Great Trails State Program (GTSP)

2024

Application Guide

Table of Contents

Contents

Great Trails State Program (GTSP) Grant Cycle Schedule

March 1, 2024	**Announcement** The N.C. Division of Parks and Recreation (DPR) announces the availability of GTSP matching grants to eligible applicants.
July 15, 2024	**Application Review Deadline** Applicants may submit their draft applications to RRS Consultant for a technical review to ensure that the application is complete.
November 12, 2024	**Application Deadline** Applications are due online in WebGrants.
Early 2025	**Selecting Grant Recipients** Grant recipients will be selected by the Secretary of the Department of Natural and Cultural Resources.
Project Period	The project period will be 3 years. Contracts will be issued within 2 weeks of the award announcements, and the project period will begin 60 days after the announcement to allow time for contract approval.

Great Trails State Program
Requirements and Resources

Program Summary

- **Eligible Applicants:**
  - North Carolina counties and incorporated municipalities are eligible for GTSP grants. Two or more local governments may apply jointly with one serving as the primary sponsor.
  - Public authorities, as defined by GS 159-7, are also eligible if they are authorized by N.C. general statutes to acquire land and develop recreation facilities for public use.
  - Regional councils of government created pursuant to Part 2 of Article 20 of Chapter 160A of the General Statues.
  - 501(c)(3) Nonprofit organizations provided the entity demonstrates in a manner acceptable to the Department that the unit or units of local government where the eligible trail project will be conducted have been notified of and support the trail project.

- **Eligible Projects:** GTSP grants can be used to acquire land or easements as well as plan/design, construct and maintain trails. Applications should be restricted to one contiguous linear site per application. Applicants may submit for multiple trail projects.

- **Maximum Request:** Applicants can request a maximum of $500,000 with each application. GTSP grant recipients with an active project may not request additional funds to complete the contracted project.

- **Minimum Grant Request:**
  - Planning or design: $100,000
  - Acquisition: $100,000
  - Construction of natural surface trail: $100,000
  - Maintenance of natural surface trail: $100,000
  - Construction of paved trails: $300,000
  - Maintenance of paved trail: $250,000

- **Match:** may include cash, fee waivers, in-kind services, the donation of assets, the provision of infrastructure, or a combination of these. **Match must be *Non-State* funds**. Non-cash matches must be quantifiable. All matches must be provided within the three-year grant period.

- **Match Requirements:** An applicant must match the grant based on the wealth of the local government where the project is being implemented. The appraised value of land to be donated to the applicant can be used as matching funds. The match requirements in the unit or units of local government will be based on the lower wealth jurisdiction.
    - **Tier 1**: in the amount of one non-State dollar ($1.00) of matching funds for every four dollars ($4.00) of State funds.
    - **Tier 2**: in the amount of one non-State dollar ($1.00) of matching funds for every two dollars ($2.00) of State funds.
    - **Tier 3**: in the amount of one non-State dollar ($1.00) of matching funds for every one dollar ($1.00) of State funds.

- **Site Control:** The applicant must have legal control of the property where GTSP trail will be located. In lieu of site control, applicants may submit a memorandum of understanding between the applicant and a public entity (local, state, federal) that owns the land, indicating that the public entity supports the project and will allow the trail to open, accessible, and maintained for the required 15 years. This allowance is only applicable to public lands.

- **Support from Local Government:** The applicant must demonstrate, in a manner acceptable to the Department, that the unit or units of local government where the eligible trail project will be developed has/have been notified of and supports the trail project.

- **Public Use:**
    - Trails must be open and accessible to the public with no restrictions such as membership.
    - Trails and trail structures built or renovated with a GTSP grant are to be used for public recreation for at least 15 years.

- **Eligibility:** Incomplete and ineligible applications will not be considered for funding. Only information submitted by the November 12, 2024, deadline.

- **Evaluation of Applications**: DPR staff will evaluate each application. The evaluation will be based on information provided in the application. The application cannot be edited after the deadline.

- **Selecting Recipients:** DPR staff will provide a ranked list to the Department of Natural and Cultural Resources to make final funding decisions. In addition to the ranking, the following factors may be considered for final funding decision:
    - geographic distribution
    - distribution of funds among trail stages (planning/feasibility, design/engineering, acquisition, construction, and maintenance)
    - Social Vulnerability Index (SVI)
    - source and amount of additional (above the required) match.

Assistance for Completing the Application

Your GTSP project should be the result of a planning process that reflects the public's preferences. Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.

