VOREC COMMUNITY GRANT PROGRAM

2023 APPLICATION GUIDANCE

CONTENTS

INTRODUCTION

Welcome to the ANR Online Full Application for the Vermont Outdoor Recreation Economic Collaborative (VOREC) Community Grant Program.

The Vermont Department of Forests, Parks and Recreation (FPR) will award $6 million to non-profit organizations, businesses and municipalities around the state across four tracks –Implementation, Development, Outdoor Equity and Flood Recovery. The grant application form begins with a general application for all applicants, which includes contact information, VOREC Pillar questions, the project workplan and the project budget and then transitions to track-specific questions depending on the selected track. All applicants must choose one track that best fits their project.

> **Implementation Track:** Projects that support local outdoor recreation economies and will be ready to implement in Spring 2024. Any necessary permits, engineering plans or designs should be secured or in the process of being secured. Examples of projects in this track might include building a trail that connects the downtown to the town forest, adding a wayfinding system that helps visitors find outdoor recreation opportunities or acquiring a property and building a trail system that connects a neighborhood to public land.
> *Project minimum: $50,000*

> **Project Development Track:** Projects that will support local outdoor recreation economies, but need design, scoping, or planning work done in order to be ready to implement. Examples of projects in this track might include funding for architecture and engineering plans for a new visitor center, consultant fees for a community-focused recreation plan, or designing a trail system on a new town forest.
> *Project minimum: $20,000*

> **Outdoor Equity Track** *(implemented through a partnership between the Office of Racial Equity (ORE) and FPR)***:** Projects that will reduce barriers and expand opportunities for people to access Vermont's outdoors. In particular, this track will fund projects that support BIPOC, LGBTQ+ people, people with low incomes, speakers of languages beyond English and/or people with disabilities. Examples of projects in this track might include lowering costs for a bike rental and instruction program for kids, adding information on trailhead kiosks in languages other than English, or planning a BIPOC-led trails festival. Staff capacity support for increasing diversity, equity and inclusion in outdoor programming can also be included in this track. Businesses are an eligible applicant in this track.
> *Project minimum: None*

> **Flood Recovery Track:** Projects that repair or replace outdoor recreation infrastructure that was damaged due to flooding between July 10, 2023 and August 15, 2023 (referred to going forward as summer 2023). The resilience of the infrastructure being repaired is critical. Examples of projects might include the redesign and build of a trail system in a riparian area, replacing a culvert that was washed out in July 2023 with a bridge, or planting a buffer of native trees and shrubs along the edge of a recreation complex near a river that flooded.
> *Project minimum: None*

Although we are asking applicants to choose a track under which they think their project fits best, we understand that there may be overlap between projects. For example, a community may have a project that is ready to implement that supports and expands the local outdoor economy and has components of flood recovery. We welcome projects with overlap and are viewing the four tracks as intertwined branches through which the VOREC Community Grant Program can support communities across Vermont, not as compartmentalized boxes that we expect applicants to fit into precisely. If the project reviewers believe a project should be considered as part of a different track than was chosen by the applicant, we will consult with the applicant to discuss a path forward.

Grants are intended to give communities the resources they need to achieve their vision for a thriving outdoor recreation economy. Ultimately, the goal is to fund successful projects that demonstrate the wide array of benefits outdoor recreation has for local communities.

There is no maximum funding amount per project for any of the grant tracks. However, as you fill out your application, please keep in mind that we would like to fund as many projects as possible. This means selected projects may not be funded at their full requested amount.

HOW TO APPLY

The grant application is offered through the ANROnline portal.

To complete your full grant application, you will need to follow the steps below.
1. Download, review, and complete all other required templates and supplemental materials for your project.
2. Complete the VOREC Grant Application Form.

All downloadable documents are located on the landing page for the online application under "Document Downloads" and under "Additional Links" on the right side of the "Instructions page."

When ready, select the "Begin Form Entry" button to complete the Full Application Form. Your application is due no later than **11:59 p.m. EST on December 15, 2023**. Incomplete or late applications will not be considered.

