

# Instructions for Completing an Application for a RecTAP Grant

## General Instructions

Before completing the RecTAP grant application, please read these application instructions carefully.

- Organizations providing community recreation and park services are eligible to apply for a RecTAP grant. No more than one grant may be received in a calendar year. For organizations that are a PRPS group member or who have a staff member holding a PRPS professional membership, the match requirement is waived. For non-member organizations, there is a \$75 match requirement due upon approval of the grant.
- Provide all information on the application form. DO NOT use additional pages. Use of additional pages may disqualify your application from further consideration.
- Submit two copies of your completed form with attachments.
- The first step in filling out the application for a RecTAP grant is to enter your organization's Federal Identification Number in the space provided at the top of the first page.

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## I. Applicant

### Organization

This is the name of the organization whose Federal Identification Number is used at the top of the application.

### Contact Person

This should be the individual most knowledgeable about your application and available for questions and discussions about the grant.

## II. Project Summary

Summarize concisely the type of technical assistance for which you are requesting funds. This is essentially an abstract and will be used by PRPS

should you receive an award. Use only the space provided.

## III. Organizational Information

You must answer all questions as they relate to the organization. Enter NA for those questions that are not applicable.

### Mission Statement

Provide a mission statement or write a statement of purpose for the organization describing why it was founded and what its goals are.

### Nonprofit Status Documentation

For organizations that are not units of government, attach a copy of the IRS letter indicating applicant's non-profit 501(c)(3) status.

### Type of Organization

Select one of the following to describe your organization:

- County Government
- Municipal Government
- Authority
- Recreation Commission
- Private Nonprofit
- School or School District
- Other \_\_\_\_\_

## IV. Project Description

This is the most important section of your grant application. It is the place where the reviewers concentrate their attention and is your only opportunity to convince the reviewers of the merits of your proposal. The reviewers will look for the reasons why it is important for the applying organization to have the requested assistance and ultimately how it will benefit the public.

Using only the space provided, address each of the following points clearly and in detail as they pertain to the needs of the organization:

- Give brief information about the organization receiving assistance. Do not assume that the reviewers know the organization.
- Define the type of service requested. Tell why it is necessary for the applying organization to receive expert advice and how it will benefit the public.
- Give the names and titles of the organization staff who will be responsible for working with the consultant to carry out the project.

NOTE: There is no project budget required for a RecTAP grant. The reviewers will decide how much money up to a maximum of \$2,500 to allow depending on the type of assistance required.

## V. Checklist

A checklist for submission is part of the application. Please use it to make sure that the application is complete.

## VI. Certification and Statement of Assurances

One signature is required. This must be the signature of an individual in the organization who has the legal authority to bind that organization to a contract should the applicant receive funding.

Include the following required attachment:

- If the organization is a private non-profit, a copy of the IRS letter indicating the applicant's tax-exempt status (501(c)(3)).

## ASSEMBLING AND PROCESSING THE APPLICATION

Applications must be typed. DO NOT use plastic covers, binders or folders. DO NOT staple the application.

Remember to send two copies of the completed application form, and a copy of the IRS letter indicating the applicant's tax-exempt status (501(c)(3)), if needed.

Applications can be mailed, faxed, or emailed to PRPS.

## Criteria for Evaluation

RecTAP grant applications will be evaluated using the following criteria:

- the clarity with which the service or "need" is expressed in the application;
- the appropriateness of the requested services as it relates to improving the professionalism of the organization; and
- the degree to which the service will help to increase the capacity of the organization to improve its operations and provide better services to the public.

## Application Mailing Address

Applications may be submitted at any time throughout the year, to:

RecTAP Grants  
Pennsylvania Recreation and Park Society, Inc.  
2131 Sandy Drive  
State College, PA 16803-2283  
Telephone: (814) 234-4272  
Fax: (814) 234-5276  
Email: kwoodward@prps.org

## Notification of Award

Grant applications are evaluated by peer review panels. Only eligible and complete applications will be considered. Applications are reviewed on a 3 to 4 month basis, and awards will be made on a similar time frame.

**Pennsylvania Recreation and Park Society, Inc.  
Recreation and Parks Technical Assistance Program**

**GRANT APPLICATION**

Application Number \_\_\_\_\_  
(PRPS Use Only)

Federal Identification Number \_\_\_\_\_

**I. APPLICANT** (Please carefully review the "Application Instructions" before beginning work.)

A. Name of Organization \_\_\_\_\_

B. Telephone Number \_\_\_\_\_ C. Organization Website \_\_\_\_\_

D. Mailing Address \_\_\_\_\_

\_\_\_\_\_ PA \_\_\_\_\_  
County City Zip Code

E. Director/Chairperson of Organization

Name \_\_\_\_\_ Title \_\_\_\_\_

F. Grant Contact Person

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Evening Telephone Number \_\_\_\_\_

Daytime Email Address \_\_\_\_\_ Evening Email Address \_\_\_\_\_

Fax Number \_\_\_\_\_

G. Are you or your organization a PRPS Member? Yes No (please circle one)

H. If so, under whose name (organization or individual) is the membership? \_\_\_\_\_

**II. PROJECT SUMMARY** (Use only the space provided.)

**III. ORGANIZATIONAL INFORMATION** (Answer all questions. Enter NA for those questions that are not applicable.)

A. Mission Statement

B. Nonprofit Status Documentation (If your organization is a private non-profit, attach a copy of the IRS letter indicating applicant's nonprofit 501(c)(3) status.)

C. Type of Organization

- County Government
- Municipal Government
- Authority
- Recreation Commission

- Private Non-Profit
- School or School District
- Other \_\_\_\_\_  
(Please specify)

D. Staffing

- a. Number of full-time paid staff \_\_\_\_\_
- b. Number part-time paid staff \_\_\_\_\_
- c. Number of volunteers \_\_\_\_\_

E. Financial

- a. Operating Budget for Most Recently Completed Fiscal Year  
(Do not include capital or in-kind contributions)

\$ \_\_\_\_\_

- b. Capital Budget for Most Recently Completed Fiscal Year

\$ \_\_\_\_\_

**IV. PROJECT DESCRIPTION** (Use only the space provided.)

## V. CHECKLIST

To assure that your grant proposal is complete, please check off that you have included the following:

- Two completed copies of application
- Federal Identification Number
- IRS letter 501(c)(3) (if organization is a private non-profit)
- Required signature for Certification and Statement of Assurances

## VI. CERTIFICATION AND STATEMENT OF ASSURANCES

The applicant certifies, represents and warrants to the Pennsylvania Recreation and Park Society, Inc. that

1. The information contained herein and in any attachment is true and correct;
2. The applicant's organization is officially organized on a tax-exempt basis (501(c)(3)) or is an entity of government, and is located in Pennsylvania;
3. The applicant accepts in advance any grant awarded by PRPS, agreeing:
  - a. That any funds received as a result of the application will be expended under the "Terms and Conditions of the Grant" outlined in the grant award letter; and
  - b. To such other restrictions, conditions or changes as PRPS may impose unless the applicant objects within 30 days of the mailing of the grant award letter; and
  - c. To complete and return to PRPS a one-page evaluation form to help assess the effectiveness of RecTAP.

By: \_\_\_\_\_  
Signature of Individual with the Legal Authority  
to Bind Organization to a Contract

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Title