Grants 101: Using Grants to Support Trail Work

BCHW Leadership Training

January 12, 2024

By: Jen Bond, Tim VanBeek, Darrell Wallace

Overview

- How grants can help your chapter – The obvious and not so obvious benefits of grants

- Steps for applying for grants including grant writing, planning, budget development

- Type of grants available

- Grant Management Basics: Assuming you already have a grant…what to expect such as, forms, budgeting, reporting (more detail on grant management will be shared at the Grants 201 Training on January 24).
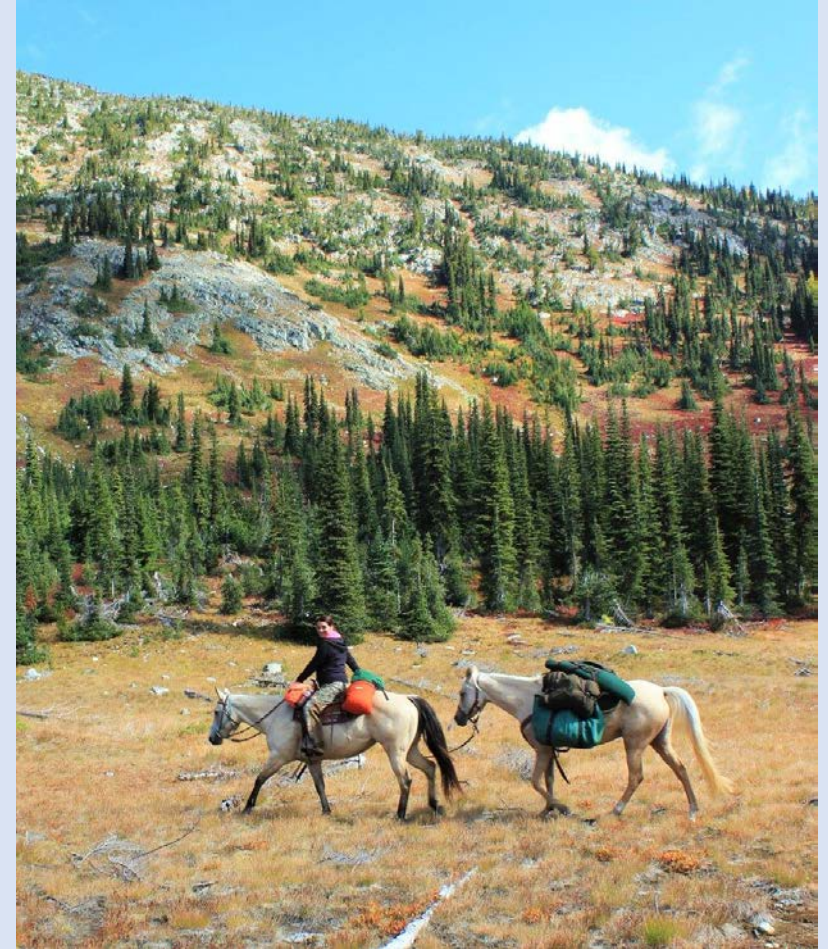
Obvious benefits of grants:

- Funding to cover materials (such as lumber, gravel, tools) for completing trail projects.

- Reimbursement of some volunteer expenses while working on trail projects (such as mileage).

- Formalize and strengthen relationships with public land agencies and partnering volunteer groups (Forest Service, National Park Service, Washington Trails Assoc., etc.).

The "not so obvious" benefits of grants

- Public land agencies cannot directly apply for certain types of grants and rely on non-profits (such as BCHW) or foundations to secure funding that can then be used to improve trails on public lands.

- BCHW's grant work has further strengthened our partnership with public land agencies because they rely on groups like us to leverage funding that they cannot leverage on their own.

