

PENNSYLVANIA STATE SNOWMOBILE ASSOCIATION (PSSA) TRAIL GRANT APPLICATION



“2023 Snowmobile Mini-Grant Program” – Round I (DCNR Rd 28.5) For Grooming, Trail Maintenance and Construction, and Trailheads

**PLEASE NOTE: A match is not required but is encouraged.
Please submit volunteer hours spent on this project.**



Trail near Presque Isle Snowmobile Club

This project was financed in part by a grant from the Community Conservation Partnerships Program, using the Snowmobile Management Restricted Account funding through the administration of the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation and through the efforts of the Pennsylvania State Snowmobile Association.

Administered by:
Pennsylvania State Snowmobile Association
E-Mail: pssagrants@gmail.com

PSSA MINI-GRANT APPLICATION

Table of Contents

Guidelines

Introduction and Grant Scope of Work	3
Eligibility for Funding.....	3
Eligible Activities	4
Timelines and Requirements	4
Application Procedures	4
Review & Selection Process	5
Certification & Signature	5
Awards & Announcements	6
Project Budget	6

Application

Checklist & Certification	7
I. About Your Club	8
II. PSSA Support	8
III. About Your Project	9-10
IV. About Your Club Budget	10
V. About Your Project Budget	11

Appendices

* Sample Landowner Permission Letter	12
---	-----------

Introduction – PSSA’s 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.

That Mini-Grant Program was the first step toward meeting that need. To date PSSA has been awarded over \$600,000 from PA’s Recreational Trails Fund from the federal government or PA’s Snowmobile/ATV Fund to assist clubs with grooming and trail maintenance expenses.

The scope of work for the “2023 Snowmobile Mini-Grant Program” grant is:

**Coordinate and Fund the 2023 Snowmobile mini-grant program.
Work to include an electronic written report.**

**MAXIMUM GRANT awarded this round will be up to \$3,800.00
DEADLINE FOR APPLICATIONS – July 31, 2023**

Eligibility for Funding

All legally constituted snowmobile clubs in Pennsylvania are eligible to apply for mini-grant funding, as long as the trail being groomed, maintained or under construction is open for use by the general public throughout the PA snowmobiling season. All landowner permissions for the project area MUST accompany the current mini-grant application. This includes private, state and federal lands.

All clubs must be in good standing in regard to having followed proper procedures, filing required reports, etc. for previously awarded mini-grants before making application for this cycle.

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 who has trails in their area to improve or maintain.

In reviewing applications for support of grooming operations (reimbursement of fuel/oil and maintenance expenses), priority will be given to those clubs that do not receive support from other sources. **If a trail is on DCNR property, the club should apply to DCNR for reimbursement of fuel/trail maintenance costs. Apply to PSSA for costs above this reimbursement.**

All applications must be complete! Incomplete applications will not be considered for funding.

Eligible Activities

For this Round 1, all grant projects will be for expenses associated with groomer and trail and trailhead maintenance and construction as follows (including fuel):

- Maintenance and renovation of existing trails
- Development/rehabilitation of trailside and trailhead facilities and linkages
- Purchase/lease/rental of trail construction supplies and equipment
- Purchase of trail maintenance supplies, (including signs and fuel) parts and heavy equipment, excluding hand-held tools, chainsaws, etc.
- Fuel for grooming and groomer maintenance expenses and parts.
- Grooming equipment (Exception: Application for groomers should be made through DCNR)

Timelines and Requirements

PSSA Round 1 of DCNR Round 25.1 Mini-Grant Cycle: Starting Date will be the date of DCNR approval

- Landowner permissions are REQUIRED from ALL landowners. You **MUST** submit written permission from landowners for the land (private, state, or federal) on which the project will take place.
- If the club partners with DCNR, ANF, Game Commission or similar entities, the club should apply to that entity for reimbursement of fuel/trail maintenance costs. Apply to PSSA for costs above this reimbursement.
- Spending cannot occur until you have received notification of approval for the project.
- You must expend all of the cash in the PSSA mini-grant award.
- Funds not used within the dates of the round must be returned to PSSA within 30 days of the end of the round.
- Receipts must be dated within the mini-grant cycle to be eligible for reimbursement. We will also need a copy of the cancelled check or a copy of your bank statement showing the invoice has been paid.
- Volunteer time must also be within these dates to be eligible for application to this project.

Funded projects must be completed by July 31, 2024.

Application Procedures

1. Discuss project with Club Board and PSSA Regional Director and obtain required signatures.
2. Complete Mini-Grant Application with description of work or purchases to be completed and a detailed budget of estimated costs for the project.
3. For items valued at \$200 or greater, three quotes must accompany this application.
4. Provide map and/or photos of area where work is to be performed.
5. Forward all complete application documents, by **July 31, 2023**, to PSSA Grants Admin
 - ❖ Questions or problems regarding grants may be forwarded to Lori Elliott, Grants Administrator, at 717-319-8745 (leave message) or by e-mail to pssagrants@gmail.com.
 - ❖ Upon receipt of the application, the Grants Administrator will call the club contact person to secure any details or clarification that may be needed to fully evaluate the project.
 - ❖ Incomplete applications or applications received after the published deadlines will not be considered and will be returned to the Club making the submission.

Review & Selection Process

All applications received by the deadline date will be carefully screened and rated by a Review Committee upon the same factors as listed 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.

Written permission to work on the land: Information is also required in this section on ownership of the land upon which grant funds will be expended. Written authorization from the owner, whether private, state or federal, will be required. Previous grant recipients need to submit authorizations of new agreements. A sample letter has been attached for your use.

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 area takes a look at whether or not the Club has realistically identified its costs and if it has found other funds and contributions of labor.

Certification & Signature

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 Boards of Directors from all clubs involved.

Upon being awarded a mini-grant, a signed contract between PSSA and the club's authorized representative will be required. Documentation requirements and closing requirements will be part of the contract. **Only costs expended within the dates of the contract will be eligible for reimbursement.**

Awards & Announcements

PSSA has established a statewide committee to review all applications and make recommendations for funding. Final recommendations must be approved by both the PSSA Board of Directors and DCNR. **No changes will be made after notification of award. All awards are final.**

A contract will be issued and must be returned immediately upon receipt. Within two weeks of the ending date of the round, a written narrative summary of how the funds were used and what was accomplished, and other documents listed below will be required in order to receive the remaining 10% of the mini-grant award. Please provide as many details as possible, such as "purchased 250 gallons of diesel fuel for groomer, groomed 100 miles of trail", etc.

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

Project Budget

Every club needs to provide a detailed, itemized estimate of expenses to be incurred for the project for which you are applying for mini-grant funds.

Please remember that the first installment of the award will be 90% of the total award. Your Club will need to expend the full amount of the award and submit satisfactory final documents and narrative summary in order to receive the remaining **10% of the award.**

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

If your club has been awarded a mini-grant, signed time sheets to document hours/dates of work will be required and copies of bills and receipts marked "Paid" with a balance of zero and with a check number or credit/debit card notation must be submitted for all expenses. If the balance is not zero, copies of cancelled checks or bank statements showing payment must be submitted. Forms for these purposes are provided with your mini-grant award contract. Copy as needed. (These forms are also available as Word or Excel spreadsheets for entering and totaling data electronically.) If your project includes fuel, keep a log of fuel usage.

PLEASE NOTE: For purchases of equipment and replacement parts valued at more than \$200, you must submit with this application three quotes for equipment and state your choice. You must have approval before purchase.

PSSA needs documentation of hours of labor and expenses for documentation of work on the total project and for future uses such as grant applications, marketing and PR, etc.

