

# Checklist for McAllister Fund Application, 2021

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

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|--------------------------|--|
| <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:<br><input type="checkbox"/> Local Government where the project is located,<br><input type="checkbox"/> State Senator, <i>and</i><br><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 September 1<sup>st</sup>, 2021 by 5:00 PM

Applications should be sent to:

Utah Governor's Office of Planning 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).