

## Checklist for McAllister Fund Application, 2020

The Following Documents **MUST** be submitted with your full application.

<input type="checkbox"/> 1. A recent appraisal (within the last year) of the conservation easement value, or fee title value if this is a fee title acquisition. (or a Certified Statement of Value under certain circumstances, see Appraisal Policy)
<input type="checkbox"/> 2. Option or other purchase agreement signed by the landowner.
<input type="checkbox"/> 3. Letters of support from: <input type="checkbox"/> Local Government where the project is located, <input type="checkbox"/> State Senator, <i>and</i> <input type="checkbox"/> State Representative who represent the project area
<input type="checkbox"/> 4. Identified, and agreed upon, conservation easement holder.
<input type="checkbox"/> 5. Sources of matching funds identified (preference given if matching funds are secure)

In addition, please read, or submit, the following:

<input type="checkbox"/> 1. Read and Understand the McAllister Fund Defining Principles and Eligible Costs Policy
<input type="checkbox"/> 2. Complete application cover sheet
<input type="checkbox"/> 3. Updated pre-application form (Review the original pre-application to see if any information has changed or new information needs to be added.)
<input type="checkbox"/> 4. Project site map and GIS shapefile (attach a map of the parcel along with GIS shapefile)
<input type="checkbox"/> 5. Project budget (Show all sources of funds, amounts and all expenditures)
<input type="checkbox"/> 6. Current Survey or Parcel description (along with GIS shapefile)
<input type="checkbox"/> 7. Conservation Easement (If available - required before funds can be issued)
<input type="checkbox"/> 9. Letters and resolutions of support from other partners (Include city, town, county, special service districts, local legislators, others. Refer to <i>McAllister Fund Defining Principles</i> for further guidance.)
<input type="checkbox"/> 10. Project Narrative (10 pages or less. Refer to <i>Application form and Eligibility Requirements for Grants and Loans and Evaluation Criteria</i> , Part VII.)
<input type="checkbox"/> 11. Project Time Line
<input type="checkbox"/> 12. Phase I Environmental Assessment (If one has not been done, it will be required before funding)
<input type="checkbox"/> 13. IRS letter (If applicant is a 501(c)(3) organization)

**Send an electronic copy of your application.** You may fill out a copy of the attached application form in Microsoft Word format, fill it out and return it by e-mail, or on a CD, DVD or other electronic media.

Or, if you cannot submit an electronic copy, obtain a copy of the form, by downloading it, or by calling our office to have it sent to you by mail, fill it out, and send 20 printed copies. *Also, send one copy of the application coversheet, with an original signature, by US Mail whether you submit an electronic copy or printed copies.*

The Application deadline is Friday, July 10<sup>th</sup>, 2020 by 5:00 PM

Applications should be sent to:

Utah Governor's Office of Management and Budget  
 Attn: Evan Curtis  
 ecurtis@utah.gov  
 Suite 150, Utah State Capitol Building  
 Salt Lake City, Utah 84114

If you have questions or would like further information, contact us at (801) 538-1427, email [ecurtis@utah.gov](mailto:ecurtis@utah.gov).