

# Park and Trail Partnership Grants

Applicant Webinar for Round 12

*Professional Development  
Grants Only*

[www.ptny.org/  
park-and-trail-partnership-grants](http://www.ptny.org/park-and-trail-partnership-grants)



# Housekeeping

- Please remain on mute
- Ask questions using chat feature
- Questions will be addressed during Q&A
- Recording will be available



# Who's on the call?

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**JONATHAN DUDA**

Grants Manager



**REBECCA MURRAY**

Engagement & Programs Manager

# Today's Webinar

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- Background
- Professional Development overview
- Letter of Inquiry (LOI)
- Full Application
- Resources and Tips
- Q&A



# Professional Development Grants

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2

Year grant cycle

20%

cash match

LOI

form must be submitted to proceed to application process





# About Parks & Trails New York



Nonprofit organization founded in 1985 to advocate for the NYS park system

New York's leading statewide advocate for state parks, historic sites, public lands and greenways

Work to expand, protect and promote a network of parks, trails, and open spaces throughout NY for use and enjoyment by all.

Supporting and strengthening Friends groups is key component of our work

# Park and Trail Partnership Grants

- Competitive matching grants program, funded by the Environmental Protection Fund (EPF)
- Administered by PTNY and OPRHP
- First round began in 2015 at \$500,000
- Expanded to support DEC groups in 2017 and doubled to \$1 million in 2020
- NYS allocated \$2m in '22; \$2.5m in '24; \$2.65m this year!
- \$2.3 million available in funding for this round!
- Increased maximum awarded amounts in 2022
- Expanded focus areas and “Get Offline, Get Outside”



# Program Goals

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## ● 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

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New York State  
Parks, Recreation and  
Historic Preservation



Department of  
Environmental  
Conservation

## **Mission: champion NY state public lands**

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Whose purpose is the preservation, stewardship, interpretation, education, maintenance, and/or promotion of a New York State park, trail, historic site or public land under the jurisdiction of OPRHP or DEC

## **Agreement with Agency**

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An applicant must, **at the time of application**, have and be in good standing under a current agreement with OPRHP or DEC.

## **CHAR500/410**

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Must be registered as a charity with the NYS Attorney General's office and submit their CHAR500/410 Annual Financial Report.

## **Articles of Incorporation**

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Must state the organization's purpose is the preservation, stewardship, maintenance, and/or promotion of one or more parks, trail, historic site, or facility under the jurisdiction of OPRHP.

## **Classified 501(c)(3)**

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Must be classified by the IRS as a 501(c)(3) tax-exempt organization or have a MOU with a 501(c)(3) tax-exempt fiscal agent.

## **NOT eligible**

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Unfortunately municipalities, or organizations working in collaboration with town, city, county, or private parks are not eligible.

# Grant Categories



## STEWARDSHIP AND PUBLIC ACCESS

Assist with stewardship, interpretation, promotion, education, & public access of public resource

## CAPACITY AND ORGANIZATIONAL EFFECTIVENESS

Strengthen organizational capacity & expertise

## STEP UP

Gain 501(c)(3) status; conduct organizational assessment

## PROFESSIONAL DEVELOPMENT

Hiring of full-time or part-time permanent staff.



# Professional Development Grants

## GOAL

- Hiring of permanent staff
- Full-time and part-time
- New positions or additional staff

**2**

Year grant cycle

**20%**

cash match

**\$150,000**

max award over two years

# Application Timeline

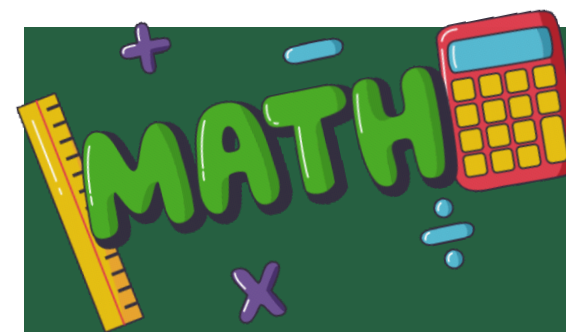
ITEM	DATE	RESPONSIBLE PARTY
Letter of Intent Due (LOI)	Friday, July 10	Applicant
Invitations to apply issued	Following week	PTNY
Full Application Due	Friday, September 25	Applicant
Interviews with Applicants Conducted	October	PTNY + Applicant
Grant Recipients Announced	Early 2027	PTNY, OPRHP, Governor's Office

# Grant Match Examples



**20% of total project budget**

TOTAL PROJECT BUDGET (100% over 2 years)	GRANT REQUEST (80% of total project budget)	ORG'S MATCH (20%)
\$100,000	\$80,000	\$20,000 (All cash)
\$40,000	\$32,000	\$8,000



There is a Match Calculator Tool available at: [ptnyfriends.org/grants](http://ptnyfriends.org/grants)

# Organizational Match

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Percentage of total project budget, not the ask

Documentation of match due 30 days after award announcement

Matching funds can be from: individuals, foundations, corporations, federal or local grants

 Matching funds **CANNOT** be state grants, state funds, or NYS Parks staff time

# Questions?



New York State  
Parks, Recreation and  
Historic Preservation



**NEW YORK**  
STATE OF  
OPPORTUNITY

**Department of  
Environmental  
Conservation**

# APPLICATION PROCESS

## Accessing the Grant System

[www.ptny.org](http://www.ptny.org)

The screenshot shows the website's header with navigation links: MEMBER LOGIN, SHOP, MEMBERSHIP, and DONATE. The main navigation includes Who We Are, What We Do, Events, Resources, and Get Involved. A dropdown menu for 'What We Do' is open, listing Park & Trail Partners, Trail Towns, Outdoor Adventures, and Advocacy & Policy. An orange arrow points to the 'Park & Trail Partners' link. The background features a cyclist and a forest scene with the text 'THE TRAILS, HELP PROTECT LANDS' and a 'Learn More' button.

MEMBER LOGIN SHOP MEMBERSHIP DONATE

PARKS & TRAILS NEW YORK

Who We Are ▾ What We Do ▲ Events ▾ Resources ▾ Get Involved ▾

Park & Trail Partners

Trail Towns

Outdoor Adventures

Advocacy & Policy

THE TRAILS, HELP PROTECT LANDS

We're all about helping New Yorkers enjoy nature, and making sure it's here for the long run. So take a look around, find your next adventure and see how you can help protect the places you love.

Learn More

/park-trail-partners/

# APPLICATION PROCESS

## Grant Portal Register / Log in

The screenshot shows a web browser window with the URL `grantinterface.com/Home/Logon?urlkey=ptny`. The browser's address bar and bookmarks are visible. The page header features the logo for Parks & Trails New York, which includes a stylized tree and the text "PARKS & TRAILS NEW YORK".

The main content area is titled "Logon" and contains a registration and login form. The form includes two input fields: "Email Address\*" and "Password\*", both of which are currently empty. Below these fields are three buttons: a dark "Log On" button, a light "Create New Account" button, and a blue link "Forgot your Password". A blue hand cursor is positioned over the "Create New Account" button, with several blue lines radiating from it to draw attention.

To the right of the form is a grey informational box with the following text:

**Welcome to the Park and Trail Partnership Grants Online 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, Jonathan Duda at [grants@ptny.org](mailto:grants@ptny.org) to receive your username and password.

The footer of the page contains the text: "Grant Management Software provided by Foundant Technologies © 2024".

# APPLICATION PROCESS

## 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\*

# APPLICATION PROCESS

## Dashboard

Parks & Trails New York Jonathan Duda ▾

 [HOME](#) [APPLY](#) [ORGANIZATION HISTORY](#) ROLE (APPLICANT) ▾

Applicant Dashboard

Parks & Trails New York

Active Requests **0**    Historical Requests **1**

*(Arrows point from the 'APPLY' and 'ORGANIZATION HISTORY' menu items to the 'Applicant Dashboard' title and the 'Historical Requests' box respectively.)*

*(An arrow points from the 'APPLY' menu item to the 'APPLY' button in the message box below.)*

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

Grant Management Software provided by Foundant Technologies © 2024

# APPLICATION PROCESS

## Select Professional Development Grant Category



APPLY



ORGANIZATION HISTORY

ROLE (APPLICANT) ▾



### 2026 ROUND 12 Step-up Grants

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).



Closes  
09/25/2026

Preview

Apply

### 2026 ROUND 12 Professional Development

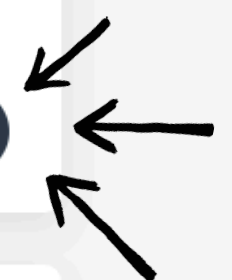
The purpose of Professional Development Grants is to support the hiring of permanent staff in order to advance an organization to a higher and more sustainable level of professionalism and fiscal and administrative stability so that it will better be able to fulfill its mission.



Closes  
09/25/2026

Preview

Apply



### 2026 ROUND 12 Capacity and Organizational Effectiveness

Capacity and Organizational Effectiveness Grants strengthen the capacity and expertise of organizations that support New York State parks, trails, 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.



Closes  
09/25/2026

Preview

Apply

### 2026 ROUND 12 Stewardship and Public Access

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.



Closes  
09/25/2026

Preview

Apply

# APPLICATION PROCESS

## Complete the LOI



APPLY

ORGANIZATION HISTORY

ROLE (APPLICANT)

LOI

Public Profile

Collaborate

Process: 2024 ROUND 10 Professional Development

[Return to Follow Ups Draft](#)

Contact Info

Request

Documents 0

**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.

LOI

Question List



Due by 06/24/2024 11:59 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 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.

# Questions?



New York State  
Parks, Recreation and  
Historic Preservation



**PARKS & TRAILS**  
NEW YORK



Department of  
Environmental  
Conservation

# LOI Application Overview

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## Four Sections:

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



# Eligibility

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## 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).

Upload a file [1 MiB allowed]

## MOA Expiration Date

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



Mission

Incorporation as a  
not-for-profit

501(c)(3) status or  
fiscal agent

Formal Agreement  
with OPRHP or DEC

# General Request Info

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**Position Title**

**Amount you are  
requesting for  
2 years  
(Max \$150,000)**

**Basic information  
about the position**

- Questions include connections to community, organizational commitment, etc.

- Limit answers to two to three paragraphs

- Be specific

- Ability to sustain beyond the two-year period

- Security and source of matching funds

## Narrative



# Supporting Documents

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**Operating budget**

**Most recent financial statements**

**Most recent annual report**

**Existing strategic plan or other  
long-term (3 or more years)**

**organizational plan**

# Full Application Process

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- **General Project Information**

- **General Organizational Information**

- **Proposal**

- **Supporting Documents**



# Project Budget

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**Must include information on the expected sources of organization's match and the 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

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

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Current staff list (if any)

Letter of support from OPRHP/DEC staff

Digital photos

Other (newsletter, other publications, press clippings, etc.)

Most recent financial report to NYS Charities Bureau (CHAR 500 or CHAR 410)

Additional letters of support



# NYS Charities Bureau

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Applicants must register  
with the NYS Attorney  
General's Charities Bureau

**CHAR 500**

**CHAR 410 for newly  
registered applicants**

# Questions?



New York State  
Parks, Recreation and  
Historic Preservation



Department of  
Environmental  
Conservation

# Application Tips

- Plan ahead!
- Discuss with your park manager now
- Download the form ahead of time
- Review evaluation criteria
- Be sure to answer all parts of each question
- 11th hour answers are obvious to reviewers
- File uploads
- Email supplemental materials to:  
    [grants@ptny.org](mailto:grants@ptny.org)
- Don't forget to click **SUBMIT APPLICATION**
- Additional resources: [www.ptny.org/park-and-trail-partnership-grants/](http://www.ptny.org/park-and-trail-partnership-grants/)



# Templates and Tools

Can be found at:  
[www.ptny.org/  
park-and-trail-partnership-  
grants](http://www.ptny.org/park-and-trail-partnership-grants)



Project budgets (for all grant categories)

Match calculator

Organizational operating budget

Income statement

Balance sheet

Payroll costs: budgeting for mandatory benefits

Work plan

Organizational self-assessment & visioning tool (SUP)

# Next Steps After this Webinar

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- Confirm that you are eligible
- Check your organization's formal agreement
- Identify and secure matching funds
- Ask PTNY any questions you have
- **Submit Letter of Intent by JULY 10**
- Wait for invitation to apply
- **Submit full application by SEPTEMBER 25**

# Profession Development Grants Timeline

**LOIs Due for Professional Development Applicants**

July 10

**Invitations to apply**

Following week

**Applications Due**

September 25

**Awards announced / 1st half of award disbursed**

Early 2027

**Interim Report Due 2nd half of award disbursed**

January 2028

**Final Report Due**

January 2029



# Interim Report

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**Due January 2028**

**Five questions**

**Documentation of  
remaining matching funds**

**Partnership Roadmap  
completion**



# Contact Us

If you have any questions about the Park and Trail Partnership Grants

Jonathan Duda, Grants Manager



## Website

[ptnyfriends.org/grants](http://ptnyfriends.org/grants)

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## Phone Number

518-434-1583x3

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## Email Address

[grants@ptny.org](mailto:grants@ptny.org)