

Utah Outdoor Recreation Grant Program Guide



2025

Introduction

The Utah Division of Outdoor Recreation (DOR) is committed to ensuring every Utahn can live a healthy and active lifestyle through outdoor recreation and access to natural space. With our grant programs, we support local communities in achieving this goal and are thrilled to offer five grants under the Utah Outdoor Recreation Grant (UORG) Program in 2025. This year's grant program includes:

2025 UORG Grant Cycle Dates: January 13, 9 a.m. - March 17, 5 p.m.

UORG Grant Opportunities Table

Grant	Description	2024 Amounts	New Amounts	Match Requirement
Regional Asset Tier	Regionally significant projects with a total value of at least \$3 million	Up to \$750,000	Up to \$500,001 to \$1 Million	Urban Counties-1:1 Rural Counties- County Based
Tier 1	New outdoor recreation infrastructure projects	\$15,001 to \$200,000	\$30,001 to \$500,000	Suggested County Based Sliding Scale (minimum 20%)
Mini	Ideal for smaller projects	\$500-\$15,000	\$5,000-\$30,000	Suggested County Based Sliding Scale
Recreation Restoration Infrastructure (RRI)	Restore high-use and high-priority trails or repair and replace developed recreation infrastructure on public lands	\$5,000-\$150,000	Up to \$250,000	Suggested County Based Sliding Scale
*NEW Community Parks and Recreation	More traditional community park infrastructure	NA	\$5,000-\$200,000	Suggested County Based Sliding Scale (minimum 20%)

Table of Contents

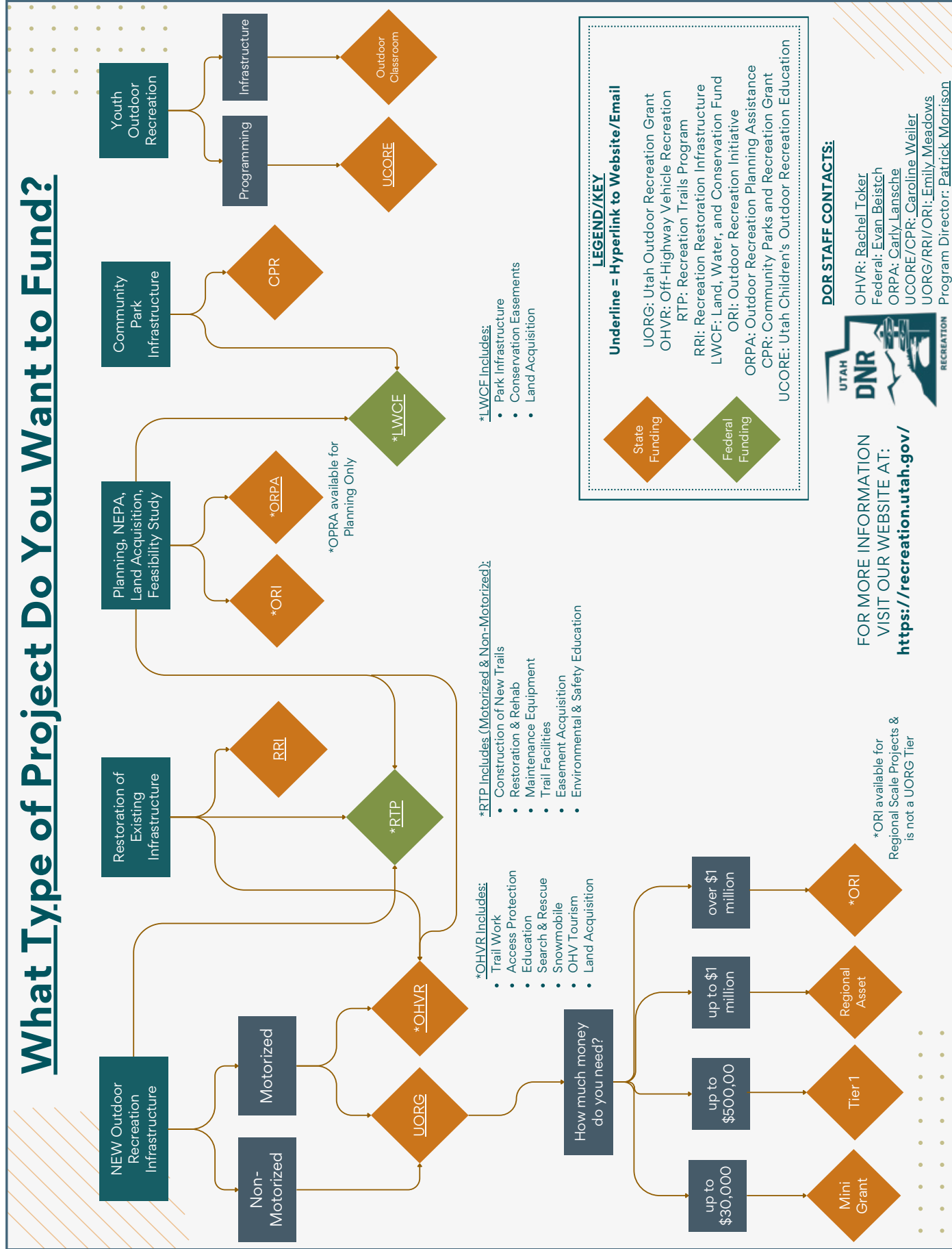
- Keys to a Funded UORG Application..... 2
- Eligible & Ineligible..... 4
- Outstanding Project Examples..... 5
 - Regional Asset Tier..... 5
 - UORG Tier 1..... 5
 - Mini Grant..... 6
- Recreation Restoration Infrastructure..... 7
- Community Parks & Recreation Grant..... 9
- Technical FAQs..... 10
- Budget..... 12
- Finding Your Required Match..... 14
- Online Application Process..... 15
- Scoring & Awarding Process..... 16
- Post-Award: Next Steps..... 17
- Appendices..... 19
 - Application Checklists..... 20
 - Other Funding Opportunities..... 21
 - Planning & Construction Resources..... 22

