Mat-Su Trails and Parks Foundation
Grant Application Instructions

Welcome to the Mat-Su Trails and Parks Foundation grant application process. You have been selected to submit a full application. The information contained in this application will be used in our full evaluation of your proposed project. Please take a little bit of time to read through these instructions as they may help you submit a more effective application.

This document is set up as a fillable form so you can fill it out, save it and send it back.

If you have questions, please do not hesitate to contact our office at 907-746-8757, or by email at info@matsutrails.org. We are here to help you.

For any narrative section please be concise and as brief as possible. Remember, the reviewers want to know about the scope of your project in 500 words or less. If you must provide a longer narrative, you may do so, with the appropriate references to the section and question it refers to. But be aware, that not all the material may be reviewed if the materials are excessive.

If the board would like more information, they may request additional information for clarification.

Cover Page:

This section is pretty self-explanatory. We use this as a one page review of your project. So your description must be compelling and brief.

Do Not attempt to fill in the Funds Requested Section. These numbers will auto populate from the Budget Section on Page 7.

Part 1: Eligibility Requirements

1. To be eligible for applying for this grant, you must either be a Nonprofit with an IRS Letter of Determination and EIN, or one of the other recognized entities listed. If you are not sure, please contact us to discuss.

2. If applicable, please list the trails plans or other comprehensive plan that this proposed project is incorporated in.

3. If you have completed any other similar projects, please list those in this section. If you are unsure, please contact us.

Part 2: General Project Information

Project Location

We prefer that you provide us with the Latitude and Longitude location of this project. If you are unsure, where that project is please refer to the following link:

http://www.arcgis.com/apps/View/index.html?appid=7a20d48367aa43958eb0f33f8c6e13c1

In the link, go to the upper left toolbar, and click on the Measure tool (Image 1) to bring up the toolbar. On that tool bar click on the ⊕ symbol. At this point you can place the cursor (Image 2) over your project location and it will provide you with the Latitude and Longitude coordinates
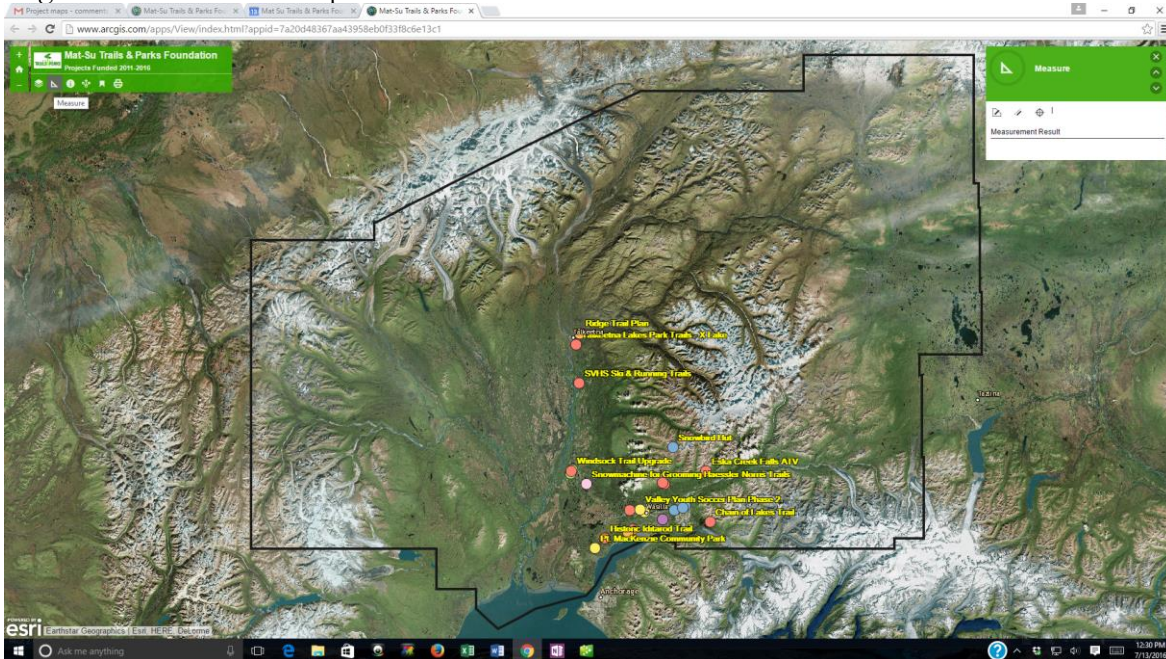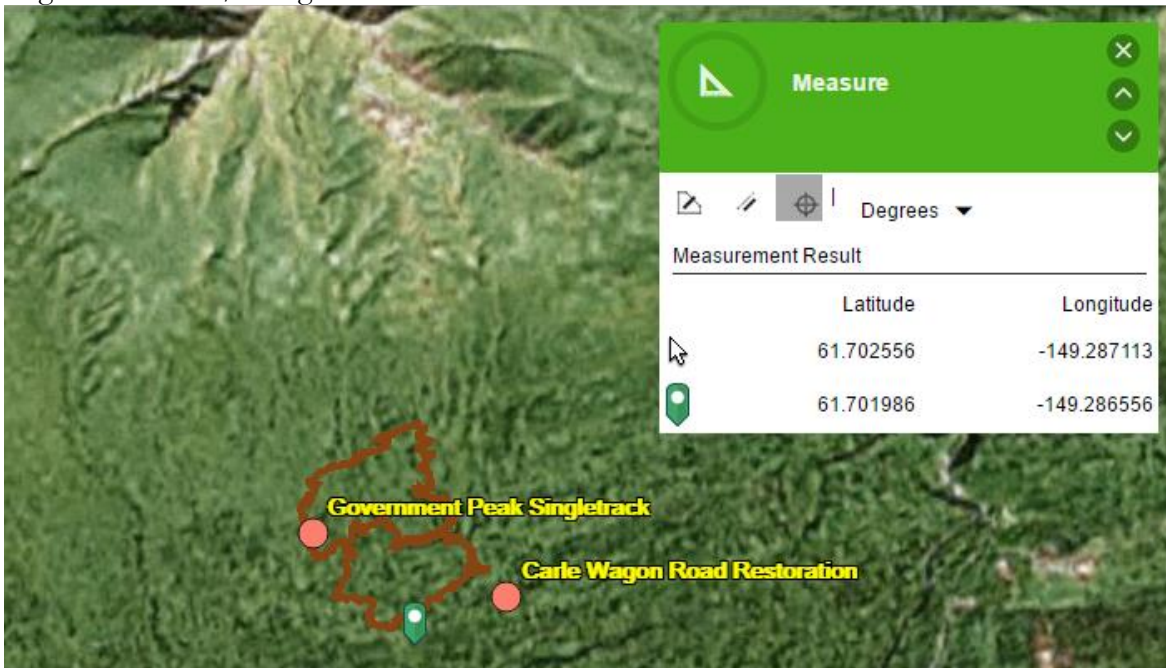
Image 1: Main Locator Map

