

Community Outdoor Outreach Program (CO-OP) 2019 Application

The application deadline is 5:00 PM on February 1, 2019. While working on your application, save your progress often by selecting "SAVE & CONTINUE." Once saved, you can return to the main screen by selecting the "BACK TO SUBMISSION" button in the top right hand corner of the screen. When your application is complete, you must choose the "SUBMIT" button for your application to be turned into Recreation Grants for review and you may not make changes to your application once submitted. An email confirmation will be emailed once submitted. Paper applications will **not** be accepted. Proposals with late, missing or incomplete information will be ineligible.

Previous CO-OP recipients must have properly closed out their grant 60 days prior to the application deadline to be eligible. Grant awards will be announced on May 1, 2019. For awarded projects, the grant contract time period will be May 1, 2019 – November 1, 2020. Project activities must start within 6 months of the award date. For detailed information regarding the CO-OP grant program and assistance in completing this application, please refer to the CO-OP [Program Guidance](#).

APPLICANT INFORMATION

Organization Information

Organization Name must match the Tax ID Number listed below.

Organization Name

Project Name

Federal Tax ID Number

Organization Overview (200 word max)

Provide a brief overview of your organization's mission and history.

Organization Physical Address (office headquarters)

Street

City

State

Zip

Organization Mailing Address (if different)

Street

City

State

Zip

Provide the DUNS Number and System of Award Management (SAM) Cage Code for your entity.

These are required to apply so staff may confirm eligibility. If you do not have a DUNS Number, [click here](#) to register or [here](#) to look up an existing number. If you do not have a SAM CAGE code, click here [SAM Registration](#).

DUNS Number

SAM CAGE Code

Primary Contact Information

Name

Title

Phone

Email

Preparer Contact Information (if different)

Name

Title

Phone

Email

Texas Districts (Based on Headquarters Physical Address)

Not sure? [Click here](#)

Senate District

House District

Federal Congressional District

Funds Requested:

Enter the dollar amount of project funds. These numbers should match what is submitted in your budget and the requested amount must be \$5,000 to \$50,000.

State Funds requested from TPWD:

Sponsor Contribution (cash, volunteer & in-kind):

REQUIRED ATTACHMENTS

Application Signature Form, [Template](#)

Upload

Certification & Program Assurances, [Template](#)

Upload

Authorizing Resolution (1 point max), [Gov't Sample](#), [NGO Sample](#)

Upload

The resolution is a document signed by the governing board or senior official. The resolution must contain authorization for application submission, designate a project official and be signed and dated (less than 1 year old). Project will receive 1 point if sponsorship contribution amount is included in the resolution. Failure to upload the resolution containing the required information will rule your application ineligible for review.

Organizational Capacity Survey, [Template](#)

Upload

Most recent 990, 990EZ, or 990-N if required by IRS

Upload

Project Key Personnel

Upload

Upload a document listing the key personnel directly involved with the project including their name, title, and a brief summary of their grant-related duties and qualifications.

PRIORITY FUNDING ELEMENTS

The following series of questions pertain to the Priority Funding Elements and Scoring Criteria. It is very important that you are clear about how your project addresses the Priority Funding Elements, as this is the information which will be used to determine the priority for funding projects. When addressing numbers of participants and scope of project, please only include those participants and activities who will be directly served by the project in which grant funds are being requested.

PROJECT DESCRIPTION

(5 point max)

Project Overview

Briefly describe an overview of the proposed project. (100 word max)

Project Goals & Objectives

List 3-6 goals and objectives in bullet point format that will be accomplished in this grant period.

Explain how you will ensure your goals & objectives are met

Explain how your organization will track and measure your project goals and objectives. (200 word max)

Project Narrative

The project narrative should describe all elements of the grant funded activities and serve as the supporting plan to accomplish the above goals. You must clearly and concisely communicate who you are serving, what activities you will be conducting, when the activities will take place, where they will take place and why these activities are important to your organization and participants. If a person that is unfamiliar with this particular project reads this section and cannot grasp the basic concept, then you have not achieved what is requested. This section should support and detail the remaining questions in this application. (1,500 word max)

Risk Management

Address any risk management plans for the proposed project which may include safety, training or contingency plans for weather and other unplanned obstacles. (200 word max)

List the items in which you will spend the CO-OP portion of the grant funds.

Items in this category should be supported in your Program Narrative and included in your budget.

