



29 Elk Street
Albany, NY 12207
518-434-1583
518-427-0067 FAX
www.ptny.org

Capacity Building Grants for Park and Trail Organizations

Building strong, sustainable park and trail organizations to foster the expansion, stewardship, and promotion of New York's parks and trails

Applications must be postmarked, faxed, or emailed by **October 31, 2008**.
Selected communities will be announced on **January 12, 2009**.

APPLICATION COVER SHEET

Applicant Organization: _____ Year Organized: _____

Project Park/Trail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____ Website: _____

Applicant status (check one)

501 (c)(3) Acting under Fiscal Sponsor _____

Contact Person: _____

Title/affiliation with project _____

Address _____

City: _____ State: _____ Zip Code: _____

Phone: _____ work home cell Email: _____

Total Project Budget _____ Amount Requested: _____

Application Check list

- Completed Cover Sheet
- Narrative (2 pages maximum)
- Project Budget and Timeline
- Organizational Financial Statement from last fiscal year
- Copy of IRS 501 (c) (3) determination letter and, if applicable, MOU with Fiscal Sponsor
- Two support letters from participating agencies, public officials, not-for-profits or other organizations.

Mail, fax or email to:

Capacity Grants, Parks & Trails New York, 29 Elk Street, Albany, NY 12207
518-434-1583, 518-427-0067 FAX, grants@ptny.org.

APPLICATION

1. **Project Community:** (Select all that apply): Rural Suburban Urban Village
2. **Project Type:** trail park
3. **Park/trail Ownership:** town village city county state private unknown
 Other _____

On separate sheets (maximum two pages total), please provide a brief answer to each of the following questions:

1. Describe your group's mission and provide a brief history of the organization.
2. List major projects undertaken in the last two years and results. (for example: grant applications, work projects, fundraising, etc.).
3. Describe the project for which funds are requested and why your group wants to undertake this project.
4. How will you measure project success and, if applicable, sustain the project after grant funding ends?
5. How will you involve the community and your organization in the project? List existing and any possible opportunities for partnerships (for example: persons with disabilities, seniors, civic groups, local governments and agencies, educational institutions, local businesses and corporations, and health care providers and associations). Briefly describe the role of these partnerships.
6. How will you publicize the project and the grant award?

Attach a one-page Project Budget and Timeline including:

1. Amount Requested
2. Revenues: In addition to the amount requested from Parks & Trails New York, list other grants, donated materials or in-kind services, volunteer labor or other sources of funding required for the project and indicate whether they are in hand, expected, or will be sought.
3. Expenses: Where possible, substantiate projected expenses with estimates from service providers/material vendors or other supporting documentation.

Certification and Release

The undersigned certifies that he or she is a principal officer of the applicant with authority to obligate it and has knowledge of the information presented herein.

Signature: _____

Date: _____

Print: _____

Title: _____

PROGRAM DESCRIPTION

Parks & Trails New York's **Park and Trail Capacity Building Grants** help park and trail not-for-profit organizations develop their ability to fulfill their missions; improve their reach, effectiveness, and impact; leverage resources, and increase community support for and involvement in park and trail planning, development and/or stewardship.

ELIGIBILITY

Awards will be made primarily to local or regional organizations associated with a specific New York park or trail that is or will be open to the public and that are classified by the IRS as 501 (c)(3) or who operate under the fiscal sponsorship of a 501 (c)(3). Include a copy of the IRS ruling letter with the application. A 501 (c)(3) fiscal sponsor is needed if a group does not have 501 (c)(3) status. Applicants must include the IRS determination letter for the fiscal sponsor as well as a copy of a Memorandum of Understanding (MOU) between the applicant and the fiscal sponsor.

GUIDELINES

Grants will fund activities that help develop and strengthen the skills, processes and resources that not-for-profit organizations need to survive:

- Organizational start-up – e.g., incorporation, initial staff, equipment purchase
- Professional consulting services that aid organizational development – e.g., fundraising, communication, marketing, membership, strategic planning, financial management
- Board and staff training
- Volunteer recruitment, training and/or recognition program
- Communications – e.g., logo, website, newsletter, or other graphic design, development or enhancement; printing and distribution of brochures, newsletters or other communication tools

Grants cannot be used to fund:

- General operating
- Capital costs associated with construction and infrastructure for a park or trail
- Trailside or park amenities
- Endowments
- Lobbying or political activities

SELECTION CRITERIA

Awards will be made based on:

- Ability to initiate, grow, strengthen, or transform the organization
- Ability to leverage other opportunities, such as partnerships and funding sources
- Organizational commitment to the project
- Level of community support
- Demonstrated need
- Clearly articulated goals, tangible outcomes and well-defined measures of success
- Ability of the project to serve as a model for other groups
- Visibility – degree to which project will foster public use, appreciation, stewardship, and development of parks and trails
- If applicable, plan for sustainability after grant period ends

AWARD AMOUNTS

Grants will be awarded up to \$3000.

GRANTEE REQUIREMENTS

All grantees will execute a signed contract with Parks & Trails New York prior to receiving an initial payment of 75% of the grant award. Grantees will be required to submit a brief, six-month progress update. The remainder of the grant award will be paid upon receipt of a final accounting and project report. All reports will be due by **January 29, 2010**. Successful completion of funded projects and timely submission of reports will affect eligibility for future grant awards.