

Park and Trail Partnership Grant Sample Application

Parks & Trails New York

Purpose and Instructions

Stewardship and Public Access Capacity Grants may be used to assist organizations with the stewardship, interpretation, promotion, education, and public access of a New York State park, trail, historic site or DEC public land, or a partnership involving more than one such organization. **Applications must be submitted by _____.**

The online system allows you to save your application and work on it over time. Log back into the system to continue to work on your application as needed. Once you hit submit, you will not be able to edit your application.

Questions marked with * are required. If you have multiple documents to attach to a response, you will need to scan and save the documents as one PDF using Adobe Acrobat or other similar software. The system will only accept one document.

If you have any questions, please refer to our website or contact Parks & Trails New York at 518-434-1583 or grants@ptny.org.

General Organizational Information

What year was your organization founded?*

Character Limit: 4

How many board members does your organization currently have?*

Character Limit: 2

How many full-time staff does your organization have?*

Character Limit: 4

How many part-time staff does your organization have?*

Character Limit: 4

What is your organization's operating budget for the current fiscal year?*

Provide your organization's operating budget for the current fiscal year. This should not include any income or expense related to capital projects.

Character Limit: 20

How many financial supporters/members does your organization have?*

Character Limit: 10

How many active volunteers does your organization have?*

Character Limit: 10

Organizational Expertise and Experience*

Describe your group's history and accomplishments including any past success with New York State park, trail, historic site, or public land projects. Highlight any details involving state partnerships.

Character Limit: 2500

Organization's Vision and Goals

Describe the vision and goals for your organization for the next five years.

Character Limit: 2500

History of Park and Trail Partnership Grant Funding*

Has your organization applied for PTPG funding before? If so, please list the project titles or descriptions, the years of the applications, and whether the projects were funded.

Character Limit: 2000

General Project Information

Project Name*

Provide a brief name for your project. Please be descriptive and include enough details to distinguish it from other proposals. (E.g. "Environmental Education Classroom Courtyard," "Development and Events Assistant," "Nature Center Forest Exhibit," "Fire Tower Summit Erosion Control") *Character Limit: 100*

Project Summary*

Summarize the project for which you're requesting funding in two sentences or less.

Character Limit: 400

Total Project Budget*

What is the overall budget of the project for which you are applying for funding? (This should be the amount requested + the organizational match + any additional sources of funding)

Character Limit: 20

Amount Requested*

Maximum grant award for Stewardship and Public Access Grants is \$_____. Minimum request amount is \$2,500.

Character Limit: 20

Amount of Organizational Match*

Stewardship and Public Access Grants require a 10 percent match, up to 50 percent of which may be in-kind.

Character Limit: 20

Match as Percentage of Total Project Budget*

What percentage of the total project budget is the match?

Character Limit: 20

Is this project part of a longer range plan or project? If so, please explain.

If the project for which you are applying is part of a longer range plan/project, please describe that plan/project and provide its overall budget.

Character Limit: 3000

Eligibility

The Park and Trail Partnership Grant program is open to organizations whose mission reflects the preservation, stewardship, interpretation, environmental education, maintenance, and/or promotion of a New York State park, trail, historic site or public land under the jurisdiction of Office of Parks, Recreation, and Historic Preservation (OPRHP) or Department of Environmental Conservation (DEC).

In addition:

1. An applicant must be registered as a charity with the New York State Attorney General's office and submit its CHAR500/410 Annual Financial Report.
2. An applicant must be classified by the IRS as a 501(c)(3) tax-exempt organization or have a Memorandum of Understanding with a 501(c)(3) tax-exempt fiscal agent.
3. An applicant must have, and be in good standing under, a current agreement applicable to the grant request with OPRHP or DEC or have received a letter of intent to enter into such agreement.
4. An applicant must have as part of its mission and activities the support of an OPRHP or DEC facility.

Mission*

Enter your organization's mission statement. The mission of your organization must reflect the preservation, stewardship, interpretation, environmental education, maintenance, and/or promotion of a New York State park, trail, historic site, or public land under the jurisdiction of OPRHP or DEC.

Character Limit: 5000

Public Resource Name*

Name of state park, trail, historic site, or public land.

Character Limit: 250

State Agency*

Please select your affiliated state agency:

Choices

Office of Parks, Recreation, and Historic Preservation (OPRHP) Department of Environmental Conservation (DEC)

State Agency Staff Name and Title*

Character Limit: 250

State Agency Staff Phone Number*

Character Limit: 10

State Agency Staff Email*

Character Limit: 254

Region*

Please select the region in which the project will occur. To determine the region, use this map.

Choices

- Adirondack
- Allegany
- Catskill
- Central
- Finger Lakes
- Genesee
- Long Island
- New York City
- Niagara
- Palisades
- Saratoga/Capital District
- Taconic
- Thousand Islands

Not-for-profit Status*

Is your organization a corporation formed pursuant to or subject to the NYS Not-for-Profit Corporation Law?

