMENT _____

OTHER (please specify) _____

TOTAL REQUEST _____

ADD ANY COMMENTS OR INFORMATION ON AN ADDITIONAL SHEET OF PAPER

Hot Springs County Recreation District

Guidelines for Proposals

All proposals for new and existing programs must be submitted each year and must include the following:

1. Explanation of the program/activity for which funds are sought.
2. Budget proposal
3. Program accounting sheet returned to Recreation Office at the end of the program.

The following guidelines may be helpful in submitting a proposal to the Recreation District:

1. Proposals are due by Friday, February 15, 2018. Proposals can be brought to the Recreation Office (Armory Building) or mailed to:
HSC Recreation District
P.O. Box 1321
Thermopolis, WY 82443
2. *A submitted proposal does not necessarily mean an accepted proposal.* The Recreation District Board will review each proposal and determine what proposal(s) will be funded with the Recreation District funds available. The Recreation District has set limits as to how much money may be allocated each fiscal year for funding requests.
3. Once the budget process has been completed and accepted in June, the Recreation Office will notify all applicants via mail whether their proposal was accepted or denied. If a proposal is accepted, the applicant will also receive a "Program Accounting Sheet" that must be completed and returned to the Recreation District upon completion of the proposed program/activity. The applicant will also receive instructions on how to request the funds from the Recreation District.
4. Proposals should focus on programs/activities that are recreation in nature. Proposals for payment of utility bills, maintenance, purchase of maintenance equipment, etc. will not be considered.
5. In some instances, it may be necessary for the applicant to attend a Recreation District Board meeting to answer questions or clarify information about the proposal that was submitted. If such a situation occurs, the Recreation Office will contact the applicant and inform them of the next Board meeting and ask for their attendance at that meeting. If applicant fails to show up for the Board meeting, it may be grounds for the Recreation District Board to remove the proposal from consideration.
6. The Recreation District Board requires that any program/organization that is awarded their request must, in some way, display or make it known that the Recreation District is helping to fund the program. This requirement could be satisfied by signs, flyers, banners, explicit mention, etc.
7. If you have any questions about submitting a proposal, please call the Recreation Office at (307) 864-3767.