

2025 TRPA Four Star Renovated Facility Award Application

Applications must be submitted by Midnight CDT, Sunday, July 27, 2025 via <u>https://form.jotform.com/242186025511145</u>

The TRPA Renovated Facility Award is awarded to a park or facility that has finished a renovation 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 renovated 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 renovated tennis complex added 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.

NARRATIVE (80 available points , 20 points for formatting/60 points for narrative description)	PHOTOS (10 available points)
 (3 typed, double spaced pages maximum) Facility description. How the facility best serves, benefits and impacts your community. 	 Attach 3 digital photos of the project before renovation Attach 3 digital photos of the project after renovation.
 How it enhances or complements existing features in your park system. How community involvement (needs, etc.) were considered in the facility's development. What the past use was of the facility and how the facility will be best utilized in the future. Detail how the effort, creativity, and function of the facility make it an award-winner 	BUDGET SHEET (10 available points) Complete and attach TRPA Four Star Award Application Budget Form. (Include funding sources, partnerships, sponsorships, grants or other funding, detailing A&E, construction costs, etc.)

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 2025 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
FACILITY BUDGETS		
Utilities		
Building Materials/Supplies		
Electrical		
Plumbing		
HVAC		
Landscaping		
Partnerships		
Sponsorships		
Grants		
Other funding sources		
Capital Improvement Budget		
A & E		
Construction		
Other		
Other		
Totals		

Explanations: