

NEBRASKA GAME AND PARKS COMMISSION
 RECREATIONAL TRAILS PROGRAM
GRANT APPLICATION FORM
FOR EDUCATIONAL PROJECTS

(March 2008)

Applicant:		Project Contact:	
Address:		Zip Code:	
E-Mail Address:		Fax:	Cell:
Business Telephone:		Federal ID No:	
Project Title:			
Project Description:			
Who this will affect:			
Project Cost Data:			
1. Total Cost:			
2. Federal RTP Share (Maximum: 80% of the Total Project Cost):		\$	
3. Percent of Request:	%	Percent of Match:	%
Local Matching Share: (Entire amount of project must be available at application time)			
4. Cash:	\$	Source:	
5. Taxes:	\$	Source:	
6. Donations:	\$	Source:	
7. Other:	\$	Source:	
8. Total:	\$		

APPLICATION DEADLINE:
POSTMARKED BY WED. OCTOBER 1, 2008 OR DELIVERED BY 5PM, WED.
OCTOBER 1, 2008
Send to: NGPC ATTN: Michelle Stryker
PO Box 30370, Lincoln, NE 68503-0370

Certification:

I hereby certify that the information contained on this application form and in the supplemental documents is, to the best of my knowledge, both true and accurate.

Signature of Project Sponsor

Title

Date

RETURN THE ORIGINAL APPLICATION FORMS BY OCTOBER 1 WITH THE SUPPLEMENTAL DOCUMENTS TO:

NEBRASKA GAME AND PARKS COMMISSION
ATTN: MICHELLE STRYKER,
2200 N 33rd Street, P.O. Box 30370, Lincoln, NE 68503-0370

The penalty for knowingly and willfully providing inaccurate or insufficient information is automatic withdrawal of the project from consideration for Recreational Trails Program assistance. If you do not have match in hand at the time of application, you will be considered an ineligible applicant. If awarded and false information has been discovered by NGPC, the project will no longer remain eligible for funding and the project sponsor will be notified that the project has been cancelled.

RECREATIONAL TRAILS PROGRAM-EDUCATIONAL PROJECTS GRANT APPLICATION FORM INSTRUCTIONS

Applicant is the *Political Subdivision* applying for assistance from RTP. Non-profit organizations and Foundations are not eligible to apply for funds, but can provide the monetary match for the project.

Project Contact is the contact with whom NGPC staff could contact daily concerning any grant business. Usually this person is the clerk, city administrator or other staff member of the political subdivision applying for funds. NGPC prefers to deal with this person as opposed to a partnering organization unless they are taking the lead and keep the political subdivision in the loop, especially regarding the financial aspect of the project.

Address is the business address for the applicant.

Zip Code is self-explanatory.

Email Address is the email address of the project contact.

Fax Number is self-explanatory.

Cell Number is self-explanatory.

Business Telephone is self-explanatory.

Federal I.D. Number is the Federal Employer Identification number assigned to the political subdivision assigned to them.

Project Title is the general name of the project.

Project Description is a brief description of what type of educational project that is being applied for. It should include where the project is located and the activity to take place. More information will be requested in the Supplemental Information requested that follows the application and attachment form within this packet.

Who this will affect is a brief description as to who this project will benefit. This could be all people using the trail (if project on a trail), children of a specific age, adults, or everyone in the general public who want to take advantage of the activity. If you know how many people it will affect, please provide numbers.

Project Cost Data:

Total Cost is the total cost of the project.

Federal RTP Share is the dollar amount of federal funds requested.

Percent of Request is the percentage of federal funds as well as the percentage of the match.

Local Matching Share is the money provided by the political subdivision (or partners) for the match. Indicate where the funds are coming from.

Certification is self-explanatory.

Signature is self-explanatory.

