



## **Agency Partnership Submission Guide and Application**

*Provides all information, guidelines, and eligibility requirements for applicants.*

*Includes application, templates, and rating sheet and matrix.*



## TRUCKEE TAHOE AIRPORT DISTRICT Agency Partnership Submission Guide and Application



The Agency Partnership Program is focused on forming active and mutually beneficial relationships with local organizations and public agencies while providing benefit and value to the common constituents of both the Truckee Tahoe Airport District (the District) and the partnering public agency.

Agency partnerships are responsive to community needs, build value for the District, and reflect the District's mission.

### **Airport District Mission**

The Truckee Tahoe Airport is a community airport that provides high quality aviation facilities and services to meet local needs, and strives for low impact on our neighbors while enhancing the benefit to the community-at-large.

### **District Priorities**

Projects that receive funding will:

- Form active and mutually beneficial relationships with the District
- Provide benefit and value to the common constituents of both the District and the partnering agency/ies
- Be responsive to community needs
- Build value for the District
- Reflect the Truckee Tahoe District's mission

Furthermore, the District will consider projects which:

- Advance Science, Technology, Engineering, Arts, and Math (STEAM) education
- Support climate and greenhouse gas emissions reduction efforts
- Support aviation-related initiatives

Please review Pages 2 – 6 of this document before selecting to submit a project application.

## ELIGIBILITY REQUIREMENTS

Before completing the attached application, applicants must comply with all eligibility requirements. If you are not able to check all boxes below, please consider revising your request, or seeking funding through an outlet that is a better fit for your needs.

- Agency Partnership must be endorsed, through a formal motion or resolution with findings approved by the governing board of another local public agency with an elected or appointed board. (Nonprofit and community organizations are eligible when in partnership with a local public agency, and are named as such in the formal motion or resolution)

The motion approved by the partnering public agency governing board should:

- Describe the public benefit of the request and/or partnership opportunity
- Outline what the partnering agency intends to contribute to the request
- Express support for the requested event, program, or project
- If applicable, name the partnering nonprofit organization

- Applicant is not a State or Federal Agency.
- Applicant does not promote religious purposes. Religious organizations are not excluded from Agency Partnerships; however, the purpose of the program must be as described in the definitions section of TTAD's Policy Instruction 311 and shall not serve to promote a religious message as the primary purpose.
- Applicant is not a political organization and/or individual campaign.
- Applicant does not discriminate on the basis of age (40 and above), race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry, or national origin.
- Applicant is not a single individual. Applicant is not a for-profit organization.  
*If the applicant is a for-profit organization holding fundraiser programs, they must identify a 501(c)(3) or California not-for-profit corporation as a recipient of the program proceeds and provide acknowledgement of receipt of said proceeds from that nonprofit organization.*
- Applicant's request must provide a benefit to the Airport Districts' constituents or those living in the Districts' sphere of influence. The request must also principally serve District constituents.
- Applicant's request must be open to the public and charge only nominal and reasonable participant fees where such fees and associated revenue are used to offset program costs or are part of the fundraising effort.
- Applicant is not an individual, organization, or public agency that has been named in a lawsuit involving the District or have pending or threatened litigation with the District.

- Applicant is of upstanding moral and public character. Applicants have a fiduciary responsibility to maintain a public image that corresponds with that of the District's mission and core values.

**If a partnership is agreed to, the applicant must also comply with the following:**  
*(failure to do so will result in future ineligibility for a period of two years from written notice)*

- Obtain all required permits, clearances, insurance, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable Truckee Tahoe Airport District policies and procedures.
- Permanently acknowledge the support of the Truckee Tahoe Airport District when possible, include on all printed information and advertising related to the event for which partnership was provided the following statement: "Major funding provided in part by the Truckee Tahoe Airport District" or other logo approved by the District.
- For events or programs, recipients must agree to erect a banner (if appropriate) recognizing the District's support. This banner shall be erected at the facility for the duration of the activity. The verbiage of the banner shall be determined by the General Manager. The actual banner, if not provided as part of the sponsorship, will be provided by the Truckee Tahoe Airport District in accordance with the size requirements of the event or program.
- For events or programs (where a sponsorship booth is appropriate), allow the District to have a sponsor booth if the District so desires for the purposes of distributing information regarding the programs and community services the District provides. This booth shall be provided at no cost to the District, if possible.
- Provide the District with whatever benefits are afforded other sponsors of similar sponsorship or partnership levels (i.e., logo display, sponsor table, advertising benefits, etc.).

**In cases of significant financial partnership commitment (District shall notify recipients of these instances), the District shall require the following:**

- That the public agency receiving such funds extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions.
- That the recipient of funds execute, in favor of the District, a Release and Covenant Not to Sue by the Aircraft utilizing that airport or the fund recipient's use of their real property, fund recipient as to: any claimed damages or adverse impacts of the Truckee Tahoe Airport; aircraft utilizing that airport or the fund recipient's use of their real property, and any land use restrictions or increased structural requirements imposed by the Truckee Tahoe Land Use Commission's Compatible Land Use Plan, whether currently in effect or as may be later adopted.

## SUBMISSION REQUIREMENTS

In order to be considered for an Agency Partnership, applicants must submit a complete application that includes all items listed below. All information requested in this solicitation is mandatory unless otherwise indicated. Failure to submit any required attachments or complete required application components will deem the proposal incomplete. Incomplete proposals will not be scored or considered for funding.

The proposal must include the following:

*(Please include Items 2 – 6 as attachments to the application)*

1. Completed application document (Pages 6 – 14, attached)
2. Audited financials and a current annual budget  
*(if audited financials do not exist, the previous years' completed financials will suffice. If in first year of operation, please submit your current budget and any financials completed to date)*
3. Letters of support (See template on Page 17)
4. Proof of nonprofit or legal entity status including Form 990 or letter of incorporation
5. Additional documentation, including program/project materials, existing marketing, etc. – this is not mandatory – please include whatever materials you have at time of submission

### **Public Agency Partnership**

The partnering public agency shall outline their direct investment, funding, or in-kind contribution being applied to the Agency Partnership request. The District requires significant in-kind and/or direct cash contributions, or ongoing care and maintenance of a program or facility by the partnering public agency for an application to qualify for District funding under *PI 311 – Agency Partnerships*.

### **Budget**

Applicant must provide their annual budget, budget for the project, and demonstrate that there is a fiscal readiness to receive funding.

### **Land Tenure Requirements**

Applicants proposing projects on land owned by other entities must demonstrate support from the land owner. This may be achieved in a letter from the landowner. Planning proposals may be exempt if several sites are under consideration.

### **Letters of Support**

All projects must include letters of support from businesses, nonprofits, government agencies and other community groups. A template is included on Page 17.

### **Proposal Ranking**

Each proposal will be ranked per the Proposal Ranking Sheet included on Page 18. Please review prior to completing the application.

## **Review Process and Timeline**

District staff will review applications to determine that the request is complete. Further research on your request may be conducted by District staff through internet searches, phone calls, meetings, and/or site visits. All applications that are complete and meet District funding eligibility will be presented to the Board of Directors. The Board makes all funding decisions.

Applicants will receive a response to their request within 4 weeks of submission, with funds provided within 90 days of submission. All entities receiving funding will be required to provide updates to the Board and staff.

	Proposal submission period/s
	District staff review for complete responses
	Committee review and recommendations
	Applications presented to the Board
	Presentations to the Board
	Board review
	Awards announced
	Funding distributed
	6-month written report due, including proof of District recognition displayed at the project site or in program materials
	1-year / final report due. Presentation to board required

*\* Please note this schedule is tentative.*

*\* Projects approved will not receive funding until after Board approval and execution of an agreement between the District and applicant.*

## **Proposal Submission**

Please **submit 1 pdf copy** of your application and supporting materials **via email** to:

Marc Lamb, A.C.E, C.M.  
Aviation and Community Services Manager  
[marc.lamb@truckeeatahoeairport.com](mailto:marc.lamb@truckeeatahoeairport.com)

## AGENCY PARTNERSHIP APPLICATION

The total application packet should be no more than **20 pages** including attachments. If the application exceeds the maximum page limit it will be considered incomplete.

### Contact Information

Full Legal Name of Organization:		
Address:		
City:	State:	Zip Code:
Website:		
President/Exec. Dir.:		Title:
Phone #:	Email:	
Contact Person (if different):		Title:
Phone #:	Email:	

### Proposal Request

Project Name:
Date of Application:   —   —
Project Term (Start/End Date):
Total Funding Requested:
Total Project Budget:
Geographic Area/s Served:
Funding Priority Area (select all that apply): - Arts   - Math - Aviation   - Science - Climate   - Technology - Engineering - Other (Describe in project overview below)
Brief project overview:

**SECTION I: ORGANIZATIONAL PROFILE**

Please provide your organization's mission and vision statement.

Provide a brief overview of your organization's history and experience in managing and completing projects of a similar scope and scale.



Briefly describe the proposed project. Indicate if the project is new or continuing. If continuing, provide project funding history, accomplishments, funding shortfalls (if any), and explain why additional funding is needed.

**SECTION II: PROJECT PROPOSAL**

How does the project support the public purpose and goals of the Truckee Tahoe Airport District, (i.e. Aviation-related initiatives, Aviation Emergency Response, Climate and Greenhouse gas emissions reduction efforts, STEM, etc.)?

How will you recognize the support of the Truckee Tahoe Airport District in your project (see PI 311, Item 13, Page 8 for details)?

Does the project require outside agency approval? If so, please list the agencies below and status of the required approval. (i.e. County or Town, Police, land owner, etc.)

Will the project require maintenance? If so, how will your organization address maintenance needs and cost?

Please describe how you will measure success. How will your objectives be accomplished?

**SECTION III: FUNDING**

<b>Total project cost:</b>	
<b>Total funds requested:</b>	

Explain and justify the budget associated with your Agency Partnership request. Please attach your project budget to the application. A template is available for use, if needed, on Page 16.

Has the proposed effort been previously funded, by the District and/or other agencies? If yes, through who, and what were the funds used for?

Can the project accept partial funding? If yes, what is the minimum amount needed to successfully implement the project?

**SECTION IV: COMMUNITY BENEFIT**

**Geographic Location**

Geographic Area Served (Check all that apply)
<input type="checkbox"/> Donner Summit <input type="checkbox"/> Lake Tahoe – North Shore (Tahoe City North, to the Nevada State Line) <input type="checkbox"/> Lake Tahoe – West Shore (Tahoe City South, to Tahoma) <input type="checkbox"/> Northstar / Martis Valley <input type="checkbox"/> Truckee <input type="checkbox"/> Squaw Valley/Alpine <input type="checkbox"/> Other _____

**Community Impact**

How many will participate / could benefit from the project?	
Which age group/s are you targeting?	
% of full-time vs part-time residents the project will engage?	
Time of year the project will take place?	

Please describe how this project will help the community to feel more connected to the District and its mission.

**SECTION VI: COMMUNITY SUPPORT/PUBLIC AGENCY COLLABORATION**

*Please attach any Letters of Support to the application. You are welcome, but not required, to use the Letter of Support template on Page 17.*

Provide a clear description of how your public agency partner's contribution directly relates to the project's purpose, objectives, and approach. Attach proof of your partnership, including statement of the partner agency's contribution, to the application.

Please detail other community support for the project. Please include a listing of project partners including government agencies, other nonprofit organizations and/or community groups, and whether they are making a contribution to the project. If a contribution has been committed, please include a description.

