



**Parks, Recreation
and Historic Preservation**

NYS Park and Trail Partnership Grants

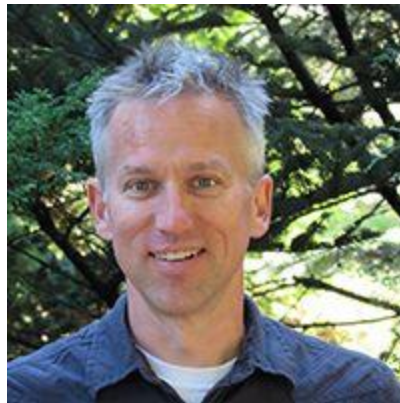


Professional Development Grants Webinar



Welcome

Jonathan Duda
Grants Coordinator



Will Coté
Parks Program Director





Today's Webinar

- Background of Park & Trail Partnership Grants
- Professional Development Grants Overview
- Letter of Inquiry (LOI)
- Full Application
- Resources and Tips
- Questions/Discussion





Parks & Trails New York

The leading statewide organization working since 1985 to expand, protect, and promote a network of parks, trails, and open spaces throughout the state for all to use and enjoy.





NYS Park and Trail Partnership Grants

- Capacity-building grants for groups that support state public resources
- NYS Environmental Protection Fund
- Administered jointly by Parks & Trails New York and OPRHP





Park and Trail Partnership Grants Goals

For NYS parks, trails, historic sites, and public lands

- **Enhance** the preservation, stewardship, interpretation, environmental education, maintenance and promotion
- **Increase** the sustainability, effectiveness, productivity, volunteerism and fundraising capabilities of not-for-profit organizations that promote, maintain and support
- **Promote** tourism and economic development benefits of outdoor recreation through the expansion of a connected statewide network



Eligibility

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 OPRHP or Department of Environmental Conservation (DEC).

Friends of Schodack Island State Park Mission Statement

Our mission is to support the park by working with park staff to provide volunteers, develop programs and events, and to provide funds for park needs.



Eligibility

- Organizations associated with a NYS park, trail, historic site, or public land
- Incorporated in NYS as a not-for-profit
- 501(c)(3) or operate under fiscal agent
- MOA with OPRHP or formal agreement with DEC (MOU, Volunteer Service Agreement (VSA) or a Use and Occupancy Permit.)



FAQ: If we still have an open active project that was funded by a previous PTPG, does that preclude us from applying? ANSWER: No.



Grant Categories

- **Professional Development Grants (PD)**
 - Hiring of permanent staff
- **Capacity & Organizational Effectiveness Grants (COE)**
 - Strengthen organizational capacity & expertise
- **Step-up Grants**
 - 501(c)(3) status; organizational assessment
- **Stewardship and Public Access Grants (SPA)**
 - Assist w/stewardship, interpretation, promotion, education, & public access of public resource while also enhancing organization's visibility and capacity





Professional Development Grants

Goal: The purpose of Professional Development Grants is to support the hiring of permanent staff in order to advance an organization to a higher and more sustainable level of professionalism and fiscal and administrative stability so that it will better be able to fulfill its mission.

- For hiring permanent first or additional staff, or upgrading to full time staff
- Grants up to \$100,000 over a period of two years
- Match: 20 percent match (cash) required



Professional Development Application Overview

Item	Date	Responsible Party
Letter of Inquiry Due	October 20	Applicant
Invitations to Apply Issued	Following week	PTNY
Full Application Due	November 30	Applicant
Interviews with Applicants Conducted	December 13 (week of)	PTNY + Applicant
Grant Recipients Announced	May	PTNY, OPRHP, Governor Cuomo



PD Grant Match Examples

20% of total project budget

Total Project Budget (100% - over 2 years)	Grant Request (80%)	Organizations Match (20%)
\$100,000	\$80,000	\$20,000 (all cash)
\$40,000	\$32,000	\$8,000



Organizational Match

Matching Funds can be from:

- Individuals
- Foundations
- Corporations
- Federal or local grants
- *Note: Staff time spent on carrying out this grant can be counted towards matching funds*

Matching Funds can NOT be:

- State grants or state funds

Documentation of first half of matching funds due 30 days after award announcement



Questions?