PSSA 2023 MINI-GRANT APPLICATION

Round 1/28.5

Return pages 7-12 and all landowner permissions, by July 31, 2023 to:
Lori Elliott, 203 Cockleys Drive, Mechanicsburg, PA, 17055 or
Email: pssagrants@gmail.com

Club Name: _____

CHECKLIST & CERTIFICATION

(DO NOT LEAVE BLANK)

- Project Discussed with PSSA Regional Director _____
Name Date
- Project Approved by the Club Board of Directors and signatures obtained below
- Full Application Form (pages 7-12): Completed & Signed
- Map of Trail/Project Included
- Each Landowner's Permission Included (sample on page 13)
- For ANF or state land, current agreement or letter of approval for project
- "Before" Photos of Project Area **
- Project Description of work to be performed (Scope of Work)
- Project Budget
- Three Equipment Estimates or Quotes if value is over \$200 (Can be printouts, internet searches, phones quotes, and written estimates)
- Additional Information Added: _____

TOTAL AMOUNT REQUESTED: _____ (up to \$3,800.00 for this round)

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.

Additional Club Signatures
for joint ventures
/cooperative projects

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

** 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.

III. ABOUT YOUR MINI-GRANT PROJECT

Round Dates: Starting Date will be the date of DCNR approval and all funded projects must be complete by July 31, 2024
Maximum mini-grant amount this round = \$3,800.00

A. Scope of Work

Please describe the project work for which you're requesting this grant and what you expect to accomplish. Be as specific as possible so that the committee understands the project and its deliverables.

Note: Bridge projects are not eligible for PSSA mini-grants. Contact DCNR regarding projects involving movement of earth and bridges. These projects require environmental clearances and approvals.

B. Project (Trail) Location: (Attach Map or Map section, as appropriate)

County where work is planned? _____

How many miles of trail does this project involve? _____

Total miles of club's trails _____ Yearly average miles of trails groomed (when applicable) _____

C. Land Owned By: Please list the names of private, state, & federal landowners involved with this project. **Do not list N/A or leave blank.** Letter of approval/agreement for this project must be submitted by ALL landowners.

D. For applications involving trail projects, please state below the strategic importance of the trail to be groomed, maintained, or renovated:

Please describe what purpose the trail serves in terms of reaching destinations, connecting to trails or facilities, etc.

E. For applications involving purchase or lease of equipment or supplies for trail maintenance/renovation/construction, please provide the information below:

What equipment is needed and for what purpose?

Will you purchase or lease the equipment? _____

When applicable, submit with this application at least three estimates/quotes for the equipment or supplies that cost more than \$200. **Please state below which estimate you prefer.** If the estimate chosen is not the least expensive, explain below why your choice is the best choice. **You must provide these quotes and obtain approval from the PSSA Office before you purchase or lease equipment.**

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

IV. ABOUT YOUR CLUB'S BUDGET

NOTE: Please complete the following:

CLUB BUDGET INFORMATION

Item	Last Year's Club Budget	Actual Club Spending	Current Year's Club Budget
Trail Grooming/Groomer Maintenance	\$	\$	\$
Trail Maintenance/Renovation/Construction	\$	\$	\$
Purchase/Lease of Trail Maintenance/Renovation/Construction Supplies and Equipment	\$	\$	\$

V. ABOUT YOUR MINI-GRANT PROJECT BUDGET

Maximum cash amount for this round is \$3,800.00.

Please indicate if you'll be providing additional cash or labor for this project in the form of:

() Cash for Expenses Paid () Paid (employed) Labor () Volunteer Labor

DETAILED PROJECT BUDGET (Use separate sheet if necessary)

Project Item:	Estimated Cost
Example: <i>Drainage Pipe</i>	\$1,000
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Cost of items (Equals sum of Estimated Costs) Example: \$1,000 (A) _____ **(A)***

***PLEASE NOTE that a match is not required but is encouraged. Please submit volunteer hours spent on this project.**

Estimated Number of Volunteer Hours times \$29.78 per hour _____ **(B)**

Additional estimated expenses for this project above \$3800 _____ **(C)**

Total Project Budget Dollar Amount Requested: _____ (Sum listed on A)
Record this amount on page 7 for "Total Amount Requested" (Example: \$1,000)

Total Project Cost (sums of amounts in A, B, and C) _____ (Example Total: \$5,112)

Return to complete applications by **July 31, 2023**, along with all documentation, to:

PSSA Grants
Lori Elliott
203 Cockleys Drive
Mechanicsburg, PA 17055
E-Mail: pssagrants@gmail.com

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:
