



NYS Park and Trail Partnership Grants





Who's on the Call?

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Grants Coordinator



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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

 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-forprofit
- 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.)



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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 <u>not</u> 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%)
\$35,000	\$31,500	\$3,500
\$20,000	\$18,000	\$2,000

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!





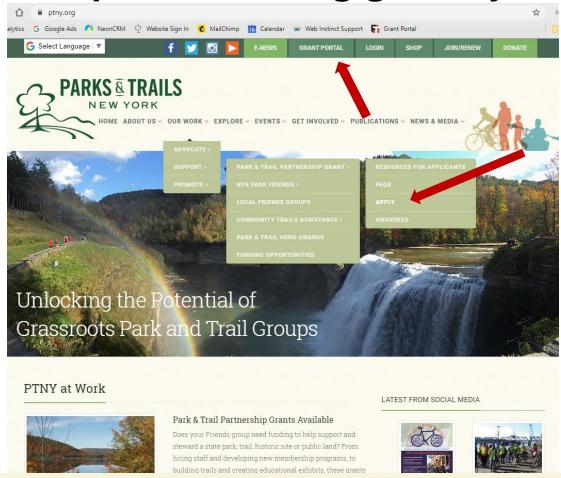
Questions?





 Online grant application and reporting system **Application Process**

Step 1: Accessing grant system





Application Log-in

Step 2: Register/Log In



Logon Page

Email Add	ress*
ajenkins@	ptny.org
Password	
Log On	create New Account
Forgot you	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

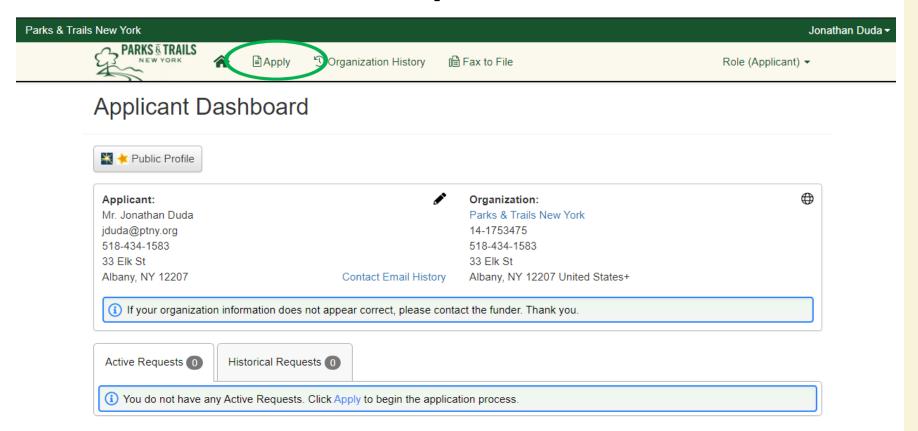
Step 3: Enter Organizational Information

Organization Information NOTE: You will not be able to change you	ur organization information after registering.
If your organization has a Memorandur the fiscal agent below.	m of Understanding with a 501(c)(3) fiscal agent, please use the EIN of
Organization Name*	EIN / Tax Identification Number (XX-XXXXXXX)*
Web Site	Telephone Number (XXX-XXXX xXXX)*
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*



