

Park and Trail Partnership Grants

Applicant Webinar for Round 12

Presented by:
Parks & Trails New York

ptny.org/park-and-trail-partnership-grants/



New York State
Parks, Recreation and
Historic Preservation



PARKS & TRAILS
NEW YORK



Department of
Environmental
Conservation

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?



JONATHAN DUDA

Grants Manager



REBECCA MURRAY

Engagement &
Programs Manager

Today's Webinar

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





About Parks & Trails New York



Nonprofit organization founded 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

● 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



New York State
Parks, Recreation and
Historic Preservation



Department of
Environmental
Conservation

Mission = champion NY state public land(s)

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

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

CHAR500/410

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

Articles of Incorporation

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)

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

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.

Stewardship and Public Access Grants

GOAL

Promotion, education, interpretation, and public access of a New York State park, historic site, or public land.

Enhances organization's visibility and capacity

- **Grants up to \$300,000**
- **10% organizational match (50% can be in kind)**

50% of the award is disbursed at contact signing in January 2027, with the remaining 50% after an interim report in July 2027



Stewardship and Public Access Grants

EXAMPLES

- Kiosks, exhibits, signage, boat launches/docks
- Historic restoration projects
- Building infrastructure
- Design/Installation of interpretive information
- Community-building events and programs, especially those that builds on 'Get Offline, Get Outside'
- Development of public resource marking and community outreach plans



**New Requirement
for Round 12**



Capacity and Organizational Effectiveness Grants

GOAL

- Strengthen organizational capacity and expertise
 - Aid in fulfilling mission
 - Improve reach, effectiveness, and impact
-
- **Grants up to \$200,000**
 - **10% organizational match (50% can be in kind)**

50% of the award is disbursed at contact signing in January 2027, with the remaining 50% after an interim report in July 2027

Capacity and Organizational Effectiveness Grants

EXAMPLES

- Board and staff training
- Strategic planning
- Development of programs that will provide future revenue
- Diversity, equity, inclusion trainings/consulting services or board recruitment campaigns
- Implementation of a volunteer program
- Website design
- Hiring of temporary contractors



Step-up Grants

GOAL

Assist with administrative and legal fees needed to secure 510(c)(3) status

Assist with costs for completing organizational assessment and plan

- **Grants up to \$20,000**
- **\$500 cash match or in-kind**
- **Full award disbursed when contract signed**





Professional Development Grants

GOAL

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

2

Year grant cycle

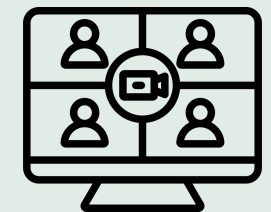
20%

cash match

\$150,000

max award over two years

**A Letter of Intent
to apply is due
June 26**



A separate webinar will
be hosted exclusively
for Professional
Development
Grant applicants:

TUESDAY JUNE 10 11am

Ineligible Costs

Grant funds may not be used for:

- 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, not the ask

Documentation of match due 30 days after award announcement

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



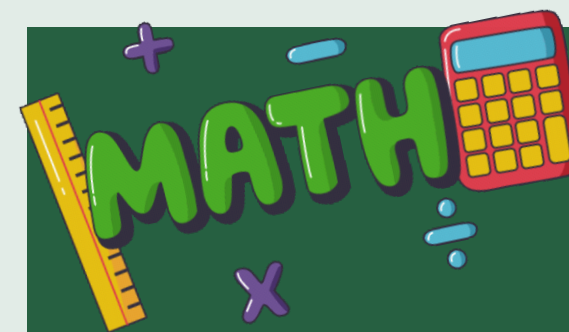
Matching funds **CANNOT** be state grants, state funds, or NYS Parks staff time

Organizational Match



10% of total project budget

TOTAL PROJECT BUDGET	GRANT REQUEST (90% of total project budget)	ORG'S MATCH (10%)
\$35,000	\$31,500	\$3,500
\$20,000	\$18,000	\$2,000



There is a Match Calculator Tool in the Grant Resources section of the 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?



New York State
Parks, Recreation and
Historic Preservation

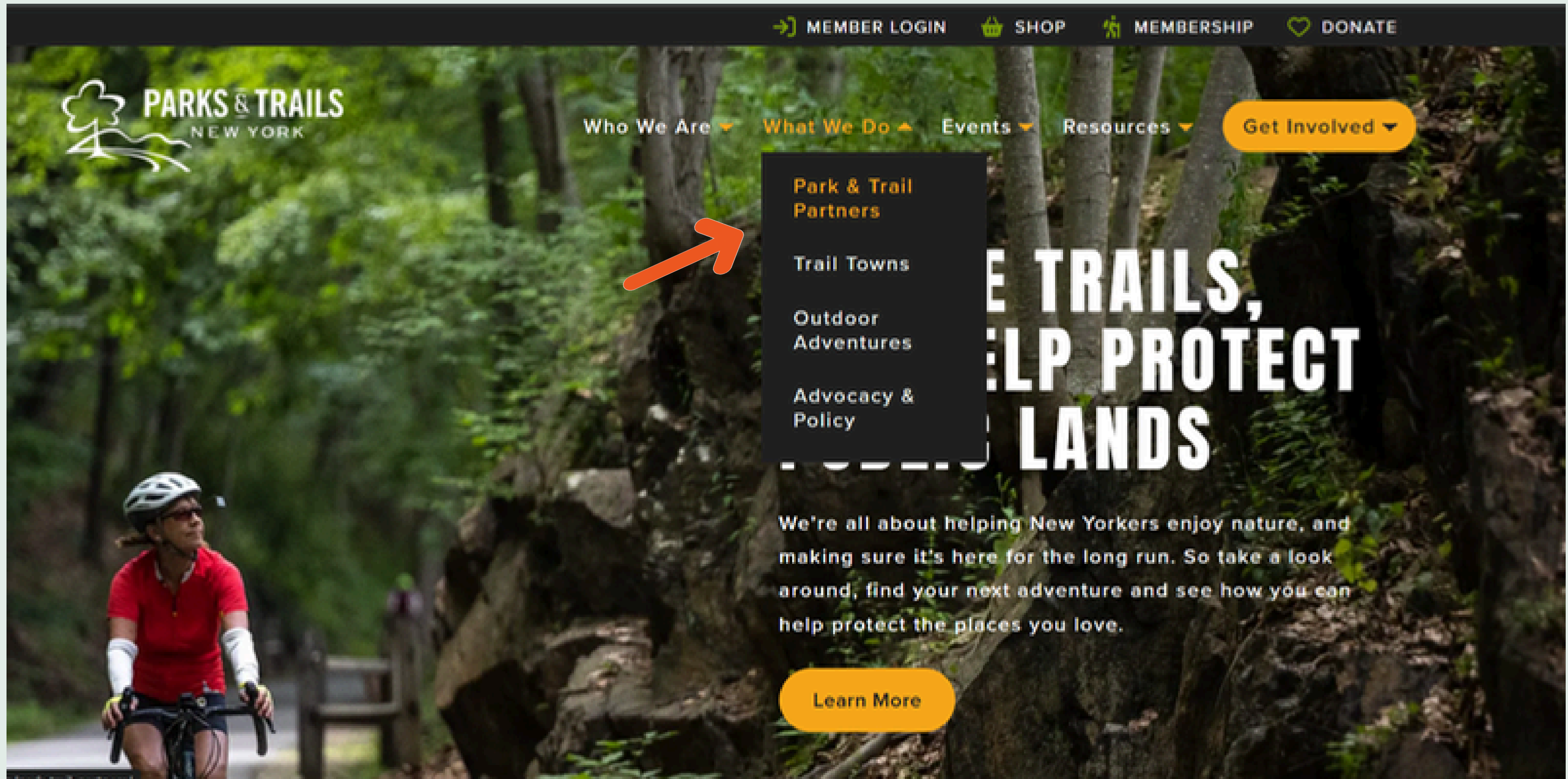


Department of
Environmental
Conservation

APPLICATION PROCESS

Accessing the Grant System

www.ptny.org/park-and-trail-partnership-grants/



APPLICATION PROCESS

Grant Portal - Register/Login

PARKS & TRAILS
NEW YORK

Logon

Email Address*

Password*

Log On Create New Account

Forgot your Password

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 to receive your username and password.

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 ▾

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

Applicant Dashboard

Parks & Trails New York

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

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 Grant Category

Parks & Trails New York Jonathan Duda ▾

PARKS & TRAILS
NEW YORK

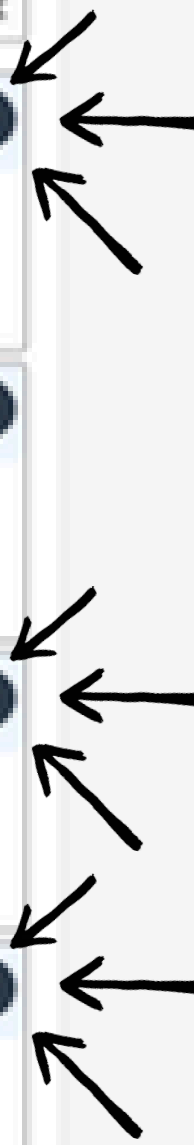
[APPLY](#) [ORGANIZATION HISTORY](#) ROLE (APPLICANT) ▾

[Apply](#)

Parks & Trails New York

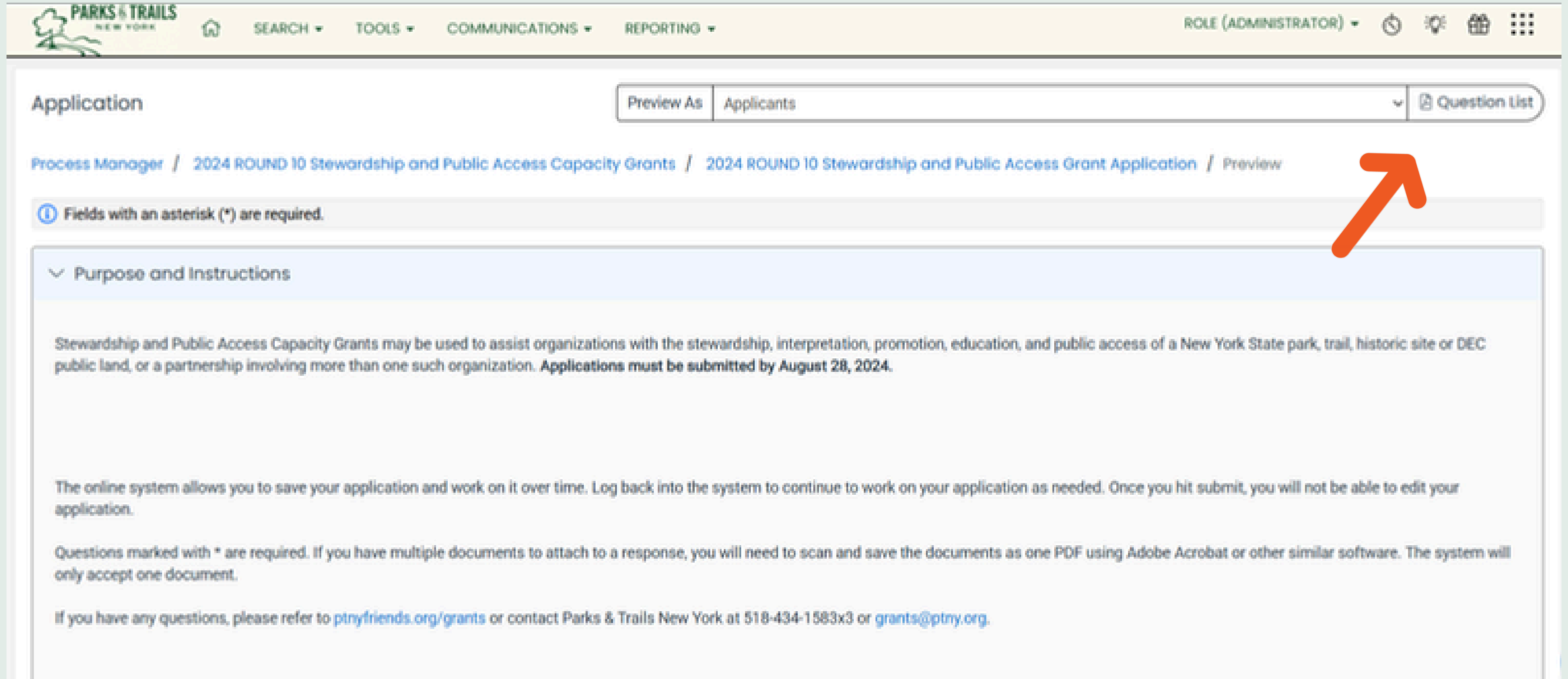
Quick Search X

2024 ROUND 10 Step-up Grants	Accepting Submissions from 05/15/2024 to 08/28/2024	Apply
Preview Send to GrantHub ⓘ		
2024 ROUND 10 Professional Development	Accepting Submissions from 05/15/2024 to 08/28/2024	Apply
Preview Send to GrantHub ⓘ		
2024 ROUND 10 Stewardship and Public Access Capacity Grants	Accepting Submissions from 05/15/2024 to 08/28/2024	Apply
Preview Send to GrantHub ⓘ		
2024 ROUND 10 Capacity and Organizational Effectiveness	Accepting Submissions from 05/15/2024 to 08/28/2024	Apply
Capacity and Organizational Effectiveness Grants strengthen the capacity and expertise of individual 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.		
Preview Send to GrantHub ⓘ		



APPLICATION PROCESS

Print Question List



PARKS & TRAILS
NEW YORK

SEARCH ▾ TOOLS ▾ COMMUNICATIONS ▾ REPORTING ▾

ROLE (ADMINISTRATOR) ▾

Application Preview As Applicants Question List

Process Manager / 2024 ROUND 10 Stewardship and Public Access Capacity Grants / 2024 ROUND 10 Stewardship and Public Access Grant Application / Preview

i Fields with an asterisk (*) are required.

▼ Purpose and Instructions

Stewardship and Public Access Capacity Grants may be used to assist organizations with the stewardship, interpretation, promotion, education, and public access of a New York State park, trail, historic site or DEC public land, or a partnership involving more than one such organization. **Applications must be submitted by August 28, 2024.**

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 other similar software. The system will only accept one document.

If you have any questions, please refer to ptnyfriends.org/grants or contact Parks & Trails New York at 518-434-1583x3 or grants@ptny.org.

Technical Tips



Save your work!

When finished, be sure to click **SUBMIT APPLICATION**

Tutorials, tips, and resources can be found on the **Friends Group Gateway**

Application Overview

Five Sections:

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



Eligibility



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 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 = champion of DEC or OPRHP public land(s)

Incorporation as a not-for-profit

501(c)(3) status or fiscal agent

Formal Agreement with OPRHP or DEC

(For OPRHP groups):

The name of the site is stated in your organization's Articles of Incorporation

General Project Info

Project Name

Brief Summary

Total Project Budget

Amount Requested

Organizational Match

General Project Information

Project Name*
Provide a brief name for your project. Please be descriptive and include enough details 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 \$300,000. Minimum request amount is \$2,500.

\$

General Organizational Info

The screenshot shows a web interface for 'PARKS & TRAILS NEW YORK'. The user is logged in as an 'ADMINISTRATOR'. The main section is titled 'General Organizational Information' and contains several input fields:

- What year was your organization founded?***: A numeric input field with a '#' symbol and a dropdown arrow.
- How many board members does your organization currently have?***: A numeric input field with a '#' symbol and a dropdown arrow.
- How many full-time staff does your organization have?***: A numeric input field with a '#' symbol and a dropdown arrow.
- How many part-time staff does your organization have?***: A numeric input field with a '#' symbol and a dropdown arrow.
- What is your organization's operating budget for the current fiscal year?***: A text input field with a '\$' symbol and a dropdown arrow. Below it is a note: '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?***: A numeric input field with a '#' symbol and a dropdown arrow.
- How many active volunteers does your organization have?***: A numeric input field with a '#' symbol and a dropdown arrow.

Year Founded

Number of Staff

Operating Budget

Number of Financial Supporters

Proposal

The screenshot shows a web browser window with the Parks & Trails New York logo and navigation menu (SEARCH, TOOLS, COMMUNICATIONS, REPORTING). The user is logged in as Jonathan Duda (jduda@ptny.onmicrosoft.com) with the role of ADMINISTRATOR. The form is titled "Proposal" and contains three sections, each with a 3,000 character limit:

- Describe the project for which you are requesting funds.***
What are the ultimate goals of the project? What are the deliverables? Be as specific as you can.
- Describe why this project is currently a priority for your organization.***
- Describe the impact it will have on the public resource.***
How will the project enhance the preservation, interpretation, accessibility, or promotion of the public resource?

Describe project

What do you wish to achieve?

Why now?

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	How will the board and volunteers be involved?
Sustainability	How will it continue or be built upon after the grant period?
Audience Served	Will it engage a wide & diverse demographic?
Project budget and documentation of matching funds	Detailed, itemized, includes income and expenses. Keep good records!

Budget

NYS Park and Trail Partnership Program				
Template Budget Worksheet - <i>Stewardship and Public Access</i>				
INCOME				
Source	In-hand	Pledged/ Expected	Will be sought	Amount
Park and Trail Partnership Program			X	\$40,000.00
Matching Funds				
In-kind donation (labor)*			X	\$4,000.00
"ABC Foundation" Grant*		X		\$7,500.00
Organizational funds (reserve)*	X			\$3,500.00
TOTAL MATCHING FUNDS**				\$15,000.00
TOTAL INCOME				\$55,000.00
<p>* These are examples. You should update these fields with your specific sources.</p> <p>** Total matching funds must equal at least 10% of total project budget, up to 50% of which may be in-kind.</p>				
EXPENSES				
Materials*				\$40,750.00
Design*				\$12,000.00
Outreach materials*				\$1,500.00
Project acknowledgement sign*				\$150.00
Ribbon cutting*				\$600.00
TOTAL EXPENSES				\$55,000.00

New for Round 12

Questions?