To Help Plan Trails & Trail Amenities for Public Recreation

Making Trails Accessible: All facilities funded by GTSP must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:

ADA Standard - index
About ADA Standards
Guidelines for Recreation Facilities

Completing the Environmental Review of your Project Site

Complete the information requested in WebGrants and supply required maps. If funded, further information may be required from these agencies.

- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands.

- **Floodplains:** https://fris.nc.gov/fris/Home.aspx?ST=NC has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.

- **Cultural Resources:** North Carolina's State Historic Preservation Office can assist in identifying historical and archaeological resources.

- **Streams on Site:** Use the NC DEQ Surface Water Classification resource to create a map of the trail corridor.

Sites Funded by the Land and Water Conservation Fund (LWCF)

- Reference these lists of North Carolina's LWCF projects to determine if your proposed project site has previously received LWCF funding.
- If this is an LWCF site, list the LWCF grant number on the Basic Facts and Assurances page. (page7)
- Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the LWCF Manual.

Submitting Your Application

Applications are submitted through WebGrants. The WebGrants application is the official copy of the application.

If You Receive a Grant

- **When to Start:** To receive GTSP grant funds, a grantee must sign a contract _before_ beginning a GTSP project. Two exceptions:
  - Some planning costs can be incurred before applying.
  - DPR can approve a waiver allowing an applicant to acquire land before a grant is approved.

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a GTSP grant. This is a legally binding agreement between the grantee and the State of North Carolina.

- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project. Any changes to the project budget would require a contract amendment.

- **Drawdowns:** GTSP grants are paid as drawdowns of funds based on the budget. Grantees must submit documentation of expenses on a quarterly basis, or at least before a new drawdown request can be approved.

- **Audits and Inspections:** GTSP staff will conduct periodic site inspections of each GTSP project to inspect the progress as well as the financial records. All GTSP grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.

- **Completing a GTSP Project:** A grant recipient has three years to complete a GTSP project, as specified in the contract.

Great Trails State Program Definitions

Acquisition: GTSP can be used to acquire land or easements for trail projects. Acquisition projects may include Planning & Feasibility, Design & Engineering, or Construction. For Acquisition only projects, please note that development must occur within five years of taking possession of the property

Construction: GTSP funds can be used to construct trails or trail structures. Trail structures include bridges, boardwalks, retaining walls, and other structures that are necessary for visitors to use the trail to travel from one location to another. For paddle trails, trail structures include waterway access points and watercraft launch structures. Trail amenities are also an eligible project expense, and these include markers, signage, benches, water fountains, restroom facilities, bathhouses, campsites, docks, boat ramps, parking facilities, picnic facilities, equipment rental facilities, and other improvements or structures intended to enhance visitor experience for trail users.

Design & Engineering: D&E projects will create a set of design drawings that build upon the/a Planning & Feasibility study considering all assessments completed. This effort will provide technical details to construct sustainable trails and typically include surveys, geotechnical study (if needed), design drawings, construction specifications, and maintenance agreements. The conclusion of this effort will be a set of construction documents that can be used to bid out the project for construction or construct the project.

Maintenance: Maintenance projects for the GTSP funds includes any activity to maintain the usability and sustainability of trails. This can include ensuring trails are passable by the users for which they are managed, preventing environmental damage resulting from trail deterioration, protecting public safety, and averting future deferred maintenance cost.

Planning & Feasibility: The intent of Planning & Feasibility studies for the GTSP funds is an in-depth corridor study for a trail alignment, not an overall comprehensive trail plan for an area (town, county, region, etc.). Planning & Feasibility will include assessments of all elements of the trail project including trail class (paved / natural surface), target users, design aspects, trail corridor / land needed, and partners to maintain the trail, ensuring the overall feasibility of a trail and/or trail location from a technical, financial, and operational aspect. The conclusion of this effort will be able to lead directly into Design & Engineering of the trail.

Trail (Trail Facility): A thoroughfare or track across land, water, or snow used for recreational purposes. Must be at least 1/4 mile in length to be eligible. Includes paved trails or greenways, natural surface trails, biking trails, equestrian trails, and any other type of trail recognized by the Department. The term does not include a series of tourism attractions related to a particular theme that are jointly marketed based on that theme and are interconnected only by vehicular roadways.

Trail Amenities: Markers, signage, benches, water fountains, restroom facilities, bathhouses, campsites, docks, boat ramps, parking facilities, picnic, facilities, equipment rental facilities, and other improvements or structures, intended to enhance visitor experience for trail users.

