



# Checklist for McAllister Program Application 2009

The Following Documents **MUST** be submitted with your full application.

<input type="checkbox"/> 1. A recent appraisal (within the last year) of the conservation easement value, or fee title value if this is a fee title acquisition. (or a Certified Statement of Value under certain circumstances, see Appraisal Policy)
<input type="checkbox"/> 2. Option or other purchase agreement signed by the landowner.
<input type="checkbox"/> 3. Letters of support from: <input type="checkbox"/> Local Government where the project is located, <input type="checkbox"/> State Senator, and <input type="checkbox"/> State Representative who represent the project area
<input type="checkbox"/> 4. Identified, and agreed upon, conservation easement holder.
<input type="checkbox"/> 5. Sources of matching funds identified (extra points given if matching funds are secure)

In addition, please read, or submit, the following:

<input type="checkbox"/> 1. Read and Understand the McAllister Fund Defining Principles and Eligible Costs Policy
<input type="checkbox"/> 2. Complete application cover sheet
<input type="checkbox"/> 3. Project site map (attach a map of the parcel)
<input type="checkbox"/> 4. Project budget (Show all sources of funds, amounts and all expenditures)
<input type="checkbox"/> 5. Current Survey or Parcel description (will be entered into GIS)
<input type="checkbox"/> 6. Conservation Easement (If available - required before funds can be issued)
<input type="checkbox"/> 7. Letters and resolutions of support from other partners (Include city, town, county, special service districts, local legislators, others. Refer to <i>McAllister Fund Defining Principles</i> for further guidance.)
<input type="checkbox"/> 8. Project Narrative (10 pages or less. Refer to <i>Application form and Eligibility Requirements for Grants and Loans and Evaluation Criteria</i> , Part VII.)
<input type="checkbox"/> 9. Project Time Line
<input type="checkbox"/> 10. Phase I Environmental Assessment (If one has not been done, it will be required before funding)
<input type="checkbox"/> 11. IRS letter (If applicant is a 501(c)(3) organization)

**Send An electronic copy of your application.** You may download a copy of the application form in Microsoft Word format, fill it out and return it by e-mail, or on a CD, DVD or other electronic media.

Or, If you cannot submit an electronic copy, obtain a copy of the form, by downloading it, or by calling our office to have it sent to you by mail, fill it out, and send 20 printed copies. Also, send one copy of the application coversheet, with an original signature, by US Mail whether you submit an electronic copy or printed copies.

The Application deadline is **Monday, June 15, 2009 at 5:00 PM**

Applications should be sent to:

Governor's Office of Planning and Budget  
Attn: John Bennett  
[jbennett@utah.gov](mailto:jbennett@utah.gov)  
Suite 150 Utah State Capitol Building  
Salt Lake City, Utah 84114

If you have questions or would like further information, contact us at (801) 538-1027, email [jbennett@utah.gov](mailto:jbennett@utah.gov) or fax (801) 538-1547.

Our web site is: [www.qualitygrowth.utah.gov](http://www.qualitygrowth.utah.gov)