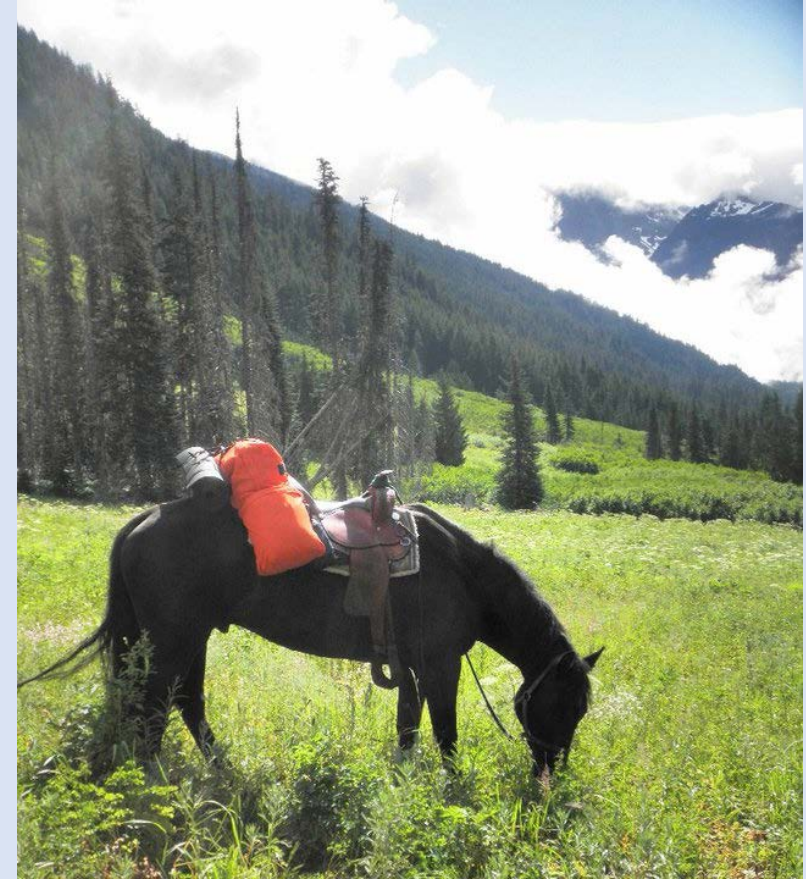# The "not so obvious" benefits of grants

- Grants cover administrative and organizational expenses needed to implement the grant.
- How grants pay for administrative costs varies with each funding source:
  - Many grant budgets will include line items to cover costs for administrating including paying the grant administrator.

The "not so obvious" benefits of grants

Currently, grants support BCHW's mission by covering some of the organizational expenses such as:

• Equipment needed for trail work

• Software, office supplies, accounting fees

• Liability insurance

• Trainings (sawyer certification, first aid, etc.)

• Costs associated with work parties (refreshments, supplies)

Applying For Grants - Steps

1. Identify & summarize project.

2. Develop budget for project.

3. As soon as you are aware of the project then contact grant administrator...don't wait (more on this next)!

4. Identify grant sources that could support the project.

5. Apply for grants!

Step 1 - Identify Projects

- Reach out to membership & partners, what are the needs?

- Develop a list of projects

- Prioritize projects

- Submit "Grant Help Form" to Grant Administrator get things started (overview of the project)

BACK COUNTRY HORSEMEN OF WASHINGTON
PO Box 1132
ELLENSBURG, WA 98926
WWW.BCHW.ORG

Grant Help: Project Template Form

Please fill out the form below, to the best of your ability, and email it to Jen Bond, BCHW Grant Administrator, at: bchwgranthelp@gmail.com (Phone: 360-461-9588).

Project Name:

Chapter:

Chapter Lead/Contact: Include the name, email address and phone number for the project leads (people who are actively involved in planning the project and have a good grasp on all project details).

Project Location:

Project Land Manager: Who currently owns/manages the land? If privately owned, include landowner contact info.

Project Description: Include a brief description of the project including current plans and work that has already been accomplished at the project site. The project description should include measurable actions that will be completed, if funded. Examples below:

- Miles of trail maintained, relocated, or restored
- Feet of puncheons/boardwalks that will be maintained, relocated, or restored
- Feet of turnpikes that will be maintained, relocated, or restored
- Miles of gravel road that will be maintained, relocated, or restored
- Number of campsite that will be installed, maintained, or restored
- Number of trailheads that will be installed, maintained, or restored.

Funding Need Estimate: Include an estimate of how much funding you need to complete this project. Please include as much detail as you can.

Partners (if any):

Timeline: When do you want to do this project? Are there only certain times of year you can do this work (snowpack, etc.).

Existing Funding: Have you already obtained some funding to do this work? Do you have existing grant funding for working on this project?

Photos: Please attach (or send) a few photos of the project site.