If this is your first time logging in, you will have to select the "Register an Account" button and fill out the required information to create a user profile. Registering as a user will allow you to save information in the online form as you fill out your application and receive reminder and confirmation emails about your application.

We strongly recommend that applicants develop responses to applications in a separate document. Once you begin your application online, you will be able to return to your application to review or edit your responses, but it is easier to draft and refine language outside the application portal. You will not be able to revisit your grant application once submitted, so that separate document can also serve as a copy of your responses for your records.

Please check out the VOREC Community Grant website for more information about the grant program, including a FAQ document and opportunities to sign up for or view information sessions on the grant program.

Questions regarding the application can be directed to ANR.FPRRecreationGrants@Vermont.gov with the title "VOREC Community Grant Program: Application Inquiry."

APPLICATION SUPPORT

We are offering multiple opportunities for applicants to ask questions about the 2023 VOREC Community Grant Program.

Grant Program Webinar

October 17, 1:00-2:00 PM

The webinar will include a presentation explaining the goals of the grant program and eligible activities for the four tracks. There will be time at the end of the session for questions from attendees. The webinar will be recorded and posted on the VOREC Community Grant Program webpage.

Register for the webinar

Open Office Hours

Staff at FPR will host a series of virtual open office hours for prospective grantees to learn more details about the four grant tracks and ask questions. Each opportunity will focus on a different track. The first half-hour of the session will be a presentation on the identified track. The second half hour of every session will be open for questions on any topic related to the grant program. Open office hours will be recorded and posted on the VOREC Community Grant Program webpage. To access the open office hours, visit the webpage and click the links below the Open Office Hour times.

Email Support

If the webinar and open office hours don't work for you, please email us at ANR.FPRrecreationgrants@vermont.gov.

Additional Technical Support for Applicants

Municipal Technical Assistance Program

Towns that need help with grant development, management, or administration, can get support from the State of Vermont's Municipal Technical Assistance Program. The program is intended to assist communities that have a limited capacity for accessing and applying for state and federal grants. To be eligible for this program, towns must be pre-approved by the Vermont Agency of Administration. Here is the current list of pre-approved of towns. If you have further questions about how this program can help, please email the Vermont Agency of Administration at ADM.ARPAMuniAssist@vermont.gov.

Rural Economic Development Initiative

The Rural Economic Development Initiative (REDI), a program of the Vermont Housing and Conservation Board (VHCB), helps rural communities access funding they need for community and business development through grant-writing support. To be eligible for this assistance, the project must be based in or primarily serve a community with a **population of less than 5,000 people**. If you qualify and are interested in help from the REDI program, please submit a REDI inquiry form by **Friday, October 20, 2023.** Contact: Mariah Noth, Mariah@vhcb.org

APPLICATION REVIEW

Applications will be reviewed by a committee of experts from across the outdoor recreation economy and diverse and equity communities and will use the following rubric as a guide for making recommendations for project selection:

Component	Points	Characteristics of high scoring projects
Project team, management and urgency	20	A well-developed project team with appropriate expertise and established roles and responsibilities. Clearly defined and balanced decision-making structure for the project. Project is well-timed for addressing the project goals.
Project contribution to VOREC pillars	15	Project furthers at least one of VOREC's pillars. The connection between the project and the pillar(s) is well-articulated.
Work plan and budget	25	Work plan and budget are well-thought out and match the scope of the project. Timeline is achievable between May 2024 and December 2025. Outcomes listed on work plan further the objectives of the project.
Project Narrative	40	Project fulfills a clearly articulated need and serves the community it is supporting. The connection to the priorities of the grant track are well-articulated.

GENERAL APPLICATION

Note: There are character limits on all long-form response questions. When considering character limits please know that a space is considered as its own character. If your response exceeds the character limit for a question you will see an error message. If you exceed the character limit, please shorten your response and resubmit.

SECTION 1: Background Information

Name and address of lead municipality or non-profit organization

The application starts with basic questions about the organization applying for the grant.

Contact information

Please note that we ask for the contact information for both the project manager and the authorized representative for the organization. The **project manager** is the person who is organizing, planning and managing the project. They would be the point of contact for any questions related to the scope of work of the project. The **authorized representative** is the person at the organization who is authorized to sign legal and financial documents. For a town, for example, this is often the selectboard chair. For a non-profit organization it is often the executive director or the financial manager.

Project title

Please choose a project title that concisely describes the project. For example, "Connecting trails to downtown Waterbury" or "Planning for an outdoor recreation hub in Starksboro."

Project location

Project locations should be general to the town or region. GPS coordinates are not necessary. If your project is statewide, please enter "all" into the town and county questions.

Overall amount requesting

Please ensure that the overall amount requested matches the request in the budget. Also note the following parameters for the four grant tracks.

	Implementation	Project Development	Outdoor Equity	Flood Recovery
Maximum Request	None	None	None	None
Minimum Request	$50,000	$20,000	None	None

Brief description of project

Provide an overall summary of the 1) issue or opportunity, 2) approach to addressing the issue or taking advantage of the opportunity, 3) project deliverables, and 4) intended long term outcomes. Note that you have limited space in this question (500 characters, including spaces) so please be concise.

Here is an example description for a bike instruction program for kids:

> *Despite the world-class trail system in their town, many local children do not have access to the gear or skills necessary to try mountain biking. To remedy this, we will visit local schools with a fleet of bikes and provide curriculum and instruction support for gym teachers to teach mountain biking to*

fourth graders in their gym classes. The project will result in up to 100 kids with the skills to try mountain biking, creating a pipeline for healthy habits and a love for outdoor recreation.

Project management

Collaborative projects often succeed or fail based on the ability of a person or group to lead the project and make effective decisions. A responsive project manager with an engaged and representative steering committee is a key success factor.

For project management, please describe how the project and any contractors will be managed. For example, if you have multiple components of the project, please note who will be the lead on each component. Please also note who the decision-makers are for each component and how disagreements will be settled.

For simpler projects, such as replacing a culvert damaged in the floods with a bridge, please note the project manager, any contracting policies your organization has in place, and landowner engagement, if needed.

Project partners

This question gives you the opportunity to demonstrate that you have the team in place that is needed to make the project a success. Teams with members across disciplines are encouraged. Please note that we *strongly encourage* a team member or advisor with professional recreation management experience to be included in your team, particularly if your project involves any recreation design, planning or construction.

For complex projects, your response may be quite detailed. We encourage you to describe your team as well as you can. For simpler projects, especially in flood recovery, we anticipate it won't be quite as detailed.

Funding resources

Explain why this grant program is the best choice for funding this work.

Project issue and urgency

Be specific; competitive applications clearly and thoroughly explain the specific issue or opportunity the community is seeking to address with the project.

Measures of success

Please share any metrics that you may be able to use to demonstrate the success of the project. These will vary widely depending on the project. Furthermore, we recognize that it is very difficult to measure the success of some aspects of projects, such as capacity building. Please let us know what success will mean for your project team, if you are awarded a VCGP grant.

An example using the bike program concept could look like:

The bike instruction program will be considered a success by our team if we are able to complete all of the activities outlined in the workplan and we've achieved the anticipated outcomes in the timeline identified. Particular success will be noted if we hear from schools that they'd like to repeat the program the next year, and if we have interest in the associated bike rental program from instruction program participants. Specific metrics we will use to measure success include the number of schools/organizations that use the curriculum made available for free, the amount of site visits carried out with teachers in the grant period and the number of children that take part in the program during the grant period.

Compliance documentation

We are not requiring that you send us compliance documentation in order to apply for a VCGP grant. However, please note that you will need to provide the following if you are selected to receive a grant:

Act 154 Certificate of Good Standing – You must be in good standing with the State of Vermont in order to receive further funding from the state.

Vermont FPR State Risk Assessment Questionnaire – You must have adequate financial practices in order to receive funding from the Department of Forests, Parks and Recreation. This document should be reviewed by your organization's financial staff.

W-9 – A completed W-9 form must be physically signed and dated within the last 12 months of submission to grant staff. The State of Vermont will not accept digital signatures on a W-9. If you need assistance completing the form, contact your accountant or tax preparer.

