

Applicant's To-Do List

Planning for Recreation Access Program

This to-do list is designed to help an applicant prepare and submit a grant application for the Planning for Recreation Access (PRA) grant program.

To be eligible, the project must support developing a Parks, Recreation, and Open Space (PROS) Plan or site-specific plan. This program specifically focuses on diverse urban neighborhoods, small rural communities, and those that are less experienced with RCO's grant process.

An applicant must submit the information required through [PRISM Online](#), the online project data system used by the Recreation and Conservation Office (RCO). The following steps will guide an applicant through the application process.

NOTE: for updates and links to all documents, forms, and manuals referenced here, go to the [grant program web page](#).

To get this document in an alternative format or help accessing its contents, please contact RCO Communications at rco_communications@rco.wa.gov or 360-902-3000. People with hearing impairments or speech disabilities may dial 711 for the Washington Telecommunications Relay Service.

Step 1: Review Materials

- Review the PRA grant manual to determine project eligibility and competitiveness:
 - [Manual 30: Planning for Recreation Access \(PDF, 313 KB\)](#)
- Review the appropriate RCO manuals below for this grant category:
 - [Manual 2: Planning Guidelines \(PDF, 422 KB\)](#)
 - [Manual 8: Project Reimbursements \(PDF, 531 KB\)](#). This is a reimbursement-based grant.
- Review the [Landowner Acknowledgement Form \(PDF, 91.7 KB\)](#) on the grant program web page if applying for, or on behalf of, a community. Make sure to schedule time for approval by the community's governing body.

Step 2: Write and Submit Application in PRISM—May 13 to July 15

SecureAccess Washington Account

Before beginning an application, an applicant must have a [SecureAccess Washington](#) (SAW) account. A new applicant also should submit a [PRISM New User Account Form](#). When using either of these databases for the first time, an applicant must complete a double sign-in.

PRISM Online Application

PRISM will open for applications May 13. To start an application, go to [PRISM Online](#) and select "+ *New Application*."

Follow the prompts to fill out the application. Select the Planning for Recreation Access grant program and the respective grant category (PROS Plan/Site-specific Plan).

On screen instructions, tool tips, and links are available throughout the Application Wizard.

PRISM Application Tips

- Follow the order of the application pages when making initial entries. If a page in the application is blank, that is probably because information wasn't entered on a previous page to populate it.
- Be sure to always click either the *Save* or *Next* button to save work.
- All questions must be answered on the *Evaluation Criteria* page. The answers will be used by evaluators to score projects.
- Use the "i" icon next to each evaluation criteria to expand the question.
- On the *Metrics* pages, click the yellow notepad icon next to text fields to add additional information.
- If pasting in text from a Word document, be sure to proofread the entry because PRISM will sometimes alter the formatting and punctuation of pasted material.
- Character limits are noted next to each text box and include spaces and punctuation.

PRISM Attachments

The PRISM Online application includes an *Attachments* page. Attach the documents below before submitting the application. Include the applicant's name, project name, and RCO project number on each attachment. Maps must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc. If the project includes acquisition and development, attach the documents required for both project types.

- Budget Worksheet** (optional) RCO has provided a sample budget worksheet to help an applicant determine the anticipated costs for the project. Each expense will have a short narrative broken out into broader cost categories. The Budget Worksheet template is available on the PRA web page.

This document will not be shared with the advisory committee that will evaluate the application, so it is critical that budget information entered into the application is correct and reflects the scope and costs.

- Landowner Acknowledgement** (required if not primary landowner) An applicant must demonstrate that the landowner is aware of the applicant's interest in planning development on a property. The Landowner Acknowledgement form is available on the PRA web page.
- Letters of Support** (optional) Letters may be attached using the *Project Support/Concern Documents* attachment type. RCO does not provide letters of support templates.
- Photograph** (required) At least one general project photograph in .jpg format. A current ground or aerial view of the project site is appropriate.

NOTE: Most uploaded documents are viewable by RCO staff, the advisory committee, and the public. Cultural resources documents and some acquisition-related documents are sensitive and are not publicly viewable.

Submit Application

The application must be submitted by July 15, 2026, by 11:59 p.m. Pacific Standard Time in PRISM Online. Incomplete applications and unsubmitted applications will not proceed to the evaluation phase.

Grants managers are available to offer feedback about the application if a request is made well in advance of the due date.

RCO strongly encourages the applicant to submit at least a few days ahead of the July 15 deadline to ensure a smooth process. Staff will not be available in the evening to help with submission issues.

Step 3: Technical Review—July 16 to August 12

During technical review, RCO staff and the advisory committee will review the application for eligibility, completeness, and clarity. During this time, an application may be returned with questions or suggested changes.

Step 4: Resubmit Application by Technical Completion Deadline—September 10

The application will be returned to the applicant on or before August 12. Complete all revisions and resubmit the application in PRISM Online by September 10 to remain eligible.

Step 5: Evaluators Score Project and Grant Awards are Announced

Evaluators will review and score the PRISM application along with supporting attachments in the fall 2026.

After evaluators score all the projects, RCO staff will create a ranked list for approval by RCO's director. Next, RCO will announce the results of the evaluation and post the preliminary ranked list on the PRA web page under "Grant Award History."

Ranking PROS planning applications and site-specific planning applications are scored and ranked separately. Funding will be allocated so that the same percentage of projects are funded for each application type.

Successful applicants will be invited to attend the Successful Applicant Webinar during the fall 2026. RCO staff strongly encourage all funded project sponsors to participate.

Step 6: Sign Grant Agreement

RCO staff will issue grant agreements to funded projects in the fall 2026. The agreement must be signed and returned and the project must be in "Active" status in PRISM before work can begin. Project costs incurred before the agreement is active will not be eligible for reimbursement.