

## SEE Grant Application

### Section I. Grant Application

**Please be sure to fill out the budget section before submitting the pre-application.** For help with filling out the budget section, see the budget portion of the eCivis help doc by [Clicking Here](#)

•Current Volunteer Rate: \$28.54

•Current Mileage Reimbursement Rate \$0.445/mile

**Are you applying for a grant from the Recreational Trails Program (RTP) or the Heritage Fund (HF)?**

#### Profile

**Organization Name**

**Project Title**

**Project Sponsor Address**

**City**

**Zip**

**Company/Agency/Organization Website**

**Project Coordinator Name:**

**Job Title:**

**Email**

**Phone**

**Secondary Project Coordinator Name:**

**Job Title:**

**Email**

**Phone**

## Project Information

Click on this link to verify your Congressional and Arizona Legislative Districts

**Provide nearest town / city to project location:**

**Program/Project Congressional District (check all that apply)**

**Program/Project Legislative District (check all that apply)**

**County (Select all that apply):**

**Project Request Amount:**

\$

**Summarize the project proposal including scope and nature of what will be accomplished with the funds that you will receive:**

**Upload Project Timeline**

# Profile:

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## Applicant Information

Tell us about you.

### Linked Applicant

**First name**

**Last name**

**Email**

**Title**

**Company**

**Company Website**

**City**

**State**

## Organization Information

Tell us about your organization.

**Organization Name**

**Employer Identification Number (EIN)**

**DUNS**

**Authorized Representative**

**Business/Finance Representative**

## Organization Address

**Address**

**Address 2**

**City**

**State**

**County**

**Congressional District/Region**

**Zip**

**Phone**

**Phone Extension**

**Fax**

Authorized Representative (if different from above)

**Name**

**Title**

**Email**

**Phone**

Business/Finance Contact (if required)

**Name**

**Title**

**Email**

**Phone**

**Linked Form to Applications**

## **Cultural Clearance**

### **Instructions**

**Check here if this is an education only project and no disturbance will occur (Note: installing signs & trash-removal are considered disturbance)**

Education Only (No Disturbance)

**Linked Form to Applications**

**Instructions**

*This form is specific to Non-Profit Organizations and Clubs. All other agencies only need to answer the yes/no question at the beginning, then they may mark this form as complete.*

**Nonprofit Certification Statement**

**Is your agency a non-profit or club?**

**NONPROFIT CERTIFICATION STATEMENT / AUTHORITY TO APPLY**

I, being duly sworn, depose, state and certify as follows:

1. I am the project sponsor of a non profit corporation duly organized under the laws of the State of . (“Corporation”);
2. The Corporation is a valid, existing nonprofit corporation in good standing under the laws of the State of Arizona;
3. The Corporation has the full authority to enter into the foregoing the Arizona State Parks Grant Application (the “Application”);
4. The Corporation has undertaken all actions necessary to enter into the Application and any and all contracts or obligations related thereto;
5. The Corporation is currently a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code;
6. The Corporation intends to maintain its status as a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code and shall take all actions necessary to maintain that status;
7. All materials, exhibits, attachments, forms, statements, certifications, question responses, answers and all other documents provided by the Corporation in the Application are true and correct;
8. The Corporation, if awarded a Grant, intends to comply with all terms and conditions of the Application and the contracts and obligations related thereto; and
9. I am executing this Certification under oath and voluntarily submitting the materials, documents, question responses and any and all other information with the knowledge that false or incomplete materials, documents, question responses or other information could result in criminal prosecution, denial or subsequent revocation of a Grant.

**Project Sponsor Name**

**Non Profit Corporation:**

**Authorized Agent:**

**Title:**

**Date:**

1. **Please provide the previous two-year’s operating budgets or records of income and expenditures and a recent bank statement verifying reasonable funds available to meet budget needs.**
2. **Please provide the organization By-Laws and/or Statements of goals and objectives of the project sponsor organization.**
3. **IRS determination letter evidencing tax status as of December 31, 2015 (most recent available), if applicable.**
4. **Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.**

## **LAND MANAGER APPROVAL LETTER**

A third-party organization making improvements on property in the control of an entity (e.g., public land managing agency) must submit a document identifying that authority has been received from that entity to make the proposed improvements. The document may be as simple as a letter on agency letterhead, but it must state the following:

- 1) The entity must state that the proposed project addresses a need or condition acknowledged as a high priority by the entity and organization.
- 2) The entity must state that the organization has the support of the entity and authority to access the project site and implement the proposed improvements.
- 3) The entity and the organization must agree that the improvements become the property of the entity and that the entity will maintain the improvements in a condition suitable and available for safe public use for a period of time commensurate with the cost of the improvement to reasonably justify the investment of grant funds.
- 4) The entity must advise State Parks of any proposed changes in the use of the developed property.

