

# Applicant's To-Do List

---

## Youth Athletic Facilities (YAF)

This to-do list is designed to help you prepare and submit a grant application for the Youth Athletic Facilities grant program.

*Grants may be used to purchase land and renovate outdoor athletic facilities serving youth.*

You must submit the information required through [PRISM Online](#), our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process.

### Step 1: Applicant Establishes Eligibility

Eligible Applicants: Cities, counties, park districts, Native American tribes, and qualified non-profit organizations.

If you are a first-time applicant, you must submit a legal opinion to establish eligibility.

Nonprofit applicants must meet the following eligibility criteria (also see Section 2: Program Policies in [Manual 17, Youth Athletic Facilities](#)):

- Is registered with the Washington Secretary of State as a non-profit corporation.
- Has been active in youth or community athletic activities for a minimum of 3 years.
- Does not exclusively use the facilities paid for through this program. The organization must allow public access to the facility funded. See the section titled "Facilities Must be Open to the Public" in *Manual 17, Youth Athletic Facilities*.
- Does not discriminate on the basis of race, religion, creed, gender, sexual orientation, disability, or income. For example, "boys only" or "girls only" organizations would not be eligible to apply for a grant.

### Step 2: Applicant Reviews Materials

Review the appropriate RCO manuals for this grant project:

- [Manual 17, Youth Athletic Facilities](#)

- [Manual 3, Acquisition Projects](#)
- [Manual 4, Development Projects](#). NOTE: Development of a new athletic facility is not eligible; only renovation projects are eligible. Because there is no separate renovation manual, RCO will classify these as “development” projects and follow the rules in Manual 4.

## Step 3: Applicant Submits an Application by May 2, 2016

### PRISM Data Fields

PRISM will open in mid-February. To start your grant application, go to [PRISM Online](#) to access the Application Wizard and select “Get Started/Start New Application.” Select the Youth Athletic Facilities – Renovation category. You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

### PRISM Attachments

There is an “Attachments” screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps also must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and renovation, you must attach the documents required for both project types.

- ❑ **[YAF Evaluation Template](#)**. READ THE [INSTRUCTIONS](#) FIRST. This template includes your responses to the evaluation questions, maps, plans, and visuals. Refer to the complete evaluation criteria in Section 4: Project Evaluation in Manual 17 to help you address the evaluation questions. Evaluators will use the template along with select application materials to score your project proposal.
- ❑ **[Authorizing Resolution/Application Authorization](#)** shows the application is supported by the elected council or commission, board, or executives of your organization. You must adopt the text verbatim even if you choose to use your own format.
- ❑ **Control and Tenure Documentation**. Include property ownership information, such as a deed, and all applicable leases, easements, and use agreements. See *Manual 4, Development Projects*, for additional details about control of the land.
- ❑ **Landowner Acknowledgement Form** (acquisition projects only). You must demonstrate that the landowner is aware of your interest in purchasing the property. There are several options to meet this requirement (see Section 3: Application Requirements in *Manual 3, Acquisition Projects*).

- ❑ **Map: Area of Potential Effect** shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources. The map must include a polygon of the entire project area and should show location and identify features such as section, township, and range. For most projects, a topographic base map is most appropriate, though in densely populated areas an aerial base map can be used.
- ❑ **Photograph.** Every application requires at least one project photograph in .jpg format. This photograph will be presented on the project snapshot page that will be used by evaluators. The photograph should characterize the project.

Note that letters and other documented expressions of project support submitted with the application will be made available to the evaluators. Applicants also must summarize this support when responding to the Project Support and Partnership’s question. **All support letters must be combined into one PDF and attached to the project in PRISM.**

Also note that your application and most attachments will be available for review by RCO staff, evaluators, and the public, except for a few protected items, such as cultural resources data or confidential appraisal documents, as soon as you start entering data into PRISM.

#### **Step 4: Technical Review – May 2016**

RCO reviews the application for eligibility, completeness, and clarity and then returns the application with questions or suggested changes.

#### **Step 5: Re-Submit Application by Technical Completion Deadline July 1, 2016**

- ❑ Address issues raised during technical review and make modifications, if needed.
- ❑ Complete all revisions and resubmit the application in [PRISM Online](#) by the technical completion deadline or your application will be deemed ineligible.

#### **Step 6: Evaluators Score Projects and Preliminary Ranked List - July-August, 2016**

RCO provides applications to the evaluators for review and scoring. Evaluators are typically given 3 to 4 weeks to score the projects.

RCO staff tabulates the results and meets with the evaluators to validate the results, establish their funding recommendation, identify any “Do Not Fund” recommendations, and discuss any proposed process or policy changes.

RCO then announces the results of the evaluation and posts the preliminary ranked lists on its [Web Site](#).

## Step 7: Applicants Submit Pre-Agreement Materials – May 1, 2017

- ❑ Provide a [Certification of Applicant Match](#) to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online. This must be provided at least 1 calendar month before the board funding meeting per Washington Administrative Code 286.
- ❑ **Preliminary Title Report** (acquisition projects only). This report helps RCO determine whether the property meets the eligibility criteria for grant funding. See *Manual 3, Acquisition Projects*, for more information.
- ❑ Provide any other requested pre-agreement materials as required by RCO.

## Step 8: Board Awards Grants and RCO Issues Agreements – after July 1, 2017

- The Recreation and Conservation Funding Board approves grants.
- RCO works with you to execute a project agreement before work begins.
- You review other [RCO policy manuals](#):
  - *Manual 7, Long-Term Obligations*
  - *Manual 8, Reimbursements*
- You attend a Successful Applicant Webinar; then complete your project.