



**MAMMOTH LAKES RECREATION
Allocation Committee Meeting
Monday, June 20, 2016 @ 9am**

**Mammoth Lakes Tourism & Recreation Building, MLR Office
2520 Main Street, Mammoth Lakes, CA
mammothlakesrecreation.org**

NOTE: In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call (760) 934-4932. Notification 48 hours prior to the meeting will enable MLR to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)

NOTE: All comments will be limited by the Chairperson to a speaking time of five minutes.

ROLL CALL

Committee Members: Teri Stehlik (C), Danna Stroud, Drea Perry & Juliana Olinka

PUBLIC COMMENT (On items not on the Agenda)

ADMINISTRATIVE ITEMS

1. Approval of the Agenda
2. Approval for Committee Meeting Minutes dated May 23, 2016
3. Review and make modifications to draft 5.0 MLR allocation strategy
4. Schedule the next meeting of the Allocation Committee

COMMITTEE MEMBER REPORTS

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the Mammoth Lakes Tourism and Recreation Showcase not less than 72 hours prior to the meeting dated this 13th day of June, 2016.

Rich Boccia, MLR Executive Director



May 23, 2016, Mammoth Lakes Recreation Board Meeting Minutes
Mammoth Lakes Tourism and Recreation conference room, 2520 Main Street,
Mammoth Lakes, CA 93546

ROLL CALL

Chair Teri Stehlik called the meeting to order at 2:30 p.m. at the Mammoth Lakes Tourism and Recreation conference room, 2520 Main Street, Mammoth Lakes, CA 93546. Present: Drea Perry, Danna Stroud and Teri Stehlik (C)

PUBLIC COMMENT

None.

ADMINISTRATIVE ITEMS

1. Approval of agenda.
2. Minutes from May 10, 2016, (M Stroud, S Perry, 3-0)
3. Continue to create an allocation strategy:
 - a. Picking up where the committee left off at the May 10 2016, meeting, each section of the Grant Allocation document was reviewed by the group and edited. The committee stopped at the application
 - b. The document will be presented to the MLR Board for review at the June Board meeting

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

There being no further business to come before the Board of Directors, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Lesley-Anne Hoxie
Executive Assistant
Mammoth Lakes Recreation

Allocation Strategy

Mammoth Lakes Recreation is a non-profit organization that is committed to preserving and enriching the quality of life for residents and visitors by ensuring the strategic use of Measure R, U, and additional funding sources to develop and support mobility, recreation, arts and culture, capital projects and special projects.

There are **four strategic objectives** that are elements of this strategy:

1. Create a sense of community pride in Mammoth Lakes and increase the quality of experience for both guests and residents by investing in capital facilities, infrastructure and programming.
2. To support mobility, recreation, arts and culture, capital projects and special projects that reflect the high quality image of Mammoth Lakes and contribute to the vitality and economic viability throughout the year.
3. Stimulating the local economy by creating enhanced experiences and opportunities that drive and support visitation and business growth.
4. To support the Town of Mammoth Lakes' goals and objectives.

Allocation Categories (Measure R or U restricted funding)

1. Programming:
 - a. Support and increase opportunities for participation in enhanced recreation and/or arts & culture experiences by adult, youth and diverse populations
 - b. Programs that cultivate a vibrant arts & culture community
 - c. Diversify arts and culture experiences, including nationally known and emerging talent
2. Capital Projects:
 - a. The construction or enhancement of a facility or amenity to support recreation and arts & culture
3. Special Projects:
 - a. Innovative projects that support the development and/or enhancement of mobility, recreation, and arts & culture

Allocation Eligibility (As mandated by Measure R and U ordinances)

Programming:

- [Programming definition]
- Programming allocations may be considered for multiple years funding, not to exceed three years, with required annual performance reviews to support funding for an additional year which may be adjusted based on the review by the Allocation Committee.

Capital Projects (community assets):

- Any capital projects will support and/or fulfill MLR's strategic plan.
- All requests for funds to support a capital project will require a complete business plan to include feasibility, construction, operations and maintenance budgets (See appendix for recommended template).

Special Projects:

- One-time funding to support special projects.

Allocation Filter

Submission of an application does not guarantee funding. To qualify for funding review, the application must support the four broad objectives outlined in the strategy and meet the following requirements:

1. The applicant will be responsible for submitting an application to the Allocation Committee for review and possible funding.
2. Applications must be complete, providing all information and attachments as requested on the application form. Late or incomplete applications will not be reviewed or considered for funding.
3. Applicants must request a specific dollar amount and explain how the requested funds will be utilized.
4. Applications must provide a brief description of the project and how it meets the four broad objectives.
5. Allocations will be dispersed only to the entity whose name appears on the application (see the Gift of Public Funds).
6. All permits, insurance, and other documents required for the requested allocation must be filed under the name of the producer as it appears on the application.
7. The project must take place predominately in the Town of Mammoth Lakes and benefits its residents and visitors.

