



**Parks, Recreation  
and Historic Preservation**

# **NYS Park and Trail Partnership Grants**



## **General Info Webinar**



# Who's on the Call?

**Jonathan Duda**  
Grants Coordinator



**Shaina Hogan**  
Program Coordinator





# Today's Webinar

- Background
- Eligibility
- Grants Overview
- Application Software/Process
- Application Questions & Attachments
- Resources and Tips
- Questions





# 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

- \$2,000,000 capacity-building grants program funded via the EPF for groups that support state public resources
  - A 2-page snapshot and webinar recording about the expansion can be viewed at:  
[www.ptny.org/grants](http://www.ptny.org/grants)
- Administered by Parks & Trails New York in partnership with the Office of Parks, Recreation, and Historic Preservation. (OPRHP)





# Program Goals

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



# 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
- **Stewardship and Public Access Capacity Grants (SPAC)**
  - Assist with stewardship, interpretation, promotion, education, & public access of public resource while also enhancing organization's visibility and capacity
- **Step-up Grants**
  - Gain 501(c)(3) status; conduct organizational assessment



# Capacity & Organizational Effectiveness Grants

## Goal:

- Strengthen capacity and expertise
- Aid in fulfilling mission
- Improve reach, effectiveness and impact

## Examples:

- Board/staff training, strategic plan, development of programs that will provide future revenue





# Capacity & Organizational Effectiveness Grants



- Grants up to \$100,000
- 10% organizational match, up to 50% may be in-kind
- Disburse 50% of award at contract signing (July 2023)
- Remaining 50% after the interim report (6 months: January 2024)



# Stewardship and Public Access Capacity Grants

## Goal:

- Stewardship, promotion, education, and public access
- Enhancing organization's visibility and capacity

## Examples:

- Kiosks, signage, public education and involvement, promotion, etc.





# Stewardship and Public Access Capacity Grants



- Grants up to \$150,000
- 10% organizational match, up to 50% may be in-kind
- Disburse 50% of award at contract signing (July 2023)
- Remaining 50% after the interim report (6 months: January 2024)



# Step-up Grants

## Goal:

- Assist with administrative and legal fees needed to secure 501(c)(3) status
- Assist with costs for completing organizational assessment and plan

## Details:

- Awards up to \$20,000
- \$500 cash or in-kind match
- Full award expended when contract signed





# Ineligible Costs

**Grant funds may not be used to cover:**

- Project costs incurred before date of signed grant contract
- General operating support
- Purchasing interest in lands or buildings
- Endowment funds
- Travel or lodging
- Lobbying or political activities



# Organizational Match

- Percentage of **total project budget**
- Documentation of match due 30 days after award announcement
- Matching funds can be from:  
individuals, foundations,  
corporations, federal or local grants



Matching Funds can **NOT** be state grants or state funds



# Organizational Match – SPAC and COE grants

Total Project Budget (100%)	Grant Request (90%)	Organizations Match (10%)
<b>\$35,000</b>	\$31,500	\$3,500
\$20,000	\$18,000	<b>\$2,000</b>

There is a match calculator tool on PTNY website



# In-Kind Match Contributions

- Donation of professional and construction services
- Donation of goods
- Donation of unskilled or general labor from volunteers (NYS standard rate)
- Must be quantifiable and documented – keep records!





# Questions?





- Online grant application and reporting system

# Application Process

## Step 1: Accessing grant system

The screenshot shows the PTNY.org website. The top navigation bar includes links for 'GRANT PORTAL', 'LOGIN', 'SHOP', 'JOIN/RENEW', and 'DONATE'. A dropdown menu for 'GRANT PORTAL' is open, showing options like 'PARK & TRAIL PARTNERSHIP GRANT', 'NYS PARK FRIENDS', 'LOCAL FRIENDS GROUPS', 'COMMUNITY TRAILS ASSISTANCE', 'PARK & TRAIL HERO AWARDS', and 'FUNDING OPPORTUNITIES'. Another dropdown menu for 'RESOURCES FOR APPLICANTS' is also open, showing 'FAQS', 'APPLY', and 'AWARDEES'. The main banner features a scenic image of a waterfall and a rainbow, with the text 'Unlocking the Potential of Grassroots Park and Trail Groups'. Below the banner, there is a section titled 'PTNY at Work' and a section titled 'LATEST FROM SOCIAL MEDIA'.

