

# PSSA TRAIL GRANT APPLICATION



Made Possible by Funding from the PA Department of Conservation & Natural Resources



Pennsylvania State Snowmobile Association, Inc.

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## Application

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# PSSA TRAIL GRANT Mini-Grant Program

In 2006, PSSA presented a proposal to the Pennsylvania Department of Conservation & Natural Resources (DCNR) reflecting its vision of a viable snowmobile trail system for Pennsylvania. That vision focused on connecting trails, facilities, and communities to create a recreational corridor linking public and private trail segments, with quality maintenance, mapping, grooming, and signage throughout the State.

The ability to fund small statewide trail maintenance/improvement projects in a timely manner was viewed as a critical component of the Association's planning to make that vision a reality.

This Mini-Grant Program is the first step toward meeting that need.

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## Eligibility for Funding

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All legally-constituted snowmobile clubs are eligible to apply for trail funding, as long as the trail under consideration is open for use by the general public.

Cooperative agreements are encouraged, and clubs that do not have trails in their home community may also apply, if they are committing labor hours and/or funds and working in tandem with another club having trail to improve or maintain.

In reviewing applications for support of grooming operations (reimbursement of fuel/oil), priority will be given to those clubs that do not receive support from other sources; and Clubs already receiving reimbursement for grooming from DCNR may not apply for grooming assistance through this Program.

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## Eligible Activities

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In its first round of grants, PSSA focused on providing grants to aid with the expense of grooming operations. For its Spring rounds, the purpose has been broadened to include trail construction, maintenance, grooming and groomer maintenance as follows:

- Maintenance and renovation of existing trails/bridges.
- Development/rehab of trailside and trailhead facilities and linkages
- Purchase/lease of trail construction supplies and equipment.
- Purchase of trail maintenance supplies and equipment.

- Reimbursement of receipted expenses for grooming in the absence of other sources of support.
- Reimbursement of receipted expenses for groomer maintenance.

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## Timelines

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Applications will be accepted in two (2) cycles: April 30<sup>th</sup> and September 30<sup>th</sup> each year, as funding permits.

Advance notice will be provided by letter to each Club, and in the Keystone Snowmobiler, to include level of funding available.

Projects to be funded must generally be completed within one (1) year. In the absence of sufficient snow, funds awarded and not fully expended for grooming may be held over for the next season.

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## Application Procedure

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PSSA recognizes that not all Clubs having worthwhile Projects and a genuine need for funding will have members available to handle the writing tasks associated with the application process. And since it is PSSA and DCNR's intention to 'level the playing field' by making the process more manageable for ALL Clubs - PSSA is offering the following options:

- 1) A Club may fully prepare and submit its grant application paperwork to PSSA by the April or September deadline.
- 2) A Club may request assistance from its PSSA Regional Director or from PSSA to clarify directions or aid in preparing required materials.
- 3) A Club may complete most of its application by phone - calling PSSA at (717) 867-5588 or toll free at 1-(888) 411-PSSA at least 30 days in advance of the application deadline.

This telephone interview will be transcribed onto application forms and returned to the Club for review, signature, and addition of supporting documents.

- ✓ Questions or problems, at any time, may be forwarded to PSSA at the phone number above, or by e-mail to [pasnow@verizon.net](mailto:pasnow@verizon.net).
- ✓ PSSA, upon receipt of the application, will call the club contact person to secure any detail or clarification that may be needed to fully evaluate the project.
- ✓ Applications received after the published deadlines will not be considered and will be returned to the Club making the submission.

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## Review & Selection Process

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All applications received will be carefully screened and rated by a Review Committee upon the same factors (below).

Applicant Need: In this section, consideration will be given to the Club's demonstrated commitment to trail development and maintenance, as evidenced by prior experience, a responsible budget, and a demonstrated effort to explore opportunities for other funding.

Project Description: This section is quite straightforward and looks at specifically what the Project plans to achieve with funds provided.

Site Qualification: This section considers the significance of the trail itself -- the length of trail involved, any special features or obstacles, and its importance to the local or regional trail system.

Information is also required in this section on ownership of the land upon which grant funds will be expended, and written authorization from the owner will be required. A sample letter has been attached for your use if you do not already have an agreement in place. If you DO have an agreement with your landowner(s), please forward a copy.

Applicant Qualification & Experience: This portion of the process looks at how well prepared and equipped the applicant Club may be to perform the work proposed. Has the Club been functioning successfully for a period of years? Has it performed comparable trail work? Is there a ready and willing workforce to tackle the activity proposed? Have members attended PSSA grooming school?

Budget: This final area takes a look at whether or not the Club has realistically identified its costs and if it has found other funds or contributions of labor to clearly meet its obligation for a 20% match.

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## Certification & Signature

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As part of its certification process, PSSA will be seeking some basic information from your Club concerning the means by which you maintain your financial records.

Applications will require approval by the Club's Board of Directors and signature by the President and another Officer. For cooperative projects, sign-off will be required from both Boards of Directors.

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## Awards & Announcements

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PSSA has established a statewide Committee to review all applications and make recommendations for funding. Final recommendations must be approved by both the Board of Directors and DCNR.

Announcement of awards will be made online at [www.pasnow.org](http://www.pasnow.org) and be published in the Keystone Snowmobiler.

Applicants whose submissions are not successful will be provided full information on weaknesses or problems identified so that they may re-submit for the next round.

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## Project Budget

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Please remember that this will be an 80% grant, so your Club will have to provide a 20% match as cash or in-kind labor.

