

COAF Pre-Application Checklist

The bulk of the pre-application consists of describing the proposed activities and then answering two narrative questions: (1) why the project is a gamechanger to the community and (2) the resource barriers that get in the way of making the project a reality. However, RCO also collects other information to help confirm eligibility, allow for effective evaluation, and support ongoing project management. To support a prospective applicant, below is a comprehensive checklist of the required fields in the pre-application in the order they will appear in PRISM.

Project Details Section

Parties to the Agreement Page

- Name of primary sponsor
- Name of secondary sponsor (if relevant)

Project Contacts Page

- Name, phone number, and work email of project contact
- Name, phone number, and work email of alternate contacts (as needed)

Program and Project Type Page

- Funding program–Select *Community Outdoor Athletic Facilities Pre-Application*
- Project type (development, acquisition, combination)–Note: Renovation projects should select the *Development* project type.
- Project name (50 characters maximum)

Worksites and Properties Page

- Worksite/park name (50 characters maximum)–Create a name for the “worksite” where the project will occur. Projects with an acquisition component will have to provide additional names and information for each parcel being considered for acquisition.

Worksite Map and Description

- Location of worksite/park–Drag a pin using an embedded mapping feature to indicate the worksite.

Questions Section

Project Proposal Page

- Project Description (1,500 characters maximum)– Describe the project, including the overall goal to be achieved, description and location of activities, and how the grant will be used.
- Project Questions (Five yes/no questions)–Answer the questions to ensure the applicant meets eligibility requirements, is aware of the available funding in the region, understands the limitations on scope changes for a final application, has control of the land where the project will occur, and is authorized to submit the application on behalf of the organization.

Evaluation Criteria Page

- Project Need and Impact (3,000 characters maximum): Why would this project be a gamechanger in the community?–*Click the information icon next to the question to view the full criteria.*
- Community and Applicant Need (2,000 characters maximum): What resource barriers does the applicant and the applicant’s community experience that get in the way of making this project a reality?–*Click the information icon next to the question to view the full criteria.*

Metrics Section

Acquisition and Development Metrics

- Enter the estimated total costs of the project including any costs outside of the requested funds.
- For development projects, provide metrics related to the number of different athletic facilities being proposed in the project, as well as the different types of out-of-bounds supporting elements being proposed. This will help RCO staff confirm eligibility and allow for statewide reporting on funding requests.

Costs Section

Cost Estimates

- Confirm/edit the estimated total project costs for development and/or acquisition.

Cost Summary

- Funding Program–Input the amount of funding that is being requested from COAF.
- Sponsor Match–If applicable, input the source and amounts of additional planned funding needed to fully *fund the proposed project.*

Attachments Section

- There are no required attachments for a COAF pre-application. However, the applicant may submit up to two pages of visuals, such as photographs or other graphics such as schematic drawings, renderings, etc. The applicant may submit visuals in a collage style with several images on each page. **If the applicant includes more than two pages of visuals, then all but the first attachment and anything beyond the first two pages will be removed before evaluation.**

Staff Scores

- RCO will populate staff-scored points after the application is submitted. Use this online [reference tool](#) to see the scores associated with the project location.

Submit Application

- Check the application for errors, certify that the information is true and correct, and then submit the application. This tells RCO staff the application is ready for review and further processing.