Trail Structures: Bridges, boardwalks, retaining walls, and other structures that are necessary for visitors to use the trail to travel from one location to another. For paddle trails, trail structures include waterway access points and watercraft launch structures.

Application Section Guidance: Application Information

Applicant Information

Please include the contact information for the grant administrator, the project manager, and the contract signatory.

Project Overview

The Project Name will be used internally and externally so please complete it accordingly.

Project Type

For the project type, please review the program definitions in the funding opportunity or provided in this guide before selecting. It is important to carefully consider the project type. For example, an acquisition only application will not be allowed any planning or design expenses.

The project types include:

- Acquisition only
- Acquisition + Construction
- Acquisition + Design/Engineering
- Acquisition + Planning
- Construction
- Design & Engineering only
- Planning only
- Maintenance

Please review the definitions on page 8 to best determine which project type to select.

Project Description

This section is required for all application types. Describe your project, including how this project would advance your trail network and state your project objectives.

This description will be used to determine your project's overall sustainability as compared to other projects submitted. This statement should be suitable for public review. The text provided in this section will be published internally and externally without editing by DPR staff. Be concise and discerning with information, covering key components and background, if needed. Narratives are limited in word length as noted below the text box.

Process for Selection

When describing the process to be used for selecting the person or organization to complete the project, please be sure to specifically address the qualifications of the person or organization to complete the project. Provide examples of previous projects of similar scope.

You must attach a detailed timeline to this section. Include time needed to secure funding and any project milestones.

This section is required for all application types.

Previous Grant or Similar Project Experience

If the applicant has previous experience with parks or trails grants or has previous experience with a similar project, please add this information in this section. This section is designed to create a multi-list table so applicants can enter multiple projects. This section is required for all application types.

Project Justification

What are the expected outcomes and benefits from this project? Please be specific and include:

- How does the trail provide or how would the trail provide connectivity to daily destinations?
- How the trail is designed or would be designed to increase access to trails (first trail in a community, fills a trail-type need, etc.)?
- How would the proposed project eliminate a gap in an existing trail or in funding?

All acquisition applications should include urgency of acquisition.

For construction and maintenance applications, what is the approximate length, width, and surface type?

Maintenance applications should include when the trail was originally built and previous maintenance (what was done and when it was completed).

This section is required for all application types.

Certification and Approval by Governing Board

Provide documentation from your organization or agency's body of authority supports this project, with a commitment to fund and implement the project as described in this application. A signed copy of the certification & approval form must be attached. A template (page 18) is included in this guide. **This section is required for all application types. Your application will not be eligible for consideration without this certification.**

Applicant Attachments

These attachments are required of all application types.

- Organization's Sub W-9 (Form provided in Funding Opportunity attachments)
- Detailed Project Timeline
- Signed Certification & Approval of Governing Board

If applicant is a non-profit, documentation of 501(c)(3) is required.

Application Section Guidance: Project Information
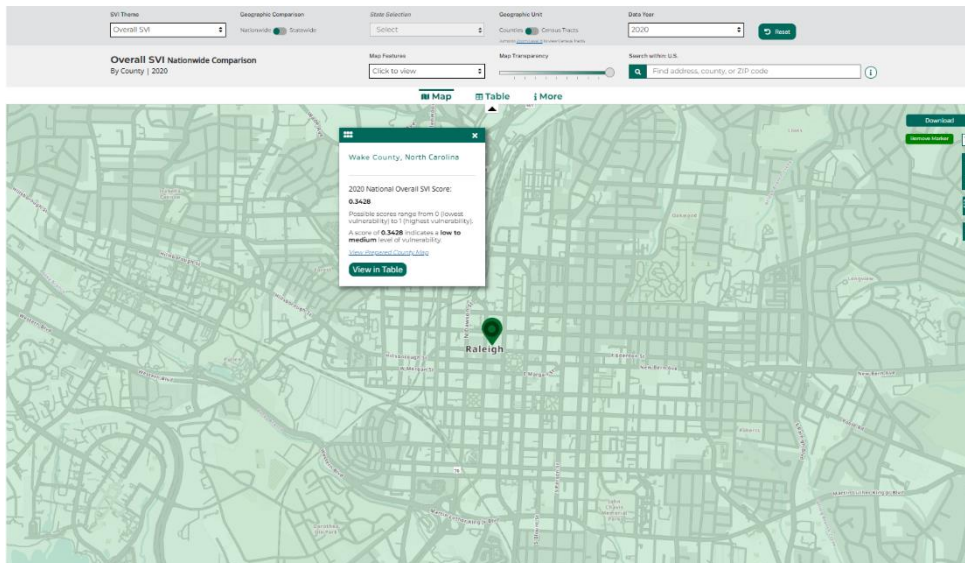
Project Details

Project location

The latitude and longitude should be included for all application types. This information will be used to generate a map of the geographic distribution of applications.

