

## **2023 TRPA Four Star New Facility Award Application**

**INCLUDE this form with your narrative word document and digital photos.**

**Applications must be submitted by 4:00pm CDT, July 11, 2023  
via [wettransfer.com](mailto:candi@trpa.net) to [candi@trpa.net](mailto:candi@trpa.net)**

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.

**Please choose one:**

☐ **Facility Budget of \$500,000 or less**

☐ **Facility Budget \$500,001 or more**

---

**Nominee**

**Agency (as it will be printed):** \_\_\_\_\_

**Project/Program Name (as it will be printed):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

---

**Nomination Submitted By (TRPA Professional Member):** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_


**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

---

If you are selected as a winner TRPA will provide you with **one** copy of your award. If you would like to order additional copies at \$100 each, please complete here: Please prepare \_\_\_\_\_ extra copies. I will pay for any additional copies I order. Additional copies will only be produced if this application is accepted as a winner. If I wait and order after the Awards Ceremony, they will be \$150 for each extra copy.

I certify the information in this application and narrative are true and that someone from my agency will be present at the Award Program.

**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)</b> <b>(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> <div data-bbox="1039 646 1328 831">The logo for the Tennessee Recreation and Parks Association. It features a stylized green mountain peak on the left, a yellow sun on the right, and the word "TENNESSEE" in large green capital letters in the center. Below "TENNESSEE" are the words "Recreation and Parks Association" in a smaller, blue, sans-serif font, with a blue wavy line representing water or a path.</div>
<p><b>BUDGET SHEET (10 available points)</b></p> <ul style="list-style-type: none"><li>▪ Complete and attach 2021 TRPA Four Star Award Application Budget Form. (Include funding sources, partnerships, sponsorships, grants or other funding, detailing A&amp;E, construction costs, etc.)</li></ul>	

**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

## New and Renovated Facility Budget Form

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

[illegible]

Explanations: