

**RAP TAC Meeting
1.24.2024**

1. Called to order at 5:33 p.m.
 - a. Attendance by committee members: Richard Codd, Emily Roberson, Molly Taylor, Brianna Bowker, Colin Topper
 - b. Absent: Neal Clark (Barbara Hicks no longer on committee)
 - c. Additional attendance: Kelley McInerney
2. Citizens to be Heard: none
3. Review of the 2024 RAP Tax Application
 - a. Section 1: Intro, information, guidelines
 - i. The application this year has been updated to a digital form, PDF files can be provided
 - ii. 2024 Deadline to apply as March 1, at 5 p.m.
 - iii. Applications should be open by February 1, 2024
 - iv. Added contact information, applicants can reach out to PRT staff with questions
 - v. Funding available this year should be similar to last year, around \$90,000
 - vi. Email is asked for in the intro section, we will ask for more comprehensive contact information in section 2 but collecting the email initially allows for the applicant to get a copy of their responses
 - vii. First questions are qualifiers: Will the project take place in City Limits and are you a 501(c)3 or partnering with a 501(c)3
 1. City website will have FAQ section again this year and can touch on the 501(c)3 requirement
 - b. Section 2: Organization Information and Contact Information
 - i. No updates or changes were made in this section
 - c. Section 3: Project Information
 - i. Includes project title, description, timeline, funds requested
 - ii. Added – ask if the project is ongoing or one-time
 - iii. Project Goals – this question was expanded to have the applicant include how they are measuring the goals, qualitative and quantitative
 - iv. Needs Assessment – What is the community benefit and how is the project unique, added that they highlight the contribution to Parks, Arts, Recreation, and or Trails
 - v. Partnerships & Additional Funding
 1. This was split out into two sections on the application form, asking for more information on possible partners assisting with the project and other funding secured or applied for relating to this project
 - vi. Implementation – expanded this section to ask for more detail on project implementation, timeline, resources needed, et.
 - d. Section 4: Supporting Documentation
 - i. Required files to upload include: 501(c) Determination Letter, Budget Sheet, List of Organization's or 501(c)(3) Board of Directors, and other documentation they see fit to include (a financial statement was required last year but several groups did not have them as they were small organizations run largely by volunteers, this has been removed this year)
 - ii. Budget Sheet

1. Staff will simplify the form from last year, the form should be detailed enough for the committee to understand operations but not so complicated that the applicant struggles to fill it out correctly
 2. Possibly add in lines as examples, ie volunteers, staff, materials, advertising
- e. The committee moved to accept the application with the updates made during this meeting and with the understanding that staff will make requested updates to the budget spreadsheet. Passed 4-0

Timeline

- Applications will open by February 1, 2024
- Deadline to Apply is March 1, 2024 by 5 p.m.
- The committee hopes to review all applications within 45 days of the deadline
- The Committee will then meet to discuss funding, and present their recommendations to Council for approval

Meeting adjourn: 6:30 p.m.