ACTION PLAN

Please provide an action plan outline and a draft itinerary, if available, for implementing the proposed project. Only provide events or activities to be coordinated and not planning activities. For awarded grants, contract period will be May 1, 2019 – November 1, 2020 and project activities must start within 6 months of the beginning of the contract period. Groups should contact sites and partners to develop plans for activities and events prior to submitting application. Failure to submit an adequate Action Plan could rule your project ineligible. Activities listed in the Action Plan should be supported in your Program Narrative to receive credit. Recurring programs must upload an itinerary below. (3 point max)

	Tentative Dates	Locations	Activity
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Program Itinerary (Optional)

Upload

PROJECT PARTICIPANTS

Participant demographics and total un-duplicated participants served will be included in your contract requirements, if awarded. To ensure successful completion of all contract requirements, please ensure the numbers provided are conservatively estimated and realistic for your organization.

Project provides services to the following underserved populations

This will be based on the location of the applicant's headquarters. Applicant may be one or the other but not both. Some Applicants may not fall in either category. **(2 point max)**

- Inner City (population greater than 100,000)
- Rural (population less than 20,000)
- Neither

Total number of un-duplicated participants directly served by the project.

One point awarded for each 25 un-duplicated participants served, up to 10 points maximum. Participants may be served by multiple events, but *counted only once as un-duplicated*. **(10 point max)**

Provide a breakout of participant demographics below, if applicable, along with an explanation detailing how you calculated this percentage, how you will collect this information and how you will ensure this percentage of participants will be served.

Data specific to the population served must be used and general city census data will not be eligible. School demographics, commitments from identified partners, past program demographics, etc. are all suitable explanations to receive demographic credit. Low income demographics are defined by USDA Food Eligibility Guidelines for the Free & Reduced School Lunch Program. Physically and mentally challenged includes ADD, ADHD, special education, etc. **(13 point max)**

	% of Total Participants	Explanation
Ethnic Minorities	<input type="text"/>	<input type="text"/>
Females	<input type="text"/>	<input type="text"/>
Low Income	<input type="text"/>	<input type="text"/>
Physically/Mentally Challenged	<input type="text"/>	<input type="text"/>
Youth (age 17 and under)	<input type="text"/>	<input type="text"/>

Do you currently track the above requested demographics?

- Yes No Unsure

Explain previous success/history working with these demographics or include identified partner groups who are committed to providing participants.

Include their partner letters in the partnership section, if applicable.

ADVANCING TPWD MISSION

DIRECT RELATIONSHIP WITH TPWD

The extent of the proposed project's direct relationship with Texas Parks and Wildlife Department programs, facilities or personnel. Refer to [TPWD Programs and Sites](#) for a list of eligible direct relationships. **(5 point max)**

How does your project help to advance TPWD mission and priorities?

(200 word max)

OUTDOOR RECREATION ACTIVITIES

Check off all activities that will be incorporated into your project. These activities **must** be described in your Program Narrative, TPWD Direct Relationships, or Action Plan in order to receive credit. **(5 point max)**

- | | |
|--|---|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Hunting |
| <input type="checkbox"/> Backpacking / Hiking | <input type="checkbox"/> Mountain biking |
| <input type="checkbox"/> Birding / Wildlife Viewing | <input type="checkbox"/> Nature Photography |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Orienteering / Geocaching |
| <input type="checkbox"/> Canoeing / Kayaking / SUP / boating | <input type="checkbox"/> Outdoor Cooking (participants actively involved) |
| <input type="checkbox"/> Caving | <input type="checkbox"/> Rock Climbing / Rappelling |
| <input type="checkbox"/> Environmental Education | <input type="checkbox"/> Shooting Sports |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fishing / Angling | |

If other was selected, list which outdoor recreation activities are considered other.

CAREER DEVELOPMENT & MENTORING (OPTIONAL)

Describe how your project will incorporate Natural Resource Career Development and Mentoring for Participants.

The mission of the CO-OP Grant Program is to introduce underserved populations to experiences in the field of natural resources. Natural resource career development and mentoring help to achieve this goal. Not every project will include natural resource career development and mentoring, only describe how your project will incorporate these components if it is applicable to your project. **(3 point max)**

Career Development

Focus should be on making participants aware of the many opportunities available in the natural resources field and provide pathways for a career in that field. High performing programs include at least 2 of the following essential components:

- **Applied Skill Development:** This component teaches participants relevant skills that will improve their eligibility for employment or post-secondary education in the natural resource field. One key way is through work-based experiences such as job shadowing, internships, service learning or summer jobs.
- **Career Awareness:** In this component, participants will learn about several natural resource careers and receive information about the skills and credentials required to enter and advance in the field.
- **Youth Development:** Project Managers work with participants to construct individualized learning plans for participants.

Mentoring

Within the context of the CO-OP grant, mentoring is defined as a relationship in which a more experienced person (the mentor) is assigned to act as an advisor or guide to a mentee for natural resource related activities over a length of time. Emphasis is on the relationship while assisting the mentee in finding pathways to success in skill development and life-long enjoyment of outdoor experiences. Mentoring should also encourage ongoing education and career development in natural resources to cultivate and develop future workforce.