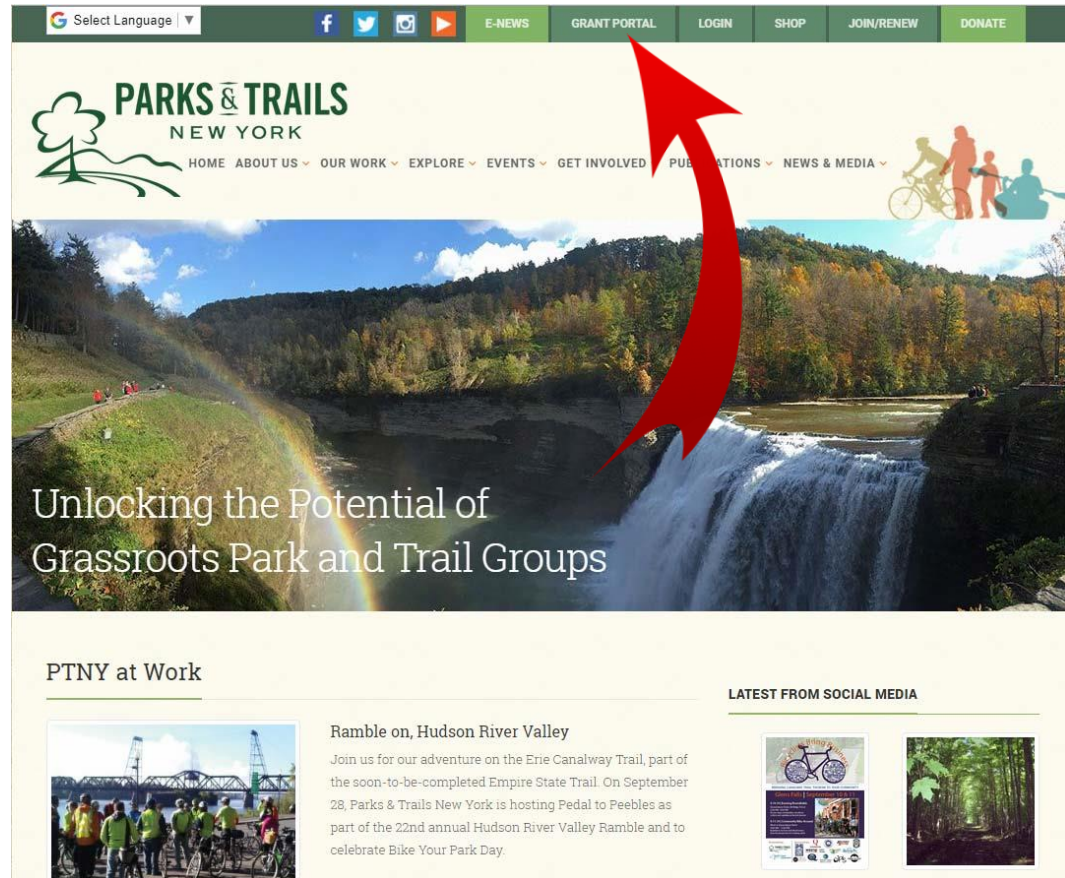


Application Process:

Step 1: Accessing grant system

Link is also on the
grant landing page:

www.PTNY.org/grants





Application Process:

Step 2: Register/Log In



Logon Page

Email Address*

ajenkins@ptny.org

Password*

.....

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Parks & Trails New York's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" to the left link to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, [Insert Admin First and Last Name Here], at [Insert Admin Email here, hyperlink] to receive your username



To Apply

Step 3: Dashboard

Parks & Trails New York

Jonathan Duda ▾



Apply

Organization History

Fax to File

Applicant Dashboard

Public Profile

Applicant:

Mr. Jonathan Duda
grants@ptny.org
518-434-1583
33 Elk Street
Albany, NY 12207 jduda@ptny.org



Organization:

Parks & Trails New York
14-1753475
518-434-1583
33 Elk St
Albany, NY 12207 United States+



[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests 0

Historical Requests 0

You do not have any Active Requests. Click [Apply](#) to begin the application process.



