



## **2025 TRPA Four Star New Facility Award Application**

**Applications must be submitted by Midnight CDT, Sunday, July 27, 2025  
via [jotform.com https://form.jotform.com/241924942691161](https://form.jotform.com/241924942691161)**

The TRPA New Facility Award is awarded to a park or facility that has finished construction within the last 12 months from the posted awards submission deadline. It may be a building, sports complex, trail, playground, splash pad or other recreational facility. It may be indoor, outdoor or a combination of both. If the park or facility is developed in phases, it may be submitted at the completion of any phase; additionally, a facility that is part of a larger park may be entered as a stand-alone submission (for example, a new tennis complex in an existing park.) There are two separate awards for this category – submitted within project budgets. An agency can apply for no more than one (1) in each of the budget levels.

**SUBMISSION FORMAT: Be as specific as possible within the allotted submission pages.**

<p><b>NARRATIVE (80 available points, (20 points for formatting/60 points for narrative description) (3 typed, double spaced pages maximum)</b></p> <ul style="list-style-type: none"><li>▪ Facility description.</li><li>▪ How the facility best serves, benefits and impacts your community.</li><li>▪ How it enhances or complements existing features in your park system.</li><li>▪ How community involvement (needs, etc.) were considered in the facility's development.</li><li>▪ How the facility will be best utilized in the future.</li><li>▪ Detail how the effort, creativity, and function of the facility make it an award-winner.</li></ul>	<p><b>PHOTOS (10 available points)</b></p> <ul style="list-style-type: none"><li>▪ Attach 6 digital photos of the project.</li></ul> <p><b>BUDGET SHEET (10 available points)</b> Complete and attach TRPA Four Star Award Application Budget Form. (Include funding sources, partnerships, sponsorships, grants or other funding, detailing A&amp;E, construction costs, etc.)</p>
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### **Formatting requirements:**

Narratives must be a maximum of three (3) pages using the following formatting requirements:

- Double spaced
- Margins on narrow setting (.50 on all sides)
- Font size is Times New Roman, size 12
- Ink color is black
- All narratives must include a header and footer with the following:
  - Header – use three column format with the agency name on the left, project title in the center and the current year on the right.

- Footer – use center format with the page number.

Description: Provide a 50 word description of your project/program

**TRPA Four Star Award Application  
New and Renovated Facility Budget Form**

(Line items are given as a guide, please add any additional that are required for your project)

Description	Revenue	Expenses
<b>FACILITY BUDGETS</b>		
Utilities		
Building Materials/Supplies		
Electrical		
Plumbing		
HVAC		
Landscaping		
Partnerships		
Sponsorships		
Grants		
Other funding sources		
Capital Improvement Budget		
A & E		
Construction		
Other		
Other		
Totals		

Explanations: