Grants are administered by WeConservePA. Please complete the information below and submit, along with the budget sheet, to [cgrayshaw@weconservepa.org](mailto:cgrayshaw@weconservepa.org). Use the subject “Regional Trail Workshop Grant Application” Questions can be directed to Carol Grayshaw at 717.230.8560.

**GUIDELINES**

Regional Trail Workshop Grants are awarded to support high-quality educational programming and safety training directly related to trails and greenways. Regional Trail Workshop Grants are reimbursement grants that cover up to 80 percent of the costs directly associated with each workshop (not to exceed $5000) and require a 20 percent match from the organization. Grantees are responsible for all remaining workshop costs.

**Typical education projects may include:**

* The development and implementation of trail safety programs.
* The development and implementation of trail-related environmental education programs, including programs promoting environmental protection.
* The development and implementation of training on trail accessibility and sustainability.
* The development and implementation of training related to planning, design, construction, maintenance, operation, and assessment because each of these steps can relate directly to trail safety and environmental protection.
* The production of trail-related education materials, including information displays, (in print, video, audio, interactive computer displays, etc.)

*Expenses NOT eligible for reimbursement under the grant include the production of trail system maps and/or the purchase of trail tools, technology, licenses, or equipment that cannot be directly tied to the workshop awarded a RTG grant.*

ORGANIZATION INFORMATION

**Organization Name:** Click or tap here to enter text.

**Type of Organization:** Choose an item. **Specify Other:** Click or tap here to enter text.

**Mailing Address 1:** Click or tap here to enter text.

**Mailing Address 2:** Click or tap here to enter text.

**City:** Click or tap here to enter text. **State:** **PA Zipcode: XXXXX**

**County:** Click or tap here to enter text. **Website:** Click or tap here to enter text.

**Mission Statement (for non-profits):** Click or tap here to enter text.

CHIEF EXECUTIVE

**Full Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

GRANT CONTACT

**Full Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Mailing Address 1:** Click or tap here to enter text.

**Mailing Address 2:** Click or tap here to enter text.

**City:** Click or tap here to enter text. **State:** **PA Zipcode: XXXXX**

REGIONAL TRAIL WORKSHOP INFORMATION

**Workshop Title:** Click or tap here to enter text.

**Workshop Audience:** Choose an item.

**Proposed Date(s):** Click or tap here to enter text.

**Proposed Location(s):** Click or tap here to enter text.

**Workshop Description (250-word limit):** The quick brown fox…

**Learning Objectives (What will attendees be able to do after attending this session. Consider measurable outcomes. Please list at least 3):**

**1:** Click or tap here to enter text.

**2:** Click or tap here to enter text.

**3:** Click or tap here to enter text.

**Planning Timeline:** Click or tap here to enter text.

**Proposed Budget\* (Complete the Regional Trail Workshop Grant Application Supplementary Form titled Proposed Budget):**

**Grant Request:** Click or tap here to enter text.

**Match:** Click or tap here to enter text.

**Total Workshop Cost Estimate:** Click or tap here to enter text.

*\*Funding assistance is based on the total eligible workshop cost. Grants of up to $5,000 or 80% of the total eligible cost (whichever is less) will be awarded, A minimum match of 20% of the total eligible project cost is required of applicants. Match can consist of eligible cash and/or non-cash value as approved by WeConservePA.*

CERTIFICATION AND STATEMENT OF ASSURANCE

The applicant certifies, represents, and warrants to the WeConservePA that:

* 1. The information contained herein and in any attachment is true and correct;
  2. The applicant accepts in advance any grant awarded by WeConservePA, agreeing:

1. That any funds received as a result of the application will be expended under the grant contract;
2. To retain all financial records regarding grant expenditures for at least 5 years after reimbursement is received from WeConservePA and make those records available to WeConservePA and auditors in the event WeConservePA’s grant that supports regional trail workshop grants is subject to audit.
3. To such other restrictions, conditions, or changes as WeConservePA may impose unless the applicant objects within 30 days of grant award notification.
4. To share registration promotions with WeConservePA.
5. To electronically submit a final report including:
   1. Synopsis of event
   2. Copies of marketing materials *(Include the following funding citation on all promotional material)*
      1. These grants are made possible through funds granted through the U.S. Department of Transportation’s Federal Highway Administration (FHWA). FHWA provides funds to states to develop and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. The Department of Conservation and Natural Resources (DCNR) has been designated as the state agency responsible for administering this federal program in Pennsylvania.
   3. Copies of the registration and program guides
   4. Attendee evaluation results
   5. Photographs
   6. Financial report

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(organization’s chief executive)

**Printed Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.