



## Youth Athletic Facilities Evaluation Template Directions

The *Evaluation Template* provides the Youth Athletic Facilities (YAF) Advisory Committee with the materials needed to evaluate your project. When completed, it will include your maps, visuals, design documents, cost estimates, and narrative responses to the evaluation criteria. You will be limited to using only the space available in the template.

You will use Adobe Acrobat® or Adobe Reader® to complete the template. The Recreation and Conservation Office (RCO) strongly encourages all applicants to update their Adobe Reader® with the latest version available. Get the latest version from [www.adobe.com/go/reader](http://www.adobe.com/go/reader). It is free!

The template will accept JPG, PNG, GIF, TIF, and BMP image attachments for maps and other visuals. Be sure to answer each evaluation question and attach all required images. For tips on developing maps and visuals, refer to the [YAF Evaluation Template Example](#).

- Step 1: Read these instructions and review the Evaluation Template Example so you clearly understand what is expected.
- Step 2: Update your Adobe Reader then download the Evaluation Template and save it to your computer. Once you start your application in [PRISM Online](#), fill in the PRISM # (project number), project name, and sponsor name on the introduction page.
- Step 3: Use Microsoft PowerPoint®, Microsoft Word®, or other programs to develop your full-page, portrait-oriented visuals. See Quick Tips on the following pages for ideas. Insert your maps and visuals into the template. **Save your work as you go on your computer (do not hit the submit tab on the top of the form)!**

Next, write your responses to the evaluation criteria. You may copy and paste text directly into the narrative portions of the evaluation template. You may not use bullets or other special characters in the narrative sections because the template will accept plain text only. Make sure you complete all of the

tables too because they are part of your responses to the evaluation criteria. Save your work as you go!

Step 4: During the application cycle, you will attach two *Evaluation Templates* to your project in PRISM.

1) You will save and attach your first template by May 2, 2016. This version is for RCO review. Include the PRISM project number followed by the word "Draft" in the name of your file. RCO staff will review and may suggest changes to your application and evaluation template.

2) Because you likely will make revisions after RCO review, you must submit your revised template by the technical completion deadline, July 1, 2016. This time, include the PRISM project number followed by the word "Final" in the name of your file. Here is an example:

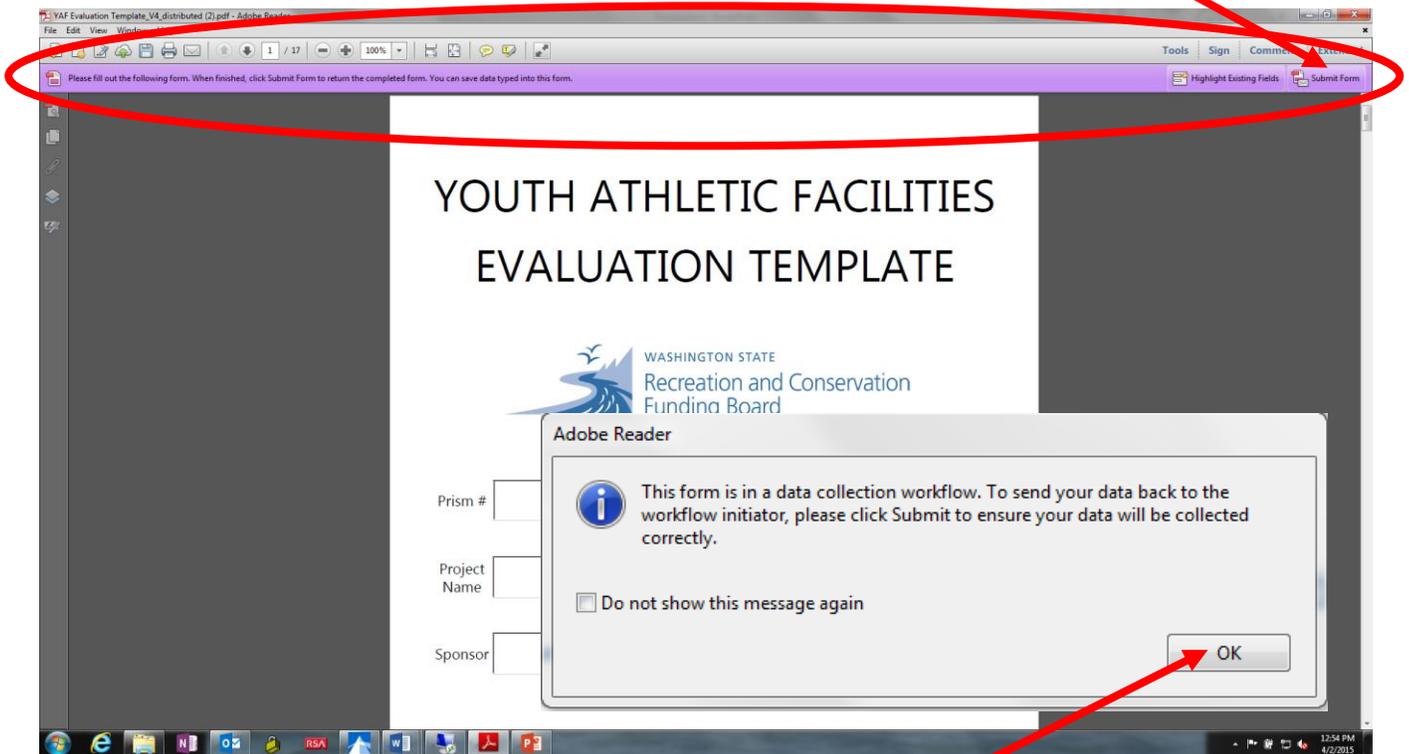
Due May 2: 15-0001 **Draft** Enumclaw Multipurpose Field

Due July 1: 15-0001 **Final** Enumclaw Multipurpose Field

## Quick Tips (PC Users)

- ★ Do not use the "Submit Form" button on the template to submit your work. Attach your Evaluation Template to your PRISM project file.

**Do not use this "Submit" button.** Save the template on your computer.

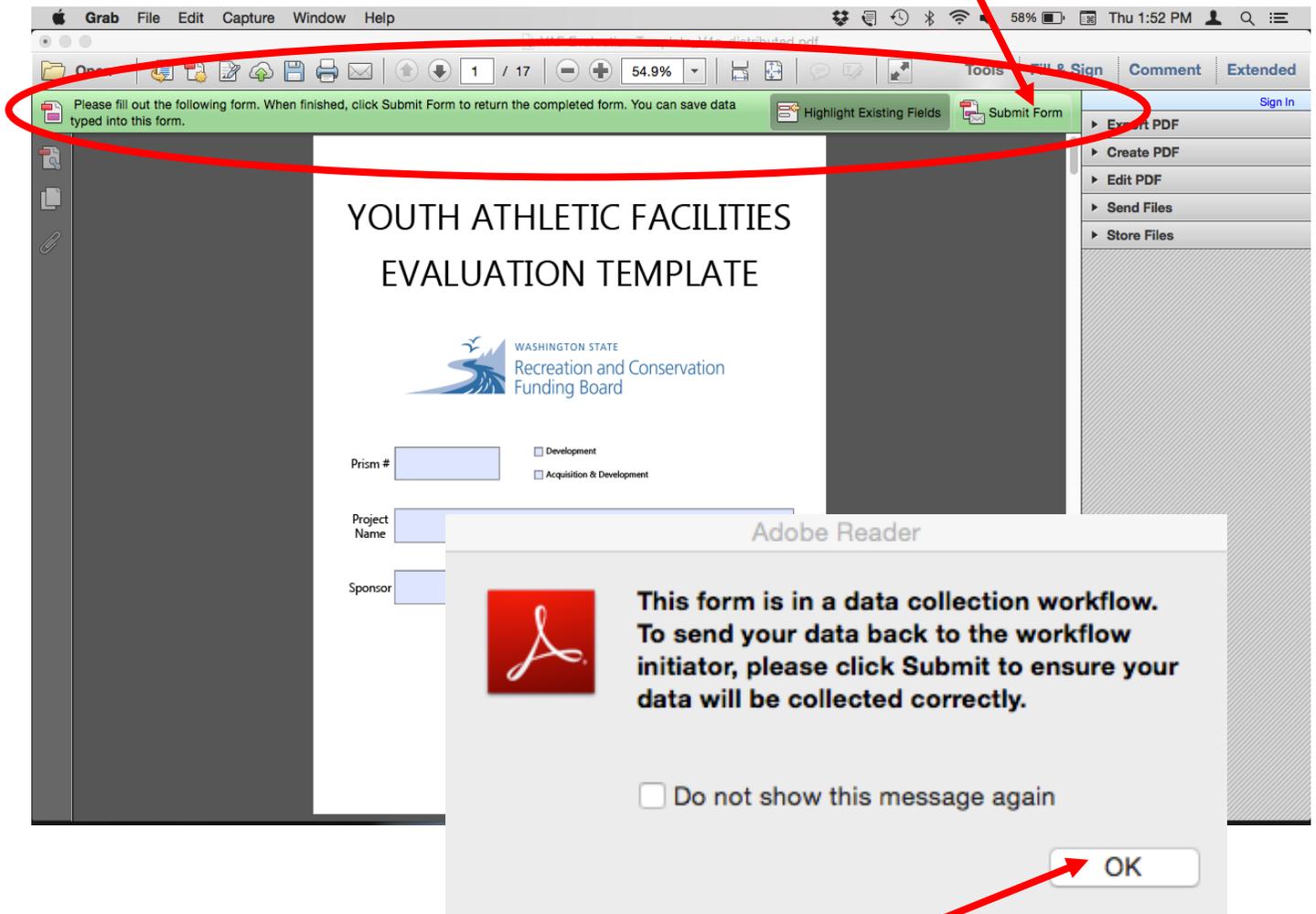


When saving the template, you will receive this message. Click OK and save the template at your chosen location. When you have entered all required data, attach your completed template to your PRISM grant application.

