



# KPFD Project Funding Guidelines

## • OVERVIEW

The Kitsap Public Facilities District (KPFD) uses a Washington State sales tax rebate to invest in sports, recreation, entertainment and conference facilities with other partners, both public and private, in Kitsap County. The KPFD also seeks to promote the use of these facilities, to expand local recreational options and stimulate economic benefit to the community by assisting local organizations to host regional sports tournaments and special events at the facilities built or renovated with KPFD-managed funds.

## • Project Funding Guidelines

The KPFD Board of Directors accepts applications and makes funding allocations from its General Fund when the cash balance exceeds its reserve requirements, or when it sells bonds to fund new projects. This process is in accordance with the Project Proposal Funding Process document – [http://www.kitsap-pfd.org/documents/New\\_Projects.pdf](http://www.kitsap-pfd.org/documents/New_Projects.pdf).

- A. Existing Facilities - A partner may have briefed a concept to the KPFD Board and been approved to make a formal proposal. Applicants must be an administrative partner involved in one of the following three facilities developed with KPFD-managed funds:
- Kitsap Conference Center at Bremerton Harborside – City of Bremerton
  - Kitsap Fairgrounds and Events Center – Kitsap County/Parks & Recreation Dept.
  - North Kitsap Regional Event Center – No. Kitsap School District, Poulsbo & County

KPFD policy requires that the projects related to existing facilities must be for one of the following capital improvements: 1) new construction; 2) rehabilitation or refurbishing existing structures; 3) upgrading equipment, to provide significantly greater benefit to the public or to event attendees. These are not subject to the \$10 Million threshold.

- B. Or it may be a public agency or organization that has a concept or plan for a new or renovated facility. The total value of the new facility must have a total value in excess of \$10 million, with a match by the public entity at least one-third of the project's total value, in part of the construction cost or through the value of existing assets in the final project.

The project must also support KPFD goals: Projects that 1) generate **Economic Development** benefits through new jobs, and/or by the capability of drawing out-of-county participants, families and tournament enthusiasts to Kitsap County; 2) **efficient use of public and private monies** in their planning, construction and operation; are 3)

**Innovative** in their design and construction; and 4) are **multi-purpose in function**, providing entertaining and healthful recreational opportunities for Kitsap County residents.

The KPFD is committed to the development of successful projects that provide public benefit as a result of the use of public funds. To that end, we encourage applicants to contact the KPFD staff prior to submitting a request for funding. We are able to discuss project ideas, help develop a realistic budget or assist as you prioritize the organizational details of the project. These services are available as time permits prior to one week before the project submission deadline.

**Acceptance of KPFD funding requires 1) establishment of a Project Steering Committee and 2) that a KPFD construction consultant and the KPFD Executive Director are appointed members of the Committee as a result of the use of their public funds in the project. Project Oversight also includes a monthly progress report to be prepared by the contracting agency to submit to the KPFD Board.**

The Monthly Report must include:

- A brief narrative on overall status of the project;
- Position on the project timeline – ahead or behind schedule;
- Problems or obstacles in the project;
- Financial report of expenses versus budget.

**The KPFD Project Funding Application defines other requirements that must be present in the project proposal and funding request. Complete Sections 1-5 and submit to the KPFD per the instruction below.**

#### **• DELIVERY INSTRUCTIONS**

***Applications may be submitted to KPFD in two ways:***

- 1) Mailing: Applications and supporting documents may be mailed to:  
Kitsap Public Facilities District, 9230 Bay Shore Dr NW, Suite 101, Silverdale, 98383.
- 2) Email: Application and documents may be attached to an email and submitted to:  
[execdirector@kitsap-pfd.org](mailto:execdirector@kitsap-pfd.org). A confirmation will be sent within one working day that the application has been received.

If you have any questions, please send an email to: [execdirector@kitsap-pfd.org](mailto:execdirector@kitsap-pfd.org)  
or call (360) 698-1885.

**Thank you for your interest in applying for the KPFD for Project Funding.**



# Project Funding Request

## Application and Instructions

### • APPLICATION FORM

#### PART I - APPLICATION INFORMATION

- a) Amount of PFD funding requested                      \$ \_\_\_\_\_
- b) Project Name \_\_\_\_\_
- c) Public partner requesting funds: \_\_\_\_\_
- d) Address \_\_\_\_\_  
\_\_\_\_\_
- e) Contact person \_\_\_\_\_
- f) Telephone: \_\_\_\_\_ Email \_\_\_\_\_
- g) Identify scope of project \_\_\_\_\_  
(expansion, refurbish whole or part, or new construction, etc.)
- h) List individual items, project phases and estimated costs (detailed in attached pages):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- i) Identify total cost of project and other funding sources (include any agreements or contracts with Partner): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- j) Any funding match or future return from revenues? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- k) Justification for funds from KPF, including estimate of economic benefit, increased tax or other revenue, usage or from project?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Fill out Application Form; attach architectural drawing(s) or rendering and detailed proposal description.**

• **APPLICATION INSTRUCTIONS – Supporting Information (additional pages as required)**

**PART 2 – PROJECT DESCRIPTION**

- a. Project goals, objectives, and timeline;
- b. Include architectural drawings or artist renderings of project at completion
- c. Estimate anticipated economic impact of the completed project;
- d. Describe how will you manage and ensure the success of this project;
- e. List potential and actual sources of financial support for this project;
- f. Explain plans for maintaining the completed project in future years;
- g. Describe any public benefits to be derived from use of this project.

**PART 3 – PROJECT BUDGET:**

- a. Project plan and budget.
- b. Please note status (committed or requested) of each revenue source.

**PART 4 - DOCUMENTATION OF SUPPORT FROM COLLABORATING AGENCIES:**

If the project for which you seek funds is in collaboration with other contracted entities, or agencies, include letters of commitment or other documentation regarding the level of financial support from these partners.

**PART 5 - ADDITIONAL INFORMATION:**

Please address anything else about this project that you feel is relevant to a decision to fund this project.