Certificate of Insurance (COI) – Grantee must demonstrate standard insurance coverage is in place before a grant agreement can be signed. Additional insurance may be required, depending on circumstances, but minimum requirements for coverage and documentation in a Certificate of Insurance is listed below:

- Workers Compensation, in accordance with Vermont law.
- General Liability and Property Damage: all major divisions of coverage including, but not limited to:
    - Premises - Operations
    - Products and Completed Operations

    - Personal Injury Liability
    - Contractual Liability
- The policy shall be on an occurrence form and limits shall not be less than:
    - $1,000,000 Each Occurrence
    - $2,000,000 General Aggregate
    - $1,000,000 Products/Completed Operations Aggregate
    - $1,000,000 Personal & Advertising Injury
- Automotive Liability covering all motor vehicles, hired and non-owned with coverage limit not less than $500,000 combined single limit. If grant activity involves construction, transport of persons or hazardous materials, coverage shall not be less than $1,000,000 combined single limit.

- The COI must show State of Vermont and its agencies, departments, officers and employees as Additional Insured. Grantee must submit a COI for every year the grant is active.

If the organization applying for this funding cannot meet the fiscal compliance requirements above, please consider an alternate fiscal sponsor for your project. If you are selected for a grant and cannot meet the fiscal compliance requirements, you will not be awarded a grant.

SECTION 2: VOREC Pillars

VOREC established a set of priorities or pillars during the creation of the 2018 VOREC Action Plan. This section gives you the opportunity to show how your project contributes to the outdoor recreation economy in Vermont by advancing one or more of the VOREC pillars. Your project will not be downgraded if it only supports one pillar. Use this section as an opportunity for you to build on the impact and urgency and more specifically how it advances one or more priority areas of the outdoor recreation economy.

For more information about the VOREC pillars and the VOREC program, please visit the VOREC website.

SECTION 3: VOREC Workplan

The workplan is your chance to demonstrate the "how" of your project. The workplan template is available in the Applications Downloads section of the online portal.

There are three primary sections for the workplan. The activity, the intended outcomes and the timeline. Please see below for an example of a workplan for a bike instruction program for children.

Please fill out a table for all activities within the proposed scope of work. You can copy and paste the table as needed.

Example Workplan:

Activity 1 – Bike Instruction Program	Anticipated Outcomes (projected results, effects, improvements)	Anticipated Start Date (Month/Year)	Anticipated End Date (Month/Year)
Curriculum Development	Curriculum tailored to NEK youth for instruction and bike rental program Curriculum made available on our website so other like-minded organizations can utilize it to teach children	May 2024	August 2024
Bike and helmet acquisition		May 2024	August 2024

	100 bikes and helmets for the bike instruction program		
Communications and planning with Gym Teachers	Up to 5 site visits planned Materials offered to families at up to 5 schools	July 2024	August 2024
Site visits to up to 5 schools	Up to 100 children taught bike safe curriculum	August 2024	December 2024

Construction Projects

If your project includes the construction, repair or rehabilitation of any infrastructure including trails, parking lots, kiosks, picnic table, etc., further information should be provided. **All Flood Recovery projects are considered Construction Projects.**

Project Map

Maps must be uploaded to the application for all projects that include construction activities. It serves as the pictorial demonstration of your workplan. Maps must include the following:

- Topographic contours and elevations of the land area
- A legend or key to provide a visual explanation of symbols used on the map
- Trail(s), trail name(s) and location markers (city/town)
- Project area (area of construction or rehabilitation) and work components (from your work plan)
- Roads (by name) and public access area(s)/trailhead parking areas
- Parcel boundaries and names of landowner(s) where trail(s) exist
- Names of city/towns, rivers, lakes
- Streams and Wetlands with a map key shows stream/wetland crossings
- North arrow
- Map shows/distinguishes existing trails vs. proposed new trails
- All roads, trails or access areas used to get materials to the project site is clearly shown

If your organization does not have the technical expertise to create a map, please contact us and we will provide you with step-by-step instructions for map making - ANR.FPRrecreationgrants@vermont.gov.

