



Upper Gwynedd Township

1 Parkside Place
North Wales, PA 19454

BOARD OF COMMISSIONERS ACTION ITEM REQUEST

Date: January 4, 2023

To: Board of Commissioners

From: Environmental Advisory Council (EAC)
[Contact: Joanne Walker]

Re: WeConservePA 2023 Regional Trails Workshop Grant Application

Meeting Date: January 9, 2023 & January 17, 2023

Background: The Environmental Advisory Committee would like to apply for a WeConservePA 2023 Regional Trail Workshop Grant. The grants are funded through the DCNR and administered by WeConservePA using funding from the U.S. Department of Transportation Federal Highway Administration. The grants are open to nonprofits and municipalities and are awarded to support educational programming and safety training directly related to land trails, water trails, and greenways. Regional Trail Workshop Grants are reimbursement grants that cover up to 80 percent of the costs directly associated with each workshop (not to exceed \$5000) and require *at least* a 20 percent match from the organization. Grantees are responsible for all remaining workshop costs. The grant reimburses for all expenses incurred through September 30, 2023.

The proposed activity would be directed at both adults and families with children age 5 and above. It would involve several speakers, games and crafts for the children, a trail walk with a scavenger hunt, possibly some vendor tables, and educational materials and giveaways related to trail use. It would be proposed for early Spring 2023.

The grant application is due on January 25, 2023.

Budget Impact:

The required 20 percent matching funds would come from the EAC's approved budget.

Interdepartmental Action:

The Assistant Township Manager will coordinate with other departments as may be needed.

Recommended Motion/Resolution/Ordinance:

Motion to authorize the Environmental Advisory Council to submit the attached grant application for the WeConservePA 2023 Regional Trails Workshop Grant.



Regional Trail Workshop GRANT APPLICATION

Supported with a grant from the Pennsylvania Department of Conservation and Natural Resources

Regional Trail Workshop Grants support high-quality educational programming and safety training directly related to land trails, water trails, and greenways. Regional Trail Workshop Grants reimburse up to 80 percent of eligible costs directly associated with each workshop. Grantees are responsible for all remaining workshop costs.

Examples:

- If the total eligible workshop costs are \$6,250, the grantee could apply for reimbursement of up to \$5,000. ($\$6,250 \times 80\% = \$5,000$)
- If the total eligible workshop costs are \$5,000, the grantee could apply for reimbursement of up to \$4,000 ($\$5,000 \times 80\% = \$4,000$)

The grantee's match—the remaining workshop costs not covered by a Regional Trail Workshop Grant—must be at least 20 percent of the total eligible costs, and not come from other grants managed or distributed through the Pennsylvania Department of Conservation and Natural Resources (DCNR) or WeConservePA. Regional trail grant funds also cannot be used as match for other DCNR or WeConservePA funded projects.

Only one grant of up to \$5,000 will be awarded per organization per year.

Programs eligible for grant funding include the delivery of:

- Trail safety education programs or trail-related environmental education programs, including programs promoting environmental protection, for trail managers, volunteers, or trail users. (*Volunteer workdays and community festival expenses are not eligible for grant funding or use as match, although a training subcomponent occurring concurrently with or as part of the event may be.*)
- Training on improving trail accessibility and sustainability for trail managers or volunteers.
- Training on planning, design, construction, and maintenance of trails for trail managers and volunteers (*because each of these steps can relate directly to trail safety and environmental protection.*)

Expenses NOT eligible for reimbursement under the grant include: the production of trail system maps and/or the purchase of trail tools, technology, licenses, or equipment that cannot be directly tied to the workshop awarded a Regional Trail Workshop Grant.

Please complete the application below and submit, along with the budget sheet, to cgrayshaw@weconservepa.org at WeConservePA. Use the subject "Regional Trail Workshop Grant Application." **If awarded, only expenses accrued up to September 30, 2023, will be eligible for reimbursement.**

Questions can be directed to Carol Grayshaw at cgrayshaw@weconservepa.org or 717.219.4074.