To Apply



Step 4: Select PD Grants

2019 Professional Development Grants	Accepting Submissions from 09/12/2019 to 12/03/2019	Apply
The purpose of Professional Development Grants is to support the hiring of permanent staff in order to advance organizations to a higher and sustainable level of professionalism, fiscal and administrative stability, and community outreach that in the future they will be able to sustain on their own.		
Preview	Send to GrantHub	
2019 Step Up Grants	Accepting Submissions from 09/12/2019 to 12/03/2019	Apply
Preview	Send to GrantHub	
2019 Capacity and Organization Effectiveness Grants	Accepting Submissions from 09/12/2019 to 12/03/2019	Apply
The purpose of Capacity and Organizational Effectiveness grants is to strengthen the capacity and expertise of individual organizations that support New York State parks, historic sites, and public lands or a partnership involving more than one such organization, in order to aid them in fulfilling their mission and to improve their reach, effectiveness, and impact.		
Preview	Send to GrantHub	
2019 Stewardship and Public Access Capacity Grants	Accepting Submissions from 09/12/2019 to 12/03/2019	Apply
Preview	Send to GrantHub	
2018 Capacity and Organizational Effectiveness Grants	No longer accepting submissions after 11/30/2018	
The purpose of Capacity and Organizational Effectiveness grants is to strengthen the capacity and expertise of individual organizations that support New York State parks, historic sites, and public lands or a partnership involving more than one such organization, in order to aid them in fulfilling their mission and to improve their reach, effectiveness, and impact.		
Preview		



LOI Application Only

Step 5: Complete the LOI

LOI

Public Profile

Process: 2019 Professional Development Grants

Contact Info

Request

Applicant:

Mr. Jonathan Duda
grants@ptny.org
518-434-1583
33 Elk Street
Albany, NY 12207 jduda@ptny.org



Organization:

Parks & Trails New York
14-1753475
518-434-1583
33 Elk St
Albany, NY 12207 United States+

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

LOI

Due on 10/11/2019 11:45 PM EDT.

Fields with an asterisk (*) are required.

▼ Purpose and Instructions

The purpose of Professional Development Grants is to support the hiring of permanent staff in order to advance organizations to a higher and more sustainable level of professionalism, fiscal and administrative stability, and community outreach that in the future they will be able to sustain on their own.

Click to print a list
of the questions

Question List



Questions?





LOI Application Overview

Four Sections:

1. Eligibility
2. General Request Information
3. Narrative
4. Supporting Documents



Eligibility

- ✓ Mission
- ✓ Incorporation as a not-for-profit
- ✓ 501(c)(3) status or fiscal agent
- ✓ Formal Agreement with OPRHP or DEC



General Request Info

- ✓ Project title
- ✓ Amount you are requesting- for two years
 - Max \$100,000
- ✓ Basic information about position
 - Brief summary, will be able to provide details in narrative section



Narrative

- ✓ Limit answers to two or three paragraphs
- ✓ Be specific
- ✓ Ability to sustain beyond two-year period
- ✓ Security and source of matching funds



Supporting Documents

- ✓ Operating budget
- ✓ Most recent financial statement
- ✓ Most recent annual report
- ✓ Existing strategic plan or other long-term (3 or more years) organizational plan



Full Application Process

- General Project Information
- General Organizational Information
- Proposal
- Supporting Documents



Project Budget

- Must include information on:
 - expected sources of organization's match
 - status of these funds
- If using operating funds to match grant funds:
 - must include letter from Board President, or signed, dated board resolution that states Board's intent to use operating funds as match for project