To Apply

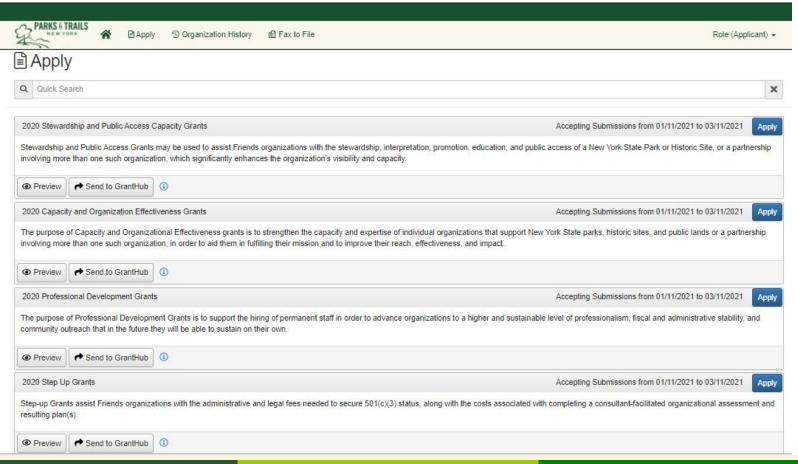
Step 4: Dashboard





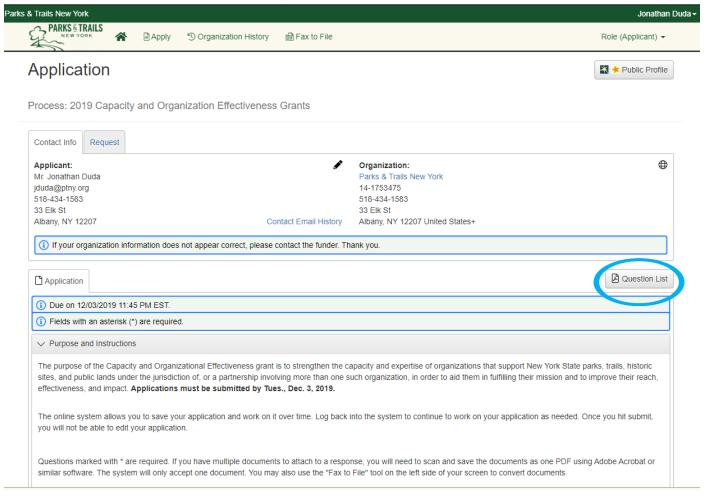
To Apply

Step 5: Select Grant Category





Print Question List





Technical Tips

- Save your work
- When finished, be sure to click "Submit Application"
- Tutorials and more technical tips at PTNY.org





Application Overview

Five Sections:

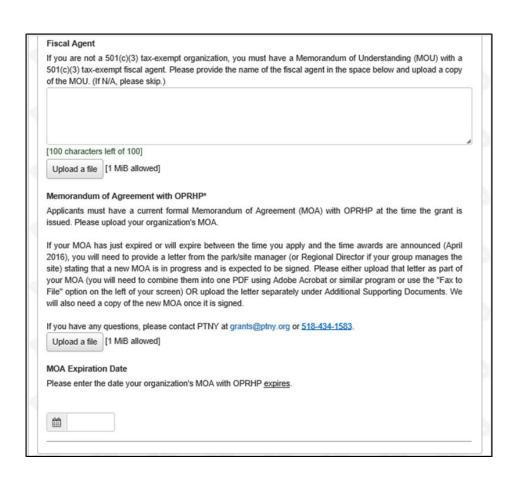


- 1. Eligibility
- 2. General Project Information
- 3. General Organizational Information
- 4. Proposal
- 5. Supporting Documents