What's New in 2025?

- Increased Grant Request Amounts
- Match Updates
 - Regional Asset: **Required match** Urban 1:1, Rural county-based (see table on page 10 for more information)
 - All others (Tier 1, RRI, Mini-Grant, CPR, Suggested county-based match with a 20% absolute minimum)
 - Defining "Suggested Match" - When applying for a UORG award, the expectation is that the county-based matching scale will be the most appropriate match rate. However, applicants can apply for a reduced matching rate if there is clear justification that the rate assigned to their county presents an insurmountable barrier to pursuing project funding. Applicants will be asked to provide this justification within the application. The minimum match rate for all applicants is 20%.
- Community Parks and Recreation Grant
- "Pre-Build" Cost Support
 - 25% of match can now go towards directly related "pre-build" costs including:
 - Design
 - Planning
 - Feasibility, EAS
 - Engineering



What Type of Project Do You Want to Fund?



Keys to a Funded UORG Application

The Utah Outdoor Recreation Grant (UORG) is celebrating its 10 year anniversary! This grant continues to support communities across the state to build new recreation infrastructure for locals and visitors to get outside and find their sense of adventure. There are three tiers within the UORG program: Regional Asset, Tier 1, and Mini.

- **Regional Asset:** Large projects that have a regional draw, bringing economic and tourism benefits through increased visitation and resident retention. Applicants will be required to give a 10 minute in-person or virtual presentation to the scoring committee.
- **Tier 1:** The most popular
- **Mini:** Smaller projects with a shorter and more straightforward application

The following section applies to all UORG grants and will inform you on how to be successful when applying for UORG.