Successful applicants will include the following information: duration and number of hours; mentoring selection and training; matching mentors to mentee; number of participants; and the structure of mentoring program. Internships, summer jobs and counselors in trainings programs also meet these components.

OUTDOOR SERVICE PROJECT (OPTIONAL)

If applicable, briefly describe your Outdoor Service Project.

Eligible service projects must be related to the TPWD mission and be conducted on property with public access. Projects must include an authorization letter from site management, unless owned by the applying organization, giving permission to complete the service project with a brief description of project. Letters must be signed and dated (within 1 year). [Sample Service Project Letter](#). Picking up your own trash following an event is not considered a service project. Materials requested for Outdoor Service Projects should be listed separately on your budget as funds may be disallowed if your proposed service project is ruled ineligible.

Please describe your outdoor service project including what environmental/conservation need is addressed, how your project will address this need, how your participants will be directly involved in the planning, problem solving and evaluation of your service project, and the direct impact to the participants and community. **(3 point max)**

Site Authorization Letter, if applicable

Upload

PARTNERSHIP LETTERS (OPTIONAL)

CO-OP encourages partnerships with organization groups. If applicable, applicants can upload partnership letters from project partners. Letters of endorsement or support are not considered partnerships and will not receive credit. Partnerships could include volunteer labor, providing program materials, providing programming services, facilities use, transportation, food, etc. Letters must be current (less than 1 year old), dated, signed and must state what the partner is providing to the program as well as the value of the contribution, if applicable. Applicants cannot partner with themselves and refer to the "Working with Partners" section in the Program Guidance. To receive credit in the sponsor contribution section later in this application, upload those contribution letters here. [Sample Partnership Letter](#). (4 point max)

Upload

BUDGET

CO-OP prefers grant funded programs be free and accessible to a broad audience.

Do you charge a fee to individual participants or participant groups?

Yes No

If yes, explain the cost per participant or group, how you collect those fees and what specific budget items those fees are used to support.

Are you a membership organization?

Yes No

If yes, how will you ensure non-members can participate in this grant funded project?

Budget

Provide your budget for the proposed project which should be supported by your narrative. Use the fillable template form provided which you must download, complete and upload below - **this template must be uploaded in Excel format** to be considered. The amounts listed in your budget must match what you have provided in your Funds Requested section.

Volunteer hourly rates for sponsor contribution are calculated using the current Independent Sectors rate for the State of Texas: https://independentsector.org/resource/vovt_details/. Proof of in-kind contributions must be uploaded in the partnership letter section, signed, dated and include the dollar contribution amount to be eligible for the sponsor contribution credit. Requested funding will be disallowed for any ineligible items listed in your budget. For additional

guidelines on eligible items, please refer to the budget portion of the [Program Guidance](#) and see the Sample below. **(3 point max)**

[Budget Template](#)

[Budget Sample](#)

Upload

Budget Summary

Include any additional clarification on budget items you feel necessary to explain your budget.

Extent to which the proposed project prioritizes direct program costs

No information needed from applicant, calculations will be provided from your budget. The formula to be used by grant reviewers to determine score is Direct Service Delivery Cost / Total Project Cost X 10. **(10 point max)**

Extent to which the applicant's funds and resources are committed to the project

Proof of in-kind contributions must be listed on your budget and uploaded in the Partnership Letter section, signed, dated and include the dollar contribution amount to be eligible for the sponsor contribution credit. If sponsor contributions are provided directly from the applicant, no partnership letter is needed. Calculation will be provided from your budget. The formula to be used by grant reviewers to determine score is Applicant Resources / Total Project Cost X 4. **(4 point max)**

If applicable, the applicant has fulfilled all previous CO-OP grant reimbursement requirements.

No information needed from applicant, calculations will be provided by CO-OP staff. If funds were remaining from previous grant agreements, the formula to be used by grant reviewers to determine score deduction is Remaining Balance X 0.0015. **(10 point max deduction)**

FINAL AGREEMENTS

Remember that once your application is complete, you must choose "SUBMIT" below to send your application. You must complete all required section before you are able to choose "SUBMIT." Once submitted, an email notification will be sent to the application account owner and you can print your completed application. If this email notification is not received, contact CO-OP staff immediately to confirm the application was submitted properly. Thank you for taking the time to complete the CO-OP application.

I understand CO-OP is a reimbursement grant and the applying organization has the resources (including financial) to purchase expenses upfront and implement the project as stated in the application.

I certify no part of CO-OP funds will support religious worship, instruction or proselytization; participation in any religious activities by program participants will be voluntary; and efforts must be taken to ensure separation of religious activities from CO-OP funded activities.

I understand the information provided in this grant application, if awarded, will be required as part of the grant contract and the organization has the ability to implement the proposed activities as stated in the application.

SAVE & CONTINUE

SUBMIT