Choices

- Yes
- No

Tax-exempt Status*

Is your group classified by the IRS as a 501(c)(3) tax-exempt organization?

Choices

- Yes
- No

Fiscal Agent

If you are not a 501(c)(3) tax-exempt organization, you must have a Memorandum of Understanding (MOU) with a 501(c)(3) tax-exempt fiscal agent. Please provide the name of the fiscal agent in the space below and upload a copy of the MOU. (If N/A, please skip.)

Character Limit: 100 | File Size Limit: 1 MB

Agreement with OPRHP or DEC*

Applicants must have a current formal agreement with OPRHP or DEC at the time the grant application is submitted. Please upload your organization's agreement.

If your agreement has just expired, will expire between the time you apply and the presumed date of your project completion, or a renewed agreement is currently underway, you will need to provide a letter from the public resource manager (or Regional Director if your group manages the site) stating that a new agreement is in progress and the date it is expected to be

signed. Upload that letter as part of your agreement (you will need to combine them into one PDF using Adobe Acrobat or similar program). We also require a copy of the new agreement once it is signed.

If you have any questions, please contact PTNY at grants@ptny.org or 518-434-1583.

File Size Limit: 2 MB

Agreement type*

Please select the type of agreement that you have (or are currently seeking) with the state agency.

Choices

Memorandum of Understanding (MOU)
Cooperative Agreement
Memorandum of Agreement (MOA)
Volunteer Service Agreement (VSA)
Use and Occupancy
Other

Agreement Expiration Date

Please enter the date your organization's agreement with OPRHP or DEC expires. *Character*

Limit: 10

Proposal

Describe the project for which you are requesting funds.*

What are the ultimate goals of the project? What are the deliverables? Be as specific as you can.

Character Limit: 3000

Describe why this project is currently a priority for your organization.*

Character Limit: 3000

Describe the impact it will have on the public resource.*

How will the project enhance the preservation, interpretation, accessibility, or promotion of the public resource?

Character Limit: 3000

If your park, trail, historic site, or public land has a master plan, how does this project tie in?

Character Limit: 3000

Audience Served*

How will this project engage a wide demographic and welcome communities and individuals from different backgrounds and abilities and address any barriers to access? How will it enhance and promote diversity, equity and inclusion? We've compiled a list of past awards and resources to guide you with incorporating some of these goals into your project. *Character Limit: 3000*

Partnerships*

Please describe any partnerships or connections that will be created or strengthened as a result of this project. How will these partnerships help to achieve the goals for this project and your organization's work in the future?

Character Limit: 3000

Partial Funding*

Should this project receive partial funding, what elements would be most important to fund?

Character Limit: 3000

Results and Evaluation*

How will your organization measure the goals and deliverables as mentioned in your project description? How will you evaluate project success? Please be specific.

Character Limit: 3000

Organizational Commitment*

How will your board, staff, volunteers, etc. be involved in the project? List any key individuals involved.

Character Limit: 3000

Long-term Sustainability*

What will be the continuing impact of this project and how will it be stewarded after grant funding ends? (e.g. If it involves a building project, do you have a maintenance plan? If it involves a program, how will you continue it?) What will this project look like five years from now?

Character Limit: 3000

Project Budget*

Provide a detailed budget for your project using the TEMPLATE BUDGET WORKSHEET. Include information on the expected sources of the organization's match (match requirement is at least 10 percent of project budget) along with their status (i.e., pledged, in-hand, or yet to be raised).

Please be aware of the list of ineligible expenses when forming your budget.

Note: this system will only accept one document upload. If you have multiple documents to attach, please scan and save the documents as one PDF using Adobe Acrobat or other similar software.

If you need assistance, please contact PTNY at 518-434-1583 or grants@ptny.org.

File Size Limit: 1 MB

Security and Documentation of Matching Funds

In the space below, please indicate how secure the matching funds are. If the organization intends to match the grant with operating funds, please include a letter from the Board Chair or President written on letterhead or a signed, dated board resolution that states the board's intent to use operating funds as a match for this project.

Please note: If your organization is awarded a grant, it will need to provide documentation that the matching funds are in-hand before the first installment of grant funds can be disbursed.

Character Limit: 3000 | File Size Limit: 1 MB

Quotes from Vendors (if applicable)

If requesting funds for a service/product costing \$5,000 or more, you must upload quotes from at least two vendors. **Your application will be marked incomplete if two quotes are not attached.** We encourage making good faith efforts to support minority and women-owned enterprises when seeking vendor quotes.

Note: this system will only accept one document upload. If you have multiple documents to attach, please scan and save the documents as one PDF using Adobe Acrobat or other similar software.

Character Limit: 3000 | File Size Limit: 3 MB

Acknowledgement of Funds*

How will you acknowledge the source of the funding for this award? For example: Include the required text (located under "Promotion and Acknowledgement" on our FAQs page) on signage near the project, or in online or printed material? Publicity? Be specific.

