



FY 2024 COLLABORATIVE OUTDOOR RECREATION GRANT APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

- (1) Download and read through the application. Complete the application. (2) Prepare any required or applicable supportive materials. (3) Email both documents and any materials to Brynn Hirschman (brynn.hirschman@wyo.gov) by April 1st at 5:00 pm MT.

The application is a WORD document, you can type out your answers on the document or submit a document that answers ALL of the questions. For the Yes or No responses or checkboxes, you can highlight the answer in a color other than black. You can submit the document as a PDF or a WORD document. The application still **REQUIRES** a signature.

Up to \$500,000 can be requested. A match is not required but encouraged. The application opens on March 18th, 2024 and the submission deadline is April 1st, 2024 at 5:00 pm MT.

Applicant Information

1. Provide the name and contact information of the applicant. This contact will be the one to whom the grant coordinator will send any correspondence. Include a secondary contact if you'd like additional people informed on the status of the grant.
2. Enter the agency unit name or organization name that will be responsible for the management of this grant.
3. Indicate if registered with SAM.gov. If you answer Yes, include the UEID. You do not need to send the documentation. If you answer no, you need to be registered with SAM.gov to accept grant monies.
4. Check the appropriate classification of the Applicant seeking funding. If you are a non-profit applying, fully answer all required questions.

Project Information

1. Enter a descriptive, but short name for the project. This is the name that will appear on the final project agreement.
2. Provide the proposed project Start Date as well as the proposed End Date when you expect all project work will be complete. Note that the actual Start Date is dependent on a Notice to Proceed. Applicants should strive to build a realistic project schedule that considers approval time, construction season timing, and potential for delays. The project



must be started within 10 months of Notice to Proceed or it will be canceled; project completion within one year is preferred and within two years is required.

3. Provide the zip code of the location where the project will take place. Do NOT list the zip code for where your organization is located.
4. Indicate the amount of dollars being requested (rounded to the nearest whole dollar).
5. Indicate the number of dollars that will be provided by the funding match (rounded to the nearest whole dollar). This includes in-kind contributions.
6. Provide the source of the funding match. This includes in-kind contributions.
7. Indicate the agency(s) that manages the land of the proposed project area. Include all that apply. If 'Private' is checked, understand that the project needs to be open to the public.
8. What are the sectors of outdoor recreation that this project will support? Eligible uses include motorized play parks, motorized and non-motorized trails, additional boat launch ramps, shooting facilities, access easements, signage, other recreation infrastructure, and other collaborative priorities that could benefit from these funds including related expenses for collaborative project and grant oversight, marketing and messaging campaigns centered around safe and responsible recreation, as well as maps, interpretive and wayfinding signs, and online information resources.
9. If the project is part of a phased project, provide some background on other phases of the project and the history that has been done in those previous phases. You can include supporting documentation.
10. If the project is part of a regional, county, or other type of master recreation plan for the area, briefly explain how and include any supporting documentation.
11. Is the project ready to be completed or 'shovel ready'? By marking yes, you can certify that permits have been acquired, engineering work has been completed, designs are finalized, etc. Provide supporting documentation and any letters from relevant land managers and local government.
12. **Briefly** describe the proposed project's scope including the project objectives and outcomes. Be concise with your response.
13. Describe any existing or current issues & concerns to be addressed and how they will be addressed.
14. Describe any maintenance (seasonally, annually, etc.) or long-term commitment to continuing operations that would be required for the proposed project. Indicate how the maintenance would be handled and the entity that will be responsible for those tasks.



15. Indicate whether or not the proposed project requires environmental clearance through a NEPA Study AND what has been completed. Provide any documentation that may support this. If other environmental reviews are required you can describe them here.
16. **You do not need to contact the WY Game & Fish to complete this application.** If you have already contacted your local office, mark yes. If you mark no, we will ensure that the project meets the state and federal wildlife regulations.
17. Indicate whether or not the proposed project requires cultural clearance through tribal, archaeological, State Historic Preservation Office, or other cultural clearances AND what has been completed. Provide any documentation that may support this. List all individuals who provided input in the completion of the cultural clearance. Include their name, title, agency affiliation, and field of expertise. Any project that is ground-disturbing and in an area that has not been previously disturbed in the last 50 years will likely need an archaeological investigation.