[Click here for an Example](#)

**Completed Land Managing Agency Approval Letter:**

## **Nonprofit Eligibility: File Attachments**

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1. **Please provide the previous two-year's operating budgets or records of income and expenditures and a recent bank statement verifying reasonable funds available to meet budget needs.**
2. **Please provide the organization By-Laws and/or Statements of goals and objectives of the project sponsor organization.**
3. **IRS determination letter evidencing tax status as of December 31, 2015 (most recent available), if applicable.** WCF
4. **Two most recent annual reports to the Arizona Corporation Commission, or equivalent tribal commission report(s) if incorporated under tribal law, if appropriate.**

**Completed Land Managing Agency Approval Letter:**

**Linked Form to Applications**

**Instructions**

**Resolution**

**Is your organization a federal, state, or tribal agency?**

**RESOLUTION**

*Sponsors MUST incorporate items 1 through 6 from the sample resolution below in their resolution and it MUST be signed by the appropriate official authorized to commit funds.  
(For Non-Federal Entity Project Sponsors ONLY)*

**APPROVING THE APPLICATION FOR A NON-MOTORIZED OR MOTORIZED GRANT**

*WHEREAS*, the Congress of the United States has authorized the Recreational Trails Program (RTP) as a federal-aid assistance program and the Heritage Fund Non-motorized trail funding to help states provide and maintain recreational trails for motorized and non-motorized recreational use, and the State of Arizona has established the Off-Highway Vehicle Recreation Fund to fund a variety of off-highway vehicle recreations projects, and these funds are available to eligible project sponsors for acquiring lands and developing facilities for public off-highway vehicle purposes; and

*WHEREAS*, Arizona State Parks (Parks) is responsible for the administration of the Statewide OHV, the appropriate Heritage Funds, and RTP Programs within the State, setting up necessary rules and procedures governing application by eligible project sponsors under the program; and

*WHEREAS*, said adopted procedures established by Parks require the project sponsor to certify by resolution the approval of applications, signature authorization, the availability of local matching funds (if applicable), and authorization to sign a Project Agreement with the Parks prior to submission of said applications to the Parks; and

*NOW, THEREFORE, BE IT RESOLVED THAT THE PROJECT SPONSOR'S GOVERNING BODY* hereby:

1. Approves the filing of an application for motorized or non-motorized assistance, and
2. Certifies that the application is consistent and compatible with all adopted plans and programs of: for motorized/non-motorized trails facility development; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the Parks as a part of the application process; and
4. Certifies that Project Sponsor will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
5. If applicable, certifies that Project Sponsor has matching funds
6. Appoints the agent listed below as agent of (Project Sponsor's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, and so on which may be necessary for the completion of the aforementioned project.

I, the undersigned being the duly appointed and qualified project sponsor, certify that the foregoing Resolution No. is a true, correct and accurate copy of the Resolution No. Passed and adopted at a regular meeting of the Project Sponsor, held on the date listed below at which a quorum was present and voted in favor of said Resolution.

**Resolution Number:**

**Project Sponsor Name:**

**Project Sponsor's Governing Body (if different from Sponsor Name) :**

**Project Title:**

**Signed by:**



**Date:**

*A draft resolution may be submitted with the application. The final resolution must be provided before the Project Sponsor Agreement can be signed. The application will be ineligible if a resolution is not submitted.*

**If you have a completed Resolution please upload it here:**

## **Resolution: File Attachments**

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**If you have a completed Resolution please upload it here:**

Categorical Exclusions: [33683181](#)

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**Linked Form to Applications**

## **Categorical Exclusion**

**Is this an education only project where no ground disturbance will occur? If so, select Yes and move on to the next form.**

**Linked Form to Applications**

**Are you applying for a grant from the Recreational Trails Program (RTP) or the Heritage Fund (HF)?**

**HF Environmental Education Criteria Response**

**1. Describe how your project fulfills a recognized recreational, social or environmental need. Describe the need, how it has been documented and how the project fulfills it. (15 points)**