The county where the project will take place must be selected. Multiple selections are allowed if the project will cross into multiple counties.

Social Vulnerability Index

To determine the Social Vulnerability Index, enter the address of the proposed project in address search box. The data year should be 2020, and applicants should view the overall SVI.

The 2020 National Overall SVI score will be displayed on the map. Applicants should select the appropriate option from the drop-down. The example below uses the main office of DPR in 121 West Jones Street in Raleigh.

Site Control

All construction and maintenance applications must have site control to be eligible for funding and must provide a signed attorney's certification of site control, unless the site is a public land.

 In lieu of site control, applicants may submit a signed memorandum of understanding between the applicant and a public entity (local, state, federal) that owns the land, indicating that the public entity supports the project and will allow the trail to open, accessible, and maintained for the required 15 years. This allowance is only applicable to public lands.

Permissible Uses of the Trail

This is not required for Planning & Feasibility or Design & Engineering applications.

Design Standards

If the trail design has been chosen, applicants must indicate which design standard and why.

Trail Facilities Provided by Project

This section is not required for planning & feasibility, design & engineering, or acquisition only projects. Select N/A for the required fields if submitting one of these applications.

Examples of Trail Facilities for this section include:

- Natural surface trails with a minimum continuous length of 1/4 mile including nature trails, hiking trails, bicycling trails, and equestrian trails.
- River paddle access facilities, including docks, launching ramps, stairs, and kiosks.
- Paved trails with a minimum continuous length of 1/4 mile.

Trail structures includes bridges, boardwalks, retaining walls, and other structures that are necessary for visitors to use the trail to travel from one location to another. For paddle trails, trail structures include waterway access points and watercraft launch structures.

Trail amenities includes markers, signage, benches, water fountains, restroom facilities, bathhouses, campsites, docks, boat ramps, parking facilities, picnic facilities, equipment rental facilities, and other improvements or structures intended to enhance visitor experience for trail users.

Please be as thorough as possible in this section.

Suitability of the Site for the Proposed Project

This section is required for all application types. Select N/A for the required fields if unable to provide information.

Management and Maintenance

This section is not required for planning & feasibility, design & engineering, acquisition only, acquisition + planning, or acquisition + design projects. Select N/A for the required fields if submitting one of these applications.

The proposed site must be owned / managed by a public entity or land conservation partner. If the site is public land and the applicant is providing a MOU with the public entity, the MOU should describe how the site will be maintained. If the applicant is not going to operate the site with full-time staff, describe how and when the site will be open to the public.

A copy of the emergency management plan should be uploaded, if available. It should be some evidence of an emergency response plan with the EMS local jurisdiction – emergency procedures for trail users.

For maintenance applications, applicants must provide documentation of trail use and previous trail maintenance records as an attachment. This field is not required since it is not required for all applications, but maintenance applicants must include this information as a required element.

Site Information

A site plan is required for all construction and maintenance applications. For acquisition applications, a concept plan is required. Please see page for instructions.

Application Section Guidance: Budget

Cost Sections

Each of the cost sections will create a multi-list table, and applicant should enter each line item under the relevant category.

Click on 'Add Entry' for each new project item you wish to add. To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Please be sure you have selected the correct project type before completing your budget. The type selected on the Budget form should match the type selected on the Application Information form.

Project costs submitted in the application will become the grant's budget. List all proposed project elements and the estimated cost of each element. For construction and maintenance applications, all elements included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning.   Round project costs to the dollar.

Accurate Cost Figures are Important: If the actual costs are more than those listed in the application, the grantee will need to cover the increased costs. It is recommended that applicants get cost figures from contractors, landscape architects, or planners who build and maintain trails in order to have the most accurate budget possible. Consider the impact of inflation. Construction may be delayed if permitting and planning are not completed. Construction costs can increase in the interim.

Contingency (Construction projects): A contingency of the total cost of construction may be included. Contingency should not exceed 5% of the cost listed in the project cost, or $50,000 whichever is less.

ADA Accessible Routes: Be sure to include accessible routes and ADA signs in your project costs, where possible, where practical.

