

Developing a PowerPoint® Presentation for RCO Grant Applications

Updated February 2024

In many RCO grant programs, applicants must make PowerPoint® presentations to participate in the technical reviews and evaluations. This document provides guidance for developing a presentation.

Technical Review

An applicant may present the project virtually to the advisory committee. Participation in this technical review is not required but is highly recommended. It serves as a practice session for the upcoming evaluation and provides valuable feedback. The focus of technical review is on eligibility and the technical aspects (scope, design, cost, feasibility, etc.) of the project.

Evaluation

Participation in the project evaluation meeting is mandatory for all projects to be considered for funding. All evaluation presentations are given virtually.

Presenters

Only one presenter is needed, but other individuals may accompany the main presenters if they have technical or special expertise pertinent to the project. If needed, these individuals may be called upon to deliver bits of critical information throughout the presentation or to help answer questions at the end.

Presentation Format

An applicant will be given a timeslot (duration varies by program) for a presentation. Develop the presentation in a manner that easily explains the project to the advisory committee. The following are a few things to keep in mind:

Overall Structure

- Introduction (1-2 minutes max): Introduce the project's location and goals to set the stage for the evaluators.

- Locate the project on statewide, regional, and site maps to help orient the evaluators to the project area and its context to the service area. NOTE: The service area is the geographic area where most of the anticipated users live, as defined by the applicant.
- Summarize the site's condition, the project's acquisition, development, or renovation goals, and the recreation opportunities the project will provide.
- Respond to all evaluation criteria noted as scored by the advisory committee in the order listed in the grant manual. Carefully review the evaluation questions and make sure to answer the questions. The most common critique from evaluators is that applicants do not always read and fully address evaluation criteria.
- Do NOT respond to the evaluation criteria noted as scored by RCO staff in the grant manual.
- It can be helpful to end the presentation with a site plan or property map to help with questions from the evaluators.

Photos, Photos, Photos!

The reason applicants are asked to use PowerPoint® is to give them the opportunity to visually take the evaluators to the project sites. Evaluators are looking for maps, site plans, aerial views, and ground shots of the site.

- Fill the screen with images and reduce or eliminate unnecessary margins.
- Make sure to outline the project area on all slides and include a north arrow on aerials, oblique views, and maps for orientation purposes.
- Do not crowd one slide with a lot of tiny pictures. Enlarge the images so they are clear and easily viewed.
- Show images of people using the sites to help convey the experience.

General Formatting

- Use of widescreen format is recommended, but standard is fine.
- Use a simple design or background.
- Number and label all slides. Include the criteria title on the slide so it is clear which criterion is being addressing.
- Provide clear and meaningful maps, photographs, and other graphics.
- Use a standard font and colors that show well at a large scale.

- Use bold lines, circles, arrows.
- Have a limited amount of on-screen text. Use bullet points instead of sentences. Eliminate (if that's possible) or minimize the use of text-only slides. Evaluators do not want to read the script. If there is a key point, use one or two short bullets along with a photograph or graphic to illustrate the point.
- Do NOT include animation, video, sound, or anything too flashy.
- Make sure all slides are oriented the same way in the presentation.
- Maps should include a north arrow and labels for any major highways, roads, cities, etc.

Other Reminders and Tips

- Slides, graphics, and photographs may be used more than once.
- Stay within the allotted time, which varies by grant program.
- Do NOT try to be funny or make any jokes; it rarely goes well.
- DO bring some inflection of voice and enthusiasm for the project.
- Practice, practice, practice! We strongly recommend the applicant rehearse with someone not familiar with the project.
- Practice using an online tool or virtual format.

IMPORTANT NOTE: Examples of complete PowerPoint® presentations are available in PRISM or through the [Project Search](#) feature on RCO's website. An applicant may view most project attachments for any project in PRISM, including evaluation PowerPoint® presentations for past funded projects. Reviewing a few examples may be helpful in preparing the presentation.

Attach Presentations to PRISM

To have sufficient time to ensure the presentation is ready for review or evaluation, please attach the PowerPoint® presentation to the project in PRISM at least three days before the scheduled presentation date. Applicants should contact grants managers if they are having trouble uploading to PRISM, because emailing may be an option. RCO staff will load the presentation onto its equipment, test its functionality, and have it ready at the scheduled time.

TIP: Before uploading to PRISM, reduce the size of the images in the PowerPoint® using the Compress Pictures feature under Picture Format.

For additional information or assistance with the presentation, please contact the [RCO outdoor grants manager](#).

Introductory Slides

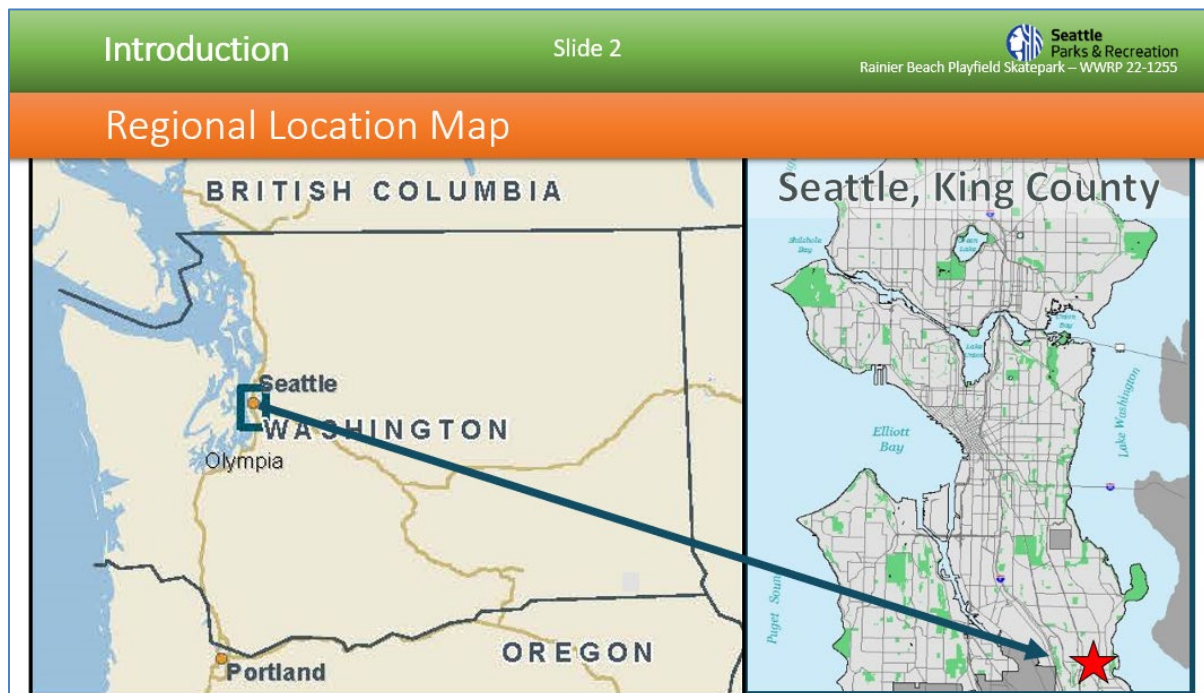
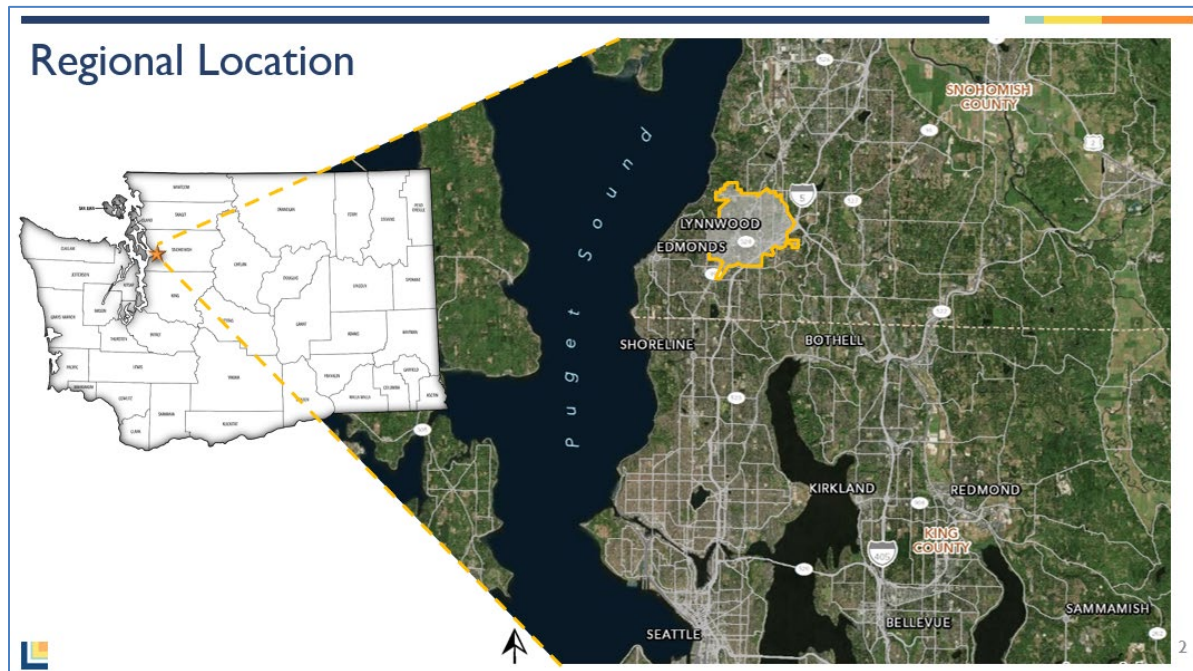
Title slide: This slide includes the title of the project, the project number, the grant program and category, and the name of the applicant's organization. This slide also may include a photograph or graphic of the project site.

Example:



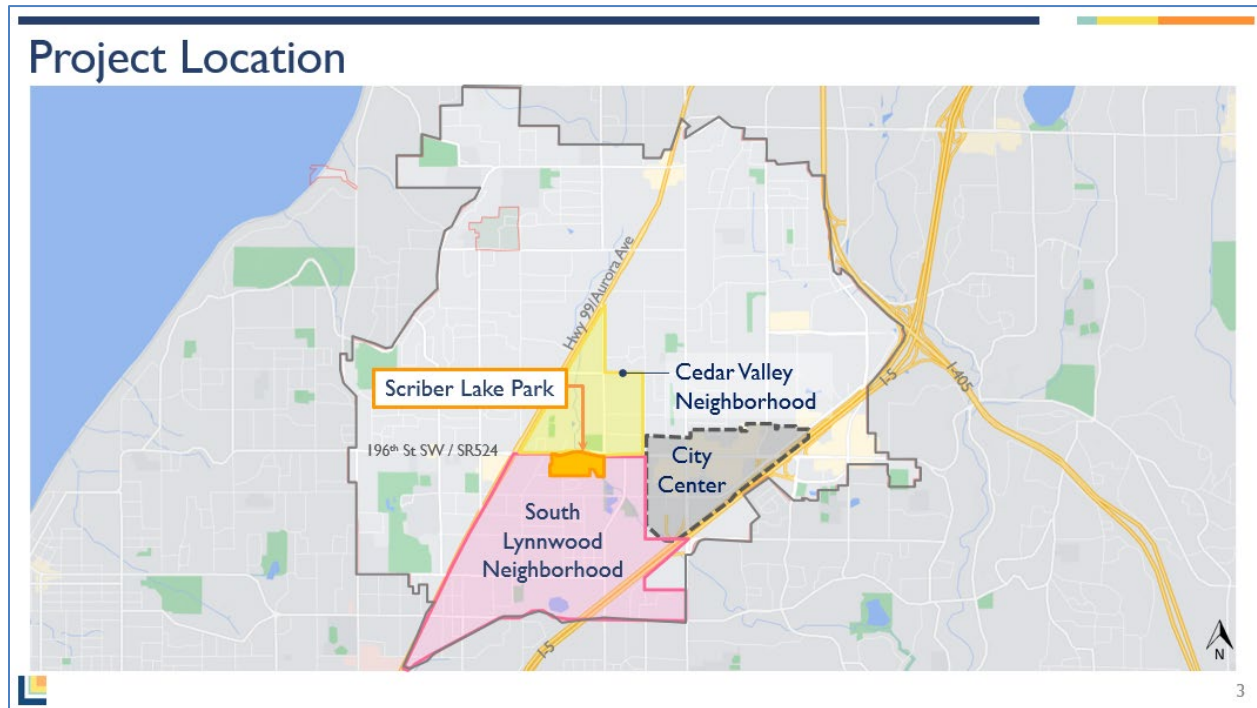
Regional Location Map: This map should show the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite within a few miles.

Examples:



Site Location Map: This map should show the project site in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

Example:



Slides Responding to Evaluation Questions and Criteria

This is the point in the presentation to begin responding to the evaluation criteria. The criteria are found in the grant manual on RCO's website. Use only enough slides to answer the questions and present the project in its entirety within the allotted time. Typically include more slides for evaluation criteria that are worth more points.

All slides from this point forward should be labeled with the name and number of the criterion that is being addressed. For example, if the first criterion is "Project Need" then "#1 Project Need" should be put on this slide and on all subsequent slides related to this question's response. Continue to label each slide with the appropriate question name and number until all questions have been answered.

Use Pictures, Site Plans, and Graphics to Tell the Story

Provide clear, aerial views and/or ground shot photographs so the evaluators become familiar with the site being proposed for development, restoration, acquisition, planning, or maintenance. Photographs of existing site conditions also are effective to illustrate what needs to be improved.

Examples:

Playground area in need of accessibility and safety upgrades



Soccer field in need of renovation



Railroad bridge illustrating a gap in a trail corridor



Before and after photos and graphics

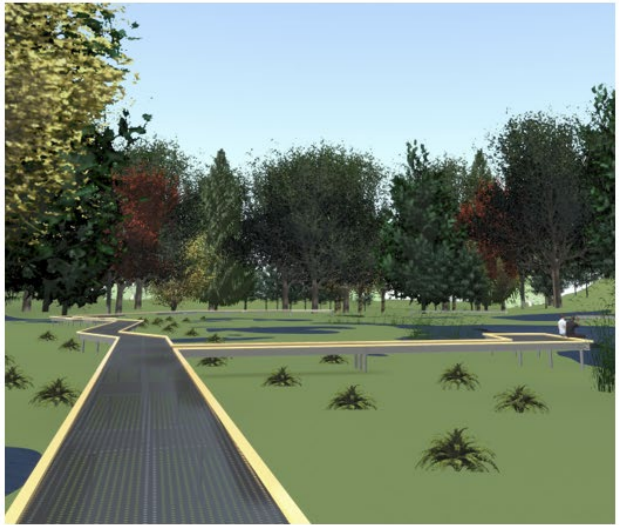


4. Project Design: Boardwalk

Before



After



Aerial photographs





Conceptual site plan



Development site plan

