



Division of Planning and Community Development
Plans & Progress Application: 2022

I. **Have you talked to Planning staff to discuss your project?** Yes No

II. APPLICANT INFORMATION

Name of Applicant Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: ___-___-___ Email: _____@_____

Organizational Website: _____

Project Name: _____

Legislative district(s) that your project is located in (see map): 1 2 3 4 5 6 7 8 9

Total Project Cost: _____ Amount of County Funding Requested: _____

III. PROJECT DESCRIPTION *(attach additional pages if necessary)*

- 1) Describe what the funding will be used to accomplish and why it is needed.

- 2) Describe project locations and any permits that may be required, if applicable.

- 3) How will the project be managed and by whom? Please note whether subcontractors will be used, if applicable, and who will supervise the work.

- 4) Statement of Need. Why does this project need County funding? What issues will be addressed with this request?

IV. PROJECT SCHEDULE

- 1) What is the project's estimated start date? _____
- 2) When do you anticipate completing the project? _____
- 3) Please note any issues/concerns that may alter the proposed project schedule.

V. PROJECT BUDGET

1) Project Cost. Provide an itemized project budget in the table below. Use additional pages if needed.

Item	Cost Estimate	Source of Cost Estimate (1)	Source of Cost Estimate (2)
TOTAL PROJECT COST			

2) Project Match. The applicant match requirement is below. Match above the required amount will be reviewed favorably.
Plans & Progress: 50% (cash & in-kind)

- a. What percentage of the total project cost will be provided as a match? ____%
- b. Provide a breakdown of how the match will be provided, using the table below.

Match Type	Estimated Value of Match	Source(s)	Basis for Estimate
Monetary Match			
In Kind Services to be provided by organizational staff and/or volunteers			
Donated Goods or Services			
TOTAL MATCH VALUE			

3) Use of Funds. Exactly how will County funding be used? Which project elements will be implemented with County funding?

VI. PROJECT SPECIFIC QUESTIONS

PLANS & PROGRESS

- 1) This request is for a: capital project, new program or initiative, or other (please specify)

- 2) Are you receiving other County funds in FY2022?
- 3) Describe how the project will contribute to meeting the long-term planning goals of the county and/or the host community. Sullivan County planning documents are available online at the Division of Planning page on the County website.

VII. ATTACHMENTS

Please note any supporting documentation on the project that will accompany this application:

- Additional project information such as location photographs, plans and designs, scope of work for contractors, etc.
- Evidence of meeting County and/or municipal objectives, such as excerpts of planning documents, documentation of public meetings, board minutes, etc.
- Project support (e.g. municipal resolutions, letters of support, newspaper articles, etc.)
- Additional budget detail (e.g. budget spreadsheets, copies of estimates, consultant proposals, bid documents, etc.)
- Background material on the applicant organization and/or individuals managing the project.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Date