Image 2: Latitude / Longitude Tool

Managed Use / Prohibited Use / Designed Use

Managed Use: As you are considering your trail project you will take several types of trail users into consideration. You will identify the appropriate intended use for each trail that you are building or making improvements on. In the table on Page 4, you will select the in first column of Managed Use, the mode of travel that the trail is **actively** managed for. There can be multiple uses that you are managing this trail for. Select all that apply.

Note: If your project is a park or playground, please select "Other Land/Park".

Prohibited Use: Select all of the uses that are going to be prohibited on this trail section.

Designed Use: Select Only One Designed Use. The *Designed Use* of the trail is dictated by the most demanding design parameters of the most intensive *Managed Use* of the trail. For instance, your trail may be used by ATVs, mountain bikes, and walkers. But the trail must be designed for the most intensive or demanding uses allowed, which in this case would be the ATVs.

Trail Type

There are three trail types to select from: Standard Terra, Snow/Winter Trail and Water. Select One.

Select the trail type that matches most closely to your highest intended use of the trail. For example, you are working on a dog mushing trail that is used in winter and occasionally summer (under certain conditions only). You will look at what the most dominant use is. In this case, it would be Snow/Winter Trail.

Trail Class

Select One of the following:

1. Primitive/Undeveloped. This trail class would typify a trail with minimal constructed features and route signage.   Limited trail tread. This is an unmodified user experience in that environment.

2. Simple/Minor Development. This trail type would have a trail tread that is easily discernible, but narrow and rough. There will be obstacles. Trail may have some minor constructed features like a foot bridge. Recreation experience natural and in an unmodified environment.

3. Developed/Improved. Trail is more formally developed, will have trail structures throughout and route markers to ensure trail user safety and assurances of user location. User experience would be considered being in a more modified natural environment.

4. Highly Developed. Wide trails, very few obstacles and constructed features may exist throughout. Many signs throughout trail network providing direction and may include more information/interpretation features. User natural environment experience is modified to varying degrees.

5. Fully Developed. Smooth trails, significant tread improvements, much more developed. The recreational user experience more likely in a highly modified environment.

The remaining items are self-explanatory with regards to trail width and miles of trails.

Part 3: Permitting Documentation

If you project requires any legal permitting for the project you must list and describe those in this section. This includes but is not limited to: landowner easements, Army Corp of Engineers, Alaska Department of Natural Resources, etc.

Part 4: Detail Project Description

1. Describe the project and how this project will be maintained into the future. The review committee will be looking at how the project will be sustained into the future.

2. Connectivity. If your project is improving the connectivity between trail systems, describe that here.

3. Budget. In this section you will be laying out your total project budget. Please note – we strongly encourage project applicants to have matching funds or in-kind contributions. Matching funds can be in the form of cash from the organization, partner groups helping fund the project, or in-kind contributions. In-kind contributions must be documented from the source. <u>If you are claiming in-kind volunteer time as part of the project match, that match cannot exceed the rate of $26 per hour</u>.

When you enter your numbers, those will automatically fill in the amounts on the first page. You **<mark>MUST</mark>** fill in this portion of the form regardless of whether you provide a more detailed form as an attachment.

4. Budget Narrative. Please describe the funding sources, details on the match, and so on.

5. Phase approach. Oftentimes projects may not get all of the funding from the sources (including MSTPF) that they are seeking. Can your project be done in phases? If so please describe in more detail.

6. Why is this project important not just to your organization, but also to the community at-large?

7. Timeline. Please provide us with a timeline for completing this project.

8. How will you promote the new or improved trail or park project? After you have spent funds on this project how will you let the public know that the project has been completed?

9. Reporting. Please read this section carefully. If you have questions please contact us.