

**Texas Parks & Wildlife Department  
Recreation Grants Branch**

**C**ommunity

**O**utdoor

**O**utreach

**P**rogram

**Grant Application**  
(PWD 1066-P4000)

Revised April 2009



**Deadline: February 1st/October 1st**

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# Community Outdoor Outreach Program

## TPWD Mission Statement

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing, and outdoor recreation opportunities for the use and enjoyment of present and future generations.

## Recreation Grants Mission Statement

To assist communities in providing recreation and conservation opportunities for the use and enjoyment of present and future generations.

## About This Grant Program

This program is authorized by the Texas State Legislature in the Texas Parks & Wildlife Department (TPWD) appropriation budget as a specialized component of the Texas Recreation and Parks Account Program (TRPA).

## Purpose and Priorities

To build relationships with non-traditional constituencies who have been underrepresented in Texas Parks & Wildlife Department activities and programs.

All grant applications submitted to the department for Community Outdoor Outreach Programs (CO-OP) are evaluated for program eligibility and prioritized according to the Project Priority Scoring System. In general, recommended priorities for community outdoor outreach projects are:

- 1) to ensure sponsor performance on active grants and compliance on previous grants;
- 2) to improve community outdoor outreach opportunities for inner-city, rural, low-income, minority, female, physically/mentally challenged, and youth-at-risk citizens;
- 3) to reward partnerships between local sponsors and other organized groups;
- 4) to increase the number of participants served;
- 5) to maximize the use of funds for direct community outdoor outreach opportunities;
- 6) to reward commitment of sponsor resources;
- 7) to increase use of TPWD programs and facilities; and
- 8) to reward promotion of outdoor & environmental educational activities.

## **About the TRPA Program**

The Texas Recreation and Parks Account (TRPA) was established by an act of the 73rd State Legislature in 1993, through House Bill 706. TRPA replaced the Texas Local Parks, Recreation, and Open Space Fund which existed from 1979 to 1993. Funds are derived from a dedicated portion of the state sales tax collected on sporting goods.

TRPA programs include the Outdoor Recreation Grant, Indoor Recreation Grant, Small Community Park Grant, Regional Park Grant, and the Community Outdoor Outreach Program (CO-OP). TRPA provides 50% matching grant assistance to eligible local governments (schools and not-for-profit organizations are eligible for funding only through the Community Outdoor Outreach Program which does not require matching funds) throughout Texas for the acquisition and development of public recreation areas and facilities, and for providing outdoor activities (CO-OP only).

TRPA grants are awarded by the Parks & Wildlife Commission each year as funds are available, and are administered by the Department's Recreation Grants Branch. Applications are assessed for eligibility and prioritized (scored) by Recreation Grants staff utilizing the "Project Priority Scoring System" appropriate to each grant program.

This application guide contains rules/regulations governing the eligibility for and disbursement of program funds, and describes the required elements of an acceptable application. This document replaces all previous procedural guides. Questions concerning this procedural guide or any aspect of these grants programs should be directed to:

Recreation Grants Branch  
Texas Parks & Wildlife Department  
4200 Smith School Road  
Austin, TX 78744  
512/389-8224  
[rec.grants@tpwd.state.tx.us](mailto:rec.grants@tpwd.state.tx.us)  
<http://www.tpwd.state.tx.us/business/grants/>

## **Eligible Applicants**

To submit an application for the Community Outdoor Outreach Program you must be a tax exempt organization, non-political group, or local government.

Religious groups are eligible only if non-religious activities are planned.

Each applicant must submit its Federal Tax Identification Number as part of the CO-OP Application Form.

Sponsors must be in good standing with the Texas Comptroller of Public Accounts to be eligible and to receive any reimbursements.

Previous CO-OP Grant recipients can apply once every two years as long as all funds have been properly spent, and all grants have been properly closed out. All final documentation must be turned in at least thirty days prior to the next funding deadline.

## **Eligible Projects**

Eligible projects include but are not limited to the following TPWD related activities:

- Backpacking / hiking
- Birding / wildlife viewing
- Camping
- Canoeing / kayaking
- Environmental / outdoor education
- Equestrian
- Fishing / angling
- Hunting / shooting sports
- Nature photography
- Orienteering
- Outdoor classrooms (on a case by case basis)
- Outdoor cooking
- Outdoor service projects
- Rock climbing

## **Eligible Items**

Eligible items include, but are not limited to the following:

- Cameras / photography supplies / developing film
- Camping equipment / supplies / fees
- Computer / computer supplies if used as part of the program
- Fees for park entry
- Fishing equipment / supplies
- Leasing transportation / mileage / gas for grant approved projects
- Program liability insurance
- Program food / non-alcoholic beverages / eating supplies (No restaurants)
- Program t-shirts
- Program staff / both employees & contracted (Up to 40% of grant funds)
- TPWD-related outdoor recreation equipment / supplies
- Purchase or leasing of a trailer for transporting equipment & supplies

## **Ineligible Projects**

Ineligible projects include but are not limited to the following:

- Community festivals / expositions / promotional / fundraising events
- Indoor classroom only projects
- Facility construction projects
- Landscaping
- Multimedia projects
- Research projects
- Training only projects
- Tours
- Traditional sports/recreation programs such as baseball, basketball and soccer
- For profit programs

## **Ineligible Items**

Ineligible items include but are not limited to the following:

- Alcohol
- Computer games
- Curriculum development
- Design consultants
- Facility construction (includes any permanent structure such as benches, gazebos, etc.)
- Forfeited deposits
- Indirect costs (telephone, utilities, etc.)
- Office / meeting room rental
- Prizes / souvenirs / awards / certificates
- Property leasing
- Purchase of automobiles / motor boats / anything with motor
- Religious activities (revivals, etc.)
- Restaurant receipts
- Ropes course construction & equipment
- Sales tax & tips
- Software / website development

## **Distribution of Funds**

The minimum amount to be awarded to eligible applicants is \$5,000 and the maximum amount is \$50,000 and no match is required. These monies will be distributed through grants to eligible organizations on a reimbursement basis. Grant applications must be written for a one year period (or less) and must start within 6 months of grant award date. Unused funds cannot be rolled over or re-allocated, therefore, grant applicants are encouraged to request only what they need. Failure to comply with grant requirements could mean penalties imposed on future applications or future eligibility.

## **Religious Activities Policy**

- Recipients of the Community Outdoor Outreach Program grant can not use any part of these monies to fund religious worship, instruction or proselytization.

## **Alcohol and Drug Policy**

- The use, possession, sale, manufacture, or distribution of a controlled substance during CO-OP sponsored events/activities is prohibited. The abuse of prescription drugs or inhalants and/or their use in any ways which adversely affects safe performance of duties involving CO-OP events/activities is also prohibited.
- CO-OP sponsors and participants will not use or possess alcoholic beverages or illegal drugs while conducting CO-OP sponsored events/activities. Reporting to CO-OP sponsored events/activities under the influence of alcohol or drugs is also considered a violation of this policy.
- The operation of any vehicles of any type used to transport participants and volunteers of CO-OP sponsored events/activities while under the influence or in possession of alcohol, drugs, or other intoxicants is prohibited.
- Any receipts submitted for reimbursement which include alcoholic purchases will be disallowed.

## **Where to Submit Applications**

Darlene Lewis/Dana Lagarde  
Texas Parks and Wildlife Department  
Community Outdoor Outreach Program  
4200 Smith School Road  
Austin, Texas 78744

**\* Do not fax or e-mail applications.\***

## **When to Submit Applications**

The annual application submission deadline is *February 1<sup>st</sup> and October 1<sup>st</sup>*.

*Applications received or postmarked by the deadline are grouped together and reviewed.* Application reviews take approximately two months to complete from the time of submission until funding - be sure to take this into account when planning your project. Applications must be written for a one year period (or less) and start within 6 months of grant award date. Each project is extensively reviewed for eligibility and underserved population impacts. Awards will be announced annually, on or about April 15<sup>th</sup> and December 15<sup>th</sup>. Late applications and applications written for more than one year will be returned and ruled ineligible. In the event that the deadline falls on a Sunday, applications must be postmarked no later than the Monday after.