**2. Will your proposed project serve and engage youth to grow the next generation of outdoor recreation enthusiasts? (15 Points)**

**Please describe how:**

**3. Identify which users this project will benefit and how it will actively educate and train them towards solving an existing community issue. (15 points)**

**4. What is the desired outcome for this project? Specify project's final deliverables and community impact. (15 points)**

**5. Provide a description of any support your project has from the community and any partnerships that will be formed among trail users, organizations, agencies, and others. (10 points)**

**6. Will the proposed project serve local, regional, or statewide users? (10 points possible)**  
Statewide (10 Points)

**7. What factors led to this request for program funding? Explain the process used to determine that additional funding was needed and include information addressing public involvement, school involvement, etc. (10 points)**

**8. Do you have the required match? (5 points)**

**Please upload documentation of match**

**9. Have you received a grant from Arizona State Parks and Trails in the past 5 years? (3 Points Possible)**

**Were all required reports submitted on-time? (3 Points)**

**10. Have you attended any Arizona State Parks and Trails Grant Workshops? (2 Points)**

**11. Provide any additional information, not included above, that addresses how your project meets the program criteria listed in the guidelines.**

**Criteria RTP/HF: File Attachments**

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**Please upload documentation of match**

**Linked Form to Applications**

Leave No Trace - Why it Matters Video

**Instructions**

**MAP RECOMMENDATIONS**

**Maps:** *If you are submitting more than one (1) map please combine all maps into one (1) file, convert to a PDF document and then upload to this section.*

**Photos:** *If you are submitting more than one (1) photo please combine all photos into one (1) file, convert to a PDF document and then upload to this section.*

**Maps and Photos**

**Maps:**

**Photos:**

**Additional Documents**

**Upload any additional documents here:**

**Additional Upload:**

**Additional Upload:**

**Additional Upload:**

## Instructions

The authorized official for your agency must sign (Type) in the space provided below. We no longer need a handwritten signature on these documents or a hard copy of the application. However, for the electronic signature process to work the authorized official must also be registered in eCivis with their own unique username and password.

*Check the box below each section to confirm acknowledgement*

*If your supervisor is required to sign grant documents please have your supervisor contact Parks staff at 480-340-1305 for assistance. You cannot sign (Type) on-behalf of your supervisor.*

## Certification

### Certification & Authorized Signature Requirements:

1. The certified application form can be electronically signed and dated by the individual authorized to act on behalf of the project sponsor entity / organization in conducting all official business related to the project

### EXCEPTION:

1. **FOREST SERVICE APPLICANTS:** Per request, Forest Service staff may opt out of electronic signature and provide a hard copy signature of this form. Print this form, collect required signature from the District Supervisor and upload sign Certification Form in the space provided.
2. **BUREAU OF LAND MANAGEMENT APPLICANTS:** District/Field Manager signatures are required. BLM District/Field Managers may register in eCivis and sign this form electronically or follow the FS signature process If needed.

### INSURANCE REQUIREMENTS

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this contract by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form  
Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.
  - General Aggregate ..... \$2,000,000
  - Products – Completed Operations Aggregate ..... \$1,000,000
  - Personal and Advertising Injury ..... \$1,000,000
  - Blanket Contractual Liability – Written and Oral ..... \$1,000,000
  - Fire Legal Liability ..... \$50,000
  - Each Occurrence ..... \$1,000,000

a. The policy must be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR."

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

**I acknowledge and understand that our agency is required to provide proof of liability insurance at the time of project signature if the grant is awarded.**

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Proof of Liability Insurance Acknowledgment:

**Upload Proof of Liability Insurance here:**

**I acknowledge and understand that this grant program operates on a reimbursement basis. Reimbursement occurs only after an expense is paid.**

Reimbursement Acknowledgment

**I acknowledge and understand that our agency will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application.**

Compliance Acknowledgment

**I acknowledge and understand that our agency has access to the required matching funds.**

Matching Funds Acknowledgment

**A signature page with the following information must be signed by the Authorized Agent and uploaded below to complete this application**

**I hereby certify that the information in this application is true and correct and that our agency agrees to comply with all appropriate procedures, guidelines, and requirements established by Arizona State Parks & Trails.**

Project Sponsor Name:

Authorized Agent:

Title:

Contact Information:

Date:

**Authorized Agent Signature Page**

## **Certification Form: File Attachments**

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**Upload Proof of Liability Insurance here:**

**Authorized Agent Signature Page**