

Midway City Request for TAP Funds Application



TAP tax funding decisions are at the sole discretion of the Midway City Council. The availability of TAP tax funds fluctuates, and application criteria may be adjusted as necessary.

QUICK FACTS:

- TAP funds can be used for Trails, Arts, and Parks projects or events.
- Interested parties are encouraged to apply for specific projects or events that enhance, improve, and benefit the Midway community.
- There will be two application periods per year. (1) Applications will be accepted from January 1 to February 28 . Applications will be reviewed by the Council and awards will be made in or around June. (2) Applications will be accepted between July 1 to August 31. Applications will be reviewed by the Council and awards will be made in or around December.
- All parties awarded TAP funding shall enter into a contract with the City for the award. Parties will be required to present a summary of their project to the City Council with receipts for funds used within one year of the funding date. Unused funds must be returned to the Midway City TAP fund.
- Applying for funds does not in any way guarantee that funds will be awarded to a project or event, even if funds have been awarded to a project or event in the past.

HOW TO APPLY:

- Fill out the form below, providing as much information as possible. All information you provide will be considered public record and may be requested by the public.
- Complete and submit an itemized budget for your project or event. Please use the attached budget worksheet.
- Complete and submit the attached project/event summary.
- Include all required forms. Incomplete applications will not be accepted.

Name of applicant: _____

Is the applicant a Midway City resident: ☐ yes ☐ no

Email and phone number of applicant: _____

Will the project or event take place in Midway City: ☐ yes ☐ no

Name of organization requesting funds: _____

Is the organization a non-profit: ☐ yes ☐ no

Have you applied for TAP funding, or will you apply for TAP funding for this project or event from any entity other than Midway City? ☐ no ☐ yes If yes, which entity_____

Will your project or event be free to participants: ☐ yes ☐ no If no, what will the charge be?_____

_____ I have completed and attached the event or project summary.

(Initial)

_____ I have completed and attached the budget worksheet.

(Initial)

_____ I have read and understand Section 12.3 of the Midway City Policies and Procedures (printed below).

(Initial)

12.3 Trails, Arts, and Parks Funds A. The City Council will only consider applications for TAP funds twice a year and the Application must be submitted on the City approved form during the 2 open application periods of January – February or July – August to be considered for an award in June or December. B. All Applications submitted prior to the designated deadlines established above will be considered at the same time, and the City Council may request additional information of an applicant if needed. C. Consideration will be given to proposals that provide the greatest potential benefit to the most people or that meet a recognized need in the City. D. While the City Council may award the entirety of available TAP funds to one applicant due to the strength of a particular proposal, it will not favor large awards, instead looking to award smaller amounts to more groups to spread the potential impact of these funds. E. All Applications will be reviewed and awarded based on need, merit, and the discretion of the City Council – special interest groups will not receive preference. F. Filing an Application does not entitle the applicant to an award of any portion of the TAP funds – the City Council may choose to dedicate the full amount of TAP funds to designated City projects or choose not to award any TAP funds to any applicant even if it has received many applications. G. All parties who are awarded TAP funds will enter into a contract with the City establishing the parameters of the award and the approved uses of the TAP funds, Midway City Policies and Procedures. which will include requirements to provide an accounting of how the funds were spent and a report on their impact. H. Applicants are informed that awarding of TAP funds is a public process and all applications for TAP funds are available to the public upon request.

Applicant Signature: _____

Office Use Only:

Application received on _____

City Staff _____



Project/Event Name:

Requested Expenses

Item Description	Cost	Office Use Only
Total of requested expenses:		
Revenue from participant fees/ticket sales (if applicable):		
What is the expected TOTAL budget for this project/event:		

- Please include as much detailed information as possible. You may use additional sheets if needed.
- Receipts will be required for all funded expenses.

TAP Fund Application Project/Event Summary

Please answer the following questions. You may use additional sheets if necessary.

Project/Event Title: _____

Projected Start Date: _____ Projected End Date: _____

Provide a brief description of the proposed project/event:

What community needs does this project/event address, and how will this project/event work to fill those needs:

Please describe how this project/event will benefit Midway City and Midway residents:

What is the scope and number of Midway residents that will be served by this project/event:

Describe in detail how this project/event will be accomplished and who will be involved:
