

# Planning for Recreation Access

## Tip Sheet

### THINGS TO KNOW BEFORE YOU APPLY:

- Eligible applicants include local governments, federally recognized Native American Tribes, nonprofit organizations, and special purpose districts like ports, park districts, and school districts.
- Funds from this program can only be used for planning related activities and may not be used for the purchase of equipment or construction.
- RCO pays grants through reimbursement only.
- Applications are due by Monday, November 14, 2022.

### DESIGNING YOUR PROPOSAL:

- Consider what kind of outdoor recreation planning your community needs. For some, this may be comprehensive planning, community engagement, or facilitation. Other applicants may have a facility already in mind and be ready to hire a professional to do schematic design work or draft construction documents.
- Because this program funds planning activities only, you may wish to consider what your path to development/construction may be. If you intend to apply for a different RCO grant to fund future project phases, you may need a comprehensive plan in place to meet [planning eligibility requirements](#). *Grants with this requirement include the Boating Facilities Program, Washington Wildlife and Recreation Program, Land and Water Conservation Fund, and Nonhighway and Off-Road Vehicles Program.*

### THE APPLICATION

**Letter of Interest** Download the template [HERE](#).

#### Applicant Information

Enter the name of the primary contact person responsible for completing the grant application and the name and contact information for the organization applying. This is also the organization that, if successful, would hold an agreement with RCO.

#### Project Information

- **Project Title:** Choose a short descriptive name that will distinguish your project from other proposals. Note the 50-character maximum, including spaces.

- **Project Description:** In 2–3 short paragraphs, provide a brief description of your project. This field is not scored but is shared with the evaluation panel as a high-level overview of the project. This description will also be used as the basis for your project agreement (if the project is funded), in press releases, etc. For an example of a planning project description, see page 8 of RCO’s [Project Description Sheet](#). Note the 1500-character maximum, including spaces.

In the first paragraph, please include:

- Name of the organization applying
- Where the project is located
- Overall goal to be achieved
- Primary outdoor recreation opportunity to be planned for (if known)
- What planning activities will take place using grant funds

In the second paragraph, you may describe why the project is a priority,

- **Amount Requested:** Requests should be between \$20,000 and \$250,000, however, RCO may consider projects outside of this range on a case-by-case basis depending on the availability of funds.

### Cultural Resources Considerations

Many planning projects may not require any cultural resources related work. However, in the event that your project will require any geotechnical testing, boring, or pre-construction ground disturbance, describe the work that is expected to take place.

### Letter of Interest Prompt

Read the full prompt prior to beginning your letter of interest. You may use up to two 8.5" x 11" pages for your narrative. **Be sure to address each element (both those underlined and bulleted) in full.** Applicants are encouraged to thoroughly proofread and review their letters before submitting.

### **Budget Worksheet** *Download the budget worksheet [HERE](#).*

This template is provided to assist applicants with their project budgeting and to provide the evaluation panel with an overview of how the grant funds will be spent. Not all projects will have costs in all categories.

In row 3, enter the name of the organization applying for the grant and the title of the project. This information should match the information provided in your Letter of Interest.

Review the budget categories and the examples provided. To the best of your ability, enter a description, the estimated cost, and a short narrative for each expected cost that you will fund using this grant. Applicants may use the ‘Other’ category as needed.

Be sure to remove any remaining example text and review your entries before submitting.

### **Project Location Map**

A portion of each project’s score will be based on the characteristics of the project’s location, therefore a map of the proposed location must be submitted. For some planning projects, the exact location of the final project may not be known. In such cases, map the location to the best of your ability, given the information you have at the time of applying.

### Online Tool

Applicants are encouraged to use the provided mapping tool to submit their project location map. This option uses a simple web-based application that allows you to draw an outline around your location without needing other software or tools. If you choose to submit your map using this method, you may also attach your letter of interest and budget worksheet to complete the application.

### Applicant Produced Map

Alternatively, you may choose to use your own tools to produce the project location map. Please ensure that the project location is indicated with a visible outline and that the scale of the map allows RCO staff to easily place the project. Acceptable formats range from a GIS-produced image to a simple capture of a Google map. If you use this method to produce your map, you will submit your application materials via email.

## **Submitting your Application**

Applicants may choose from two methods to submit their materials:

### Option 1: Online Tool

Enter the name of the organization applying for the grant, the name of the primary contact person, and the title of the project. This information should match your letter of interest and budget worksheet.

Using the tools to the left of the map, zoom into your area. You may also use the search bar on the map to navigate directly to an address or place. Once the map is the appropriate scale for your project, click one of the tools to the top right of the map, then capture an outline of the project location. The outline is not required to be absolutely precise.

Using the fields below the map, upload your letter of interest and budget worksheet where directed.

Click 'Submit'. You will then be taken to a confirmation screen notifying you that the information was received.

### Option 2: Email

To submit your application using email, send a message to: [PlanningForRecreationAccess@rco.wa.gov](mailto:PlanningForRecreationAccess@rco.wa.gov)  
Include all three of the required materials attached to the same email. These attachments should include a project location map, letter of interest, and budget worksheet.

## **GET HELP**

RCO staff will be available to provide support and general guidance related to eligibility, application process, evaluation process, as well as to provide information related to other RCO grant programs. Staff may be reached at [PlanningForRecreationAccess@rco.wa.gov](mailto:PlanningForRecreationAccess@rco.wa.gov) or during virtual office hours held Wednesdays through the application period from 3 p.m.–6 p.m. on Zoom at <https://us06web.zoom.us/j/83157284707>.