

RECREATION & TRANSPORTATION

Special Service District

Funding Request Application

Purpose

Funding from the Kane County Recreation & Transportation Special Service District (District) is intended to support a diverse range of projects that seek to improve transportation and recreation opportunities in Kane County.

Criteria

Applicants are encouraged to pursue state and federal grant opportunities or other external funding sources prior to requesting District funding. The District intends to serve as a gap or matching funding source when possible, or as a primary funding source when no other funding is reasonably available.

- Projects should focus on transportation infrastructure and recreational amenities.
- Eligible entities include local governments, nonprofit organizations, community groups, and public-private partnerships.
- Project must be located in Kane County.

Application Process

1. Carefully and fully read this application in its entirety.
2. Submit application (submit back only **page 4** of this document) and other relevant to your project documents to the District Clerk at ccutler@kane.utah.gov.
 - a. Board members must have sufficient time to review all applications before voting. Applicants are encouraged to submit all materials to the Clerk at least one week prior to a regularly scheduled board meeting.
3. It is recommended to attach any in documents or information relevant to your project with your application. The more information the better.

Selection Process

1. The applicant, or designated representative must attend a District meeting to be considered for funding.
 - a. The representative attending the meeting should be prepared to present before the Board a detailed overview of the project.
 - b. Any documents included with the application will be accessible for review during the meeting.
 - c. The applicant may provide additional project-related documents to the Board during the presentation if they were not originally submitted with the application.
2. The Board will vote to approve or deny funding for each application on the agenda.

Approved Projects

1. Within five (5) business days of approval, the Clerk shall email an Award Letter to the applicant. The applicant must sign and return the letter within 45 days of receipt.
 - a. Funds will not be distributed until the applicant submits the signed Award Letter.
 - b. Failure to submit the Award Letter within the 45 days will require a new application process for that project.
2. First time applicants will be required to submit a W9 with the signed Award Letter.

Post-Funding Requirements

1. Disbursement of Funds

Disbursement of awarded funds shall be at the sole discretion of the Board and may be provided either as a lump-sum payment or on a reimbursement/invoice basis upon submission of required documentation, up to the approved award amount. The Board may, at its discretion, modify or waive the 180-day expenditure requirement for projects funded on a reimbursement or invoice basis where a longer project timeline is necessary due to the nature of the work.

2. Post-Project Reporting Deadline and Use of Funds

Successful applicants must submit a completed Post-Project Form within one hundred eighty (180) days of funding approval. All awarded funds must be fully expended on the approved project within this 180-day period.

- a. Grant funds may not be held, reserved, or used for purposes outside the approved project scope. Funds may not be retained for future use or for the purpose of earning interest.
- b. Any funds not expended within the 180-day period must be returned to the District within thirty (30) days following the deadline, unless otherwise approved by the District
- c. Applicants remain eligible to apply for funding for a different project during the 180-day reporting period.
 - i. However, if the 180-day deadline for a previously approved project passes without submission of the required Post-Project Form, the applicant will be ineligible to apply for or receive additional funding until the outstanding form has been submitted and reviewed.

3. Use of Funds Documentation

Applicants must submit a detailed budget outlining how grant funds were used, including supporting documentation such as invoices and receipts.

4. Project Photos (Recommended)

Applicants are encouraged to include photographs of the completed project with the Post-Project Form, if available.

- a. While recognition of District funding is not required, the District may request permission to feature the project on its website as an example of successful use of funds.

Additional Notes

1. The Board may, in its discretion, discuss, review, research, or postpone consideration of any application prior to approval or denial.
2. The Board may request additional information, impose conditions, or require modifications to an application on a case-by-case basis as it deems necessary to ensure alignment with program requirements and objectives. Such conditions may not be otherwise specified in this document.

District Information

1. The District complies with Utah State Code 52-4-101 “Open and Public Meetings Act”.
2. Under Title 17D, Chapter 1, Special Service District Act; The Kane County Recreation & Transportation Special Service District (RTSSD) has been established for the purpose of furnishing transportation and certain limited recreation services within the area included within its boundaries, through facilities or systems acquired or constructed for that purpose through construction, purchase, lease, contract, gift, condemnation, or any combination thereof. (Kane County R.1996-2)

Any questions pertaining to the funding process, please reach out to ccutler@kane.utah.gov.

Governing Policy and Authority

The Kane County Recreation & Transportation Special Service District Grant Program is governed by the District's adopted policies, procedures, and program guidelines, as may be amended from time to time. All application materials, award letters, post-project requirements, and related instructions are issued pursuant to and in furtherance of these governing policies.

In the event of any conflict or inconsistency between program documents, the following order of precedence shall apply:

1. Adopted District policies and governing resolutions (highest authority)
2. Award letter issued by the District for the specific project
3. Grant application instructions and program guidelines
4. Post-project reporting forms and supplemental instructions

Applicants and award recipients agree that participation in the program constitutes acceptance of this hierarchy and all applicable requirements contained within these governing documents.

The District retains sole discretion to interpret and administer all program requirements, including the authority to request additional information, impose conditions, approve exceptions, or determine compliance with program rules.

RECREATION & TRANSPORTATION

Special Service District

Please submit other relevant documentation pertaining to your project with this application.

Applicant Name: _____ | Organization: _____

Project Name: _____ | Amount Requested: \$ _____

Completion Date: _____ | Recreation Project Transportation Project

Project Summary: _____

- Has your organization previously received funding from the District for this project?
 Yes No
- Has your organization received funding from the District for any other projects unrelated to this one?
 Yes No
- Have you ever been denied funding from the District?
 Yes No
- Have you sought or do you intend to seek funding for this project from any Kane County–affiliated governmental source (including departments, boards, committees, or grant programs)? Do not include private, nonprofit, or business sources.
 Yes No
- Will you or a representative be prepared to present your project before the Board at a District meeting?
 Yes No
- Will funds be expended on the project within 180 days of receiving District funding?
 Yes No
- Do you understand and agree to the terms outlined in this Funding Request Form?
 Yes No

A successful award does not guarantee subsequent funding in the future.

I hereby certify that the facts, figures and representation made in this application, including all attachments, are true and correct to the best of my knowledge. Failure to comply with the funding requirements established by the RTSSD may disqualify the applicant for future funding.

Signature	Printed Name	Date
------------------	---------------------	-------------