## **What Documents to Submit**

This checklist is provided to assist with the preparation and submission of a grant application through the Community Outdoor Outreach Program. Please organize documents in the order listed below. Correct order ensures that reviewers easily evaluate your proposal without overlooking information. Submit three (3) full sets of all required documentation. Please follow the instructions and do not submit additional items. Failure to follow instructions may result in your application being ruled ineligible.

The Department reserves the right to disqualify incomplete applications in fairness to other applicants competing for limited funds. Please be sure to include all required documents, follow instructions closely.

**The following documents are required for a complete application. Please do not send information that was not requested and do not send binders.**

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Copy of organization's IRS Determination Letter (For non-government applicants only)
- \_\_\_\_\_ Resolution from sponsor governing body or senior official authorizing application submission, authorizing any sponsorship contribution and designating project official. Resolutions must be signed, dated and be less than one year old.
- \_\_\_\_\_ Applicant's Certification & Program Assurances (see page 9)
- \_\_\_\_\_ Application Form (see page 8)
- \_\_\_\_\_ State Legislative District Numbers – Go to <http://www.legis.state.tx.us> and enter your physical address into the "Who Represents me?" box. Print this webpage and include in your application.
- \_\_\_\_\_ Letters of commitment from partners stating explicitly what resources they will provide to the project as well as the value of the contribution if applicable. Letters must be included in the grant application for consideration. Letter must be current, signed, and dated.
- \_\_\_\_\_ Program Narrative (see pages 10-13)
- \_\_\_\_\_ Budget Summary of project elements & costs (see page 14)
- \_\_\_\_\_ Total of three copies of the application.

## **Requirements for Funded Applications**

Funded applications will be required to submit the following documentation:

- Signed program agreement
- Quarterly status reports
- Evaluation forms
- Comprehensive final report
- Reimbursement requests (invoices, receipts, copies of cancelled checks or bank statement will be required)
- Auditable proof of sponsorship contribution (matching funds).

## **Frequently Asked Questions**

### **1. Who is the Sponsor?**

The sponsor is the organization applying for the grant. The sponsor must provide their Federal Tax ID number on the application form. There can only be one sponsor.

### **2. What is a resolution and who should sign it?**

A resolution is a document signed by the governing board or senior official. The resolution must authorize application submission, any sponsorship contribution, and must designate a project official. Resolutions must be signed, dated, and be less than one year old.

### **3. Do you require matching funds?**

Matching funds are not required however points are awarded based on documented sponsorship contributions to the project. Contributions can include in-kind, volunteer time and available funds and must be supported by proper documentation.

### **4. What is auditable proof of contribution?**

Applicants must provide documentation to support contributions listed in the budget summary. This will include letters of commitment from partners and the resolution from the sponsor stating monetary value of contribution.

### **5. How do I document volunteer labor?**

Applications must include a partnership letter from the volunteer. If a partnering organization is providing several volunteers then a letter from that organization is sufficient. If the volunteers are part of the sponsor's organization, then this information can be included in the resolution.

### **6. What should be included in a partnership/commitment letter?**

Partnership letters must be current, dated, signed and include what they are providing to the program as well as the value of the contribution if applicable (i.e. cash donation, volunteer labor, participant base, transportation, food or equipment donation). Letters must be included in the grant application for consideration. Sponsor cannot partner with themselves.



**7. Do you fund projects involving construction?**

Funds cannot be used for facility construction projects, gazebos, ponds, benches, etc. The CO-OP grant is to be used to fund programs, not construction projects.

**8. Can funds be used for training programs?**

The CO-OP funds were designated to be used for hands-on programs/activities. Training programs will be reviewed if part of the training involves actual hands-on participation programs. Training and research programs only will not be funded.

**9. Can funds be used to pay indirect/overhead expenses?**

No. Indirect expenses will not be reimbursed.

**10. Do we need to do the budget summary just like the example in the application packet?**

Yes. Improperly completed budget summaries may be ruled ineligible.

**11. Do we get points for both inner city and rural if we do programs in both areas?**

No. Your organization can only receive points for inner city or rural, not both. This will be determined by the physical location of the sponsoring organization.

**12. Does the application need to be in on the February 1<sup>st</sup> and October 1<sup>st</sup> deadline?**

The application must be postmarked by February 1<sup>st</sup> or October 1<sup>st</sup>. Applications postmarked after these dates will be ruled ineligible and returned to the applicant. In the event that the deadline falls on a Sunday, applications must be postmarked by the following Monday.