Written Landowner Permission

Landowner permission is required for all FPR recreation grants. Landowner permission can be shown with a filled in permission form found in Application downloads, an easement, or in the case of publicly owned land, in the form of a letter from the selectboard, town manager or state or federal land manager assuring public access for the period of time required for the investment. Please attach a permission form for all parcels on which construction is occurring. This is only required if the grantee is not the owner of the parcels.

Please note that the length of time required for landowner permission depends on the type of work being funded:

- **5 years** for general maintenance activities such as removing fallen trees from the trail corridor, cleaning out and improving drainages, clipping vegetation to create a passable corridor, and adding kiosks, signage or other minor assets; for minor trail drainage and treadway improvements such as adding waterbars, small (3-5 step) stone staircases or short sections of step stones or puncheon; and for re-routes less than 50 feet.
- **10 years** for new trail construction; construction of major trail infrastructure like parking lots or boardwalks; large-scale trail reconstruction and treadway improvement such as significant stone or lumber staircases and long stretches of turnpike or step stones; and for reroutes longer than 50 feet.

NOTE: Permanent facilities or structures (engineered bridges, pavilions, bathrooms, etc.) will need a permanent easement or a term easement of at least 25 years if not owned by the applicant.

UPDATE NOVEMBER 7, 2023:

Flood Recovery grants need a 5 year permission form for all projects regardless of the type of work funded. Please fill out the specific flood recovery permission form for these projects.

If you have any questions about which duration your project requires or what the permission form is (proof that public funding will go to trails that will be open to the public) and is not (a permanent easement), please contact us - ANR.FPRrecreationgrants@vermont.gov

Project Permitting

Although permits are not required in order to be selected for a grant, all permits must be in place before construction occurs. All projects with construction components must demonstrate that steps have been taken to understand which permits will be required and how much they will cost. Costs of permitting can be included in the grant budget.

The Vermont Department of Environmental Conservation offers a Permit Navigator to help applicants understand which permits may be required for their project. The Permit Navigator tool is found on the Department of Environmental Conservation website. All applicants with construction components must upload the permit navigator guide for the project in pdf form.

The permit navigator is just the first step for acquiring permits. If any of the permits are flagged as necessary or potentially necessary, you must also explain how permits will be obtained before construction begins.

If you, or the landowner of the parcel your project is on, are concerned with getting an Act 250 Jurisdictional Opinion at this stage of your project planning process, *do not* check the box requesting a jurisdictional opinion on the permit navigator form.

Any municipal permits that might be necessary for a project are also required before construction can begin. To find out if you need municipal permits, contact your town office.

If you have any questions about permitting requirements please contact us - ANR.FPRrecreationgrants@vermont.gov

Land Acquisition

If your project includes land acquisition (applicable for Implementation and Outdoor Equity track grants), we also will need further information from you. In order for the grant to be successful in the timeline required, we need to understand the due diligence that has been achieved at the time of application. Projects that are closer to being ready for closing will rank higher than those that do not have appraisals, purchase and sales agreements, and title and environmental reviews in hand.

If you have any questions about land acquisition, please contact us - ANR.FPRrecreationgrants@vermont.gov

SECTION 4: VOREC Project Budget

The budget is an important part of the grant application that connects the financial component of the project to the workplan and outcomes. The budget should include all funding sources and expected expenses including labor, material, administrative costs and other eligible project expenses. A well developed, well-documented budget will clearly explain all funding sources and eligible expenses and align with the scope of the project.

For your budget submission you can either use the Budget Worksheet provided as a download in this application or use another form of your choosing. All budget submissions should include a list of all tasks and associated costs that are intended to be covered by reimbursement through this grant.

Make sure you review the minimum cost for the project track you are applying for. There is no maximum amount for any of the project tracks. Also, match is not required for this grant program.

Here are some questions you can ask yourself as you develop your Budget Worksheet:
- Does the budget align with each task in the proposed workplan?
- Is the overall budget adequate for the proposed work plan and is the timeline realistic?
- Does the budget provide enough information to demonstrate how the costs are necessary to carry out the workplan and to achieve the outcomes?
- Is the project's budget informed by input and guidance from collected bids, financial staff, and project staff?