Eligibility

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

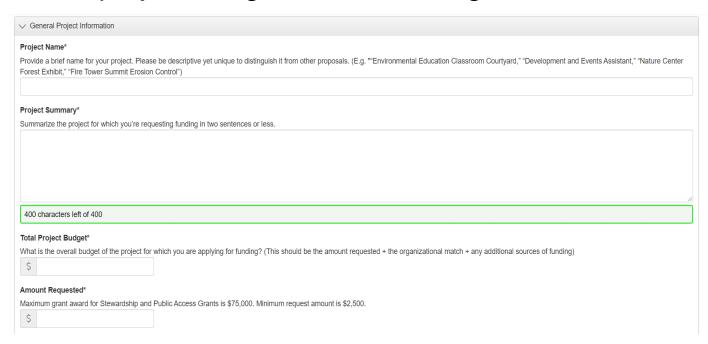




General Project Info

- Project name
- Total project budget

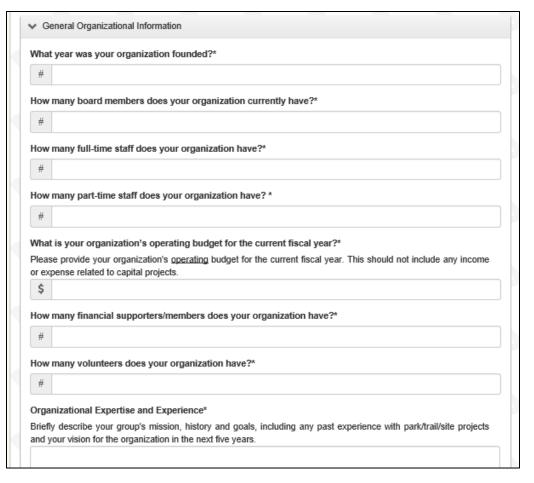
- Amount requested
- Organizational match





General Organizational Info

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





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.
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Describe why this project is currently a priority for your organization.*
ℓ
3,000 characters left of 3,000
How will the project enhance the preservation, interpretation, or promotion of the public resource?*
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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				
		Pledged/		
Source	In-hand	Expected	Will be sought	Amount
Park and Trail Partnership Program			X	\$21,250.00
Matching Funds				
ABC grant	Х			\$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.



Sample Income Statement

Income Statement

[Name] [Time Period]

Financial Statements in U.S. Dollars

Revenue

Grants

Membership dues

Events

Total Revenue

Expenses

Advertising

Printing/Copying

Bank Charges

Contract Labor

Depreciation

Dues and Subscriptions

Insurance

Legal and Professional Fees

Licenses and Fees

Miscellaneous

Office Expense

Postage

Rent

Supplies

Telephone

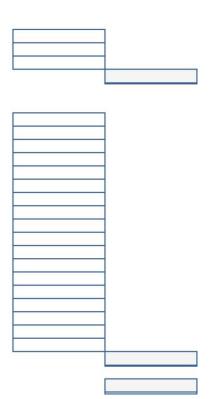
Utilities

Vehicle Expenses

Wages

Total Expenses

Net Income (Loss)





Sample Balance Sheet

Your Company Name Balance Sheets

Date

	 2012	2013
Assets	 	
Current assets:		
Cash	÷	-
Investments		
Inventories		
Accounts receivable	-	1-1
Pre-paid expenses		
Other	-	-
Total current assets	\$ - \$	•
Fixed assets:		
Property and equipment	-	-
Leasehold improvements		
Equity and other investments	-	-
Less accumulated depreciation		
Net fixed assets	\$ - \$	L .(5
Total other assets		
Total assets	\$ - \$	-
Liabilities		
Current liabilities:		
Accounts payable	-	-
Accrued wages		
Accrued compensation	_	-
Unearned revenue	=	•
Other	_	-
Total current liabilities	\$ - \$	•
Long-term liabilities		
Mortgage payable	-	-
Total long-term liabilities	ē	-
Total liabilities		



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 the 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



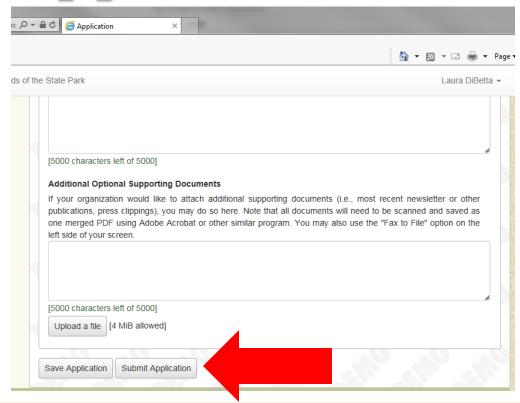
Questions?





Submitting Your Application

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





Evaluation Criteria

PARKS & IRAILS NEW YORK > HOME > DOR WORK > SUFFORT

Resources for Applicants

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





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

1st installment of funds disbursed

January 2024

Interim Reports Due

2nd installment of funds disbursed

July 2023

Final Reports Due



Thank you!

Questions:

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