Regional Trail Workshop Grants support high-quality educational programming and safety training directly related to land trails, water trails, and greenways. Regional Trail Workshop Grants reimburse up to 80 percent of eligible costs directly associated with each workshop. Grantees are responsible for all remaining workshop costs.

**Examples:**

* If the total eligible workshop costs are $6,250, the grantee could apply for reimbursement of up to $5,000. ($6,250 x 80% = $5,000)
* It the total eligible workshop costs are $5,000, the grantee could apply for reimbursement of up to $4,000 ($5,000 x 80% = $4,000)

The grantee’s match—the remaining workshop costs not covered by a Regional Trail Workshop Grant—must be at least 20 percent of the total eligible costs, and not come from other grants managed or distributed through the Pennsylvania Department of Conservation and Natural Resources (DCNR) or WeConservePA. Regional trail grant funds also cannot be used as match for other DCNR or WeConservePA funded projects.

**Only one grant of up to $5,000 will be awarded per organization per year.**

**Programs eligible for grant funding include the delivery of:**

* Trail safety education programs or trail-related environmental education programs, including programs promoting environmental protection, for trail managers, volunteers, or trail users. (*Volunteer workdays and community festival expenses are not eligible for grant funding or use as match, although a training subcomponent occurring concurrently with or as part of the event may be.*)
* Training on improving trail accessibility and sustainability for trail managers or volunteers.
* Training on planning, design, construction, and maintenance of trails for trail managers and volunteers (*because each of these steps can relate directly to trail safety and environmental protection.)*

**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 Regional Trail Workshop Grant.

Please complete the application below and submit, along with the budget sheet, to [cgrayshaw@weconservepa.org](mailto:cgrayshaw@weconservepa.org) at WeConservePA. Use the subject “Regional Trail Workshop Grant Application.” **If awarded, only expenses accrued up to September 30, 2023, will be eligible for reimbursement.**

**Questions can be directed to Carol Grayshaw at** [**cgrayshaw@weconservepa.org**](mailto:cgrayshaw@weconservepa.org) **or 717.219.4074.**

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.

**Budget Summary (Also complete the Proposed Budget form):**

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

**Grant Request (up to 80% of total cost):** Click or tap here to enter text.

**Match (equals total cost less request):** Click or tap here to enter text.

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 person signing this certification and statement of assurance is authorized to do so for the applicant.
  3. 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 terms of 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 include the following funding citation on all promotional material:

Regional Trail Workshop 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.

1. To electronically submit a final report including:
   1. Synopsis of event
   2. Copies of marketing materials
   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.