Note: If your project includes land acquisition, you will need to itemize acquisition costs in your budget. Eligible acquisition costs include Purchase price, closing fees, title search, title insurance, survey cost, appraisal fee, stewardship funding, administration costs.

Below is an example of the Budget Worksheet available for download.

VOREC
Vermont Outdoor Recreation Economic Collaborative

VERMONT

Budget Worksheet

Instructions
Complete the budget worksheet, itemizing the tasks and amounts of all project funds.
VOREC Task Name - enter a short task name for the project activity identified
VOREC Project Activity Description - provide a description of the project activity undertaken
Total Cost - enter the associated amount with the specified task

VOREC Task Name	VOREC Project Activity Description	Total Cost
EXAMPLE Mapping Services	Conduct an assessment of gaps in maps available to public for recreation area, create new maps, and obtain printing services for new maps.	$9,600.00

The following is a matrix of eligible expenses by grant track:

Eligible Expense	Flood Recovery	Project Development	Implementation	Outdoor Equity
Trail Repair/Rehabilitation	X		X	X
Trail Relocation	X		X	X
New Trail			X	X
Bridge repair	X		X	X
Bridge Replacement	X		X	X
New Bridge	X		X	X
Culvert Repair	X		X	X
Culvert Replacement	X		X	X
New Culvert	X		X	X
Parking Lot repair/expansion/reconfiguration	X		X	X
New Parking Lot			X	X
New Kiosks and trail accessories	X		X	X
Kiosks and trail accessory replacement and/or repair	X		X	X
Sports field/playground/park repair and rehabilitation	X			
New signage and wayfinding (including digital)			X	X
Staff time - planning	X	X		X
Staff time - admin	X	X	X	X
Staff time - implementation	X		X	X
Staff time - programming			X	X
Staff time - added capacity			X	X
Contracted Work	X	X	X	X
Supplies & Tools	X	X	X	X
Stakeholder engagement		X	X	X
Marketing/Communication materials and design (including digital)		X	X	X
Land Acquisition			X	X
Trail assessment	X	X		X
Administrative Costs	X	X	X	X

Administrative Costs

Please note that 10% of the total grant cost up to $40,000 can be included as administrative costs, which can include staff time and other costs associated with administering the grant. This amount *must* be broken out in your budget.

Employee Time

Salaries for project-based activities (implementation, programming, capacity) can include the full cost of paying employees. In your budget, please include the total amount requested for each employee and a description of the work that will be completed. We know that some employees are paid hourly and some by salary so there can be a % of time (30% of time for three months) or an hourly estimate (100 hours @ $40/hour). If awarded, your organization should be prepared to track and report on these activities in detail.

Description of activity	Time estimate	Budget estimate
Project Manager helps teach biking at 5 gym classes	*15 hours*	*$600*

Payment

VOREC Community Grants are reimbursement grants. This means your organization will need to pay for expenses related to the grant and then seek reimbursement from FPR. Reimbursement can take 4-6 weeks. Please confirm your organization's ability to incur these expenses before building your budget.

Flood recovery grants can seek reimbursement for eligible expenses (see table) from July 11, 2023. Please note that documentation of expenses will be required for reimbursement and will be specified in your grant agreement.

Questions

If you are not sure how your intended project fits into eligible expenses, you have questions on documentation, or if you have a complex budget with multiple partners with fiscal responsibilities, please contact us: ANR.FPRrecreationgrants@vermont.gov

SECTION 5: Project Track

In this section, you will (finally!) have the chance to describe how your project furthers the priorities of the chosen track within the 2023 VOREC Community Grant Program. Don't lose steam here!

We are asking applicants to choose one track under which they think their project fits best. If your project potentially spans multiple tracks, select the one you think has the strongest alignment.

Once you have selected your track, you will explain how your project supports the track-specific priorities. The priorities for each track are outlined below.

