

Welcome!!!

Grants 201 Training

February 8, 2024

By: Jen Bond, Darrell Wallace, Tim Van Beek



Agenda – Grants 201 Training

- BCHW Grants Team – Grant Committee & contractor help
- Volunteers & Grants– Liaison duties & responsibilities
- Grant Reimbursements – How to use grants to pay for project expenses:
 - What grants can pay for and what they cannot pay for...
 - Supporting documentation like receipts & invoices
 - W-9 requirements for reimbursing volunteers
 - Field sheets
 - BCHW credit cards
- What is match and how to document it
- Grant progress reporting

BCHW Grants Team

- BCHW Grant Committee:
 - Darrell Wallace – Chair
 - Deb Wesselius – Member
 - Barb Talbot – Member
 - Mark Vorce – Member
 - Rob DeBoer - Member
- BCHW Grant Contractors
 - Jen Bond – Grant administration
 - Tim VanBeek – Project manager



Three youth riders out enjoying the Bogachiel River Trail, a current RTP project worksite.

Grant Liaisons

No Grant Liaisons, No Grants!

- Grant liaisons – Volunteers that are coordinating grant administration for their chapter.

Grant liaison responsibilities:

- Make sure your chapter is following RTP grant contract including keeping track of the budget (Grant Administrator can help with this)
- Collect all documentation for billing including:
 - Receipts, Invoices, etc.
 - Field Sheets
 - Expense Reimbursements
- Complete reimbursement requests
- Complete quarterly progress reports
- Report match



Three youth riders out enjoying the Bogachiel River Trail, a current RTP project worksite.

Brief Overview of Grant Reimbursements

- Collect all documentation including receipts, invoices, and field sheets.
- Fill in the Excel 2024 Expense Reimbursement Form
- Attach all supporting documentation like receipts (with signatures), invoices, Field Sheets (completed and signed).
- Email EXCEL 2024 Expense Reimbursement Form, with documentation, to BCHW Grant Administrator.
- BCHW Grant Administrator reviews reimbursement request, approves request, and submits it to BCHW Treasurer for payment.
- BCHW Treasurer sends reimbursement check to volunteer, chapter, or vendor listed on the reimbursement form.

