



**Parks, Recreation  
and Historic Preservation**

**NYS Park and Trail Partnership Program**  
***Unlocking the Potential of Grassroots Organizations***  
**2015 Grant Deliverables**

**Documenting Your Grant Deliverables**

All grantees must provide a final budget and supporting documentation verifying project costs, matching funds and expenditure of NYS Park and Trail Partnership Program Grant funds (i.e., invoices, receipts).

In addition to documenting how grant and matching funds are spent, grantees are expected to provide documentation of key deliverables. Below is a sample list by category.

The list should be used as a guide; actual project deliverables may vary. Grantees should contact Parks & Trails New York to discuss documentation expectations for individual projects if there is any uncertainty.

**Capacity and Organizational Effectiveness Grants**

- Copy of completed strategic plan, fundraising plan, marketing plan, etc.
- Copies of minutes from meetings with consultants for board development, organizational development work
- Roster of attendees (board/staff trainings, workshops, conferences)
- Screen shots from website and links to website
- Copies of materials developed such as brochures, flyers, etc.
- Print and digital publications
- Press clippings

**Step-up Grants**

- Copy of tax-determination letter from IRS
- Copy of final organizational assessment report and any plans developed by consultant
- Copies of minutes from meetings with consultant
- Print and digital publications
- Press clippings

**Professional Development Grants**

- Bio/CV/resume of employee hired with grant
- Job description
- Hiring notices
- Individual/staff workplan
- Print and digital publications
- Press clippings

**Stewardship and Public Access Capacity Grants**

- Photographs and description of public access or engagement improvement
- Copy of community outreach or park/trail/site marketing plan
- Friends newsletter
- Press clippings

Compliance with the grant agreement is the responsibility of the grant recipient, and it ensures the integrity of the NYS Park and Trail Partnership Program. We appreciate your efforts to apprise Parks & Trails New York staff on the status and success of your project(s).

*If you have any questions, please contact Parks & Trails New York at 518-434-1583 or [grants@ptny.org](mailto:grants@ptny.org).*