Priority is given to:

- Allocation proposals that have matching funds, sponsorships or in-kind contributions
- Well-run, financially sound organizations or agencies
 - For example: strong board participation and stable administration, reliable source of revenues, and earned income opportunities.
- Organizations that have a proven history of effective and efficient delivery of program services.
- Proposed project address an identified public benefit for people living, working, and/or visiting in Mammoth Lakes.
- Projects that have been publically vetted and can demonstrate strong community support

Allocation Process

Mammoth Lakes Recreation is a non-profit organization that is committed to preserving and enriching the quality of life for residents and visitors by providing **limited funding** to support the

development and enhancement of recreation, arts and culture programming, mobility, capital projects and special projects.

Organizations or agencies awarded a funding in the prior year's grant round that do not submit a progress report with their current application, are ineligible for the current year cycle, or for continued funding. Organizations are ineligible for all future funding until the delinquent progress report is submitted along with a letter of explanation.

Organizations or agencies awarded a funding must publicize the grant in any press releases, publications, or brochures and display and acknowledge the appropriate funding source logos.

Organizations or agencies more must submit their last financial audit or outside financial review with their application or must be prepared to seek an outside financial review during the upcoming year.

The Event Rating Criteria (**Attachment A: Event Definitions and Evaluation Criteria**) will be used to evaluate all proposals with respect to how they are aligned with the four broad strategies that are outlined in the strategy. Each applicant will select one of the categories when they submit their proposal and will be evaluated based on the criteria as aligned with that category.

All applications are required to be submitted electronically through the MLR website Allocation Application not later than Friday, February 3, 2017, for the 2017-2018, fiscal years. Qualifying applications will be reviewed by the Allocation Committee starting the week of February 6, 2017 with awards being announced the week of February 20, 2017.

Accountability

All producers receiving funding will be expected to complete and submit a Performance Report (**Attachment B: Performance Report**) within thirty (30) days after the completion of your project, or thirty (30) days prior to the opening of the allocation funding cycle.

Funding Disbursements

Funding allocations will be released after starting the third week in March of the calendar year following the return of the signed Letter Agreement which will be generated by the Town of Mammoth Lakes.

Mammoth Lakes Recreation

2017 Allocation Application

**Applications are due on Friday, February 3, 2017, for the 17-18 fiscal year
All applications are required to be submitted on the web based application
Applications that are late, incomplete or are not submitted through the web based application
will not be accepted for review by the Grant Allocation Committee**

Please select the one project category:

	Category 1	Programming
	Category 2	Capital Projects
	Category 3	Special Projects

Name of the Project

Proposed Date(s)

Amount of Funding Requested

Producing Entity and Contact Information

Name of Organization

President or Executive Director

Name and title of person completing the application

Organization's Mission Statement

Organization Website

Business Address

Mailing Address

Office Phone

Cell Phone

Email

Organization’s Tax Status (check on box)

	Non-Profit (501 C-3)	Federal EIN Number:
	Does this project benefit a charity and if so, please name:	
	Not-For-Profit (501 C-6)	Federal EIN Number:
	For Profit	Federal EIN Number:

Project Description

What is the public benefit for this project?

How does this project create a sense of community pride in Mammoth Lakes and increase the quality of experience for both guests and residents by investing in capital facilities, infrastructure and programming?

How does this project support recreation, arts and culture, mobility, capital projects or special projects that reflect the high quality image of Mammoth Lakes and contribute to the vitality and economic viability throughout the year?

How does this project stimulate the local economy by creating enhanced experiences and opportunities that drive and support visitation and business growth?

How does this project support the Town of Mammoth Lakes Town Council’s goals and objectives?

Budget

Provide a detailed project budget proposal, including anticipated revenues and expenses, along with previous funding sources, matching funds, sponsorships and in-kind donations. **(Attachment C: Budget)**

Attachment A: Event Definitions and Evaluation Criteria as aligned with the four strategic objectives

Attachment B: Performance Report (To be submitted 30 days after the completion of the project)

Attachment C: Budget

Attachment A: Evaluation Criteria as aligned with the Four Strategic Objectives:

Strategic Objective	Allocation Committee Review Comments Scale 0 - 10
To what extent does this project create a sense of community pride in Mammoth Lakes and increase the quality of experience for both guests and residents by investing in capital facilities, infrastructure and programming?	<u>0 1 2 3 4 5 6 7 8 9 10</u>
To what extent does this project support recreation, arts and culture, mobility, capital projects and special projects that reflect the high quality image of Mammoth Lakes and contribute to the vitality and economic viability throughout the year?	<u>0 1 2 3 4 5 6 7 8 9 10</u>
To what extent does this project stimulate the local economy by creating enhanced experiences and opportunities that drive and support visitation and business growth?	<u>0 1 2 3 4 5 6 7 8 9 10</u>
To what extent does this project support the Town of Mammoth Lake Town Council's goals and objectives?	<u>0 1 2 3 4 5 6 7 8 9 10</u>

Attachment C: Budget

Income			
(A) Funding Source	Amount	(B) In-Kind Source	Amount
	Total:		Total:
Grand Total Income (A) + (B) =			
Expenses			
Category	Amount		
	Total Expenses		
	Total Income		
	Total Expenses		
	Profit / Loss		

03.16.16
 04.01.16
 04.27.16
 05.10.16
 05.23.16

Renew. Revitalize. Rediscover.