Character Limit: 3000

Project Timeline*

Provide a realistic and detailed monthly timeline for the project's implementation. Be as specific as possible. You may upload a timeline or a work plan if available. Keep in mind that the grant period is 12 months and award payment comes in two installations 6 months apart, so plan work accordingly.

Character Limit: 2000 | File Size Limit: 2 MB

Supporting Documents

Current Staff List

If your organization has staff, please upload a current list of staff members along with their titles or type the information in the space below.

Character Limit: 3000 | File Size Limit: 1 MB

Operating Budget*

Upload your detailed operating budget for the current fiscal year. This should not include income and expenses related to capital projects.

A template operating budget, if needed, is available on the PTNY website (see Resources for Applicants).

File Size Limit: 1 MB

Most Recent Financial Statement*

Upload the organization's most recent year-end financial statement (and your fiscal agent's most recent year-end financial statement, if applicable). This should include an Income Statement (revenues and expenses) and Balance Sheet (assets and liabilities). If the organization has restricted funds, please include information on the purpose of the funds and a description of the restrictions.

Template financial documents, if needed, are available on the PTNY website (see Resources for Applicants).

File Size Limit: 5 MB

Most Recent Financial Report to NYS Charities Bureau (CHAR 500)*

Non-profit organizations in New York State are required to register with the NYS Attorney General's Charities Bureau and report annually. Please attach your most recently filed report (CHAR 500) or a copy of your registration form (CHAR 410) if you are newly registered and have yet to submit a report.

More information about this requirement can be found at: CharitiesNYS.com.

Only include the form itself; do not upload attachments submitted with the form (i.e., Form 990) as it will exceed the maximum file size allowed.

Character Limit: 1000 | File Size Limit: 2 MB

Most Recent Annual Report

Upload a copy of your organization's most recent annual report, if available.

File Size Limit: 5 MB

Current Strategic Plan

Upload a copy of your organization's most recent strategic plan if available.

Character Limit: 3000 | File Size Limit: 3 MB

Letter of Support from State Agency Staff*

Upload a letter of support for your project from the agency manager. If your organization manages the site, please upload a letter of support from the OPRHP or DEC Regional Director. We strongly recommend requesting your letter at least 30 days prior to the application deadline.

File Size Limit: 3 MB

State Environmental Review Form*

Applicants must fill out and upload the State Environmental Review Form.

Please note: An official review is not necessary unless the project is awarded.

File Size Limit: 3 MB

Short EAF Part 1 (if applicable)

If your organization cannot confirm that your project is a Type II project under Section B of the Environmental Review Form above, then you must submit a completed and signed <http://www.dec.ny.gov/permits/6191.html> <https://www.dec.ny.gov/permits/6191.html> **Short EAF Part 1 Form.**

File Size Limit: 1 MB

State Historic Preservation Office (SHPO) Review (if applicable)

If you are seeking funding for a project that includes site work, construction of new buildings or structures, or repairs or alterations to existing buildings or structures, you must upload the http://ptny.org/application/files/5914/7388/1667/PTNY_Grant_14.09_Rev_chklist_Final.pdf State Historic Preservation Office (SHPO) Review checklist. The checklist must be completed and

signed by the park/site manager. If you have checked the second and/or fourth option on the SHPO form, you will need to include the additional attachments as directed with your upload.

File Size Limit: 1 MB

Project Map and Site Plan (if applicable)

If your application includes construction or rehabilitation projects (examples can be found on <https://www.ptny.org/our-work/support/park-trail-partnership-program/faqs>), please include a map and/or site plan with the project location and elements of the project clearly.

File Size Limit: 2 MB

Additional Letters of Support

Letters or resolutions of support for the project from public officials, agencies, not-for-profits, or other governmental/non-governmental partners are encouraged but not required.

All letters must be received by _____ in order to be reviewed as part of the application.

You may email letters to: grants@ptny.org or have letters sent directly to PTNY:

Parks & Trails New York

Attn: Grants Administrator

33 Elk Street

Albany, NY 12207

Character Limit: 2000

Digital Photos*

High-resolution photos (at least 1MB in .JPG format) associated with the project are required. If possible, please include current images relevant to the proposed project and/or people interacting with the project. If your project is a less tangible/capacity building endeavor, an image of your site would be acceptable. Please provide a brief description of images you are sending.

Please provide a link to a shared folder containing photos (preferred). Or email them to:

grants@ptny.org

Character Limit: 3000

Additional Optional Supporting Documents

If your organization would like to attach additional supporting documents or (preferred) include links to documents hosted from your website (e.g. most recent newsletter or other publications, press clippings), you may do so here. Note that all documents will need to be scanned and saved as one merged PDF using Adobe Acrobat or other similar program.

Character Limit: 3000 | File Size Limit: 3 MB

Comments

Please use the space below for any comments.

Character Limit: 5000