

Sawtooth National Recreation Area License Plate Grant Program Grant Application/Criteria Form

Fees collected from the sale of Idaho's special Sawtooth National Recreation Area motor vehicle license plate are available to fund recreation-related projects in the 756,000-acre Sawtooth National Recreation Area (SNRA). The program is administered by the Sawtooth Society under a contract with the Idaho Department of Parks and Recreation.

Grant Application and Review Procedure

Current year application/procedure forms may be obtained by contacting the Society at gary@sawtoothsociety.org. **To enable processing and consideration, submit typed applications *only by e-mail and only to the above address*.** To be reviewed for a particular quarter, applications must be received at the Society via email by 5:00 p.m. on the final day of that quarter whether a business day, weekend or holiday. Applications received thereafter will be reviewed the next quarter.

The Society will review grant applications once a quarter ending March 31, June 30, September 30 and December 31 and notify applicants of its decisions within 45 days thereafter. Checks will normally be mailed to recipients (with corresponding email notice to applicant contact) soon thereafter.

Eligible Projects

Within the boundaries of the SNRA, planning, design, development, construction, repair and maintenance of:

- Motorized and non-motorized trails
- Camping facilities
- Bridges located on a motorized or non-motorized trail
- Restrooms used primarily by recreationists
- Parking areas used primarily to access outdoor recreation facilities
- Boat launch facilities
- Boat docks, interpretive centers, facilities and services for recreationists, including informational and directional signs

- Recreationist available emergency medical facilities and services
- Unpaved roads leading to recreation areas

Grant Award Criteria

In assessing grant applications, the Society will generally favor eligible projects that have the following characteristics:

- Provide a public benefit
- Serve large numbers of recreationists
- Have multiple sources of funding or potential funding
- Projected completion within 12 months of grant award (longer periods may be considered, and extensions for anticipated 12 month projects may be approved upon prior written request)
- Have a high probability of being completed as proposed
- Maintain or repair existing facilities and services, rather than construct new ones
- Grant requests of \$5,000 or less.

Incomplete Applications.

Applications must be completed in their entirety to be considered. Applications for projects with apparent merit which are submitted with inadequate, incomplete, or unclear information *may* be returned to applicants with a request to resubmit. A resubmitted application received prior to end of quarter will be considered within that quarter. If returned for resubmission after end of quarter, a resubmitted application will be considered for the prior quarter only if returned within 5 days (including weekends and holidays) of the request.

Reporting Procedures

Upon receiving a check for the grant, grantees shall promptly acknowledge receipt thereof to the Society via email to sawtoothsociety@sawtoothsociety.org.

Six months, or at midway (whichever is sooner) following award of grant, grantees shall submit an e-mail status report to the Society. The report shall describe briefly what has been accomplished, how much grant money has been spent and advise of the estimated completion date.

Upon completion of the project, grantees shall e-mail a status report to the Society. The report shall describe what was accomplished, how much grant money was spent (including copies of paid invoices) and indicate what, if any, financial assistance was

received from other funding sources. Absent Society written approval otherwise, unused grant monies shall be returned at this time.

Failure to comply with any of these reporting procedures may result in future grant disqualification. It is grantee's responsibility to maintain records of all applications, as well as reporting compliance for awarded projects. Commencing January 1, 2009, Applicants must indicate whether and when reporting compliance was satisfied for post 2007 grants.

Application

Date of Application:

Applicant Name:

Applicant's Role or Mission within the SNRA:

Applicant Email, Mailing Address, and Phone:

Applicant Website if available:

Name and Title of Applicant Contact:

Applicant Contact Email Address and Phone: (Communication, except transmittal of funds, will normally be made only through this contact.)

Project Description, including a time frame for completion: (Detail is encouraged. Vague, incomplete, and/or confusing project descriptions will not be favored.)

Funding Amount Requested: \$

Public Benefit, specifically describing the recreational aspect thereof:

Estimated Number of Recreationists to be Served:

Committed Sources of Additional Funding, indicating whether from Applicant or an identified third party, the amounts thereof, and whether "in kind":

Requested or Potential Sources of Additional Funding, indicating whether from Applicant or an identified third party, the amounts thereof, and whether "in kind":

Actual or Potential Project Partners or Joint Benefactors, and a description of their relationship to project: (Provide info, for example, if another entity

or person owns or has rights in a facility or structure which applicant seeks to improve?)

Please complete Society provided spread sheet listing the 3 prior year Society grant applications, if any. As regards awarded projects, indicate when such were granted, whether and when the projects were completed, and whether all reporting procedures were satisfied. Beginning with 2009 applications, also indicate when the reporting procedures were satisfied for post 2007 grants.