New York State
Parks, Recreation and
Historic Preservation



Department of
Environmental
Conservation

Things to keep in mind

CONSIDERATION	GUIDANCE
Quotes from vendors	\$5,000 or more? 2 estimates
Security of matching funds	How will you raise the funds? Are they in-hand?
Demonstrate need	Why is this project important at this time?
Acknowledge Funding	How will you publicize the grant award and showcase the project?
Outline 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 (at least 30 days prior to application deadline)
- 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 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 Balance Sheet



Your Company Name
Balance Sheets
Date

	2012	2013
Assets		
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		
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	-	-
Total liabilities		

NYS Charities Bureau



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

CHAR 500

CHAR 410 for newly registered applicants

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?
A nail into the wall?

**Environmental Assessment Form
(EAF) Short Form Part 1 only using
the EAF Mapper Application**

Map

Site plan

**Will there be a shovel going into the ground?
Speak with your Site Manager early!**

Stewardship and Public Access Grants ONLY



Questions?



New York State
Parks, Recreation and
Historic Preservation






PARKS & TRAILS
NEW YORK



Department of
Environmental
Conservation

Application is not fully complete until you click **SUBMIT APPLICATION** button

Must submit by 11:59pm on Fri. September 25th


PARKS & TRAILS NEW YORK   **APPLY**  **ORGANIZATION HISTORY** ROLE (APPLICANT) ▾


Additional Optional Supporting Documents
If your organization would like to attach additional supporting documents or (preferred) include links to documents hosted from your website (e.g. 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.

3,000 characters left of 3,000
[Upload a file](#) [3 MIB allowed]

Comments
Please use the space below for any comments.

5,000 characters left of 5,000



 Due by 09/08/2025 11:59 PM EDT.

[Abandon Request](#) [Save Application](#) [Submit Application](#)

Evaluation Criteria

Available on the Resources page

Different for each grant category

Criteria rated primary and secondary according to the weight in decision-making process

Who reviews / makes final decisions?

The screenshot shows the website for Parks & Trails New York. The navigation bar includes links for Member Login, Shop, Membership, and Donate. The main menu has options for Who We Are, What We Do, Events, Resources, and a Get Involved button. Below the menu, there are dropdown menus for Professional Development and Start Up. The Resources section is highlighted, with a red arrow pointing to the 'Access Grant Resources' button. Below this, there is a section titled 'PARK & TRAIL PARTNERSHIP GRANTS AT A GLANCE' with four statistics: 272 Projects, 90+ Friends Groups, \$12.1M in Grants, and \$4.4M Matched.

Icon	Value
Hammer	272 PROJECTS
Group of people	90+ FRIENDS GROUPS
Money bag	\$12.1M IN GRANTS
Person with dollar sign	\$4.4M MATCHED

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
- Don't forget to click **SUBMIT APPLICATION**
- Additional resources: ptnyfriends.org/grants



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

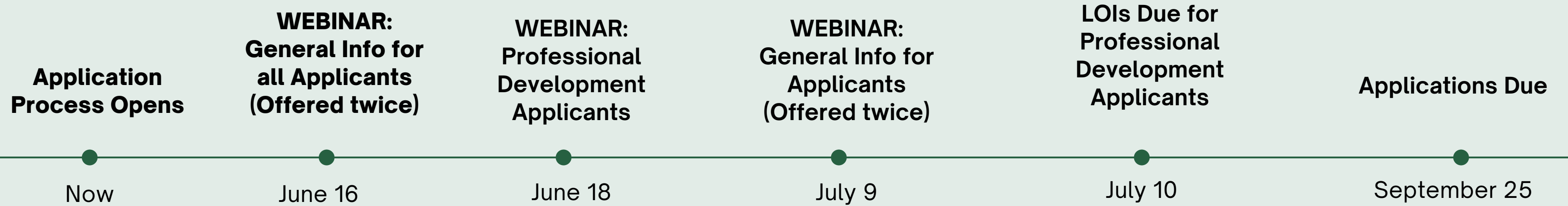
Organizational self-assessment & visioning tool (SUP)



Next Steps After this Webinar

- Confirm that you are eligible
- Create a log-in
- Start the online application
- Check your organization's formal agreement
- Speak with your Site Manager--obtain Letter of Support
- Identify and secure matching funds
- Ask us questions
- Submit full application by: **Friday, September 25th**

Timeline



**Public announcement of awards / First payments disbursed:
JANUARY 2027**



Contact Us

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

Jonathan Duda, Grants Manager

Website

www.ptny.org/park-and-trail-partnership-grants/

Phone Number

518-434-1583x3

Email Address

grants@ptny.org