PTNY at Work

Park & Trail Partnership Grants Available

Does your Friends group need funding to help support and steward a state park, trail, historic site or public land? From hiring staff and developing new membership programs, to building trails and creating educational exhibits, these grants

LATEST FROM SOCIAL MEDIA



# Application Log-in

## 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: Enter Organizational Information

### Organization Information

NOTE: You will not be able to change your organization information after registering.

If your organization has a Memorandum of Understanding with a 501(c)(3) fiscal agent, please use the EIN of the fiscal agent below.

Organization Name\*

EIN / Tax Identification Number (XX-XXXXXXX)\*

Web Site

Telephone Number (XXX-XXX-XXXX xXXX)\*

Organization Email

Address 1\*

Address 2

City\*

State\*

Postal Code\*



# To Apply

## Step 4: Dashboard

Parks & Trails New York

Jonathan Duda ▾



PARKS & TRAILS  
NEW YORK



Apply



Organization History



Fax to File

Role (Applicant) ▾

### Applicant Dashboard

Public Profile

#### Applicant:

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



#### 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 5: Select Grant Category

[Apply](#)[Organization History](#)[Fax to File](#)[Role \(Applicant\) ▾](#)

### 2020 Stewardship and Public Access Capacity Grants

Accepting Submissions from 01/11/2021 to 03/11/2021

[Apply](#)

Stewardship and Public Access Grants may be used to assist Friends organizations with the stewardship, interpretation, promotion, education, and public access of a New York State Park or Historic Site, or a partnership involving more than one such organization, which significantly enhances the organization's visibility and capacity.

[Preview](#)[Send to GrantHub](#)

### 2020 Capacity and Organization Effectiveness Grants

Accepting Submissions from 01/11/2021 to 03/11/2021

[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](#)

### 2020 Professional Development Grants

Accepting Submissions from 01/11/2021 to 03/11/2021

[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](#)

### 2020 Step Up Grants

Accepting Submissions from 01/11/2021 to 03/11/2021

[Apply](#)

Step-up Grants assist Friends organizations with the administrative and legal fees needed to secure 501(c)(3) status, along with the costs associated with completing a consultant-facilitated organizational assessment and resulting plan(s).

[Preview](#)[Send to GrantHub](#)



# Print Question List

Parks & Trails New York

Jonathan Duda ▾



Apply



Organization History



Fax to File

Role (Applicant) ▾

## Application

Public Profile

Process: 2019 Capacity and Organization Effectiveness Grants

Contact Info

Request

### Applicant:

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



### 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.

Application

Question List

Due on 12/03/2019 11:45 PM EST.

Fields with an asterisk (\*) are required.

### ▼ Purpose and Instructions

The purpose of the Capacity and Organizational Effectiveness grant is to strengthen the capacity and expertise of organizations that support New York State parks, trails, historic sites, and public lands under the jurisdiction of, 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. **Applications must be submitted by Tues., Dec. 3, 2019.**

The online system allows you to save your application and work on it over time. Log back into the system to continue to work on your application as needed. Once you hit submit, you will not be able to edit your application.

Questions marked with \* are required. If you have multiple documents to attach to a response, you will need to scan and save the documents as one PDF using Adobe Acrobat or similar software. The system will only accept one document. You may also use the "Fax to File" tool on the left side of your screen to convert documents.

# Technical Tips

- Save your work
- When finished, be sure to click “Submit Application”
- Tutorials and more technical tips at [PTNY.org](http://PTNY.org)





# Application Overview

## Five Sections:

1. Eligibility
2. General Project Information
3. General Organizational Information
4. Proposal
5. Supporting Documents





# Eligibility

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

**Fiscal Agent**

If you are not a 501(c)(3) tax-exempt organization, you must have a Memorandum of Understanding (MOU) with a 501(c)(3) tax-exempt fiscal agent. Please provide the name of the fiscal agent in the space below and upload a copy of the MOU. (If N/A, please skip.)

[100 characters left of 100]

[1 MiB allowed]

**Memorandum of Agreement with OPRHP\***

Applicants must have a current formal Memorandum of Agreement (MOA) with OPRHP at the time the grant is issued. Please upload your organization's MOA.


If your MOA has just expired or will expire between the time you apply and the time awards are announced (April 2016), you will need to provide a letter from the park/site manager (or Regional Director if your group manages the site) stating that a new MOA is in progress and is expected to be signed. Please either upload that letter as part of your MOA (you will need to combine them into one PDF using Adobe Acrobat or similar program or use the "Fax to File" option on the left of your screen) OR upload the letter separately under Additional Supporting Documents. We will also need a copy of the new MOA once it is signed.

If you have any questions, please contact PTNY at [grants@ptny.org](mailto:grants@ptny.org) or [518-434-1583](tel:518-434-1583).

[1 MiB allowed]

**MOA Expiration Date**

Please enter the date your organization's MOA with OPRHP expires.





# General Project Info

- Project name
- Amount requested
- Total project budget
- Organizational match

General Project Information

**Project Name\***

Provide a brief name for your project. Please be descriptive yet unique to distinguish it from other proposals. (E.g. "Environmental Education Classroom Courtyard," "Development and Events Assistant," "Nature Center Forest Exhibit," "Fire Tower Summit Erosion Control")

**Project Summary\***

Summarize the project for which you're requesting funding in two sentences or less.

400 characters left of 400

**Total Project Budget\***

What is the overall budget of the project for which you are applying for funding? (This should be the amount requested + the organizational match + any additional sources of funding)

\$

**Amount Requested\***

Maximum grant award for Stewardship and Public Access Grants is \$75,000. Minimum request amount is \$2,500.

\$



# General Organizational Info

- Year founded
- Number of staff
- Operating budget
- Number of financial supporters

▼ General Organizational Information

What year was your organization founded?\*

#

How many board members does your organization currently have?\*

#

How many full-time staff does your organization have?\*

#

How many part-time staff does your organization have? \*

#

What is your organization's operating budget for the current fiscal year?\*

Please provide your organization's operating budget for the current fiscal year. This should not include any income or expense related to capital projects.

\$

How many financial supporters/members does your organization have?\*

#

How many volunteers does your organization have?\*

#

Organizational Expertise and Experience\*

Briefly describe your group's mission, history and goals, including any past experience with park/trail/site projects and your vision for the organization in the next five years.



# Proposal

- Describe project
- What do you wish to achieve?
- Why now?

▼ Proposal

**Describe the project for which you are requesting funds.\***

What changes and deliverables do you ultimately wish to achieve? Be specific.

3,000 characters left of 3,000

**Describe why this project is currently a priority for your organization.\***

3,000 characters left of 3,000

**How will the project enhance the preservation, interpretation, or promotion of the public resource?\***

3,000 characters left of 3,000



# Proposal Narrative

Question	Tips
Capacity building	Mission driven
Results and evaluation	Be specific, how will you measure success?
Community connections/partnerships	Optional - Who will you work with?
Organizational commitment	Will the board and volunteers be involved?
Sustainability	Will it continue after the grant period?
Audience served	Will it engage a wide demographic?
Project budget and documentation of matching funds	Detailed, itemized, includes income and expenses, keep good records!



# Questions?



*Bennington Battlefield interpretive signage project*

NYS Park and Trail Partnership Program				
Template Budget Worksheet - Capacity and Organizational Effectiveness Grant				
INCOME				
Source	In-hand	Pledged/ Expected	Will be sought	Amount
Park and Trail Partnership Program			X	\$21,250.00
Matching Funds				
ABC grant	X			\$2,000.00
Donated services (graphic design)		X		\$500.00
Volunteer labor		X		\$1,250.00
TOTAL MATCHING FUNDS*				\$3,750.00
TOTAL INCOME				\$25,000.00
*Total matching funds must equal at least 10% of total project budget, up to 50% of which may be in-kind				
EXPENSES				
Consultant services				\$8,500.00
Printing				\$12,700.00
Mailing				\$3,300.00
Graphic Design				\$500.00
TOTAL EXPENSES				\$25,000.00



# Proposal Narrative

Question	Tips
Quotes from vendors	\$5,000 or more, 2 estimates
Security of matching funds	How will you raise the funds, or that they are in hand?
Need	Why do you need this grant?
Publicity	How will you spread the word about the grant and project?
Project timeline	Realistic and detailed
List of key personnel	Those directly involved in the project



# Supporting Documents

- Current staff list
- Operating budget
- Most recent financial statement and annual report (*if available*)
- 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)

# Most Recent Financial Statement



- Should include at least:
  - Income Statement (revenues and expenses)
  - Balance Sheet (assets and liabilities)
- If operating under a fiscal sponsor, must include financial statement from fiscal sponsor as well.

