North Carolina Division of Parks and Recreation
Recreational Trails Program

2020 Safety & Education Grant Application

Purpose: To distribute funding for educational programs that promote safety and environmental protection

*** *Submitted Applications will be considered for funding at the Spring & Fall NCTC meetings* ***

Please contact the State Trails Program if you have questions regarding this application.

All answer boxes highlighted in RED are required before document can be submitted!

Information provided here and in the Budget section will be used to generate a State Grant Contract if awarded. Be sure to provide accurate and succinct information.

1. Sponsor Agency / Organization Name:

2. Federal Tax ID Number:

3. Sponsoring Agency:

ATTENTION: All contacts and correspondence in reference to this project will be sent to the Project Contact that is listed below.

4. Project Contact Name:

5. Title:

6. Mailing Address:

City: State: ZIP:

7. Telephone:

8. E-mail Address:

9. Has your agency received an RTP, AAT or Educational Grant the in past?

If applicable, please provide Contract # and year of grant(s) received

EDUCATIONAL PROGRAM SPECIFIC QUESTIONS

10. Title of proposed Educational Program:

12. Project County:

13. Physical address and/or
    location where the program
    will be held:

14. Educational Grant Program category is:

15. Provide a brief description describing your Educational Program that will be funded by this RTP
    Grant request?

16. Will completion of this program require additional funding other than the RTP Educational Program grant amount?

[ ]

17. If applicable, what is the source of this additional funding?

[ ]

18. Has this additional funding been secured? [ ]

19. Primary designated trail user is:

[ ]

20. Indicate ALL permissible trail uses for this RTP project:

[ ] ATV   [ ] Pedestrian
[ ] Canoe/Kayak   [ ] Mountain Biking
[ ] Equestrian

BUDGET INFORMATION
Maximum Grant Award = $5,000

The RTP Educational Grant Program is a reimbursement grant program. A grantee must first pay for approved deliverables and will be reimbursed by the State for approved costs.

The RTP Educational Grant Program is a matching grant program. It requires a minimum 25% match for every RTP dollar received. The match may be made with cash, in-kind contributions or force labor; all listed matches will be noted in the State Grant Contract and a grantee will be expected to account for all listed matches. All match funding must be expended during the contract period of an awarded RTP Educational Grant.

This list of deliverables will become a part of the final contract document with the state; and reimbursement for <u>actual expenses</u> (requires copies of invoices and proof of payment) will be either lump sum (upon completion and inspection of the entire project) or based upon completion of each listed deliverable. No partial payments for deliverables will be made.

RTP Educational funds can only be used for the following items or services:
- o Payment of speaker/educator fees
- o Rental of space to provide training or conference opportunities
- o Transportation to off-site training locations
- o Electronic copying and/or printing of training materials
- o Travel expenses for approved speakers
  (actual costs of flight or mileage at .34 cents per mile)
- o Lodging and per diem for speakers at the current rate allowed for State employees
  (lodging at $71.20 per night plus tax and $38.30 per day for meals)

Note: The State expects you to complete the entire project for which these funds were awarded. If you complete less than the entire project, then the State has no obligation to reimburse you any spent funds.

Enter the amount of RTP funding requested and your minimum required match will be calculated.

RTP Amount Requested [   ]   X 25% = Required Match [   ]

Grant recipients must be able to finance the project while periodically requesting reimbursement.

Budget Section Guidance

Accepted In-Kind Matches & Values:

Volunteer Labor =

$24.69 per hour
Estimate the number of volunteer hours required for each task and multiply by $24.69 per hour as noted by the Independentsector.org at; Sponsors must submit and retain individual time records signed by all volunteers.
http://www.independentsector.org/volunteer_time.

Volunteer Labor 16 & under =

$7.25 per hour
For volunteers age 16 and younger, use the state minimum wage of $7.25 per hour. Sponsors must submit and retain individual time records signed by all volunteers

Skilled Labor =

Fair market value of labor per hour with proper documentation

Donated Equipment =

FEMA Equipment rates - see website
http://www.fema.gov/schedule-equipment-rates

Donated Materials =

Fair market value of materials with proper documentation from provider

Other =

Fair market value of In-Kind match/donation with documentation and/or receipts of purchase

Accepted Force Account & Values:

Force Equipment =

FEMA Equipment rates - see website
http://www.fema.gov/schedule-equipment-rates

Force Labor =

Current hourly rate of pay for employee labor per hours worked for the associated deliverable; Sponsors must submit and retain individual time records signed by all employees

PROJECT DELIVERABLES AND ESTIMATED COSTS:
Items to be paid for with CASH only

List below items to be acquired with RTP Educational Funds or Grantee CASH only!
All non-cash In-Kind or Force Labor matches listed on next pages must be referenced to one of the Deliverables listed below.

Ref. #	Item	Information / Description (Ex: Rental of meeting space; Holiday Inn Express Conference Room)	# of Units	Value per Unit	Amount paid for with RTP funds	Amount paid with Grantee funds	Cash Total
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Total Amount paid for with RTP Educational funds:

Amount paid for with applicants funds:

RTP Project CASH Total:

In-Kind Match
Value of Non Cash - In-Kind Services

Identify the type of In-Kind match
Define the match *(what will be accomplished by In-Kind type and what is the amount and value of services/ materials/land!)*

Please reference what deliverable number your In-Kind match applies to:

Deliverable Reference #	Type of In-Kind	**Description** Define: who or what; hours or quantity; and what is to be accomplished	# of Units	Value per Unit	Total In-Kind for Row

Total of All Non-Cash In-Kind Services	

Force Account (Labor) Match
Value of Non Cash - Force Labor Services

Identify type of Force Account match
Define the match *(what will be accomplished by using Force Account Services)*

Please reference what deliverable number your Force Labor match applies to:

Deliverable Reference #	Type of Force Labor	**Description** Define: who or what; hours or quantity; and what is to be accomplished	# of Units	Value per Unit	Total Force Labor for Row

Total of All Non-Cash Force Labor Services

Summary of Budget Information

NOTE: Summary page will self-populate, please use as reference to be sure all your totals are accurate.

Total amount paid for with RTP Educational funds:	

Amount paid for with applicants funds:	

Total of All Non-Cash In-Kind Services:	

Total of All Non-Cash Force Labor Services:	

Total Grantee Match for RTP Project:	

RTP Educational Project Total:	

Submission of Application

E-mail submission of this application is required.

Please complete this application & save it as a **.pdf** document with your *agency's name* as part of your file name.

Also, if any additional documents are required to better describe your Educational program request, please scan or save them as **.pdf** documents & include them in your email submission.

Please email ALL RTP Educational Grant information as .pdf files to:

State Trails Program

dprstate.trails@ncparks.gov

*** *Submitted Applications will be considered for funding at the Spring & Fall NCTC meetings* ***

Authorization

"I am authorized by the Project Sponsor to submit this application and understand that this application will be evaluated on the basis of the information submitted, and the submission of incorrect information can result in this application being withdrawn from consideration.

Typed Name (required):

Title:

Date:

Print Form