



GRANT SUBMITTAL POLICY

Grant writing is one form of fundraising available to friends groups, as well as parks and forests, in cooperation with PPF. The positive side of grant funding is: 1) you can generally raise a large sum of money quickly; 2) it builds relationships with grant making institutions; and 3) it supports your mission. The downside of grant funding is that: 1) the funds are restricted to what you propose in the budget and narrative; 2) grants can be time consuming to write and manage depending on management guidelines; 3) grants generally come with timelines that must be tracked and followed. and 4) some grants often demand a supplemental match in funds (cash or in-kind).

Due to the volume of grants that friends/parks/forests are seeking to write, it is necessary that PPF be notified when you plan to submit a grant utilizing our Employer Identification Number (EIN). Information that needs to be provided to PPF at least three weeks in advance of submitting the grant are:

1. Source of the funds sought and contact information
2. Project being funded
3. Any accounting restrictions
4. Grant deadline
5. Project construction and completion schedule
6. Contact of person managing or submitting the grant
7. Budget for grant and a copy of the application
8. Letter from park or forest management in support of the proposed grant

Submitting this information helps us to track where our EIN is being submitted, helps to avoid duplicate requests to the same entity, enables us to respond to inquiries, and can assist us in better serving you. There has been more than one time a foundation has inquired regarding a grant application, and we could not answer their questions because PPF was not informed of the original grant submission. This does not hold the friends group or PPF in a positive light in the eyes of any foundation. To that end, grant applications received that do not fully address items 1-7 and those not received at least three weeks prior to a deadline will be uniformly and outrightly denied by PPF.

All PPF-related grant signature authority MUST come from the Chair of the PPF Board of Directors or designee. Friends groups shall not sign a legally binding document such as a grant contract that commits the PPF through the use of our EIN. Why? As the holder of the EIN,

PPFF is legally responsible for all funds raised and to ensure that funds are spent according to grant agreements.

PPFF will assess a 4% administrative fee on all grants. In some cases, this can be built into the grant request. In other cases, the applying group will need to budget for the 4% from their existing funds. The reason for this fee is that the accounting requirements to track funds have increased and PPFF administrative costs must be accounted for-managing the grants, following the accounting protocol required by the grant/IRS/our accountant, submitting or reviewing reports, etc. (For example: A \$10,000 grant would result in a fee of \$400.) An administrative fee is not uncommon, colleges and universities charge their own departments upwards of 30%!

If you are considering applying for a federal grant, you must contact PPFF during your early planning and absolutely prior to submittal. Some federal grants have such complicated accounting protocol that we need to review these on a case-by-case basis.

If a grant requires an audit by a CPA as part of the final report, the chapter/park/forest will be required to pay for that audit report out of their account. It is important to determine if an audit is required prior to application.

Approved by the PPFF Board of Directors: February 13, 2025 (with an annual review required).



REQUEST FOR GRANT CONSIDERATION

Before applying for any grant, the following steps must be taken:

1. This Request for Grant Consideration form must be submitted to the Pennsylvania Parks and Forests Foundation. Please note that if the grant is an online portal, PPF staff will enter information and register within the portal if we aren't currently working with the foundation.
2. For request to be considered, a chapter must be up-to-date on required paperwork (annual reports, financial reports, all conflicts of interest forms submitted, etc.) and chapter executive committees must attend the annual PPF virtual gathering for their role. Additionally, in 2025, grant training will be required to ensure that sound grant management protocols are followed.
3. If given permission to proceed with application, send copy of application and narrative to PPF for review.
4. If the grant is awarded, send contract to PPF for review and signing.
5. When a grant is complete the chapter is responsible for any grant report required by the grant and must submit a copy to be held in the grant file at the PPF office in case of audit.

Name of Potential Funding Source: _____

Point of Contact for Source: _____

Telephone: _____ **Email:** _____

Project or activity for which request is being made: _____

How much money will be requested: _____

Is the funding:

_____ Reimbursement Grant _____ Partially paid up-front/portion withheld _____ Fully funded up-front

Does this grant require a cash match? ____ Yes ____ No

If so, at what percentage? _____

If this is a reimbursement grant and/or a grant that requires a cash match, do you have adequate funds in your account to cover the costs? ____ Yes ____ No

Is the funder:

____ Private Foundation ____ Community Foundation ____ State/Local Government

____ Federal Government

Are there any accounting restrictions on this grant? ____ Yes ____ No

If so, what? _____

What is the grant deadline? _____

Who at the friends group/state park/state forest will be the contact person for this grant?

Checklist of items to be submitted with this review request:

____ Budget for grant

____ Proof of any matching or operational funds secured

____ Sign off by park manager/district forester that they are in support of the project

____ Grant application guidelines from the granting entity

____ Timeline for project

____ Any supplemental documents that might be needed: Maps, proof of environmental review, etc.

____ Outline of how the 4% administration fee will be paid (built in to grant, from friends funds, etc.)

PPFF Office Use Only

Date Request Received in Office: _____

If match or reimbursement required, proof of funds on hand provided: _____ Yes _____ No

Following items included:

- Budget: _____ Yes _____ No
- Sign off by park or forest management: _____ Yes _____ No
- Grant Application Guidelines: _____ Yes _____ No
- Timeline: _____ Yes _____ No
- 4% admin fee commitment: _____ Yes _____ No

Action Taken: _____

Communication back to chapter/park/forest on: _____

If given permission to proceed, completed application for review received: _____

Returned to chapter/park/forest on: _____

Grant Awarded or Denied: _____ Awarded _____ Denied If Awarded, amount: \$_____

Date of final report due: _____ Date report submitted: _____

Copy on file? _____ Yes _____ No

Any issues to note: _____