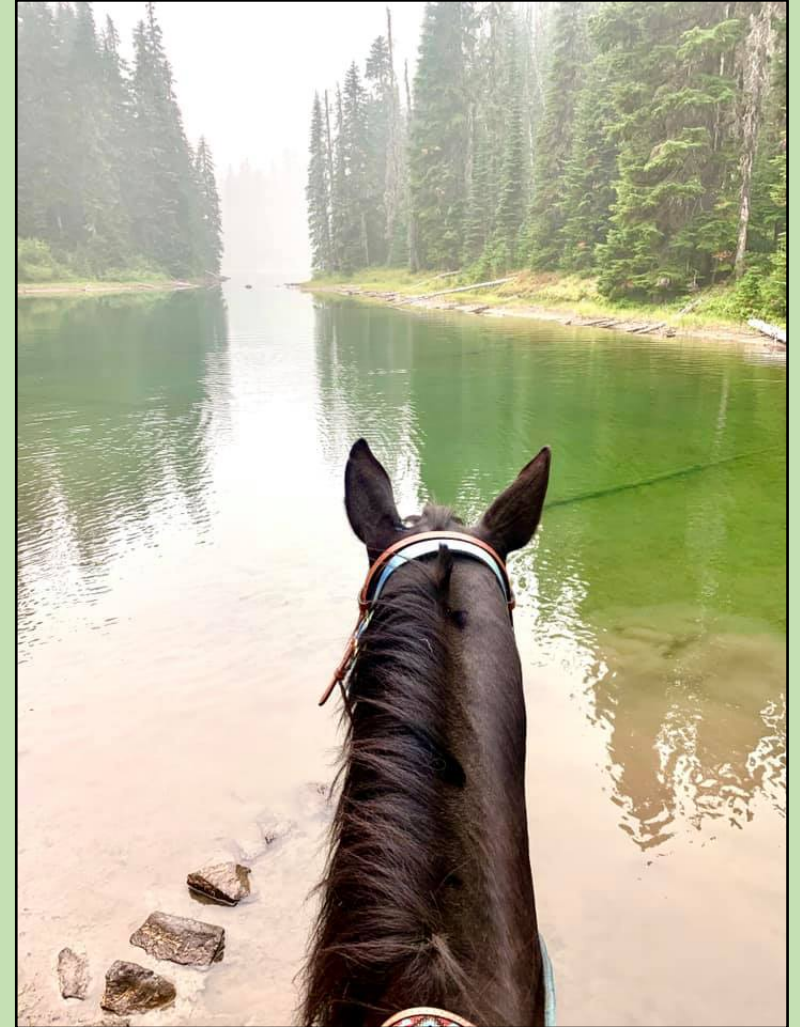


What Grants CAN pay for & what they CANNOT

- Grants CAN reimburse expenses such as materials (lumber, hardware, gravel), tools, POV, equipment rental, stock days, per diem (limits).
- Grants CANNOT pay for volunteer's time working on projects (basic or skilled hourly labor rate), any alcoholic beverages, work not on approved project sites, any project expenses not DIRECTLY relevant to implementing the approved grant project.
- Not sure if they grant can cover the cost... PLEASE ASK GRANT ADMINISTRATOR FIRST!

Three Options for Handling Grant Expenses:

1. Chapter prepares grant reimbursement and documentation and then submits it to BCHW grant administrator for direct reimbursement of volunteers or [direct payment vendors].
2. Chapter uses BCHW issued credit card to pay for grant expense and turns receipt/invoice into BCHW grant administrator.
3. Chapter asks BCHW grant administrator to use their BCHW credit card to cover grant expense.



2024 Grant Reimbursement Form

- Use this form for all reimbursements EXCEPT for BCHW credit cards.
- Ensure you are using the correct 2024 Form (visit BCHW.org/Secure/Grants)
- This is an Excel document and should be filled in electronically.
- Send Excel spreadsheet to BCHW grant administrator (not a pdf).
- Ensure all documentation is attached (Examples - receipts, field sheets, invoices).

		GRANT REIMBURSEMENT FORM	
		Grant Type: _____	
		Grant Number: _____	
		Worksite: _____	
		BCHW Accounting Code: _____ <small>(Grant Admin Will Fill In)</small>	
Name: _____		Date: _____	
Address: _____			
City, St, Zip: _____		Phone: _____	
Date	Vendor	Explanation/Description	Amount
Total			
Please attach all receipts. All receipts need to be signed by the person that picked up the supplies and by the grant liason. Please attach field sheets if reimbursement is for stock, mileage, or per diem. Email EXCEL SPREADSHEET Jen Bond at bchwgranhelp@gmail.com (call if you need help 360-461-9588) (no pdfs please) Revised 1/22/2024			

Grant Type: RTP
Grant Number: #22-1822
Worksite: Miller Peninsula
BCHW Accounting Code:
 (Grant Admin Will Fill In)

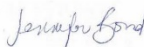
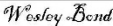
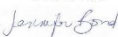
Name:	Jen Bond	Date: 1/31/24
Address:	144 Hidden Highlands Drive	
City, St, Zip:	Port Angeles, WA 98362	Phone: 360-461-9588

Date	Vendor	Explanation/Description	Amount
1/15/2024	Jen Bond	POV - 24 miles @ \$0.67/mile	\$15.72
1/15/2024	76 Gas Station	fuel for chainsaws	\$17.53

Total	\$33.25
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Please attach all receipts. All receipts need to be signed by the person that picked up the supplies and by the grant liaison.
Please attach field sheets if reimbursement is for stock, mileage, or per diem.
Email EXCEL SPREADSHEET Jen Bond at bchwgranthelp@gmail.com (call if you need help 360-461-9588)
(no pdfs please)
Revised 1/22/2024

Revised for 2024

Crew Leader Name	Jen Bond	RELEASE OF LIABILITY STATEMENT: 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 Notes				
Crew Leader Sign										Cleared windfall from 2 miles of trail				
Crew Leader Phone	Jen Bond 360-461-9588													
Landowner/ County	Miller Peninsula S.P.													
Trail # or Name	West Diamond Pt. Trail	Trail Hours		SKILLED Work Description	Travel Time	Travel Miles		Choose: Google Maps OR odometer		Truck-Trailer \$325	Stock		Per Diam* 11 hour minimum	
Date MDY	1st Line: Print First & Last Name 2nd Line: Signature	Basic	Skilled	Sawyer, Packer, Carpenter, Equip Operator, etc.		Donated	Billed	Odom start mileage	Odom end mileage	Donate # Days	# Donated	# Billed	\$ Donated	\$ Billed
01/15/24	Wes Bond 		6.0	Sawyer	1.0									
01/15/24	Jen Bond 		6.0	Sawyer	1.0	24.0	24.0				1			

This field sheet is the required documentation for POV reimbursement. We will also use this to document match...

76 Gas Station Receipt
(Pretend this is a 76 Gas Station
receipt for chainsaw fuel for \$17.53
with signatures)

GRANT REIMBURSEMENT FORM

Receipts & Invoices

- All receipts need two signatures
 - Person picking up/receiving item(s)
 - 2nd signature should be grant/project liaison
- Receipts need to have a date, amount, vendor name.
- Do not include personal items on the receipt (especially liquor).
- Grant Administrator can sign a receipt if needed.
- All receipts need accompanied to the reimbursement form if requesting reimbursement.

ANGELES MILLWORK & LUMBER COMPANY INC.
1601 SOUTH C ST
PORT ANGELES, WA 98363
TOLL FREE 1-888-457-6610
PHONE: (360) 457-8581
VISIT US @ ANGELESMILLWORK.COM
WE APPRECIATE YOUR BUSINESS

PAGE NO 1

Vendor name

INVOICE: A16329

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGO	UNITS	PRICE	PER	EXTENSION
1	30	30	EA	1224SS	REBAR STUB STEEL #4 - 1/2" x 24"		30	2.29	/EA	68.70

Two signatures

** PAYMENT RECEIVED ** 100.00 TAXABLE 68.70
** CHANGE GIVEN ** 25.25 NON-TAXABLE 0.00
SUBTOTAL 68.70

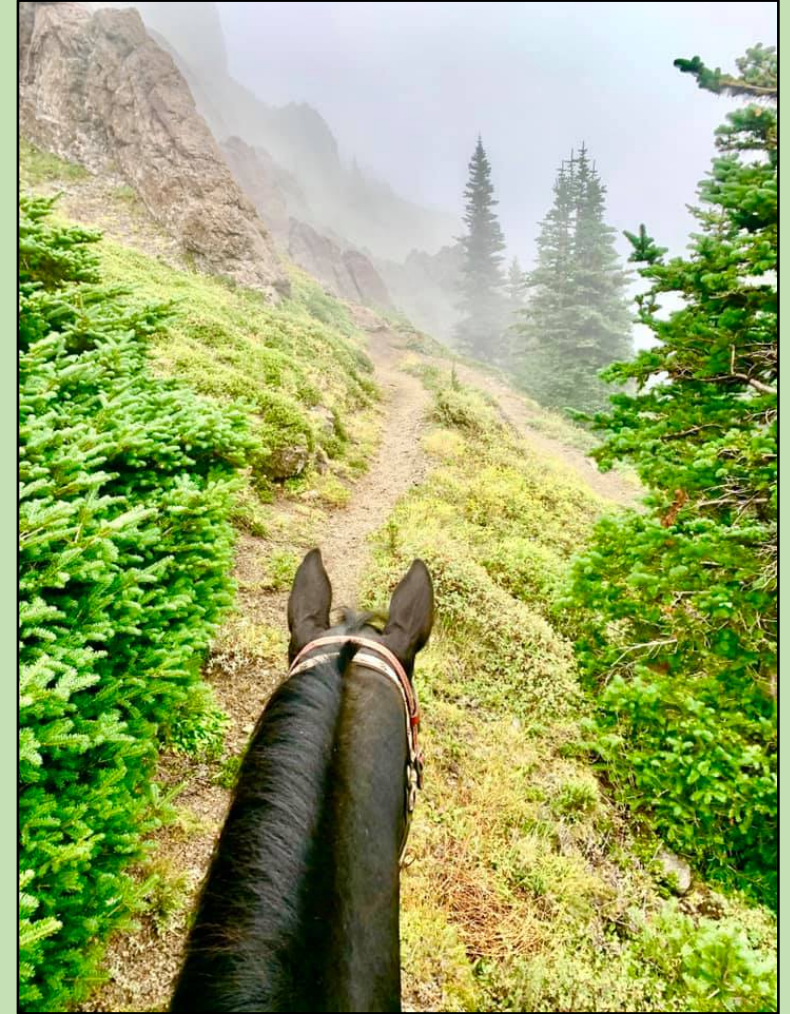
CASH PAYMENT 100.00 TAX AMOUNT 6.08
TOTAL 74.78

TOT WT: 0.00

Received By: Tom May

Documentation – Who Wants What?

- Each grant source has certain documentation requirements (on next slide).
- Each land manager has certain documentation requirements.
- BCHW has certain requirements.
- Tricky to create 1 form (field sheet) that meets all these requirements.
- Bottom Line – Grant Administrator is flexible and will adopt to meet your chapter's needs BUT also must ensure all grant, land manager, and BCHW requirements are being met.



List of Requirements Per Organization

RCO Requirements

- Crew leader signature & phone number
- Volunteer names
- Dates
- Basic labor hours
- Skilled occupation & hours (if any)
- Site
- Mileage & verification
- Report Metrics

Forest Service Requirements:

- Volunteer names, signature & phone #
- Photo waiver
- Site
- Dates
- Site (District or NF)

BCHW Requirements:

- Name
- Dates
- Liability Waiver signature
- Tailgate Safety documentation

Field Sheets

- Ensure you are using the correct 2024 Form (visit BCHW.org/Secure/Grants)
- Field sheet needs to be completed before sending to BCHW grant administrator.
- Field sheets must be included with Reimbursement Form if items on field sheet are being reimbursed (example – reimbursement for per diem, mileage, stock days).

BCHW - Field Sign-in Sheet														Revised for 2024			
Crew Leader Name					RELEASE OF LIABILITY STATEMENT: 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. PHOTO PERMISSION: Signing this sheet grants permission for BCHW to use photographs and/or video taken during this crew for online publication and in other communications related to the mission of BCHW. If you wish to deny this photo permission, please indicate it in writing on this form.						Crew Leader Notes						
Crew Leader Sign																	
Crew Leader Phone																	
Landowner/ County																	
Trail # or Name					Trail Hours	SKILLED Work Description	Travel Time	Travel Miles		Choose: Google Maps OR odometer	Truck-Trailer \$325	Stock		Per Diem * 11 hour minimum			
Date MDY	1st Line: Print First & Last Name 2nd Line: Signature				Basic	Skilled	Sawyer, Packer, Carpenter, Equip Operator, etc.		Donated	Billed	Odom start mileage	Odom end mileage	Donated # Days	# Donated	# Billed	\$ Donated	\$ Billed
TOTALS																	
Trail Work Description							Tailgate Safety Briefing							Trail Miles			
"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.							<input type="checkbox"/> PPE <input type="checkbox"/> Livestock Operation JHA <input type="checkbox"/> Other <input type="checkbox"/> Emergency Evac Plan <input type="checkbox"/> Sawing JHA <input type="checkbox"/> COVID <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Rigging JHA <input type="checkbox"/> Trail Maintenance JHA							Punchon Ft			
							Turnpike Ft										
							<input type="checkbox"/> Maintained <input type="checkbox"/> Relocated <input type="checkbox"/> Replaced in Orig Location <input type="checkbox"/> Restored										
Landowner/ County	ONF HCRD Clallam or Jefferson or Mason DNR Olympic Region Clallam WSP Miller Peninsula Clallam				ONP Clallam or Jefferson NOLT North Olympic Land Trust ODT Clallam Cnty Parks Olym Discovery Trail				*Per diem 2024 County Rates: \$74 Clallam \$74 Jefferson \$59 Mason								

