



Pennsylvania Recreation and Park Society, Inc.

2019 Get Outdoors PA Mini-Grants Program Manual

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

January 2019



2019 Get Outdoor PA Mini-Grant Program

Table of Contents

About Get Outdoors PA.....	1
About the Get Outdoors PA Mini-Grant Program.....	1
• Eligible Applicants.....	1
• Eligible Projects.....	2
• Ineligible Projects.....	2
• Grant Amount and Match Requirement.....	2
• Requirements for Funded Evaluations.....	3
• Mini-Grant Process.....	3
Application Instructions.....	4
Application.....	6
• Cover Summary	
• Project Narrative	
• Budget Sheet	



About Get Outdoors PA

Get Outdoors PA is a statewide initiative supported by over 167 local and state partners. The mission of the initiative is to connect citizens with outdoor recreation activities to increase their appreciation and active use of parks, forests and public spaces while imparting a message of environmental stewardship and healthy living. To achieve this mission, Community Partners, such as conservation organizations, park and recreation agencies, community health organizations, and state parks offer guided recreation programs such as kayaking, archery, camping and snowshoeing that incorporate and instill a message of stewardship and health. Get Outdoors PA programs provide safe, affordable, close-to-home opportunities for the public to explore nature and exercise outdoors. GetOutdoorsPA.org provides public access to hundreds of programs throughout the year all across PA.

The program is supported by eight, state Flagship Partners including:

- 1) Pennsylvania Department of Conservation and Natural Resources;
- 2) Pennsylvania Recreation and Park Society, Inc.;
- 3) Pennsylvania Land Trust Association;
- 4) Pennsylvania Fish and Boat Commission;
- 5) Pennsylvania Department of Health;
- 6) Pennsylvania Game Commission;
- 7) Pennsylvania Parks and Forest Foundation and the;
- 8) Pennsylvania Association of Environmental Educators.

About the Get Outdoors PA Mini-Grant Program

The purpose of the Get Outdoors PA Mini-Grant program is to provide Get Outdoors PA Community Partners with additional tools, specifically instructor training and equipment, for implementing quality Get Outdoors PA programs, which amplify the initiative's benefits. The benefits are conveyed through the following program goals:

- Connect people with the outdoors through Pennsylvania's public lands;
- Inspire environmental conservation, stewardship and healthy living;
- Encourage physical activity through outdoor recreation;
- Deliver quality outdoor recreation opportunities to the public through best practice models;
- Increase the number of quality outdoor recreation programs in Pennsylvania and;
- Develop public-private partnerships encouraging economic growth in a sustainable way.

The mini-grant program is administered by the Pennsylvania Recreation and Park Society, Inc. and is funded in part by a grant from the Environmental Stewardship Fund under the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation.

Eligible Applicants

- Only Get Outdoors PA Community Partners **approved in 2018 or earlier** are eligible for the 2019 grant round. Get Outdoors PA Community Partners are municipalities or organized partnerships of municipalities, counties, land trusts or other private non-profit entities that provide programming for the community benefit.
- Community Partners **must have non-profit, 501c3 status** through the IRS and be registered with the PA Department of State, Bureau of Charitable Organizations **or be a local government entity**.
- Community Partners **cannot apply if they have an open Get Outdoors PA Mini-Grant**.

Applicants may receive only one grant per grant round, so submitting multiple applications are discouraged. Submissions from ineligible organizations are not considered.

Eligible Projects

The mini-grants **fund equipment and/or instructor training for guided Get Outdoors PA programs in its 16 activity categories**. A Get Outdoors PA community program should:

- Offer some level of instruction regarding a Get Outdoors PA outdoor recreation activity:
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
- Teach an activity that is human-powered and non-competitive – where participation instead of winning is the goal
- Include a message of conservation, environmental stewardship and/or healthy living;
- Teach and uphold Best Practices, including safety measures at all times
- Occur on land or water that is open to the public for the program and preferably, at all times
- Be taught or led by a skilled instructor or guide
- Be affordably priced for public accessibility but with intent to cover expenses
- Create partnerships with members of the community

Funded equipment must be housed with the grantee and used for guided Get Outdoors PA programs, however, the equipment can be additionally used as free rental equipment. Examples of eligible equipment include snowshoes, tents, compound bows, kayaks, hiking poles, backpacks, mountain bikes, rock climbing harnesses and GPS systems.

