

Pennsylvania Recreation and Park Society, Inc.

**2019 Get Outdoors PA Mini-Grants**

Application Instructions & Application

*Supported by a grant from the Pennsylvania Department of Conservation and Natural Resources*

January 2019

**[](http://www.prps.org/)**



**Application Instructions**

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Provide all the information requested on the application and do not use additional pages. The information below corresponds with the Get Outdoors PA Mini-Grant application.

1. COMPLETE COVER SUMMARY
2. **Applying Organization Information**

* **Applying Organization Official Name:** The official name of the organization, which conducts the legal business.
* **Mailing Address:** Complete.
* **Municipality:** Indicate the township, city, borough or town in which the organization is located. If the organization spans several municipalities, use the municipality where the main office is located.
* **County:** Indicate the county where the main office is located.
* **Chief Officer’s Name:** The applicant’s lead authorizing representative; this person will sign the Get Outdoors PA grant contract if awarded. Complete the Chief Officer’s email address and phone number.
* **Applying Organization EIN (Employer Identification Number)**: The applying organization’s business office has this nine-digit number.
* **Applying Organization’s IRS Designation**: Indicate the organization’s status as a non-profit, 501c3 organization or a local government entity. Indicate if the organization is registered with the PA Department of State, Bureau of Charitable Organizations. Non-profits must include a copy of their IRS “Determination” letter confirming tax-exempt status with their application.

1. **Project Director Information:** Indicate the individual who will coordinate the grant activities if the project is funded. Indicate the official name of the individual’s organization. In some cases, this may be different than the applying organization. Complete the Project Director’s email address and phone numbers.
2. **Activity Area:** Check off the outdoor recreation activity area(s) your desired equipment and/or training will address.
3. **Project Title:** List the name of the program(s) to be implemented and/or instructor training to be attended.
4. **Project Summary:** Provide a concise summary (150-word maximum) of the proposed Get Outdoors PA program(s) and the desired equipment and/or instructor training needed for the program’s implementation.
5. **Number of Programs Posted to Get Outdoors PA Event Calendar:** Indicate the number of Get Outdoors PA programs you’ve posted to the calendar. The reviewers understand that new partners have not posted programs to the calendar.
6. **Funding:** Fill in the total grant amount being requested, total match amount being provided and total project cost as shown at the bottom of the Budget Sheet. Reminder: The cash match must be secured by the time of the application’s submission. The grants of $1,500-$3,000 provide up to 50% of the costs associated with the total purchase.
7. **Grant Linkage:** Indicate if the proposed project is linked to another application or grant award. Reminder: Pennsylvania Department of Conservation and Natural Resources grant(s) cannot be used as the match for Get Outdoors PA Mini-Grants.
8. **Certification:** The signature of the applying organization’s chief officer. This representative must have the legal authority to bind the organization to a contract should the applicant receive funding.
9. COMPLETE PROJECT NARRATIVE

The Project Narrative should be a clear, one-page description of your proposed project. Reviewers concentrate the most attention on this section and will look for the reasons why it is important for the applying organization to have the requested assistance and ultimately how it will benefit the public. Be sure to address the following items:

* Applying organization’s mission statement
* Details on the Get Outdoors PA program(s) to be delivered, i.e., the environmental stewardship message or healthy living message to be communicated to participants, the intended number of people the program(s) will support and the intended annual frequency of the program(s).
* Details on the equipment and/or instructor training requested and why it is necessary for the program
  + Include hyperlinks for the requested equipment and/or instructor training where possible
  + If equipment and instructor training is requested, indicate if their need is contingent on the other’s funding
* Timeline for the purchase of the equipment and/or training, including execution of the planned program(s)

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1. COMPLETE BUDGET SHEET

Provide a breakdown of the proposed project costs in the included Budget Sheet. The applicant should conduct product price and quality research in determining the equipment to be purchased. The match source must be clearly indicated and secured at the time of application submission.

1. SUBMIT APPLICATION

Applications must be typed and include:

* Cover Summary
* Project Narrative
* Budget Sheet

An electronic copy for the application must be submitted to [tour@prps.org](mailto:tour@prps.org) March 1, 2019, by 4:30 pm. One hard copy including the “Chief Officer’s” certification signature must be mailed to:

Pennsylvania Recreation and Park Society, Inc.  
Attn: Get Outdoors PA

2131 Sandy Drive

State College, PA 16803

If awarded, the Pennsylvania Recreation and Park Society, Inc. will email an electronic copy of the grant agreement, which includes instructions regarding the Final Report, and a Budget Sheet. Two hard copies of this grant agreement will be mailed for signing, one is to be returned and one is to be kept for the grantee’s files.



Pennsylvania Recreation and Park Society, Inc.

2019 Get Outdoors PA Mini-Grant Application

Supported by a grant from the Pennsylvania Department of Conservation and Natural Resources

1. **COVER SUMMARY**
2. **Applying Organization Information**
3. **Applying Organization Official Name:**
4. **Mailing Address:**

**City:**

**State:** Pennsylvania **Zip Code:**

1. **Municipality:**
2. **County:**
3. **Chief Officer’s Name:**
   1. Email Address:
   2. Work Phone Number:
4. **Applying Organization EIN (Employer Identification Number):**
5. **IRS 501(c)(3): Nonprofit?** Yes No
6. **Registered with the PA Department of State, Bureau of Charitable Organizations?** Yes No
7. **Project Director Information**
8. **Project Director’s Name:**
9. **Title:**
10. **Organization:**
11. **Mailing Address:**

**City:**

**State:** Pennsylvania **Zip Code:**

1. **Email Address:**
2. **Phone Numbers:**
   1. Work:
   2. Cell:
3. **Activity Area**

Backpacking Cross Country Skiing Hunting Rock Climbing

Biking Fishing Orienteering Snowshoeing

Bird/Wildlife viewing Geocaching Nature Photography Target shooting

Camping Hiking/walking Paddling Wilderness Survival

1. **Project Title:**
2. **Project Summary (150-word maximum):**
3. **Number of Programs Posted to Get Outdoors PA Event Calendar:**
4. **Funding:**

**Grant Request:**

**Secured Match:**

**Total Project Cost**:

1. **Grant Linkage:**
2. **Certification:**

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***Chief Officer’s Signature Date***

1. **PROJECT NARRATIVE (one-page limit)**
2. **BUDGET SHEET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Category** | | | | **Grant Request Amount** |  | **Matching**  **Funds**  **Amount** | **Matching Funds Source** |
| **TRAINING COSTS** | **# Units**  **(Quantity)** | | **Unit Cost** |
| Registration (specify training): |  | |  | $ |  | $ |  |
| Mileage |  | | $.58/mile | $ |  | $ |  |
| Lodging (specify location): |  | |  | $ |  | $ |  |
| Other (specify): |  | |  | $ |  | $ |  |
| **Subtotal** | | | | **$** |  | **$** |  |
| **EQUIPMENT COSTS** | | **# Units**  **(Quantity)** | **Unit Cost** |  |  |  |  |
|  | |  |  | $ |  | $ |  |
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|  | |  |  | $ |  | $ |  |
| **Subtotal** | | | | **$** |  | **$** |  |
| **TOTALS** | | | | **$** |  | **$** |  |
| **TOTAL PROJECT COST** | | | | **$** | | | |

*Reminder:*

*The cash match must be secured by the time of application submission.*

*The grants of $1,500-$3,000 provide up to 50% of the costs associated with the total eligible purchase.*