Template Two-Year Budget Worksheet - Professional Development Grant				
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INCOME							
	YEAR 1			YEAR 2			
Source	In-hand	Pledged/ Expected	Will be sought	In-hand	Pledged/ Expected	Will be sought	Total
Park and Trail Partnership Program			\$36,000.00			\$36,000.00	\$72,000.00
Matching Funds							
Board member donations		\$3,600.00			\$4,600.00		\$8,200.00
Special fundraising appeal			\$2,000.00			\$4,000.00	\$6,000.00
ABC Foundation Grant		\$7,500.00					\$7,500.00
Organizational funds (reserve)				\$4,450.00			\$4,450.00
TOTAL MATCHING FUNDS*	\$13,100.00			\$13,050.00			\$26,150.00
TOTAL INCOME	\$49,100.00			\$49,050.00			\$98,150.00
*Total matching funds must equal at least 25% (cash) of the total project budget.							
EXPENSES							
	YEAR 1			YEAR 2			
Executive Director salary (2 years)	\$40,000.00			\$40,000.00			\$80,000.00
Taxes, insurance**	\$4,000.00			\$4,000.00			\$8,000.00
Benefits (e.g., retirement, life insurance)	\$4,800.00			\$4,800.00			\$9,600.00
Other expenses (e.g., training)	\$300.00			\$250.00			\$550.00
TOTAL EXPENSES	\$49,100.00			\$49,050.00			\$98,150.00

*First half of matching funds must be documented when grant agreement is signed; second half must be documented with submission of Interim Report



Supporting Documents

- Current Board of Directors and staff lists
- Letter of support from OPRHP/DEC staff
- Additional letters of support
- Digital photos
- Other (newsletter, other publications, press clippings, etc.)
- Not-for-Profit Environmental Review Form
- Most recent financial report to NYS Charities Bureau (CHAR 500 or CHAR 410)



Not-for-Profit Environmental Review Form

- All applicants must complete the **Not-for-Profit Environmental Review Form**
- Applications that **do not** include construction projects check the box in Part B, “the project involves administrative components”

Part B. - IS THE PROJECT SUBJECT TO SEQR?

Part 617 of the Environmental Conservation Law (the rules and regulations implementing SEQR) identifies certain types of projects or actions not subject to SEQR review. These are called Type II. The list of Type II activities under SEQR has been reviewed by OPRHP and a determination made as to which are more likely to apply to grant projects.

PLEASE REVIEW THE FOLLOWING LIST AND CHECK ANY WHICH APPLY TO YOUR PROJECT:

- ☐ The project is maintenance or repair involving no substantial changes to an existing structure or facility.
- ☐ The project is replacement of a facility in-kind on the same site.
- ☐ The project is the repair or construction of a minor accessory structure, such as sheds or fencing, not changing land use or density.
- ☐ The project is maintenance of existing landscaping or natural growth.
- ☐ The project involves information and data collection, surveys or other studies.
- ☐ The project involves administrative components.
- ☐ The project involves purchase of equipment.



NYS Charities Bureau

- Organizations in NYS are required to register with the NYS Attorney General's Charities Bureau and fill out an annual report
- All applicants must submit most recently filed report (CHAR 500)
- Newly registered applicants who have yet to submit an annual report will attach a copy of your registration form (CHAR 410)



Questions?





Application Tips

- Download the form ahead of time
- Review evaluation criteria
- Save your work
- File uploads
 - Emailing supplemental materials
- Don't forget to click "Submit Form"
- Additional resources on PTNY's website



Templates on Website

<https://www.ptny.org/our-work/support/park-trail-partnership-program/resources>

- Project budgets (for all grant categories)
- Organizational operating budget
- Income statement
- Balance sheet
- Payroll costs: budgeting for mandatory benefits
- Job description
- Work plan



Next Steps

1. Confirm that you are eligible
2. Check your organization's formal agreement
3. Identify and secure matching funds
4. Ask PTNY any questions you have
5. **Submit Letter of Inquiry by October 20**
6. Wait for invitation to apply
7. **Submit full application by November 30**



Grant Recipient Timeline



Date	Item
May 2022	Grant Recipients Announced
June 2022	First Installment of Funds Disbursed (all grant categories)
June 2023	Professional Development Interim Reports due (Partnership Roadmap)
June 2023	Second Installment of Funds Disbursed for PD Awardees
June 2024	Final Reports due



Interim Report

- Due June 2023
- Five questions
- Documentation of remaining matching funds
- Partnership Roadmap completion



Thank you!

Questions?

grants@ptny.org | 518-434-1583
www.ptny.org