Net Income (Loss)



# Sample Balance Sheet

Your Company Name

Balance Sheets

Date

	2012	2013
<b>Assets</b>		
Current assets:		
Cash	-	-
Investments		
Inventories		
Accounts receivable	-	-
Pre-paid expenses		
Other	-	-
Total current assets	\$ -	\$ -
Fixed assets:		
Property and equipment	-	-
Leasehold improvements		
Equity and other investments	-	-
Less accumulated depreciation		
Net fixed assets	\$ -	\$ -
Total other assets		
<b>Total assets</b>	\$ -	\$ -
<b>Liabilities</b>		
Current liabilities:		
Accounts payable	-	-
Accrued wages		
Accrued compensation	-	-
Unearned revenue	-	-
Other	-	-
Total current liabilities	\$ -	\$ -
Long-term liabilities		
Mortgage payable	-	-
Total long-term liabilities	-	-
<b>Total liabilities</b>		



# NYS Charities Bureau

- Must register with the NYS Attorney General's Charities Bureau
- CHAR 500
- CHAR 410 for newly registered applicants.





# Not-for-Profit Environmental Review Form

- All applicants must complete
- Applications that **do not** include construction, check the last box in Part B, “the project involves administrative components”

## Part A. - ENVIRONMENTAL REVIEW COORDINATION

DOES THE PROJECT REQUIRE A PERMIT APPROVAL OR FUNDING FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?

☐ Yes ☐ No If Yes, list the agency(s) and permit/approvals:

## 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.



# Examples of Construction or Rehabilitation

- Building rehabilitation or any change to historic structure
- Improvements, such as kiosks, exhibits, signage, trail work and other activities that enhance access to the public resource
- Activities whose costs are part of a larger construction project
- Activities that involve any ground disturbance
- Activities that require engineering plans and specifications
- Activities that require State Historic Preservation Office (SHPO) review

Not sure – will there be a shovel going into the ground? Or a nail into the wall?



# Stewardship and Public Access Grants Only:

- **Environmental Assessment Form (EAF) Short Form Part 1 only** using the EAF Mapper Application
- Signed **State Historic Preservation Office (SHPO)** review checklist (completed by public resource manager)
- **Map**
- **Site plan**

**Will there be a shovel going into the ground?  
Discuss with public resource manager early**



# Questions?





# Submitting Your Application

- Application not submitted until you click **SUBMIT APPLICATION** button
- Must click by 11:59 p.m. on December 9.

Application

ds of the State Park Laura DiBetta

[5000 characters left of 5000]

**Additional Optional Supporting Documents**

If your organization would like to attach additional supporting documents (i.e., most recent newsletter or other publications, press clippings), you may do so here. Note that all documents will need to be scanned and saved as one merged PDF using Adobe Acrobat or other similar program. You may also use the "Fax to File" option on the left side of your screen.

[5000 characters left of 5000]

Upload a file [4 MiB allowed]

Save Application Submit Application

# Evaluation Criteria

PARKS & TRAILS NEW YORK › HOME › OUR WORK › SUPPORT  
› PARK & TRAIL PARTNERSHIP GRANT › RESOURCES FOR APPLICANTS

Resources for Applicants

- Available on website
- Different for each grant category
- Criteria rated primary & secondary according to the weight in decision-making process.

## Resources for Applicants



- FAQs
- Request for Applications
- Evaluation Criteria
- Grant Deliverables



### TEMPLATES AND SAMPLES

- Environmental Review Form
- Template Project Budgets (for use when completing final reports)
  - 2019
    - Capacity and Organizational Effectiveness Grants
    - Step-up Grants



# Application Tips

- Download the form ahead of time
- Review evaluation criteria
- Be sure to answer all parts of each question
- Save your work
- File uploads
  - Email supplemental materials to: **grants@ptny.org**
- Don't forget to click SUBMIT APPLICATION
- Additional resources on PTNY's website



# Templates and Tools

- Project budgets (for all grant categories)
- Match calculator
- Organizational operating budget
- Income statement
- Balance sheet
- Payroll costs: budgeting for mandatory benefits
- Volunteer time-tracking tool
- Organizational self-assessment & visioning tool (SUP)



# Next Steps After this Webinar

1. Confirm that you are eligible
2. Create a log-in
3. Start an online application
4. Check your organization's formal agreement
5. Identify and secure matching funds
6. Ask us questions
7. **Submit full application by FRIDAY DECEMBER 9th 11:59PM**



# Timeline

**December 9**

**All grant applications due**

May 2023

Grant Recipients Announced

July 2023

1<sup>st</sup> installment of funds disbursed

January 2024

Interim Reports Due  
2<sup>nd</sup> installment of funds disbursed

July 2023

Final Reports Due



# Thank you!

## Questions:

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