2024 Field Sheet Instructions

BCHW - Field Sign-in Sheet														Revised for 2024			
Crew Leader Name	1.	RELEASE OF LIABILITY STATEMENT: 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. PHOTO PERMISSION: Signing this sheet grants permission for BCHW to use photographs and/or video taken during this crew for online publication and in other communications related to the mission of BCHW. If you wish to deny this photo permission, please indicate it in writing on this form.										Crew Leader Notes					
Crew Leader Sign	2.											21.					
Crew Leader Phone	3.																
Landowner/ County	4.																
Trail # or Name	5.	Trail Hours		SKILLED Work Description		Travel Time	Travel Miles		Choose: Google Maps OR odometer		Truck-Trailer \$325	Stock		Per Diem* 11 hour minimum			
Date MDY	1st Line: Print First & Last Name 2nd Line: Signature	Basic	Skilled	Sawyer, Packer, Carpenter, Equip Operator, etc.		Donated	Billed	Odom start mileage	Odom end mileage	Donate # Days	# Donated	# Billed	\$ Donated	\$ Billed			
6.	7.	8.	9.	10.	11.	12.	13.	14.		15.	16.	17.	18.				
TOTALS	19.																
Trail Work Description				Tailgate Safety Briefing							Trail Miles			22.			
"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.				<input type="checkbox"/> PPE <input type="checkbox"/> Livestock Operation JHA <input type="checkbox"/> Other							20.			Puncheon Ft			
				<input type="checkbox"/> Emergency Evac Plan <input type="checkbox"/> Sawing JHA <input type="checkbox"/> COVID										Tumpike Ft			
				<input type="checkbox"/> First Aid Kit <input type="checkbox"/> Rigging JHA <input type="checkbox"/> Trail Maintenance JHA													
Landowner/ County	ONF HCRD Clallam or Jefferson or Mason			ONP Clallam or Jefferson			*Per diem 2024 County Rates:				<input type="checkbox"/> Maintained <input type="checkbox"/> Relocated <input type="checkbox"/> Replaced in Orig Location <input type="checkbox"/> Restored						
	DNR Olympic Region Clallam			NOLT North Olympic Land Trust			\$74 Clallam \$74 Jefferson										
	WSP Miller Peninsula Clallam			ODT Clallam Cnty Parks Olym Discovery Trail			\$59 Mason										

BCHW – 2024 RTP Grant Field Sign-In Sheet Instructions

1. Print the Crew Leader's name.
2. Crew Leader signature attesting to hours/work reported.
3. Crew Leader phone number.
4. Indicate the Landowner Name: FS District, DNR Region, NP, etc.
5. Indicate the Trail name or number, or trailhead.
6. Fill in the month and day (e.g., 9/19).
7. Have each volunteer print their first and last name on the top line and their phone number on the bottom line.
8. Indicate how many hours of Basic (General) labor were donated that day by that volunteer.
9. Indicate how many hours of skilled labor were donated that day by that volunteer for the job description (the skill done most of the time that day). Round to the nearest half-hour. Preparation and cleanup time should be included (e.g., a **packer** might have spent 2 hours preparing the load, one hour feeding and saddling animals, 5 hours on the trail, another hour unloading, saddling and feeding. This would total 9 hours packing. A **sawyer** who packed his own tools might have spent 1 hour preparing the load, feeding and saddling animals, 5 hours on the trail, another .5 hours unloading, saddling and feeding. This would total 6.5 hours as a sawyer).
10. Indicate the description or job title of the skilled work performed. Enter only one skill per line - the skill done most of the time that day.
11. Indicate Travel Time – Hours will ONLY be counted towards match if the volunteer is not donating or seeking reimbursement for mileage (a passenger, for example).
12. List the Travel miles donated as match.
13. List the Travel miles that will be billed in order to reimburse the driver.
14. Two options for determining the travel miles: Google Maps OR odometer readings. If using Google Maps, simply record mileage. If using an odometer, include the start and end odometer reading.
15. Truck-Trailer \$325/day rate – Indicate the number of days a truck/trailer was used to haul stock to a grant project site.
16. Indicate the number of stock (horses and/or mules) donated by the volunteer that day.
17. Indicate the number of stock (horses and/or mules) to be reimbursed that day.
18. If the volunteer has been away from home at least 11 hours that day, and is willing to donate *some or all* of the per diem allowance for that day (amount varies by county) as match, the crew leader will indicate the amount to be donated (used as match) and the amount to be reimbursed to the volunteer. Example: the volunteer donates \$30 to be used as match, and is reimbursed \$25 toward meal costs.
19. Crew leaders or grant administrators will sum the totals on the bottom line, so please do not use this line.
20. Check off any appropriate safety briefing items.
21. Notes on work, any issues.
22. Record reporting items (miles of trail maintained).

This document is available on the BCHW grants webpage.

