

TRA Long Range Planning Committee Project Proposal

(updated December, 2023)

Instructions

The purpose of the TRA Long Range Planning Committee (LRPC) is to advise the TRA Board of Trustees on the merit of various projects proposed to enhance the TRA Property that is used for the annual Old Timers Reunion (OTR) and by groups that rent the TRA Property outside of the time the property is utilized for OTR. During the deliberations of the LRPC, we keep in mind the TRA Site Vision Statement (2019PC1) that was written by the LRCP and approved at the 2019 Spring TRA Board of Trustees Meeting: "The TRA Site Vision Statement: To provide a sustainable venue capable of supporting the annual OTR event with a regular attendance of 2000 persons". The LRPC reviews each project and makes recommendations based on a project's contribution to the OTR experience, enhancement to the utilization of the TRA property by third parties, and the level of planning and forethought that has gone into the project. If a project is supported by the LRPC, it is presented to the TRA Budget Committee for funding consideration and then it is forwarded to the TRA Board of Trustees for deliberation, approval, or denial.

This form serves as your project proposal to the LRPC. The LRPC evaluates proposals based on the following criteria:

1. Level of planning that has gone into the project.
2. Fiscal value of the project (In other words, does the project value justify the cost to complete it).
3. Value to the TRA Site and the OTR event.
4. Consideration of durability of a finished project for at least 10 years.
5. Resources needed to complete and maintain proposed project (funds, volunteer hours, real estate required for project on the TRA Property, etc).
6. The extent that the project meets the TRA Site Vision Statement.

Please complete all sections of this form. The project proposal you outline in this form will be your main communication to the LRPC. The items we ask you to detail in this form have been carefully chosen, and we feel that each item of information requested in this form requires forethought and planning before a project can be executed. Any project proposals that do not address the required items will be assumed to be inadequately planned, and will not be recommended for funding.

Should the LRPC feel that your project proposal is detailed enough to be considered at the next LRPC Meeting, you will be assigned a liaison to work with you to address any outstanding questions / concerns that will need to be addressed before the LRPC meets to discuss your proposal.

Name of Project Contact: Enter information here

Phone Number: Enter information here

Email Address: Enter information here

Please describe the project:

Enter information here

Please describe the value this project has for the TRA site and / or the OTR event:

Enter information here

When would you like to see the project started, and when you do expect it to be completed?

Enter information here

Are you raising any funds for this project? Please explain your answer.

Enter information here

Do you expect this infrastructure to be viable for at least 10 years? Why or why not?

Enter information here

What do you feel are the weaknesses of this project proposal? In other words, where do you feel you need assistance in putting the plan together (budget, materials, manpower, flood concerns, etc.)?

Enter information here

Please attach an itemized budget to this form. If needed, a Liaison from the LRPC can provide assistance if requested.

Enter information here

Please submit a sketch or drawing of your project. This does not need to be a scaled, architectural drawing. A simple sketch with dimensions will suffice. Drawings help the LRPC visualize the project, and help you plan and develop a preliminary budget for the project. This is required if its applicable to your project, even if a simple sketch.

If you have any questions or require any assistance, please feel free to reach out to the LRPC at lrpc@otr.org or longrangeplan@otr.org for guidance. We are here to act as your liaison to the TRA Board of Trustees as we plan for the future of TRA and OTR.