RECREATIONAL TRAILS PROGRAM GRANT ATTACHMENT

Please complete and return with Grant Application

1. Name of Project:			
2. Name of Sponsor:			
3. Kind of recipient – from Section 1302 (e) (3): [please check type of political subdivision on the appropriate line]			
<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Public Power District
<input type="checkbox"/>	County	<input type="checkbox"/>	School District/ College
<input type="checkbox"/>	Natural Resources District	<input type="checkbox"/>	Federal Agency
<input type="checkbox"/>	State	<input type="checkbox"/>	Other (Please list)
<input type="checkbox"/>	Recognized Indian Tribe		
4. Project Location: [please enter as indicated]			
Municipality [Closest City, Town or Village]			
County:			
Congressional District [# and Representative]			
NE Legislative District [# and Representative]			
5. Permissible Use category(s) –Please indicate which categories the project belongs to:			
<input type="checkbox"/>	Trail safety education programs.		
<input type="checkbox"/>	Trail-related environmental education programs.		
<input type="checkbox"/>	Training on trail accessibility and sustainability.		
<input type="checkbox"/>	Production of trail-related educational materials, including information displays, in print, video, audio, interactive computer displays, etc.		
<input type="checkbox"/>	Training that promotes safety or environmental protection related to recreational trails.		
<input type="checkbox"/>	Publications related to trail planning, design, construction, maintenance, operation and assessment, because these steps relate to safety and environmental protection.		
6. Assured Access Funding category: from section 1302(e)(4)and(5)[please check one]			
Motorized	<input type="checkbox"/>	Non-Motorized	<input type="checkbox"/>
Diversified	<input type="checkbox"/>		<input type="checkbox"/>
7. Estimated date of completion:			

RECREATIONAL TRAILS GRANT APPLICATION ATTACHMENT CONT'D
Please complete and return with Grant Application

8. Project Description (provide as much detail as possible):			
9. Significance of Project: [please check type on the appropriate line]			
<input type="checkbox"/>	Local Community		Population
<input type="checkbox"/>	Multiple Communities		Population
<input type="checkbox"/>	Countywide		Population
<input type="checkbox"/>	Regional (multiple counties)		Population
<input type="checkbox"/>	Statewide		Population

GRANT APPLICATION ATTACHMENT FORM INSTRUCTIONS

1. **Name of Project** is self-explanatory.
2. **Name of Sponsor** is the name of the political subdivision AND the local contact person.
3. **Kind of Recipient** is the type of political subdivision applying for funds.
4. **Project Location** includes the community the project is taking place in, the county the project is taking place in, the U.S. Congressional District and Representative that is represented, and the Nebraska Legislative District and Representative that the project is taking place. Please identify the specific NE Senator's district (and name) that the project is located in.
5. **Permissible Uses** is the type of project that is allowed under RTP guidelines. A box needs to be checked on which category the project falls under. If you are unsure as to which category the activity falls under, contact NGPC staff and they will assist you in determining the category.
6. **Assured Access Funding category:** A box needs to be checked on this item.
Motorized consists of those projects that serve all terrain vehicles and/or off highway vehicles including, but not limited to motorbikes, atvs and snowmobiles. Nebraska does not allow motorboats as an acceptable type of project under RTP. An example of an educational project could be a Safety course for ATVs.
Non-Motorized consists of those projects that serve foot traffic; bicycle traffic; wheeled traffic like strollers, roller bladers or wheelchairs; cross country skiers; equestrian traffic; and water oriented traffic such as canoes and/or kayaks.
Diversified consists of several different users, which could include both motorized and non-motorized users or could be solely made up of motorized users OR non-motorized users. An example of a non-motorized, diversified project could be pedestrian and bicyclists. An example of a motorized, diversified project could be motorbikes and ATVs. An example of a mixture of both motorized and non-motorized, diversified project could be equestrian and snowmobiles. Contact NGPC with questions on where your project falls.
7. **Estimated date of completion** is self-explanatory. With educational projects, there is an expectation for the project to be complete within 12 months of funding. There will be exceptions to this if the project is complex or benefits the State as a whole.
8. **Project Description:** Please include what type of educational project it is and what will be done, what the need for the project is, what the need for federal funding is, if the project is a safety or environmental conservation project or both; the partnerships involved in the project, how it will benefit the public, who will participate in this project (including age groups), and how long it will take to complete the project. *This information must be provided to be eligible for the funding.*
9. **Significance of the Project** is how many people this project will affect. If it is a local project affecting one community, check that box and list the population of the community. It is important to know how many people the project will affect.