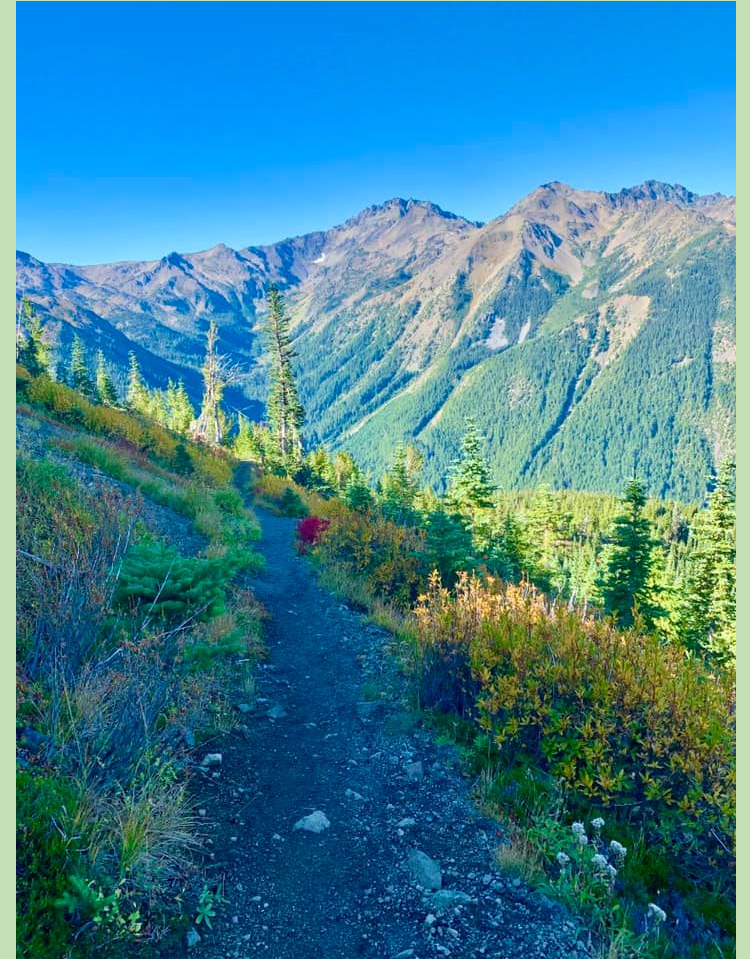
BCHW - Field Sign-in Sheet

Revised for 2024

Crew Leader Name	Darrell Wallace		RELEASE OF LIABILITY STATEMENT: 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. PHOTO PERMISSION: Signing this sheet grants permission for BCHW to use photographs and/or video taken during this crew for online publication and in other communications related to the mission of BCHW. If you wish to deny this photo permission, please indicate it in writing on this form.								Crew Leader Notes							
Crew Leader Sign	[Signature]																	
Crew Leader Phone	360-918-3016																	
Landowner/ County	CNF																	
Trail # or Name	Cathedral Hwy 510A		Trail Hours		SKILLED Work Description	Travel Time	Travel Miles		Choose: Google Maps OR odometer		Truck-Trailer \$325	Stock		Per Diem* 11 hour minimum				
Date MDY	1st Line: Print First & Last Name 2nd Line: Signature		Basic	Skilled	Sawyer, Packer, Carpenter, Equip Operator, etc.		Donated	Billed	Odom start mileage	Odom end mileage	Donate # Days	# Donated	# Billed	\$ Donated	\$ Billed			
6/26/23	Darrell Wallace 360-918-3016			2	Sawyer	3		200	Google		1	2		59				
6/26/23	Ed Ross [Signature]			2	Packer	4		230	Google		1		2	29	30			
6/27/23	Darrell Wallace			9	Sawyer							2		59				
6/27/23	Ed Ross			9	Packer							2		59				
6/28/23	Darrell Wallace			7	Sawyer	3	200		Google		1	2		59				
6/28/23	Ed Ross			7	Packer	4	230		Google		1	2		59				
TOTALS																		
Trail Work Description					<input checked="" type="checkbox"/> PPE <input checked="" type="checkbox"/> Emergency Evac Plan <input checked="" type="checkbox"/> First Aid Kit							<input checked="" type="checkbox"/> Tailgate Safety Briefing <input checked="" type="checkbox"/> Livestock Operation JHA <input checked="" type="checkbox"/> Sawing JHA <input type="checkbox"/> Rigging JHA					Trail Miles 3 Puncture Ft Turnpike Ft	
"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.					<input type="checkbox"/> Other <input type="checkbox"/> COVID <input type="checkbox"/> Trail Maintenance JHA							<input checked="" type="checkbox"/> Maintained <input type="checkbox"/> Relocated						
Additional					*Per diem 2024 County Rates:													

W-9 & 1099 Forms

- W-9 Requirements – Chapters are required to turn in W-9 forms, at the beginning of each calendar year, for each volunteer that may be reimbursed for stock days and/or POV.
- BCHW will provide 1099 Forms to volunteers per IRS requirements.



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.

Grant Match For Dummies

This document is available on the BCHW grants webpage.

Grant Match for Dummies – for BCHW January 2024

- 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. BCHW strives for a 2:1 ratio for most grants.
- 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 earn around **\$37 per hour** 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 **\$0.67 per mile** (as of Jan. 1, 2024) 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 a set daily rate (by county) for per diem. BCHW's policy is to reimburse volunteers a maximum of \$35/day and the remainder is used as match.
7. NEW FOR 2024 – Daily truck/trailer match rate of \$325/day. This can be claimed when you're using your truck/trailer to haul stock to approved project sites. This is not each trip; but each day.

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. Sometimes volunteers opt to donate their mileage for the round trip while others may request 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. Typically a portion of this per diem is donated as match (Donated) and a portion is reimbursed to the volunteer (Billed).
- **Truck/trailer daily rate** - \$325/day

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. You do not want to be reimbursed for any expenses.

- 200 miles X \$0.67/mile = \$134
- 12 as a packer hours X \$30 = \$360
- 4 stock days X \$100 = \$400
- 2 per diem days @ \$55/day = \$110.
- 2 truck/trailer days @ \$325/day = \$650
- **Grand Total of Match = \$1,654** (you just earned your chapter nearly a thousand dollars in match!)

