



Short-Term Projects 2026-2027 Grant Cycle **FINALIST** Project Worksheet

Please complete this worksheet and the questions found at the bottom of this page and send to Sam Kilpack at samantha@cw.utah.gov no later than **April 1, 2026**.

For project criteria, visit cw.utah.gov.

Name of project:	2026 CWC Youth Symposium
Funding questions: 1. What is the estimated total cost of the project? 2. How much are you requesting from the CWC? 3. How much funding are you or your organization committing to the project? 4. How much funding are you requesting from others?	<div>1. \$8500*</div> <div>2. \$7500*</div> <div>3. \$1000</div> <div>4. \$0</div> <div>*The council was advised to overestimate in anticipation that a) we would not receive the total amount, and b) it was better to overestimate the budget while we are still in the planning stages.</div>
Please list your (non-funding) community partners for this project, including in-kind support, if any:	N/A
Please list your potential funding partners for this project, if any, including the amount of funding requested from each, and whether the funding has been secured:	N/A
I have carefully reviewed this application for accuracy and completeness. I understand that late or incomplete applications will not be accepted.	<input checked="" type="checkbox"/> Yes

Use the space below to answer the following questions. *Please be as detailed as possible.*

1. Provide an outline, broken out by category, of how you plan to use the funds. Categories may include, but are not limited to: materials, labor, marketing/promotional materials, and transportation/fuel.

Potential Venues Estimated Cost: ~\$1000-1500

- Utah Cultural Celebration Center
 - Estimated Cost: ~\$1300
 - \$2500 for main spaces
 - 6am to 11pm rental
 - Includes setup/clean up time
 - \$1250 for half of the Grand Hall
 - Includes cleanup, setup, tables, chairs
 - Preferred List of Caterers
 - Must align with their mission (likely not an issue)
- Salt Lake County Library's Viridian Event Center
 - Estimated Cost: ~\$1100
 - 8 Hours + 150 chairs + 35 tables + Podium, Stage Lights, Project and Screen
 - \$125 per hour for each room
 - Includes Setup/Clean Up
 - ~200 person capacity
 - Rooms can combine
 - \$50 for Non-Profits
 - Additions
 - \$20 per hour per Clean/Setup staff member
 - \$1 per chair, \$7 per table
 - \$50 for Projector & Screen
 - \$150 for stage lights
 - \$10 for podium
 - Approved List of Caterers
- SLCC Student Center (Redwood Campus)
 - Estimated Cost: ~\$1300-1500
 - Half Day: \$724 (not including Event crew or manager)
 - Full Day: \$1124 (not including Event crew manager)
 - (Both estimates assume 4 hours of custodial pay)
 - Services
 - \$400 for half day, \$800 for full day rental
 - \$100 for non-SLCC groups to be able to table
 - Personnel Fees
 - Custodial, \$56 per hour
 - Event Manager, \$35 per hour
 - Event Setup/Takedown crew, \$35 per hour

Estimated Catering Cost: \$1500-3000*

*Will pursue the lower end of this spectrum

- Restricted List of Caterers for:
 - Utah Cultural Celebration Center
 - Salt Lake County Library's Viridian Event Center
 - Estimated Cost \$1500 - \$3000 for 150 guests
 - Most affordable options charge \$10-20 per meal
- Chic-fil-a catering
 - Estimated Cost \$1500-\$1700
 - \$9 per prepackaged 8ct nugget or sandwich meal
 - For 100 people, \$1000
 - \$12 for prepackaged veggie wrap meals
 - For 50 people, \$600
 - \$3 per sauce bottle
 - 5 bottles for \$15

Supplies/Materials Estimated Cost: < \$500

- Drinks
 - \$21 for 36 pack of sparkling water
 - 5 to 10 packs
- Administrative Supplies
 - Check-in station
 - "Hello My Name is" tags
 - Post it notes
 - Table cloth
 - Guest List clipboard
 - Tape
 - Scissors
- Promotional Materials
 - Flyers
 - Pins
 - Shirts
 - Stickers
 - Pens

2. Provide a detailed timeline for your project. Be sure to include the anticipated start date, all important steps and milestones, and anticipated end date.

Planning phase:

- January - June
 - Jan/Feb

- Proposal
- Mar-May
 - Grant process
- June
 - Role assignments
 - Contact venues, caterers
 - Contact potential speakers

Organizing phase:

- June - September
 - Jun/July
 - Venue/Catering scheduling
 - Finalize speaker
 - Invitations
 - Aug
 - Outreach materials purchased
 - Recruiting for staff volunteers
 - RSVP due (?)

Execution:

- September - October
 - Sep
 - Finalize attendance
 - Finalize catering
 - Finalize staffing
 - Oct
 - Tour event space (if not already done)
 - Setup event day prior or morning off

Event Day

- Morning
 - Setup
 - Check-in
 - Networking session
 - Speaker
- Afternoon
 - Lunch
 - Networking session
 - Stations or Breakout rooms
 - Farewell

Follow Up

- Nov-Jan
 - Nov

- Thank you cards/emails for organizational attendees and speakers
 - Dec
 - Youth Council reviews event
 - Jan
 - Complete post-grant paperwork
- 3. Is there anything else you'd like us to know about your project?
 - a. Potential invitees
 - i. Canyon Guard interns
 - ii. Friends of Alta fellow
 - iii. Sageland Collaborative
 - iv. U Explorer
 - v. Utah students for conversation
 - vi. UofU wildlife society chapter
 - vii. Westminster groups
 - viii. SWCA (contractors/planners)
 - ix. Division of Outdoor Rec/Every Kid Outdoors
 - x. SLCC groups
 - xi. Grow the Flow
 - xii. Save our Canyons
 - xiii. CCF
 - xiv. CWC stakeholders
 - b. Potential speakers
 - i. Nate Firman
 - 1. Professor of parks and recreation at the University of Utah
 - ii. Nikky Champion
 - 1. Climber/Avalanche forecaster
 - iii. SL county search & rescue
 - 1. Will McKay's friend/associate