**13. When will we be notified if we received the grant?**

Letters will go out on or around April 15<sup>th</sup> and December 15<sup>th</sup>. Please do not call the office. A flood of phone calls will only delay the process of getting letters and project agreements completed.

**14. Can funds be used for staff salaries?**

Yes. Up to 40% of the grant money can be used towards program staff salaries. This includes both employees and contracted staff.

**15. What happens if my application is not funded?**

Applications not approved for funding will receive a letter. Any organization wishing to request a critique of their application is welcome to do so. All critique requests must be in writing and be submitted at least one month prior to the next application deadline.

# Application Form

## I. Sponsor Name:

(There can only be one Sponsoring organization)

A. Physical Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address:

(If different from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Federal Tax Identification Number:

\_\_\_\_\_

C. Project Official/Title:

\_\_\_\_\_

D. Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E. E-mail Address:

\_\_\_\_\_

## II. Project Name:

\_\_\_\_\_

## III. Sponsor Location:

A. City & County:

\_\_\_\_\_

B. State Legislative District Numbers: (<http://www.fyi.legis.state.tx.us/>) Fill in "Who represents me" box, print this webpage and include with your application. Please use your physical address.

Congressional: \_\_\_\_\_ Texas Senate: \_\_\_\_\_ Texas House: \_\_\_\_\_

## IV. Funds Requested:

A. Sponsor:

\_\_\_\_\_ (your cash, volunteer and in-kind resources)

B. State:

\_\_\_\_\_ (funding being requested from TPWD)

C. Total Project:

\_\_\_\_\_ (total outlay of funds and resources by all parties; A + B)

\* \* \* \* \*

To the best of my knowledge and belief, all documentation in this application is true and correct, the application has been duly authorized by the governing body of the sponsor, and the sponsor agrees to comply with all program rules and procedures if grant assistance is awarded.

\_\_\_\_\_  
Signature of governing board, senior or project official (must be signed and dated)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name, Title, Telephone Number and E-mail

# Applicant's Certification & Program Assurances

(Must be signed/dated by same person who signed resolution.)

As the duly authorized representative of the sponsor I certify that the sponsor:

Has the required "seed" funds or resources available and sufficient for the project as required.

Has the legal authority to apply for Outreach assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of the project described in this application.

Will give the State of Texas, hereafter referred to as "State", through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Will provide and maintain competent and adequate supervision at the project site to ensure that the completed work conforms to the project agreement.

Will furnish quarterly progress reports and such other information as may be required by the Department.

Will initiate and complete the work within the applicable time frame after receipt of approval from the Department.

Will establish safeguards to prohibit employees and volunteers from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

Will comply with all State and Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) any other non-discrimination provisions in the specific statute(s) under which application for TRPA assistance is being made, and (f) the requirements of any other non-discrimination statute(s) which may apply to the application.

Will comply with all applicable requirements of all other State and Federal laws, regulations and policies governing this program.

As the duly authorized representative of the sponsor I certify that the sponsor agrees to all stipulations in the Applicant's Certification & Program Assurances.

\_\_\_\_\_  
Sponsor Name

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Signature of Governing Board, Senior or Project Official

\_\_\_\_\_  
Print or Type Name and Title of Official

\_\_\_\_\_  
Date

Must be signed and dated.

## **Program Narrative Instructions**

The program narrative is a very important section of the application which describes all elements of the project and the need for assistance. Each section of the program narrative should be clear and concise. **If the application is to be successful, you must clearly communicate what is proposed and why it is needed. Failure to follow instructions may result in the application being ruled ineligible.** Please number all pages of the program narrative.

### **General Information**

State the name of the project sponsor, project name and who prepared the document including contact information.

### **Description of the Proposed Project**

1. Provide an overview of the project. This should be a very basic explanation in layman's terms to provide a reviewer with an understanding of the project. If a person that is unfamiliar with this particular project reads this paragraph and cannot grasp the basic concept, then you have not achieved what is requested here. Please address Who, What, Where, When and Why.
2. List goals & objectives for your project.
3. Explain how you will ensure that you are meeting the goals, objectives, and outcomes of your project.
4. Address risk management plans for proposed project. (i.e.; first aid, safety, training)
5. List the activities on which you will spend the CO-OP portion of the grant funds.