Keys to a Funded UORG Application

Analyze the Community Needs

Consider the unique aspects of your community, its people, topography, and recreational needs. Committee members love to see that you have community support. If you haven't already, include the community in the planning process and find opportunities for community engagement. A strong application will include letters of support from your local elected officials, Offices of Tourism, or partnerships with nonprofits and Federal Land Managers.

Consider the Economic Benefits

Local outdoor recreation amenities add value by attracting new residents, businesses, and investments. Reach out to your local tourism office and/or use the following resources to help identify the economic impact your project will have on property values or attracting new businesses.

- Headwaters Economics
- Kem C Gardner Policy Institute
- American Census

if there is potential for increasing capacity or access to a nearby amenity to accommodate large groups or events that could serve for multiple purposes.

Shovel Ready

All grant recipients have 28 months to complete their projects before being open for public use. Include detailed plans and a timeline to show that work is mapped out in a reasonable and timely manner for the project to be completed on time.

Planning

A full planning process should occur before you write the grant application. The UORG application requires a conceptual design of the project. Seek advice from appropriate experts including consultants, landscape architects, architects (if applicable), engineers, attorneys, and most importantly your community. Develop a project scope and work plan. This can help your organization accurately estimate the total project cost and ensure adequate funds can be allocated to complete the project.

Historic Site Considerations

Applicants must consider the impact of a project located on or intersecting any historic property. If your project is ground-disturbing and is in an area that has not been previously disturbed in the last 50 years, an archaeological investigation will likely be necessary. Visit the State Historic Preservation Office (SHPO) website to determine if this applies to your project. <https://ushpo.utah.gov/>

Accessibility

Consider what small changes or additions can be incorporated into your project to make it as inclusive and accessible for all types of visitors. Consider including ADA amenities or multi-language signage to be more inclusive for all levels of education, all ages, and all abilities. Be creative and find innovative ways to eliminate barriers so that users can enjoy the outdoor recreation opportunities your project provides.

Volunteers

Community volunteers can make a massive difference in stretching thin budgets and adding to the project capacity. If you have the support to recruit, organize, train, and manage the volunteers, they can be a tremendous asset. Projects that engage volunteers are encouraged but not required.

3 Adding trails and recreational facilities for an activity that the community is invested in can increase resident and visitor spending at local businesses. Local recreation-based companies will thrive as visitors purchase or rent gear or vehicles. Once a region has a well-developed trail system and other amenities, local guiding and expedition services can grow.

Increased Tourism

A community may have an opportunity to extend its tourism season by designing outdoor recreation projects that add winter recreation amenities to an area that already attracts tourism during the warmer months or vice versa. Highly competitive applications consider opportunities to coordinate efforts and interconnect their project into already existing or future recreation systems. Interconnecting trail systems to local parks and providing safe and easy access for youth score high. Consider your existing transportation corridors and how both a visitor or a resident would be able to access your project.

Large Events

Well-planned infrastructure projects can be used to host large events such as races, competitions, concerts, recreation-based community gatherings and more. These events bring a crowd of visitors to the community who spend money on lodging and local restaurants. Consider

Eligible & Ineligible

The UORG funds **permanent and public outdoor infrastructure projects** that engage the community in outdoor recreation activities. UORG support infrastructure projects related to the following outdoor recreation activities:



Adaptive outdoor recreation of all types



Camping: tent, RV, yurts and hammocking



Fishing: all recreational types



Nature enjoyment: wildlife viewing, wildlife photography, birdwatching, nature walks and stargazing/dark sky



Off-road motorized activities: UTV, ATV and off-road motorcycles



Outdoor adventure course activities: outdoor challenge course, disc golf or ropes course



Rock and mountain activities: canyoneering, rappelling and all types of outdoor climbing



Shooting activities: archery, target shooting and biathlon



Snow activities: snowboarding, all skiing types, snowshoeing, snowmobiling and ice-skating in outdoor rinks



Trail activities (natural surface): hiking backpacking, trail running, mountain biking and horseback riding