Ineligible Items: Tools or equipment for construction or maintenance, or other costs not listed as eligible.

Land Acquisition Costs

For acquisition projects, eligible costs include land and easement acquisition. Incidental acquisition costs include appraisals, title searches, surveys, and attorneys' fees.

Ineligible costs: brokerage fees paid by the buyer, real estate transfer fees/taxes, environmental cleanup costs, back taxes on land owned by the previous landowner.

Land Values: Use an appraisal completed using the Universal Standard of Professional Appraisal Practices (USPAP) or the assessed property tax value for land to be acquired, either by purchase or donation. We recommend GTSP grant recipients submit a USPAP. This includes property acquired prior to the application deadline using a GTSP waiver.

For property with a value of more than $750,000, two appraisals will be required if the grant is approved. The State Property Office will review the appraisals and determine the value of the property. If there are any capital improvements on the property, only those improvements that are directly used for trail purposes can be included in the cost of the property to be reimbursed with a GTSP grant.

Bargain Sale: If the landowner is willing to sell property for less than the appraised value, the difference is a donation. The appraised value of the land should be included in the Project Costs.

Planning/Feasibility and Design/Engineering

Eligible costs: architectural and engineering fees, site plans, design and construction drawings, construction management, and cost estimation. Ineligible costs: Trail master plans and system-wide plans.

Eligible Planning or Acquisition Incidental Costs

These costs are eligible if they are incurred after November 12, 2022 (two years before the application deadline) and before the end date for the GTSP contract. These costs are not to exceed 20% of the project cost (or a maximum of $200,000). Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.

Eligible Costs Prior to Contracting

Planning/Feasibility/Design/Engineering costs associated with a different trail stage if incurred two years before the application deadline. Land acquisition costs of land and incidental land costs with

an approved waiver are also eligible. Construction costs are not eligible costs prior to contracting. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement or match credit.

Non-State Match

A non-state fund match is required. No other state-funded grants or legislative appropriation are an eligible match.

Please indicate if each source of match is secured. If the match is not secured, please indicate if it will be secured within 6 months or if it will be secured in more than 6 months.

Allowable In-Kind Matches

GTSP applicants can use In-Kind and Force Account Labor services as all or some portion of their required match. The services provided must be performed to assist with or support the project that will be accomplished with approved GTSP grant funds. Each listed In-Kind and/or Force Labor match must reference a specific deliverable. Proof of donation/gift must be provided with the value of the donation documented on official letterhead with the date of donation.

Allowable services are:

General Volunteer Labor:

- 17 years and up – labor valued as noted by the Independentsector.org in North Carolina. (using current grant year value)
- 16 years and under – labor valued at North Carolina's Minimum Wage

Skilled Volunteer Labor and/or Services:

- Valued at the fair market rate, equal to what the individual is normally paid for such service; documentation of labor and value of labor is required.

Donated Equipment and Operator:

- Equipment and labor valued at the fair market rate, equal to what the individual is normally paid for such service, documentation of gift and value required.

Donated Materials:

- Valued at the fair market value of any materials from the person or persons donating the materials, documentation of gift and value required.

Project Planning and Environmental Compliance Costs:

- The donation of professional or accredited planning and environmental compliance services will be valued at the fair market value, documentation of gift and value required. These services are limited to costs incurred less than 18 months prior to or after the GTSP grant contract document is fully executed. This service must apply specifically to guidance or support of the project that will be accomplished with approved GTSP funds.

Land Donated for this Trail Project:

- Land donated to a governmental agency or a non-profit organization for public trail – valued at the appraised value of the donation. The donation of land must have taken place less than 18 months prior to or after the GTSP grant contract document is fully executed with an approved waiver. Note: The donation of land or interest in land must be for a minimum of 15 years from the contract end date with no cancelation clauses.

APPROVED FORCE ACCOUNT LABOR MATCH ALLOWANCES

Allowable services are:

- Agency or Organization's Paid Labor:
  o Valued at the current hourly rate of pay for employee labor per hour worked for the associated deliverable.
- Agency or Organization Owned or Leased Equipment:
  o Valued according to the federally approved Federal Emergency Management Agencies (FEMA) equipment rates.

Checklist to Submit a Complete Application

Required Application Elements
Use the (file name) shown when attaching a file in WebGrants.