### **Priority Funding Elements**

State which of these priority elements your proposed project addresses. Describe in detail how and why your project will address each element that is applicable. It is very important that you be clear about how your project addresses priority elements, as this is the information which will be used to determine the priority for funding projects. When addressing numbers of participants, please only include those who will be directly served by the program in which grant funds are being requested.

#### **1. Sponsor has closed out all previous CO-OP grant projects.**

- Yes**            If yes, the application will be scored and presented for award consideration.  
**No**              If no, the application will not be scored or considered further.

#### **2. Project provides services to the following underserved populations. (0-10 points)**

- A.** Inner City (in cities of 100,000 or greater) \_\_\_\_\_  
(Based on population figures of sponsor location –may be inner-city or rural or neither)
- B.** Rural (cities or counties 20,000 or less) \_\_\_\_\_  
(Based on population figures of sponsor location –may be inner-city or rural or neither)

Please state each answer in percentage of total participants and explain how you came up with these numbers:

- C. Minority (ethnic minorities within served population greater than or equal to 50% of total served population) \_\_\_\_\_
- D. Female (females within served population greater than or equal to 50% of total served population) \_\_\_\_\_
- E. Low Income (As defined by the USDA Food & Nutrition Service's Income Eligibility Guidelines for the Free & Reduced School Lunch Program) low income within served population greater than or equal to 50% of total served population \_\_\_\_\_
- F. Physically/Mentally Challenged (includes ADD, ADHA, special education) must State this in a number or percentage of total population served \_\_\_\_\_
- G. Youth (age 17 and under) must state this in a number or percentage of total population served \_\_\_\_\_

**3. Proposed project encourages partnerships with organized groups. (0-4 points)**

Application must include partnership letters from the partnering organizations. Letters of endorsement will not receive credit. Partners can contribute through volunteer labor, program materials, physical facilities use, transportation, food, etc. Letters must be current, dated, signed and must state what the partner is providing to the program as well as the value of the contribution if applicable. Sponsor cannot partner with themselves.

**4. Number of program participants the proposed project will directly serve. (0-10 points)**

One point awarded for each 25 persons, up to a maximum of 10 points.

*Numbers 5 and 6 will be based on information provided by applicant in the budget summary. The following formulas will be used by the grant reviewers to determine points awarded. You do not need to answer numbers 5 and 6.*

**5. The extent to which the proposed project prioritizes actual program costs. (0-10 points)**

Direct Service Delivery Cost / Total Project Cost x 10 = \_\_\_\_\_

**6. The extent to which the sponsor's funds and resources are committed to the project. (0-4 points)**

Sponsor must provide auditable proof of their contribution.

Sponsor Resources / Total Project Cost x 4 = \_\_\_\_\_

**7. The extent of the proposed project's direct relationship with TPWD programs and/or facilities. (0-5 points)**

If partnering with TPWD personnel, a letter of partnership must be included in the application packet to receive credit. Please list the following:

- TPWD facility used;
- TPWD personnel involved; or
- TPWD program provided

**8. Project specifically serves at-risk youth. (0-3 points)**

Please include a definition of at-risk youth for your target audience. Taking into account the definition you provide, give specific examples as to how the program will address at-risk criteria. For example: Career development provided by a park ranger/biologist addresses the high drop out rate among our target audience. Examples must be from the program you are requesting funding for. One point per example, up to 3 points will be awarded. No points will be given if you fail to include a definition.