Example #2 - But you aren't a packer? You drive 50 miles to your approved work site, work 6 hours the first day, stay overnight, work 6 hours the next day, then drive home. You ride just one horse, and just work on trail tread.

- 100 miles X \$0.67 = \$67
- 12 hours X \$21 (basic labor) = \$252
- 2 stock days (yes, for your saddle horse) X \$100 = \$200
- 2 per diem days X \$55 = \$110
- 2 truck/trailer days @ \$325/day = \$650
- **Grand Total of Match = \$1,279**

Example #3 - This may not be as common, but what if you use your personal equipment for trailhead maintenance? Yep, that can be counted as match! In this example your chapter has 10 yards of gravel dumped on that bumpy, potholed parking lot. You bring your backhoe/shovel tractor over and spread the gravel for two, 8-hour days.

- Contact a local rental company and get the equipment rental rate for your tractor, which is rents \$500/day (which includes the equipment and the truck/trailer for hauling it).
- Provide your grant administrator with the rental rate from the rental company and write & sign a "donation letter" listing the \$500 per day used (Local rates will be valued to the penny). \$1000 match was earned for the "rental" of the tractor to spread the gravel.
- Your time driving the equipment is a "skilled" labor rate for an "equipment operator" and in your county that current hourly rate is \$28 x 16 hours = \$448
- **Grand Total of Match = \$1,448**

Example of Donation Documentation

November 6, 2018

Reference:

RTP Grant 16-2714, site number 7

Ponderosa Chapter BCHW

This project includes reconstruction of a corral to accommodate horses at the Lakeview Recreation Area trailhead on BLM land.

On Friday, October 5, 2018 I donated a flatbed trailer to haul a portion of 10 tons of materials from the retailer to a storage site.

The retail value of renting a similar trailer for a day is \$115 based on current rental rates in Spokane.

Doug Bailey
BCH member

A handwritten signature in blue ink, appearing to read "Doug Bailey", is written over a light blue horizontal line.

Progress Reports – Required to Get Grant \$

We are required, per our contract, to provide regular progress reports on work accomplished utilizing RTP funding for each worksite in your project.

For each worksite, you need to report:

- Brief description of major accomplishments during that reporting period (like a few sentences).
- Include a brief explanation on any significant challenges/delays that you're dealing with.
- Brief description (again, a few sentences for each worksite) about work planned for the next reporting period.
- If no work was completed during the reporting period then simply note something like "No Work."
- Metrics (next slide)



RTP Progress Reports – What to Include

The following metrics are required, by RCO, for each worksite in each progress report:

- Miles of general trail maintenance
- Miles of trail re-route
- Miles restored or rehabilitated
- Feet of puncheon, boardwalk, bridges*
- Feet of turnpike*

* These two items have not been required on recent reports but have typically been required on past reports; probably a good idea to keep track of them in case they change their minds.



Project Photos

- Photos are important (progress reports, grant applications).
- Don't need a picture from every work party but we encourage you to take photos to document work.
- Some chapters post pictures on Facebook, which is really helpful for me (I search FB for pics).
- Please include a brief description of where the project is located (trail name, landowner) and names of volunteers that are in the pictures (include with your FB post if posting project pictures)
- PLEASE BE SURE THAT ALL SAFETY PRACTICES ARE BEING UTILIZED IN PHOTOS THAT ARE POSTED ON SOCIAL MEDIA OR SENT TO US.



Upcoming Grant - Recreation Trails Program (RTP)

- 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.**

Upcoming Grant - 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.

Grant Help Form

- 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.

Help & Resources

- **Jen Bond**, BCHW Grant Administrator

bchwgranthelp@gmail.com

Phone: 360-461-9588

- **Tim Van Beek**, BCHW Project Manager

bchwtim@gmail.com

Phone: 360-472-5449

- **Darrell Wallace**, BCHW Grants Committee Chair

dlwallace700@gmail.com

Phone: 360-918-3016

- **BCHW Website** – www.bchw.org

QUESTIONS?