Community Engagement & Recreation Value

1. List which outdoor recreation collaborative the applicant is involved in. This includes:
 - Bighorn Basin ORC (Big Horn, Washakie, and Hot Springs Counties)
 - Park County ORC
 - Sweetwater County ORC
 - Southeast Wyoming ORC (Albany and Carbon Counties with exceptions in Laramie Co)
 - Northeast Wyoming ORC (Crook, Campbell, and Weston Counties)
 - Natrona County ORC (with exceptions in Converse Co)
 - Wind River ORC (Fremont County)
 - Cloud Peak ORC (Sheridan and Johnson Counties). Indicate whether or not the collaborative has voted to support the proposed project.
- a. Mark yes if the collaborative you list has voted, online or in-person, to support the proposed project.
- b. **Skip this question if you marked yes to (a).** Mark yes if the proposed project has been discussed at length during general outdoor recreation collaborative meetings or subsequent project subcommittee meetings. This indicates that the collaborative is aware of the project and input has been sought from the collaborative.



- c. **Skip this question if you marked yes to (a) or (b).** If the applicant has completed a Collaborative Project Proposal form that has been shared with the outdoor recreation collaborative then mark yes. The form may have been completed with the aid of the collaborative or completed by the applicants themselves. The proposal was completed with the intention that collaborative members provide feedback on the proposal, ask questions, and help to ensure the project is supported by the community.
2. List any process that has taken place in the planning of this project and the grant application. This could include surveys, public meetings, presentations to organizations or officials, and other methods of engagement.
 3. List any partners that will be involved in the completion of the proposed project. This could include trail users, private interests, clubs or organizations, federal or state land managers, etc.
 4. Indicate how local recreational groups, clubs, youth teams, and general users will be impacted by the completion of this project. How will the infrastructure support their missions? What uses and benefits will the proposed project provide for these users?
 5. List any user groups that would be impacted by this project that are not involved in the development of this project and may be excluded from the use of the project area. For example, the implementation of a new amenity excludes users who have historically had access to recreate in the area of the new amenity.
 6. Briefly describe how the project will solve outdoor recreation problems in your community. This could include access issues, user conflicts, overuse, etc. Provide data that explain, if possible, the current situation in the community concerning outdoor recreation.
 7. Briefly highlight the value of the project for the area and give details on how it improves quality of life, increases tourism assets, benefits local businesses, etc. Include any data on how a similar or existing amenity impacts the local economy and residents.
 8. Describe how the applicant will advertise and market the completed project to locals, tourists, and identified user groups. This could include future events, celebrations, marketing plans, education etc.

Enter the name and title of the contact person, the date, and sign the application.

Please reach out to Brynn Hirschman (brynn.hirschman@wyo.gov) with any questions before you submit your application.



Required Supportive Materials and Attachments

- Provide a site map of the proposed project area.
- Provide a budget for the proposed project using the template provided.
- Provide a site plan or conceptual design of the proposed project.
- Provide a project timeline.
- Include 2-7 letters of support from businesses and/or organizations in the community that demonstrate the project's importance to the area.
- Include a letter from the local tourism or ED office with an estimate of community or economic impact of the project.
- Fill out the provided W-9 form.

If Applicable Supportive Materials and Attachments

- NEPA Documentation: Please attach if the project is on or crossing federal lands (If applicable).
- Landowner Approval Letter: Please attach if the applicant is not the landowner or land manager. This can include a Landowner Approval Letter, MOU, or legal contract with the property owner (If applicable).
- Cultural Clearance: a letter regarding a project's effects on cultural resources.
- Permit from Army Corps of Engineers: Please attach for river projects (If applicable).
- Engineering Plans: Please attach if engineered plans have been completed (If applicable).
- Master Plan: Please attach if the project is part of a regional, county or other type of master recreation plan for the area (If applicable).
- Donation Confirmations: Please attach written confirmations of donations from partners or other sponsors in letter form (if applicable).

Remember: You must follow State Procurement guidelines. Those are linked [here](#). Review them and ensure that you can follow those guidelines before submitting your application.