**9. Project proposes activities related to TPWD initiatives. (0-5 points) Examples of a few TPWD initiatives include:**

- |                           |                  |                         |
|---------------------------|------------------|-------------------------|
| Hunting / Shooting Sports | Camping          | Environmental Education |
| Fishing / Angling         | Backpacking      | Outdoor Cooking         |
| Hiking                    | Canoe / Kayaking | Rock Climbing           |

**10. Project promotes outdoor educational activities. (0-4 points)**

Each educational element listed below must be demonstrated by a brief discussion and specific examples as it pertains to outdoor/environmental education. **DO NOT** send copies of your curriculum. It will not be reviewed. Points will be awarded according to the potential to increase participants:

- a) awareness;
- b) knowledge, skills, and abilities;
- c) critical thinking; and
- d) behavioral change

**11. Proposed project includes an Outdoor Service Project. (0-3 points)**

Eligible service projects must be related to the TPWD mission. Projects must be described in detail and must include a partnership letter from the site management. Letters must give the sponsor permission to do the service project along with a brief description of the project. Letters must be current, signed and dated. Examples of eligible service projects include but are not limited to: trail or habitat restoration, planting native vegetation, wildlife monitoring, building and distributing bird houses. Points will be awarded on the following criteria:

- a) What environmental/conservation need is your service project addressing? How will your service project address this need?
- b) How will youth be directly involved in the planning and problem solving process?
- c) How will you evaluate the impact your service project has on the youth and/or the community?

Materials requested for Outdoor Service Projects should be listed separately on your budget spreadsheet. If your proposed project is ruled ineligible, funds for materials requested for the service project will be denied.

**12. Has applicant fulfilled all previous CO-OP grant reimbursement requirements? The grant reviewers will determine. You do not have to answer this question.**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If no, apply the following formula and deduct points from application score.  
Remaining balance X .0015                      -- (subtract) --                      \_\_\_\_\_

Total Score                      \_\_\_\_\_

## **Project Action Plan**

This section should include an action plan outline and a draft itinerary for implementing the proposed project. Projects must be written for a one year period (or less) and start within 6 months of grant approval date. **(Groups should contact sites and partners to develop plans for activities and events prior to submitting application)** Failure to submit an adequate Project Action Plan could rule your project ineligible.

## **Source of Sponsor Financing**

**This is a reimbursement program.** This means that the sponsor will be reimbursed as expenses are incurred. Approved projects will be eligible to request up to **10%** of awarded funds in advance of beginning work to act as a start-up allocation. The 10% seed funds must be accounted for before reimbursements are given. No reimbursements will be made for any project expenses **prior to approval of your grant and execution of a grant contract.**

Proof of sponsor's contribution, must be provided in the Resolution. Proof of in-kind contributions must be provided in a partnership letter, including the dollar value if you are claiming the amount in the Budget Summary of Project Costs. Volunteer time is valued at \$19.89 per hour unless a partnership letter is submitted valuing donated time at a higher rate. An explanation of how cash donations will be used must be included on the budget summary of costs or it will be counted as overhead.

Used equipment purchased prior to a signed project agreement by TPWD is not eligible as part of the sponsor's contribution or for reimbursement.

Indirect costs will not be reimbursed.

No more than 40% of grant funding will be allowed for program staff. This includes both employees & contracted staff.

Sales taxes and tips are not reimbursable.

### **Please include the following information:**

1. Explain the method(s) for financing the sponsor share of the project. Describe and list in detail how the sponsor will support their financial contribution to the program (i.e. in-kind contributions, volunteers, and available funds).
2. Include cost to participants, if any.

# Sample

## Budget Summary of Project Costs

(For a One Year Period or Less)

**Sponsor Name**

**Project Name**

<b>Overhead Expenses</b>	<b>TPWD</b>	<b>Sponsor</b>	<b>Total</b>
Postage		\$ 50.00	\$ 50.00
Office Supplies		\$ 50.00	\$ 50.00
<b>Service Delivery Costs</b>			
Sleeping Bags (25 X \$80)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Tents (10 x \$125)	\$ 1,250.00		\$ 1,250.00
Food (25 people x 30 days x \$10)	\$ 3,500.00	\$ 4,000.00	\$ 7,500.00
Mileage Reimbursement (750 x 0.5)	\$ 375.00		\$ 375.00
Program Staff (5 x \$12.50 x 240 hours)	\$ 6,000.00	\$ 9,000.00	\$ 15,000.00
Camping Fees (3 sites x 30 days x \$14)	\$ 1,260.00		\$ 1,260.00
First Aid Kits (2 x \$100)	\$ 200.00		\$ 200.00
Liability Insurance (June-August)	\$ 500.00	\$ 500.00	\$ 1,000.00
<b>Sub Total</b>	<b>\$ 14,085.00</b>	<b>\$ 14,600.00</b>	<b>\$ 28,685.00</b>
<b>Outdoor Service Project</b>			
Trees (20 x \$25)	\$ 500.00		\$ 500.00
Shovels (10 x \$20)	\$ 200.00		\$ 200.00
Food (50 people x \$5 per meal)	\$ 250.00		\$ 250.00
<b>Sub Total</b>	<b>\$ 950.00</b>		<b>\$ 950.00</b>
<b>In Kind Contributions</b>			
Bob's Outfitters - Volunteer Staff - (40 hours x \$19.89)		\$ 795.60	\$ 795.60
Julie's Outdoor Shop - Fishing Rods (25 x \$20)		\$ 500.00	\$ 500.00
<b>Sub Total</b>		<b>\$ 1295.60</b>	<b>\$ 1295.60</b>
<b>Requested State Assistance</b>	<b>\$ 15,035.00</b>		
<b>Sponsor/In Kind Share</b>		<b>\$ 15,895.60</b>	
<b>Total Project Cost</b>			<b>\$ 30,930.60</b>