- *End of Application* -



## PROJECT BUDGET TEMPLATE

You are welcome, but not required, to utilize the template below. Use as many pages as needed.

### INCOME

*Check one*

<u>Funding Sources</u> List sources of funding for the project <i>(including your District request amount)</i>	Amount	Funds committed	Funds requested
<b><u>Total Project Income</u></b>	\$		

### EXPENSES

<u>Expense Items</u> List expenses for the project	Amount	Amount of item to be funded by District request
<b><u>Total Project Expense</u></b>	\$	\$

## AGENCY PARTNERSHIP LETTER OF SUPPORT TEMPLATE

You are welcome, but not required, to utilize the language below.

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*On letterhead of partnering organization*

*Insert Date*

Truckee Tahoe Airport District  
Agency Partnership Committee  
c/o Marc Lamb, A.C.E, C.M.  
Aviation and Community Services Manager

Dear Board of Directors of the Truckee Tahoe Airport District:

On behalf of [*partner organization's name*], we would like to express support for the [your organization's name] proposal entitled [*project's name*] submitted for the 2020-21 Agency Partnership Award Year.

*3-5 Sentences [Explain why the organization supports this project. If applicable, note any contributions (staff, facilities, services) that the organization is committing to the project]*

Thank you in advance for your consideration of the [*project's name*] funding request.

Sincerely,

*[Name of responsible person in partnering organization]  
[Title of responsible person in partnering organization]  
[Name of partnering organization]  
[Address of partnering organization if not in letterhead]*

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## SUBMISSION RANKING SHEET

Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Minimum Criteria:**

1. Project must score a minimum of 60 points to be eligible for funding.
2. Project must score points in all categories.

*Please refer to this document for guidance when responding to application questions.  
All proposals will be evaluated based on the categories listed below.*

<b>I. Alignment with District Mission</b>	
<i>Please reference the description on Page 1</i>	
The project meets local needs, strives for low impact on our neighbors, and/or provides a benefit to the community-at-large	
The project addresses an aeronautical need or service	
The project helps achieve one of the Board of Directors' annual adopted goals	
The project encourages STEAM education and/or engages our youth	
The project enhances aviation services, increases safety, or reduces annoyance	
The project support climate and/or greenhouse gas reduction efforts	
Category Total	_____ (Maximum of 30 Points)
<b>II. Community Support</b>	
The applicant has secured partners to achieve the project goals	
Landowners (if applicable), agencies, and/or stakeholders have been informed about the project and are partners, or have expressed support	
The applicant received letter(s) of support from government agencies and or community groups including nonprofit organizations, business groups, and other	
Public outreach and engagement have demonstrated public support	
Category Total	_____ (Maximum of 15 Points)
<b>III. Public Agency Partner</b>	
Partner has made a substantial contribution to the proposed project	
Partner shares a common mission with the Airport	
Partner support is documented	
Category Total	_____ (Maximum of 20 Points)
<b>IV. Funding</b>	
The applicant has provided a clear description of how funds will be used	
The project budget and funding request are reasonable (based on comparable projects)	
The applicants budget is thorough and complete	
The applicants financials are in good standing and there is a readiness to receive funds	

The applicant has taken steps to secure funding and/or in-kind support from other sources	
Category Total	_____ (Maximum of 20 Points)
<b>V. Organization Profile</b>	
The applicant has the organizational structure and capacity to implement the project	
The organization has established fiscal oversight and financial management	
The organization has experience successfully implementing similar projects	
The organization has demonstrated success in managing funding	
Category Total	_____ (Maximum of 5 Points)
<b>VI. Project Proposal</b>	
The proposal is complete and thorough	
The proposal addresses community benefit / need	
The proposal is feasible with a realistic timeline and schedule	
Category Total	_____ (Maximum of 10 Points)
<b>Reviewer ranking of project application</b>	<b>Ranking total (maximum 100 points)</b>  _____