Back Country Horsemen of Washington (BCHW), is a 501 (c) (3) organization with 32 chapters across the state dedicated to: keeping trails open for all users; educating horse users in Leave-No-Trace practices; and providing volunteer service to resource agencies.

Collect Detailed Project Information:

- **Property/project site details**
  - Where will the project take place (map is helpful)
  - Who is the property manager, include contact details
- **Project description of the work to take place**
  - Who is doing the work (volunteers, hired trail crews, partner groups)
  - What type of work will be performed?

  Project Cost/Budget
  - How will you generate required match for your project?
  - Do you need to purchase materials, supplies, or tools to complete the project? If so, cost estimate.

Step 2 - Develop a Budget

- What are the "hard" costs for the project?

- What are the "soft" costs for the project?

- Existing materials, funding, other forms of support?

- Match?

➢ Step 3 - Identify Grant Source(s) Types of Grants Available

<mark>WE CAN HELP YOU FIND A GRANT SOURCE, BELOW ARE JUST SOME OPTIONS</mark>

- **Recreational Trails Program (RTP)**
  - To keep trails open and/or education
  - Applications due November 1 on even numbered years.
  - WE WILL START WORKING ON APPLICATIONS SPRING 2024
- **National Wilderness Stewardship Alliance (NWSA)**
  - To keep the Wilderness open
  - Applications typically due April 15th
- **Challenge Cost Share Agreement**
  - Can apply at anytime
  - Requires close coordination with your local Forest Service Ranger District
- **Stewardship for Trails, Education, and Partnership (STEP): From the American Quarter Horse Association**
  - To keep trails open and/or educate about LNT
  - Applications due August 1
  - <mark>BCHA Grant</mark>

Recreation Trails Program (RTP) Recreation and Conservation Office (RCO)

- Grant limit of $150,000 per application

- Minimum of a 20% match (BCHW shoots for a 2:1 match ratio)

- Projects are 2 years, all public lands are eligible work sites.

- Apply for grants in even years...that means **THIS YEAR (2024)** is an application year
  - **Applications open August 7, 2024 and close Oct. 31, 2024 BUT PLEASE LET GRANT ADMINISTRATOR KNOW AS SOON AS POSSIBLE IF YOU PLAN TO APPLY.**

- RCO Board ranks and publishes preliminary rankings April 2025.

- Project Implementation is for **Nov. 1, 2025 thru Oct. 31, 2027**.

Nation Wilderness Stewardship Alliance Grants: Trail Stewardship Partner Grants

- Funding amounts generally $2,000-$30,000 per organization

- No match requirements but match is encouraged

- Projects are 1-2 years

- Can only use funds on Forest Service lands.

- **Applications open February 2024 and close April 2024.**

- Project implementation is May 1 thru December 31, 2024.

Step 4 – Apply for Grants!
Grant Application: Checklist (varies depending on funding source)

❑Letter from the board of your chapter supporting this grant

❑Partner project support letter(s)

❑Landowner Agreement Letter (for the landowner of the project site)

❑Detailed information about the project (more info below)

❑Pictures showing what needs to be done

❑Maps

You are awarded a grant, now what?

- Managing project expenses – reimbursements, documentation, etc.

- Match requirements

- Reporting requirements

- Grants 201 Training scheduled for 7:00PM on January 24…will go into detail on steps for managing grants.

Grant Reimbursement Forms

- This is an Excel document and should be filled in electronically.

- Send Excel spreadsheet to BCHW grant administrator (not a pdf).

- Ensure all documentation like receipts/invoices are attached.

BCHW - Field Sign-in Sheet (2023)

Crew Leader Name		My signature below signifies that I understand that my volunteer work with BCHW may involve difficult conditions, uneven terrain, unanticipated hazards, use of equipment, stock, and/or strenuous labor. I undertake all activities at my own risk and agree, for myself and my heirs, to release BCHW from any liability for injury to myself or damage to my possessions which may occur in connection with these BCHW related activities.
Crew Leader Sign		
Landowner/ County		
Trail # or Name		

Notes:		**Trail Hours**		**SKILLED Work Description**	**Travel Time**	**Travel Miles**		Mileage can be from Google Maps or Odometer readings. Write "Google" below or record Odom.		**Stock**		**Per Diem* - 11 hour minimum**	
Mo/Day	**1st Line: Print First & Last Name 2nd Line: Phone #**	**Basic**	**Skilled**	**Sawyer, Packer, Carpenter, Equip Operator, etc.**		**Donated**	**Billed**	**Odom start mileage**	**Odom end mileage**	**# Donated**	**# Billed**	**$ Donated**	**$ Billed**
TOTALS													

Trail Work Description

"Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled"= Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day - Skilled only.

