

# RECreation and Parks Technical Assistance Program Grant

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

## APPLICATION INSTRUCTIONS

### What, Why, Who, When?

The Recreation and Parks Technical Assistance (RecTAP) grant program provides technical assistance to organizations that do not have the in-house expertise, time, and/or funding to resolve specific questions or problems. The program administrator, Pennsylvania Recreation and Park Society (PRPS), Inc., specifically matches grantees with experts—Peer Consultants—based on their needs. The grants have a maximum value of \$2,500, which is paid directly to the Peer Consultant upon project completion and approval.

Pennsylvanian organizations providing community recreation and park services are eligible to apply for a RecTAP grant. Organizations that do not have a *PRPS Group Membership* or a staff member holding a *PRPS Professional Membership* are required to pay a \$75.00 match upon approval of the grant. No more than one grant may be received in a calendar year and projects must be completed within six months of the grant award date. Enter “N/A” or “not applicable” for those questions that cannot be applied to your organizations.

### How?

Reference the information below, titled “Application Completion,” “Application Submittal,” and “Application Evaluation” when completing your RecTAP application.

#### I. Application Completion

Please provide all the information requested on the application and DO NOT use additional pages. The information below corresponds with the RecTAP application.

##### A. Applicant Information

###### 1. General

###### a. Organization

Name of the organization applying for the grant

###### b. County

County in which the organization resides

###### c. Contact Information

Applicant’s contact information

###### d. Director/Chairperson of Organization

Applicant’s lead authorizing representative and contact information, this person will sign the RecTAP grant contract if awarded

###### 2. Specific

###### a. Type of Organization

Indicate the specific type of applying organization

###### b. Employer Identification Number (EIN)

Applying organization’s Federal Identification Number or number used by the Federal Government to identify a business entity

###### c. IRS Designation

Apply organization’s status as “For-profit” or “Non-profit (501(c))”; Non-profits to include a copy of their IRS “Determination” letter confirming tax-exempt status

###### d. PRPS Membership Status

Applying organization’s PRPS membership status—PRPS Group Membership (*Agency, Board/Commission/Friend Group, Supporting*), PRPS Professional Membership, No Membership

###### e. Mission Statement

Applying organization’s statement of purpose

###### f. Staffing

- Numbers based on staffing per fiscal year
- g. Financial  
Budget amounts from most recently completed fiscal year

B. Grant Contact

Individual that will work directly with the organization's assigned Peer Consultant; they should be knowledgeable about the project

C. Project Summary

Concise title and summary of the technical assistance for which is being applied

D. 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. Address the following points in clear detail:

- o Give brief information about the organization receiving assistance. Do not assume that the reviewers know the organization.
- o 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.
- o Give the names and titles of the organization staff that will be responsible for working with the consultant to carry out the project.

E. Peer Consultant Recommendation

You are not required to complete this section of the application; however, it is your opportunity to recommend an appropriate Peer Consultant with whom you've built rapport.

F. Certification and Statement of Assurances

The signature of the organization's lead authorizing representative (Director/Chairperson of Organization) is required. This representative must have the legal authority to bind the organization to a contract should the applicant receive funding.

## II. Application Submittal

A. Applications must be typed

- B. Completed applications and a copy of the IRS Determination Letter (if applicable) may be submitted to Emily Gates, PRPS Special Projects Coordinator, via email or mail (DO NOT use staples, plastic sleeves, binders, or folders) using the information below.

**Email**

To: [egates@prps.org](mailto:egates@prps.org)  
Subject: RecTAP Application

**Mail**

Attn: Emily Gates  
Pennsylvania Recreation and Park Society  
2131 Sandy Drive  
State College, PA 16803

## III. Application Evaluation

Grant applications are evaluated by a peer review panel. 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. RecTAP grant applications will be evaluated using the following criteria:

- o The clarity with which the service or "need" is expressed in the application;
- o The appropriateness of the requested services as it relates to improving the professionalism of the organization and;
- o 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.

Please contact Emily Gates, Special Projects Coordinator, PRPS, with any questions at (814) 234-4272 and/or [egates@prps.org](mailto:egates@prps.org).