- ❖ **Budget Summary must be broken out in the above format.**
- ❖ **TPWD's Column = Amount you are requesting that the CO-OP grant funds will cover.**
- ❖ **Sponsor's Column = Amount that the organization applying for the grant will contribute. This includes in kind contributions. Documentation must be provided.**
- ❖ **Materials requested for Outdoor Service Projects should be listed separately on your budget spreadsheet.**
- ❖ **An explanation of how cash donations will be used must be included on the budget summary of costs or it will be counted as overhead.**



# Summary of Guidelines

## For Administration of Community Outdoor Outreach Program projects

(Revised October 2007)

The Texas Parks & Wildlife Commission, by authority of Chapter 24 of the Parks & Wildlife Code, has adopted Guidelines for Administration of Community Outdoor Outreach Program Projects, to read as follows:

It is the Commission's policy that the Department shall administer Community Outdoor Outreach Program projects in accord with the following guidelines, with interpretation of intent to be made to provide the greatest number of public recreational opportunities for citizens of Texas.

1. Approved projects shall be pursued in a timely manner by the sponsor, unless delays result from extraordinary circumstances beyond the sponsor's control. Failure to meet the following time frames may be grounds for the Department to initiate cancellation of the affected project in order to recommend reallocation of available funds to other projects, or to deny requests for additional grant funds for new projects:

<u>Activity</u>	<u>Time Frame</u>
Project Approval	Begin 1-year project period
Quarterly Status Reports	Due within 2 weeks of quarter closing dates of March 31, June 30, September 30, and December 31
Project Completion and Grant Close-Out	Within the project period shown on the grant agreement (extensions may be granted as deemed necessary by TPWD)

2. Determinations as to whether the Department will award new grant funds to applicants with completed outreach grants will be based on the following criteria:

**All previously completed outreach grant projects must be in compliance with all the terms of the contract agreement under which they received assistance; and**

**All previously funded outreach projects must be completed, reimbursed, and closed out.**

**Recipients may not request assistance in consecutive years.**

**Failure to meet any one of the above criteria may be grounds for denying new grant funds. Assessment of the above criteria in conjunction with requests for new grants will be made 30 days in advance of grant award.**

Under extenuating circumstances Department staff may recommend new grant fund approval if a project sponsor has not met all of the above criteria. Grant award, however, may be contingent upon certain conditions to be specified.

### **Contact Information**

For questions on the CO-OP application process, please call (512) 389-8224 or e-mail Darlene Lewis at [darlene.lewis@tpwd.state.tx.us](mailto:darlene.lewis@tpwd.state.tx.us) or Dana Lagarde at [dana.lagarde@tpwd.state.tx.us](mailto:dana.lagarde@tpwd.state.tx.us).

For information about TPWD State Parks, Historic Sites, programs and activities go to our website at [www.tpwd.state.tx.us](http://www.tpwd.state.tx.us) or call toll free (800) 792-1112.

### **Recreation Grants Newsletter**

To be notified of upcoming grant deadlines, workshops, and public hearings go to our website <http://www.tpwd.state.tx.us/business/grants/> and click on “sign up for email updates” in the top left hand corner.