Water activities: canoeing, kayaking, rafting, stand-up paddling, sailing, motorized boating swimming in lakes or rivers and snorkeling



Wheel sports (paved surface): recreational bicycling, skateboarding, scootering and rollerblading

Eligible Costs

Category	Examples
Materials	Any material necessary to complete your infrastructure project are eligible expenses. This will vary depending on the activity type. Examples include materials needed for bridges, tunnels, ramps/launch sites, climbing hardware, piers, platforms, any surfacing materials, etc.
Facilities	Development and rehabilitation of recreation amenities that support or enhance recreation infrastructure are eligible costs which may include trail or wayfinding signage, kiosks, interpretive signage, parking, restrooms, drinking fountains, educational signage, benches, irrigation, landscaping, etc. Facilities should be paired with recreation infrastructure to score high in the review process.
Equipment	Renting heavy machinery and purchasing needed hand tools or equipment for your infrastructure project are allowed expenses. UORG will not purchase large-scale equipment to be used on projects, but does allow for a few scenarios where equipment purchases are a critical component of continued recreational access, ie: snow grooming equipment.
Historical/Cultural Surveys	Surveys completed by and for the State Historic Preservation Office (SHPO) are considered eligible expenses and can be paid for by the grant. Other surveys in coordination with the National Environmental Policy Act (NEPA), are not eligible for the UORG.
Mobilization	Moving large equipment or machinery to and from the project site
Professional Services	Contractors, Design, Engineering

Ineligible Costs

We know it can be difficult to navigate different grant programs and hope this can clear some things up! Here are some common examples of what is ineligible under UORG.

- General maintenance or repair on existing trails such as resurfacing with gravel or erosion control
- Wayfinding signage that is not part of a trail. Road improvements to or from trailheads or campsites
- Any indoor recreation amenities (i.e. recreation centers, indoor rock climbing wall etc)
- Infrastructure for private camps such as YMCA, BSA, GSA, or church camps
- Structures for private businesses such as outdoor service concessions, amusement parks, golf courses etc.
- Campgrounds or yurts owned by a for-profit entity
- Restroom facilities or landscaping that are not part of a current recreational infrastructure project or extension of an existing project
- Police or military-style shooting ranges

Outstanding Project Examples

The following are examples of the highest scoring projects within each UORG tier from the 2024 grant cycle. Each project includes a brief description, the organization, and the committee members actual comments provided during the review process. This gives an insight into what committee members are looking for and why the project was funded. We hope this will inspire and inform how to submit high quality and competitive projects!



Regional Asset Tier

Highest Scoring Project: Ogden Surf Wave

Organization: Ogden City

The Ogden Business Exchange Project Surf Wave Project will modify an derelict concrete diversion structure on the Weber River to create a standing wave that will be surfable with surf boards, boogie boards, and SUP's.

Committee Members Comments:

- Looks to be a very cool project. Multiple impacts including river flow and recreation. Will be an added attraction to the area attracting tourism. Great for the local economy.
- The project has a lot of groundwork & planning preparation completed.
- Very creative attraction for hopefully a good return on the investment.
- Creative & interesting project that has the potential for a regional draw.
- This appears to be a great regional asset in the making.
- A huge project– anticipated a longer timeline?
- I'm only concerned about the 1.4 in other grants that are not approved?
- A nice addition to the Kayak Park area and the first one in Utah!



UORG Tier 1

Highest Scoring Project: Wasatch Mountain State Park- 45th Conservation Preserve Trail

Organization: Wasatch Trails Foundation

The Wasatch Trails Foundation, Wasatch Mountain State Park (WMSP), Utah Open Lands and EX Utah Development as community partners will make the first backcountry trail connection between the 45th Star Conservation Preserve into the WMSP, connecting Park City's southeastern most trail network from Deer Valley East Village into the Heber Valley trail system, providing a much needed piece of the foundation for our trail connectivity infrastructure between Summit and Wasatch Counties.