Priorities by Track

Implementation Track
- **Community Planning:** Projects should demonstrate public and partner engagement in the concept development, have a high positive impact and/or be deemed critical by the community.

- **Economic and Community Need:** Concepts should fill a demonstrated gap in recreation economy or strengthen the recreation economy. Intended impact must fulfill a public need.
- **Sustainability and Environmental Stewardship:** Projects should incorporate best practices to protect natural resources and increase resilience.
- **Innovation and Creativity:** Projects that propose novel and imaginative solutions to revitalize or strengthen the outdoor recreation economy are encouraged.
- **Inclusivity and Increased Participation:** Projects should actively involve and benefit diverse communities, ensuring equitable access to outdoor recreation.

Project Development Track

- **Community Planning:** Projects should demonstrate public and partner engagement in the concept development, have a high positive impact and/or be deemed critical by the community.
- **Economic and Community Need:** Concepts should fill a demonstrated gap in recreation economy or strengthen the recreation economy. Intended impact must fulfill a public need.
- **Sustainability and Environmental Stewardship:** Projects should incorporate best practices to protect natural resources and increase resilience.
- **Innovation and Creativity:** Projects that propose novel and imaginative solutions to revitalize or strengthen the outdoor recreation economy are encouraged.
- **Inclusivity and Increased Participation:** Projects that actively involve and benefit diverse communities, ensuring equitable access to outdoor recreation.

Outdoor Equity Track

- **Inclusivity and Increased Participation:** Projects that actively involve and benefit diverse communities, ensuring equitable access to outdoor recreation.
- **Partnership and Public Engagement:** Projects should be supported by the communities the project intends to serve. Projects with partnerships among multiple organizations are encouraged.
- **Sustainability and Environmental Stewardship:** Projects should incorporate best practices to protect natural resources and increase resilience.
- **Innovation and Creativity:** Projects that propose novel and imaginative solutions to improve access to the outdoors are encouraged.

Flood Recovery Track

- **Economic and Community Need:** Projects should fulfill a demonstrated need (e.g. a critical link or access point for a trail system), have high positive impact or be deemed critical by the community.
- **Resilience:** Projects should implement an increased resilience (e.g. projects that replace culverts with bridges) as well as a well-described, and considered design.
- **Sustainability and Environmental Stewardship:** Projects should incorporate best practices to protect natural resources and adequately address the cause of damage or failure of asset (e.g. an undersized culvert).
- **Innovation and Creativity:** Projects that propose novel and imaginative solutions to revitalize outdoor recreation spaces to be more resilient will be prioritized.

- **Inclusivity and Increased Participation:** Projects that actively involve and benefit diverse communities, ensuring equitable access to outdoor recreation.

Describe how the proposed project advances the priorities listed

This is the "why" of your project and your chance to convince the review committee that your project is worth funding through this program.

Please describe how your particular project will advance and fulfill the listed priorities for the track. Also consider which VOREC pillars this project will be advancing and then tie in the ways in which the project addresses an issue or meets an urgent need as described earlier in the application.

Letters of Support

At least one and no more than three letters of support should be included in your application. High quality letters of support demonstrate support and commitment from organizations- that are critical to the success of your project. For example, a letter of support from a school principal would be helpful for a project that involves teaching bike skills through gym classes and a letter of support from a downtown organization or business would be helpful for a project that involves building a trail to connect Main Street to the town forest.

Letters of support are not required for applications in the flood recovery track.

SECTION 6: Supplemental Information

Please upload any additional material that you think would be helpful for the review committee. Examples might be site photos and engineering plans. Please note that these materials should help the review committee better understand your project but will not be specifically used for any points in the review process.

REVIEW AND SUBMIT

We know that the application is long and a lot of work, but please take the chance to review the application in detail. It will be much easier for you to add documents before submitting than for us to ask for them later. Applications that are incomplete on December 15 at midnight will not be considered.

Be sure to save a copy of your responses in a separate document prior to submission; you will not be able to view or edit your application once it is submitted.

Please note: Any work you perform filling out a form will not be accessible by grant staff until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to grant staff and it will become part of the public record, accessible per the Vermont Public Records Act.