SUPPLEMENTAL INFORMATION THAT MUST ACCOMPANY THE GRANT FORM AND ATTACHEMENT FOR EDUCATIONAL PROJECTS

Cost Estimate

Each applicant must provide a cost estimate for the project. This will include any and all costs that you want reimbursement on. If you forget to include something within the cost estimate, do not expect to receive reimbursement for it. Eligible costs include publications, speakers for programs, safety equipment for programs, patrolling costs...etc. **THIS IS A REQUIREMENT TO BE ELIGIBLE FOR FUNDING AND MUST BE INCLUDED WITHIN THE GRANT INFORMATION RECEIVED FROM THE APPLICANT.**

GUIDELINES FOR RTP EDUCATIONAL PROJECTS

- Funds will be expended on the basis of good projects and benefit to the public. NGPC encourages those interested in this fund to apply between January and September of each year.
- Must be a political subdivision to apply for funding.
- The grant can be up to 80% of the total costs of the project, with Federal Highway Administration (FHWA) paying for 80% and the local political subdivision (or its partners) pays for the remaining 20% of the costs.
- The local match must be in cash; no in-kind labor will be allowed for educational projects.
- Educational projects can be for the following: development and dissemination of publications and operation of educational programs to promote safety and environmental protection as those objectives relate to one or more recreational trails, supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training.
- A state may use up to 5% of its apportionment each fiscal year for the operation of educational programs.
- Grant is on a reimbursement basis only. Political subdivision must have all funds on hand prior to receiving funding since reimbursement will more than likely be given once upon completion of project. Once the project has been paid for by the political subdivision, a bill/invoice plus proof of payment (copy of cancelled check both front and back) and a letter requesting reimbursement may be submitted to NGPC for reimbursement (see project billing form and sample letter requesting reimbursement).
- Political subdivision must provide NGPC proof of completion of project. This could be by photographs of signage, printed, audio, video or computer display materials, proof of patrolling activities...etc.
- Using RTP funds to develop training and educational materials and programs MUST acknowledge RTP, FHWA and NGPC for the funding. Contact NGPC for more information on this.
- These funds will not be used for projects that relate solely to commuting (unless along recreational trails), safe routes to school, transportation-oriented trails, or other items that do not relate to recreational trails.

Typical Education Projects may include:

- a. Developing and operating trail safety education programs (example could be ATV safety course at a specific location or locations).
- b. Developing and operating trail-related environmental education programs (example could be naturalist program or interpretative signage along a recreational trail system where people can learn about what they see along a recreational trail).
- c. Developing and providing training on trail accessibility and sustainability (example could be getting IMBA-International Mountain Bicycling Association or other group out to Nebraska for a training on how to build accessible and sustainable trails).

- d. Producing trail-related educational materials, including information displays in print, video, audio and/or interactive computer displays...etc. (example could be trail safety video of any type).
- e. Developing and delivering training that promotes safety or environmental protection related to recreational trails (example could be train the staff days at specific motorized areas to deal with the safety and environmental issues that relate to these types of trails).
- f. Developing or supporting publications related to trail planning, design, construction, maintenance, operation and assessment because these steps relate to safety and environmental protection (example could be statewide trail design manual).

Signage Projects

Interpretative signage and safety signage must adhere to guidance given in “Manuals and Guides for Trail Design, Construction, Maintenance, and Operations and for Signs” (www.fhwa.dot.gov/environment/rectrails/manuals.htm). Signs that do not function as traffic control devices are not subject to the MUTCD (Manual on Uniform Traffic Control Devices). However, informational signs and kiosk designs must meet accessibility requirements (www.fhwa.dot.gov/environment/rectrails/guidance_accessibility.htm) that address the needs of people with disabilities, including people who are blind or who have low vision and people who use mobility devices, such as wheelchairs. Also consider child users when you are designing these signs and kiosks.