Texas Recreational Trails Fund – Grant Application Helpful Hints

General Tips

You must read all application instructions and other grant preparation resources prior to completing your application. These can be read and downloaded from the [Recreation Grants Online (RGO) Resources Page](#).

Cost effectiveness is an extremely important selection criteria. Proposals that maximize new trail opportunities across the state are most successful in this highly competitive grant competition. Project proposals that seek to fund trail rehabilitation of existing routes or trail support facilities should justify that these funding items are valuable improvements in great need by the community. More non-trail items in a grant budget often means that your proposal is less competitive in the grant pool.

Your application package should clearly and concisely express the recreational value of the trail project, show how the project was designed with the site's unique natural and cultural resource character in mind, note any meaningful trail or community connections, demonstrate sustainable design, and articulate a well-developed project budget. Supporting documentation should include labelled and easy to understand maps and representative photographs. Refer to this document, the budget template / sample, the application instructions, and the application itself frequently while composing your project proposal application. Be sure your narratives address all items noted in the instructions and grant application headings.

Make sure supporting documents are concise & easy to understand. Your project's maps and photographs (as well as your budget) are important documents used as informational PowerPoint slides during group funding discussions regarding your grant proposal. These documents should be well-planned visual aids supporting your proposed project.

Proposal Budget

• Use the Budget Template and the Budget Template sample provided on the RGO Resources page to develop and/or format the budget that you will upload with your grant application.

• Be clear & concise with your itemized budget, but avoid large single line items (e.g. "Trail Construction $200K").

• Clearly label which items will be paid for with federal funds and which items will be paid for with matching funds.

• Round numbers to the nearest hundred dollars.

All applications must include the following supplemental documents (uploaded to RGO as PDF files):

1. Clearly labelled site map locating the trail for orientation purposes. The trail drawn and clearly labelled on a park or city map is OK.

2. U.S.G.S. topographic map (7.5 minute series) with the trail location drawn and labelled on map. An 8.5 x 11 inch copy of the portion of the map on which the project is located will suffice, but write the name of the quadrangle on the copy.

3. Labelled photographs representative of the project site.

Recommended additional supporting materials (uploaded to RGO as a single multi-page PDF file):

• Statement or Letters of Support.

• Signed statement of (public or private) land owner's willingness to allow the trail project for at least 20 years, if not on sponsor's land.