## Quick Tips (Mac Users)

- ★ Do not use the "Submit Form" button on the template to submit your work. Attach your Evaluation Template to your PRISM project file.

**Do not use this "Submit" button.**  
Save the template on your computer.

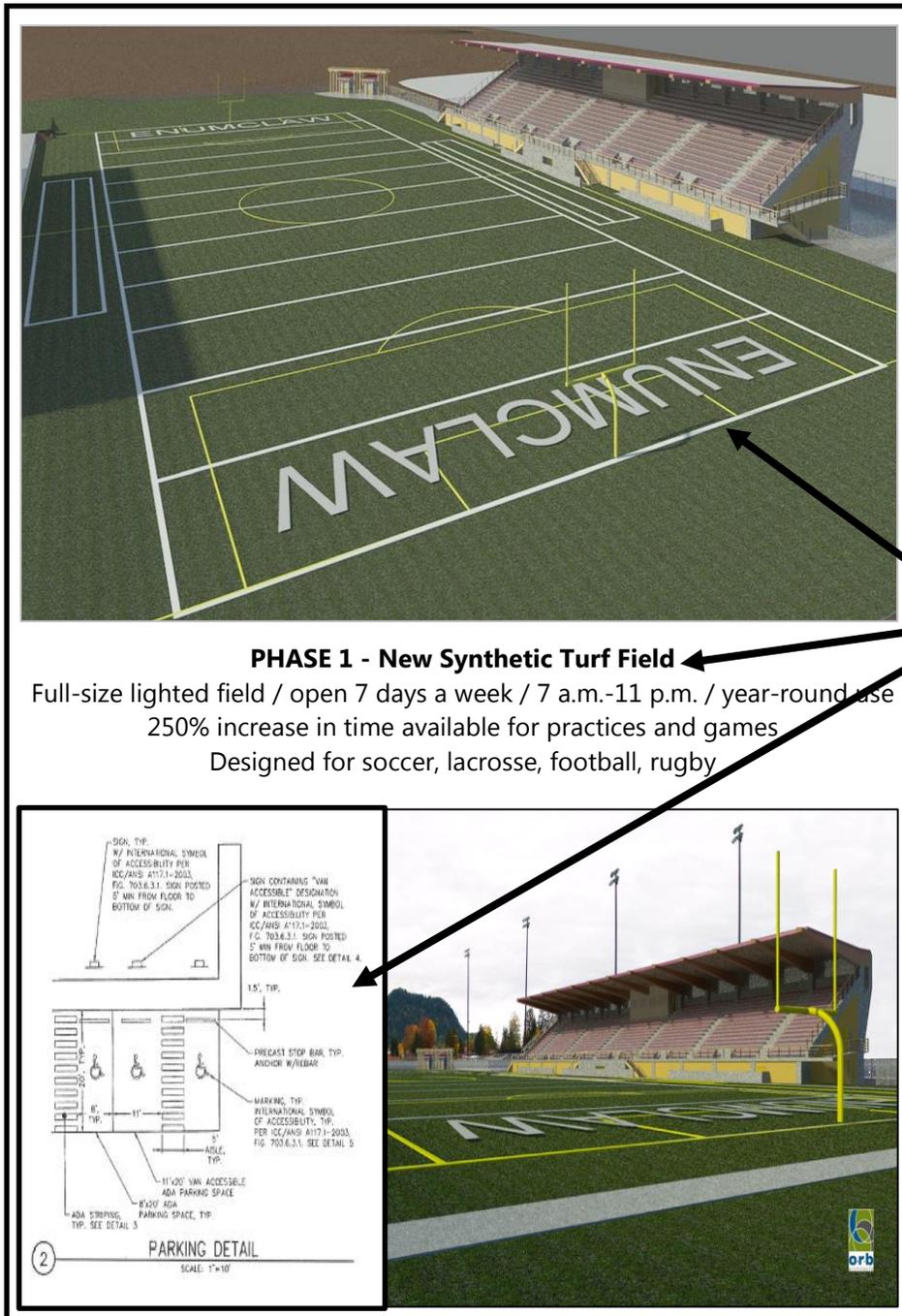


When saving the template, you will receive this message. Click OK and save the template at your chosen location. When you have entered all required data, attach your completed template to your PRISM grant application.

## Quick Tips (all users)



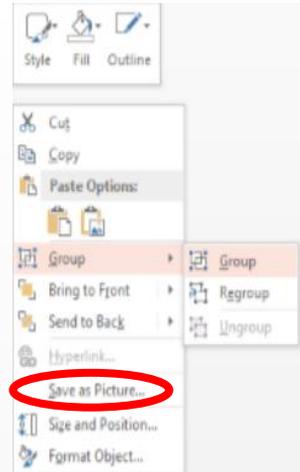
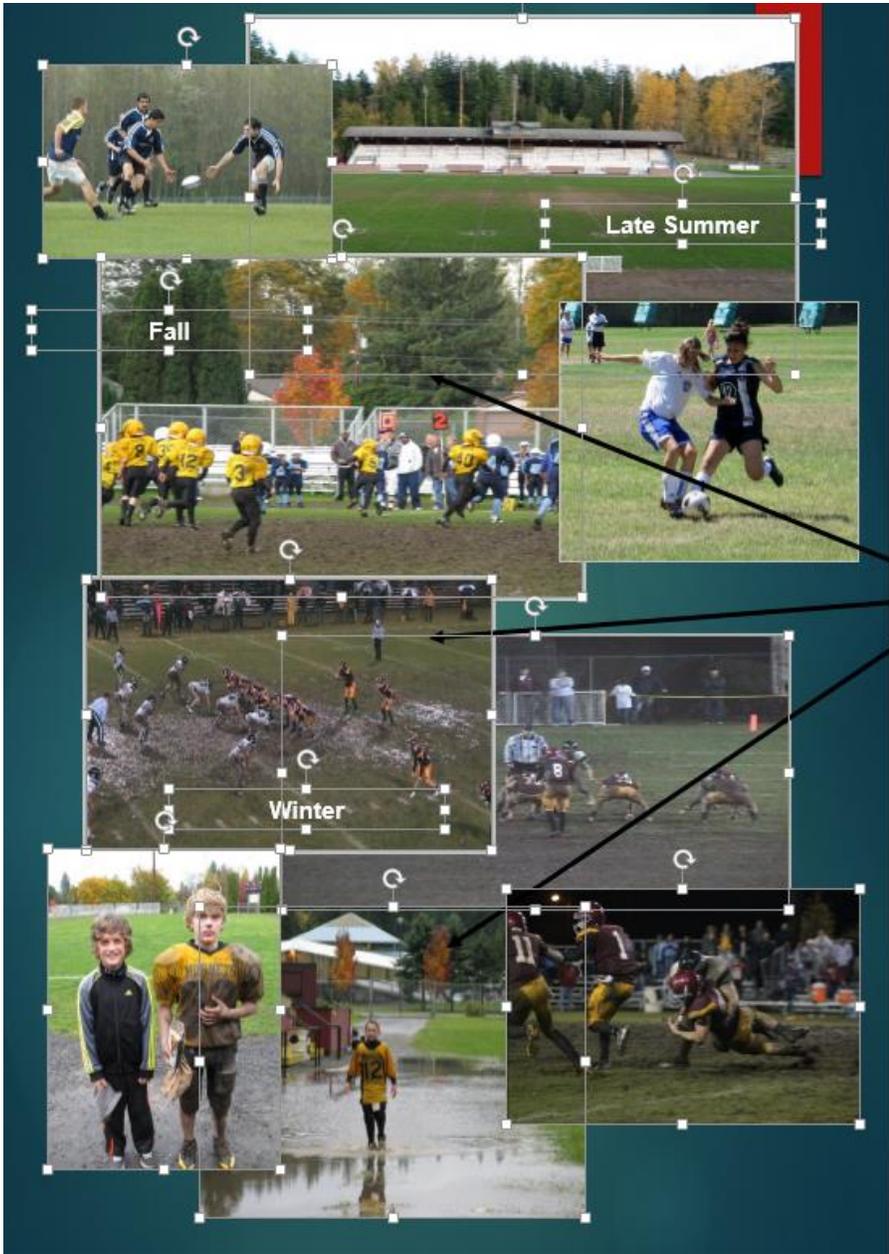
The Evaluation Template's image attachment sections will allow you to attach one image only. If you want to include multiple images, create a full-page image using Microsoft PowerPoint®, Keynote®, or another program. Save the slide as an image file (JPG, PNG, GIF, and BMP) and upload to your template.



### PHASE 1 - New Synthetic Turf Field

Full-size lighted field / open 7 days a week / 7 a.m.-11 p.m. / year-round use  
 250% increase in time available for practices and games  
 Designed for soccer, lacrosse, football, rugby

Create dynamic slides in PowerPoint. Group your objects and save as an image file to create your attachments for the Evaluation Template.



“Group” multiple images on a PowerPoint slide and save the picture as a JPG to create easy to attach images