Committee Members Comments:

- Great private and public partnerships. Connecting in high recreation use areas to distribute trail users.
- Fantastic application, low dollar cost for huge connections between PC trails and Wasatch County existing and emerging trails.
- High demand area. Distributes trail users away from high use areas. Connections on regional trails master plan. Amazing partnerships with state parks and private landowners.
- A ton of growth in the area, this is a good asset and a great project!
- I love connectivity projects. They are my personal highest priority and this project does a great job of providing that. This was probably a lot more complicated than is reflected here, they deserve some kudos for their efforts.

Mini Grant

Highest Scoring Project: Ramp and Safe Access for GSL Watercraft Dock

Organization: Great Salt Lake Rowing

The Ramp and Safe Access for Great Salt Lake Personal Watercraft Dock project would utilize UORG funds to acquire and secure a safe, strong, and durable ramp to an existing floating dock at Great Salt Lake Marina. Additionally, sitework on the path to create a more even, gradual slope and a wider, more level ramp approach will allow safer access for water activities such as rowing, kayaking and stand-up paddling.

Committee Members Comments:

- Small ask, worthwhile project.
- New project type, but seems to fit recreation especially for mini grant.
- For a small dollar amount, we unlock a lot of sweat equity and improve the safety of an amenity that is already being used.
- I'm not sure how many people would use this ramp beyond its current stakeholders.
- I appreciate that the project would improve public safety and access, support existing users who have sweat equity in the project and enhance an asset.



Highest Scoring Project: Manti Frisbee Golf

Organization: Manti City

We are looking to revitalize our city park by adding Frisbee golf as a nontraditional activity. This project will consist of a 9 hole frisbee golf course. We already have one donor willing to donate 50 discs for our youth program

Committee Members Comments:

- Very reasonable. Good way to activate the park, and nice to see the donation of discs. Good demonstration of local support (donation of discs, letter from a disc golfer, letter from school principal).
- This is a great use of the existing park, and the city of Manti seems likely to invest in the project.
- Simple and straightforward, lots of local matches, good use of a small city park, it should be a good benefit to the local community.
- City-supported, straight forward reasonable request for frisbee golf.



Recreation Restoration Infrastructure

The Utah Legislature created the Recreation Restoration Infrastructure (RRI) grant program to address the need to restore, repair, and/or replace aging or degraded outdoor recreation infrastructure located on public lands.

RRI Project Requirements





Public Lands: The infrastructure must be on publicly owned lands, which can be city, county, state or federally owned and managed. If on federal or state-managed lands, coordination with the appropriate land management is essential.

Partnership: For work on federal or state-managed lands, the applicant should have a sponsored volunteer or other agreement with their local Forest Service office, BLM field office, National Park unit, or with the appropriate unit within the Utah Department of Natural Resources.

Letter of Support: A letter of support from the appropriate land manager is required. The letter should come from the local Forest Supervisor or District Ranger, the local BLM Field Manager, or the National Park Unit for federal lands. For state lands, the letter should come from the local State Park Manager. For municipal public lands (county, city, tribal, etc.), a letter from the appropriate leadership branch stating their support, including financial support, will suffice for the project.

Project Types

Eligible RRI projects should go beyond basic/recurring maintenance and address key issues related to safety, user experience and the protection of natural and cultural resources that would be otherwise damaged or negatively impacted if not addressed.