Funding for instructor training includes the registration and travel costs to attend formal training.

Examples of eligible instructor training include USA Archery or National Field Archery Association Level 1 Instructor Training, Wilderness Safety Council Wilderness First Aid Training and Certification, American Canoe Association Level 1 Canoe Instructor Certification Workshops, Swiftwater Rescue Training and US Fish and Wildlife Service Teaching Youth Outdoor Skills Course.

Ineligible Projects

Ineligible projects include but are not limited to the following:

- Indoor classroom only projects
- Equipment solely for self-guided education
- Staff salaries while at instructor training
- Staff salaries and/or transportation costs for executing Get Outdoors PA programs
- Facility constructions projects
- Ropes/challenge course programs
- Landscaping
- Sports programs such as baseball, basketball, and soccer
- Storage unit fees
- Boat/Fishing licenses
- Facility rentals
- Materials used to host training

Grant Amount and Match Requirements

- The mini-grants **provide up to 50% of the costs** associated with the total eligible training and/or equipment purchase with a **minimum award of \$1,500 and maximum award of \$3,000**.
- **Grantees are responsible for the remaining 50% or more of total cash costs**. Only cash is eligible for the 50% match, not in-kind expenditures.
- The **match must be secured** by the time of the application's submission. Pennsylvania Department of Conservation and Natural Resources grant(s) cannot be used as the match for Get Outdoors PA Mini-Grants.

Funds are distributed on a reimbursement basis (applicants are required to make eligible purchases and then be reimbursed for approved expenses). Project scope cannot change once approved and unused funds cannot be rolled over or re-allocated, therefore, applicants are encouraged to request only what they need.

Requirements for Funded Applications

Applicants must complete all grant requirements, including final reporting, before they are eligible to apply for another mini-grant. Failure to comply with grant requirements could impact the future grant. The requirements include:

- Signed sub-contract
- Equipment purchased and/or instructor training registration purchased in 2019
- Final report including reimbursement request completed by December 31, 2019
After purchasing approved equipment and/or participating in approved training, funded applicants must complete and submit their final report (budget report with receipts for all reimbursable expenses, synopsis of Get Outdoors PA program(s) conducted, completion of success story template, invoice).
- Including the Get Outdoors PA logo on marketing materials.
- Including a Pennsylvania Department of Conservation and Natural Resources funding citation on any materials created for advertising and/or reporting on the grant award.
- Auditable proof of applicant contribution (matching funds)

Mini-Grant Process & Timeline

A grant cycle will be held once every year. The 2019 application period opens on **Friday, February 1, 2019** and closes on **Friday, March 1, 2019**.

Activity	Date
Grant cycle opens	February 1, 2019
Applications due electronically	March 1, 2019 by 4:30 pm
Award notifications	April 2019
Final date for final report submission	December 31, 2019

SUBMISSION PROCEDURE

- Complete the grant application using the grant instructions to assist in completing the application.
- **Email electronic applications to tour@prps.org and mail one hard copy** with the certification signature to: Pennsylvania Recreation and Park Society, Inc., Attn: Get Outdoors PA, 2131 Sandy Drive, State College, PA 16803.
- **All applicants will receive a confirmation email** acknowledging receipt within five business days of their submission.

EVALUATION: PROCESS AND CRITERIA

- Eligible and complete **applications submitted by the deadline are grouped together and reviewed by a committee** of Get Outdoors PA Flagship Partners.
- Applications are **evaluated using basic criteria to determine if the project meets the mission and goals of Get Outdoors PA. Preference will be given to applicants whose project timeline indicates that equipment and/or instructor training will be purchased in early 2019.**

Application considerations include, but are not limited to:

- How well does the applicant understand the Get Outdoors PA program?
- How well does the proposed program(s) meet the mission and goals of Get Outdoors PA?
- How well-defined is the need for the proposed instructor training and/or equipment?
- Does the budget sheet correlate with the project narrative?
- Will the equipment and/or instructor training be purchased in early 2019?
- Are multiple Get Outdoors PA program(s) using the funded equipment and/or trained instructor planned for 2019?
- Is all of the requested equipment and/or instructor training eligible for funding?
- Does the requested instructor training and/or equipment support ongoing GOPA programming?

QUESTIONS? Contact Niki Tourscher, Director of Training and Get Outdoors PA, Pennsylvania Recreation and Park Society, with any questions at tour@prps.org.