It is important to remember that grant funds cannot be provided without proof of work and spending.

In this regard signed time sheets, to document hours/dates of work will be required for your 20% match (forms will be provided); and copies of bills and receipts must be submitted for all expenses.

# PSSA Trail Grant Mini-Grant CHECKLIST & CERTIFICATION

- Discussed Project with PSSA Regional Director?
- Project Approved by the Club Board of Directors
- Application Form: Completed & Signed
- Map of Trail/Project Included
- Landowner's Approval Included (if needed)
- Before Photos of Project Area \*
- Budget
- Additional Information Added:

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This is to certify that our Organization has presented all information and facts to the best of its knowledge; has read and will abide by the Terms and Conditions of the Mini-Grant Program; and will maintain and provide to PSSA all related records and receipts to verify completion of work prescribed.

President's Signature	Date
Vice President or Secretary's Signature	Date
President's Signature	Date
Vice President or Secretary's Signature	Date

2<sup>nd</sup> Club Signatures for joint ventures/cooperative Projects

\* Photos are requested for construction projects, and invited if the applicant feels they will be useful to illustrate a problem to be addressed, or if the work to be undertaken warrants a 'before' and 'after' photo record.

# Application For PSSA Trail Grant

PSSA, P.O. Box 81, ANNVILLE, PA 17003

## I. ABOUT YOUR CLUB

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Club Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

IRS 501(c)(3) Corporation? ( ) Yes ( ) No Total Active Members: \_\_\_\_\_

## II. ABOUT YOUR REQUEST

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A. Cycle: ( ) Spring ( ) Fall

B. Type of Application (Check all that Apply):

- Reimbursement of expenses for Grooming / Groomer Maintenance
- Trail Maintenance/Renovation/Construction
- Purchase/Lease of Trail Maintenance/Renovation/Construction Supplies and Equipment.

Note: bridges are not included at this time, and projects involving movement of earth will require work with DCNR on environmental clearances & approvals.

C. Project (Trail) Location: (Attach Map or Map section, as appropriate)  
County where work is planned? \_\_\_\_\_

D. Land Owned By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach permission from land owners (see sample)

E. Strategic importance of the trail to be groomed/maintained/renovated: Please describe what purpose the trail serves in terms of reaching destinations, connecting to trails or facilities, etc.

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### III. ABOUT YOUR PROJECT:

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#### 4 FOR GROOMING/GROOMER MAINTENANCE REQUESTS .....Please answer Questions A-F

A. How many miles of trail do you plan to groom under this project? \_\_\_\_\_

B. How many miles of trail in A (above) are on private land? \_\_\_\_\_

C. What is your schedule/frequency for grooming? \_\_\_\_\_ times per week, or Other: (Please describe) \_\_\_\_\_

D. When will work begin \_\_\_\_\_ and end \_\_\_\_\_

E. What type of equipment will you be using to groom? \_\_\_\_\_

F. . Have representatives of your Club attended Groomer Training? Yes ( ) No ( )

#### 4 FOR TRAIL MAINTENANCE/RENOVATION/CONSTRUCTION REQUESTS ...Questions G-I

G. How many miles of trail does this project involve ? \_\_\_\_\_

H. Please described the work for which you're requesting this grant. Be as specific as possible so that the committee understands what you're trying to accomplish:

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I. When will work begin \_\_\_\_\_ and end \_\_\_\_\_

## IV. ABOUT YOUR BUDGET

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Please complete the following:

Project Type	Last Year's Budget	Actual Spending	Current Yr Budget
Trail Grooming/Groomer Maintenance	\$	\$	\$
Trail Maintenance/Renovation/Construction	\$	\$	\$

J. Did you receive any reimbursement for grooming? If yes, the source: \_\_\_\_\_

K. Have you made any effort to find other sources of funding for this project? If yes, please list the steps you've taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

L. Dollar amount requested for this grant round . . . . . \$ \_\_\_\_\_

This request is for: (Check all that apply)

- ( ) Grooming ( ) Groomer Maintenance
- ( ) Trail Maintenance/Renovation ( ) Trail Construction
- ( ) Purchase/Lease of Supplies &/or Equipment (Please identify in your budget)
- ( ) Other:

\_\_\_\_\_

\_\_\_\_\_

Please remember that this will be an 80% grant, so your Club will have to provide 20% in cash, or as an in-kind match. Therefore, if your request is for \$1,000. --- PSSA will provide \$800 and you will need to show where the \$200 (20% share) is coming from.

Please indicate if you'll be providing your 20% match in the form of:

- ( ) Cash ( ) Paid (employed) Labor ( ) Volunteer Labor

Note: Time sheets must be maintained to document paid or volunteer hours (see attached)

# Sample

Pennsylvania State Snowmobile Association  
350-C West Main Street  
Annville, PA 17003  
(717) 867-5588, or Toll Free: (888) 411-PSSA  
E-Mail: pasnow@verizon.net

Dear PSSA:

This is to confirm that \_\_\_\_\_ (Snowmobile Club) has shared the content of their grant application with me, as owner of property at \_\_\_\_\_  
\_\_\_\_\_ on which part of the trail (described in the grant request) is located.

I understand the work the Club plans to perform and am writing to support the Club's application for funding.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Other Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Club: \_\_\_\_\_

Date: \_\_\_\_\_

### PSSA TRAIL GRANT PROGRAM

Name	Volunteer Work Performed	Hours	Signature

This is to certify that to the best of my knowledge, the information above is true and accurate.

**Authorizing Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_