Tailgate Safety Briefing   O Other

O PPE   O Livestock Operation JHA

O Emergency Evac Plan   O Sawing JHA   O COVID

O First Aid Kit   O Rigging JHA   O Trail Maintenance JHA

Trail Miles	
Puncheon Ft	
Turnpike Ft	

What is Match & Why Is It Important?

- Most grant funding agencies require project sponsors (us) to kick in money when using grant funds to complete projects.

- Match Ratio – The amount of match a project sponsor is required to provide. A 1:1 ratio means we have to provide $1 dollar of match for every $1 a funding agency reimburses to us. A 2:1 match ratio means we have to donate $2 for every $1 they reimburse to us.

- Failure to donate the required match amount means that the funding agency **will not provide us the full grant amount**.

- Sometimes funding agencies require cash match, which is exactly that, cash that you must donate to a project. This isn't ideal for cash-strapped non-profits.

- Most funding agencies allow us to use **donated** labor, equipment, and materials to serve as match.

- Careful documentation is required to prove that we have donated the required match to the project.

Match – What's Eligible?

- **Labor** – Basic or Skilled
  - Basic – Non-skilled labor for performing manual labor like hand removal of brush, cleaning, pruning/loping, etc.
  - Skilled – This is donated labor associated with a skilled occupation like sawyer, packer, carpenter, equipment operator, construction laborer. Each occupation has an hourly rate that varies from county to county and change without warning.
- **Stock** –Stock providing trail support can be used as match at $100 per head per day.
- **Mileage** – Travel to the project site and return to home. Volunteers may request partial or total reimbursement for one of their trips.
- **Per Diem** – If a volunteer is away from home for 11 hours or more, then they are eligible for per diem credit. The daily per diem rate varies from county to county and may be donated as match. If a volunteer wants to BCHW's policy is to reimburse **up to $35/volunteer per day** for per diem expenses and the remainder is match.

Grant Match For Dummies

This document is available on the BCHW grants webpage. Example 3...may be able to claim $325 per day when hauling stock.

- Most grants require "match" which is the amount of money you/your chapter need to donate to your grant-funded project.
- The amount of match you have to earn/donate varies depending on the grant but at a minimum, most funding sources require at least a 1:1 match ratio. That means for every $1 grant dollar you get, you need to match it with $1 of your own money.
- This can be in the form of cash (which obviously isn't ideal) or volunteer labor/equipment/donated supplies to a project.
- Most grants, including RTP funds, require you to first earn match before you can utilize grant funding.

List of Common Match Rates (subject to change):

1. Basic Labor – for every hour that you report doing trail work on an approved site, you earn **$21 per hour** (per volunteer) in match.
2. Skilled Labor – currently, for every hour that a certified sawyer reports doing saw work on an approved site, you ear around $35 match for your project (the actual amount changes frequently, your grant administrator will help you with this).
3. Skilled Labor "Packer" – currently, for every hour that a packer reports doing pack support on an approved site, you earn **$30 per hour** per packer in match.
4. Stock Days - for every day that a trail worker reports using a horse or mule on an approved site, your chapter earns **$100 per head per day** in match.
5. POV Miles - for every mile that a trail worker reports driving their Privately Owned Vehicle to an approved site, we earn **$0.655 per mile** (as of Jan. 1, 2023) in match.
6. Per Diem – for every day of an overnight trip (or minimum of an 11 hour work day) to an approved site, you earn at least $55 match (more in some WA counties, your grant administrator can help you with this)).

Example #1: You drive 100 miles up to your approved work site, work 6 hours the first day, stay overnight, work 6 hours the next day, then drive home. You ride one horse, and lead your pack animal both days as you haul tools for a sawyer.

- 200 miles X $0.655/mile = $131
- 12 as a packer hours X $30 = $360
- 4 stock days X $100 = $400
- 2 per diem days @ $55/day = $110.
- **Grand Total of Match = $1,001** (you just earned your chapter nearly a thousand dollars in match!)

Questions?