Regional Trail Workshop GRANT APPLICATION

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ORGANIZATION INFORMATION

Organization Name: Upper Gwynedd Township – Environmental Advisory Council

Type of Organization: Local/County Government Specify Other:

Mailing Address 1: 1 Parkside Place

Mailing Address 2:

City: North Wales State: PA Zip code: 19454

County: Montgomery Website: www.uppergwynedd.org

Mission Statement (for non-profits): The Upper Gwynedd Township EAC is dedicated to advising the Board of Commissioners on matters dealing with protection, management, and use of the Township's natural resources and to help educate residents to the importance of environmental protection and the opportunities in Upper Gwynedd and surrounding areas to enjoy, maintain, and preserve our natural environment. This includes preservation, conservation and use of the many trails that are located in and around Upper Gwynedd Township.

CHIEF EXECUTIVE

Full Name: Sandra Brookley Zadell

Title: Township Manager

Phone: 215-699-7777 Email: szadell@uppergwynedd.org

GRANT CONTACT

Full Name: Megan Weaver

Title: Assistant Township Manager

Phone: 215-699-7777 Email: mweaver@uppergwynedd.org

Mailing Address 1: 1 Parkside Place

Mailing Address 2:

City: North Wales State: PA Zip code: 19454



Regional Trail Workshop

GRANT APPLICATION

Supported with a grant from the Pennsylvania Department of Conservation and Natural Resources

REGIONAL TRAIL WORKSHOP INFORMATION

Workshop Title: Make Upper Gwynedd's Trails Work for You: Fun, Safety, and Stewardship

Workshop Audience: Other - Upper Gwynedd residents and clubs or groups who use the trail system in and around Upper Gwynedd. The workshop will be open to adults and accompanied children ages 5 and up.

Proposed Date(s): May 6, 2023, or May 20, 2023, or June 3, 2023

Proposed Location(s): Upper Gwynedd Parkside Place – at the outside Pavilion or in the Community Education Center

Workshop Description (250-word limit): This will be a 2-to-3-hour workshop / information table / trail activity event directed at Upper Gwynedd Township residents and clubs or groups who use the trail system in and around Upper Gwynedd Township. Each workshop will be 15-20 minutes in length and will include tips on trail safety, trail etiquette, pet safety on trails, biking on trails, avoiding poisonous plants, and trail stewardship. Potential speakers and information tables will include representatives from the police department, a medical provider, a veterinarian, a local bicycling organization, and an expert on trail stewardship and avoiding natural dangers such as poisonous plants. The event will include simultaneous activities for children including games, crafts, and trail-related giveaways. The day will include an escorted walk through a small trail located at Parkside Place which will involve a scavenger hunt. Prizes will be awarded for the scavenger hunt including a copy of the well-respected game: *Trails: A Parks Game*, which explores trails in the National Park System. Giveaway items will include (depending upon availability): reflective gear or lights, first aid kits, reflective pet tags, etc. Any giveaway item will be usable on a trail hike and related to the workshop topics. Distributed information will focus on available quality phone apps, where possible, in order to avoid waste and litter. The intent is to make the day an exciting and interactive experience while promoting trail use and safety and education on natural resources.

Learning Objectives (What will attendees be able to do after attending this session. Consider measurable outcomes. Please list at least 3):

- 1:** Attendees will learn trail safety and etiquette for all users. Local police, fire and EMS will be asked to track incidents on Upper Gwynedd's trails to determine whether incidents and emergency calls have been reduced.
- 2:** Attendees will learn about trail stewardship and preservation. This will be measured by examining any reduction in trail damage and litter on trails.
- 3:** Attendees will learn how to use and experience local trails as a solo hiker, a family, or another type of group while maintain trail safety and integrity and enjoying what Upper Gwynedd's and other local trails have to offer. All adult attendees will be asked to complete a survey before the event begins, shortly after the event ends, and at the end of the Summer of 2023 in order to evaluate learning outcomes and objectives.



Regional Trail Workshop GRANT APPLICATION

Supported with a grant from the Pennsylvania Department of Conservation and Natural Resources

Planning Timeline: This event will be planned between January and March 2023.

Budget Summary (Also complete the Proposed Budget form): The budget includes costs for stipends for speakers, costs for game and art supplies, costs for trail-related giveaways, costs for food and drink, waste disposal costs, scavenger hunt prizes, costs of any non-App handouts, and costs for promotional materials.