1. Application Information
    a. Project Contact Information
    b. Project Overview
    c. Previous Grant or Similar Project Experience
    d. Project Description & Justification
    e. Certification & Approval by Local Governing Board (Board Certification)
    f. Required Attachments:
        i. Organization's W-9
        ii. Detailed Project Timeline
        iii. Signed Certification & Approval by Governing Board

2. Project Information
    a. Project Details
    b. Trail Facilities Provided by the Project (Not application for P+F, D+E, or Acq projects)
    c. Suitability of Site
    d. Management & Maintenance

3. Budget
    a. Project Costs
    b. Non-State Matches
    c. Match Summary

4. Site Information
5. Environmental Review
Documents for the Scoring System
6. Partnerships & Community Support
Optional Attachments
7. Community Letters of Support (Letter of Support)

Certification & Approval by Governing Board

I hereby certify the information contained in the attached Great Trails State Program application is true and correct, and the required matching funds for the grant will be available within three years of submitting the application. This application has been approved by the governing board.

Chief Elected Official or Board Chair for Non-Profits (Print or Type Name and Title)
(Signature)
If two sponsors are applying together, this form must be completed and signed by each board.

Attorney's Certification of Site Control

Project Sponsor: _____ **Project Name:** _____

Instructions: Review the Site Plan for the project. An attorney must certify that the project sponsor has control of the entire site of a proposed development project for providing public recreation by November 12, 2024.

Important: The application can be declared ineligible without this certification.

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1. TYPE OF SITE CONTROL: Indicate the type(s) of control the applicant has for the project site.

TYPE OF CONTROL Check all that apply	
☐ **Fee Simple Title**	☐ Entire Site. ☐ Portion of site
☐ **Lease (15 years or longer)**	☐ Entire Site. ☐ Portion of site
☐ **Easement**	☐ Entire Site. ☐ Portion of site
☐ **MOU between Public Entity & Non-Profit**	☐ Entire Site. ☐ Portion of site

2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:

☐ No limitations, conditions, or encumbrances

☐ Limitations, conditions, or encumbrances

Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the applicant's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 15 years. Attach additional pages if needed.

3. ATTORNEY'S CERTIFICATION

I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge.

NAME (Printed/Typed) _____

TITLE   _____

SIGNATURE   _____ Date _____

Site Plan (Concept Plan for Acquisition projects)

Attach a one-page color-coded site plan. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Do not include floor plans for buildings.

Include the following items and color-codes on the site plan:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed GTSP project: **light green. Include trail amenities**.
- Known streams, lakes, and wetlands **Blue**
- Park boundaries: **red for existing boundaries**
- Existing facilities: white
- **Future facilities: orange**
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

Budget Example

Line-Item Budget

Type of Work	Unit	Est Qty	Unit Price	Subtotal
Trail Alignment and Survey Flagging*	LF	50,000	$0.15	$5,000.00
Shovel Ready Trail Construction Documents*	LS	1	$5,000.00	$5,000.00
Budget				**$10,000.00**
Mobilization Fee (per phase)	EA	1	$2,000.00	$2,000.00
Single Track Trail Construction (forecast only)***	LF	50,000	$7.00	$350,000.00
Hand Built Trail Construction (as needed)**	LF	0	$12.00	$ -
Rock Breaking per day (as needed)**	PD	0	$1,500.00	$ -
Timber Bridge Construction (as needed) **	SF	0	$80.00	$ -
Steel Fabrication (as needed)**	HR	0	$80.00	$ -
Estimated Construction Budget				$352,000.00
Subtotal				$362,000.00
Contingency (5% or 50,000, whichever is less)				$18,000.00
Planning (20% or 120,000, whichever is less)				$72,000.00
Proposed Budget				$452,000.00
Grant Funds				**$226,000.00**
Non-State Matching Funds*				$226,000.00

*NOTE on Match Requirements: An applicant must match the grant based on the wealth of the local government where the project is being implemented. The appraised value of land to be donated to the applicant can be used as matching funds. The match requirements in the unit or units of local government will be based on the lower wealth jurisdiction.

- Tier 1: in the amount of one non-State dollar ($1.00) of matching funds for every four dollars ($4.00) of State funds.
- Tier 2: in the amount of one non-State dollar ($1.00) of matching funds for every two dollars ($2.00) of State funds.
- Tier 3: in the amount of one non-State dollar ($1.00) of matching funds for every one dollar ($1.00) of State funds.

Please refer to the NC Commerce's website for more information on your county tier classification.

Recreation Resources Services Consultants

Recreation Resources Service is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards.

Your RRS consultant is your first point of contact for grant application support and questions.

Find your RRS Consultant