Total Workshop Cost Estimate: \$ 4,570.50

Grant Request (up to 80% of total cost): \$ 3,545.00

Match (equals total cost less request): \$ 1,025.50

CERTIFICATION AND STATEMENT OF ASSURANCE

The applicant certifies, represents, and warrants to the WeConservePA that:

- A. The information contained herein and in any attachment is true and correct;
- B. The person signing this certification and statement of assurance is authorized to do so for the applicant.
- C. The applicant accepts in advance any grant awarded by WeConservePA, agreeing:
 1. That any funds received as a result of the application will be expended under the terms of the grant contract;
 2. To retain all financial records regarding grant expenditures for at least 5 years after reimbursement is received from WeConservePA and make those records available to WeConservePA and auditors in the event WeConservePA's grant that supports regional trail workshop grants is subject to audit.
 3. To such other restrictions, conditions, or changes as WeConservePA may impose unless the applicant objects within 30 days of grant award notification.
 4. To share registration promotions with WeConservePA.
 5. To include the following funding citation on all promotional material:

Regional Trail Workshop grants are made possible through funds granted through the U.S. Department of Transportation's Federal Highway Administration (FHWA). FHWA provides funds to states to develop and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. The Department of Conservation and Natural Resources (DCNR) has been designated as the state agency responsible for administering this federal program in Pennsylvania.
 6. To electronically submit a final report including:
 - a. Synopsis of event
 - b. Copies of marketing materials
 - c. Copies of the registration and program guides
 - d. Attendee evaluation results
 - e. Photographs



Regional Trail Workshop GRANT APPLICATION

Supported with a grant from the Pennsylvania Department of Conservation and Natural Resources

f. Financial report

Signature _____
(organization's chief executive)

Printed Name: Sandra Brookley Zadell

Title: Township Manager

Date:

REGIONAL TRAIL WORKSHOP GRANT APPLICATION

PROPOSED BUDGET: EXPENSES

Cells outlined in red contain pre-set Excel formulas, which will automatically calculate; remaining cells are for applicant's completion.
Double-check all calculations before finalizing the submission.

Reminder: The grant may reimburse up to 80 percent of eligible costs directly associated with each workshop (not to exceed \$5000.)

	Cost/Unit	# Units	Total Workshop Item Expense (Cost/Unit x # Units)	Allocation of Total	
CASH				Grant Request	Match
Category 1 – Contracted Services (Include description of service)					
Speaker Stipends (Speakers will include local police,	\$ 250.00	5.00	\$ 1,250.00	\$ 1,000.00	\$ 250.00
Stipend to Local Youth Groups for assistance (Exam	\$ 250.00	2.00	\$ 500.00	\$ 400.00	\$ 100.00
	\$ -	0.00	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -
Category 2 – Miscellaneous Expenses					
Trail-Related Giveaways (these will be based upon a	\$ 10.00	100.00	\$ 1,000.00	\$ 800.00	\$ 200.00
Prizes for Games and Activities (these will include tra	\$ 20.00	5.00	\$ 100.00	\$ 80.00	\$ 20.00
Food and Drink (Water; Trail Mix; Granola Bars)	\$ 1.50	100.00	\$ 150.00	\$ 120.00	\$ 30.00
Craft and Game Supplies (This category includes bir	\$ 1.00	0.00	\$ 95.00	\$ 75.00	\$ 20.00
Printing and Publicity Costs	\$ -	0.00	\$ 200.00	\$ 160.00	\$ 40.00
Hiking Journal for Each Participant (Separate ones fo	\$ 6.50	75.00	\$ 487.50	\$ 390.00	\$ 97.50
Category 3 – Payroll (Include description of service)					
Upper Gwynedd Staff for Assistance	\$ -	0.00	\$ 500.00	\$ 400.00	\$ 100.00
Upper Gwynedd Public Works Staff - Cleanup	\$ -	0.00	\$ 150.00	\$ 120.00	\$ 30.00
	\$ -	0.00	\$ -	\$ -	\$ -
CASH EXPENSE SUBTOTAL			\$ 4,432.50	\$ 3,545.00	\$ 887.50

IN-KIND				Grant Request	Match
Category 1 – Contracted Services					
(Include description of service)					
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
Category 2 – Miscellaneous Expenses					
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
Category 3 – Payroll					
(Include description of service)					
Upper Gwynedd Assistant Manager	\$ 46.00	3 hrs	\$ 138.00	\$ -	\$ 138.00
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
IN-KIND EXPENSE SUBTOTAL			\$ 138.00		\$ 138.00
EXPENSE GRAND TOTAL			\$ 4,570.50	\$ 3,545.00	\$ 1,025.50