Eligible	Ineligible
 <p>Trails: Repair, realignment, reconstruction or other major maintenance projects for both non-motorized and motorized trails that help protect natural and/or cultural resources, promote user safety or enhance the user experience. Needed repairs or replacements of trail infrastructure such as bridges, culverts, trail signage, interpretation signage, trailhead kiosks, trailhead restroom, overlook structures, etc.</p>	<p>Funding is not available for annual maintenance and upkeep. Invasive species removal can be included in a restoration plan as an eligible cost but cannot be a stand-alone project.</p>
 <p>Campground/Picnic sites: Repair, replacement or reconstruction of campsite parking areas, potable water sources, tables, fire rings, restrooms, kiosks, rustic shelters for shade or rustic structures for visitor lodging, signage, etc.</p>	
 <p>Water recreation infrastructure: Repair, replacement or reconstruction of boat docks, fishing piers, shoreline boardwalks, boat launches, bank or shoreline repair for recreation areas, etc. Or removal of water recreation hazards.</p>	
 <p>Accessible outdoor recreation facilities: Repair, replacement or reconstruction of recreation amenities that would be accessible to visitors with disabilities within the above categories.</p>	

Competitive RRI applications include: eligible projects, specific plans and/or locations for work to be completed, an estimated timeline, established partnerships and letters of support from associated land managers.

Outstanding Project Example

Highest Scoring Project: Kanarra Falls Ladder
Organization: Town of Kanarraville

In 2023, the Town of Kanarraville underwent a risk assessment carried out by the Utah Local Governments Trusts. The assessment recommended improvements to the Kanarra Falls Recreation area, including repairing the existing ladder at the first waterfall and renovating the stairs at the trailhead. The Town is applying for funding to help with these and other necessary improvements.

Committee Members Comments:

- Much-needed maintenance in an area of heavy public use. Work will increase capacity for users, extremely popular site and there is great local support.
- This is an iconic hike and the ladders are a major need.
- Sounds like a wonderful project and I know it is needed due to the increase of numbers visiting the falls.
- Good use of volunteers, shows local interest and support.
- Great project for a very rural and beautiful site. Sounds like a very needed improvement for safety reasons and an increase in tourism. Also looks to be shovel ready with all documentation and bids in order.



Community Parks & Recreation Grant (CPR)

As we've worked with and listened to our partners over the last ten years, the DOR has become aware of gaps in how current funding supports our applicants. Historically, city parks, pools, sport courts and fields have not been eligible for UORG funding. However, these are some of the best resources a community can provide to encourage families to get outside and live a healthy and active lifestyle, while staying close to home. The DOR is excited to offer the Community Parks and Recreation (CPR) Grant to aid in the rehabilitation and construction of assets such as community parks, sports fields, pools, and playgrounds!

We believe these assets provide some of the first opportunities for youth to spend time outdoors. Building or restoring community parks can also create recreational hubs for future projects and enhance community connectivity. When thinking about applying for the CPR Grant consider how your park will support other recreational opportunities in your area.

The CPR Grant will operate in the same timeline with the same county-based matching requirements (which can be found under 'Suggested Sliding Scale Match' in this program guide) as the UORG Tier 1, RRI, and Mini Grants. As we know that matching requirements can be a challenge for certain communities, there will be an option for communities to apply with a reduced match if needed," to "an option for reduced match requirements is available to qualifying communities. Applicant budgets and related application questions will provide insight on communities who may qualify for a reduced match.

WHO: Cities, counties, state agencies, federal agencies, public educational institutions*, tribal governments

*Schools can apply for CPR if reasonable public access will be allowed, this means that outside school hours, the facilities will be open to the public for use and appropriate signage is posted when closures are necessary. Sport fields and courts at parks should be open to the public when not reserved for competition or events.

PRIORITY: As with all DOR grants, projects will be ranked and scored based on the quality of the application, need for the project, community engagement, municipal budget and planning. In addition to normal scoring criteria, the CPR Grant will give priority to projects in high density areas, rural communities and low income areas. This funding source is aimed to serve areas where recreation access may be limited and will serve as a gateway to recreational opportunities in the future.

Eligible	Ineligible
Parks: parking lots, bathrooms, sport courts/fields, court surfaces, permanent goal posts, bleachers, walking paths, lighting, sprinkler systems, equipment sheds, fencing, picnic tables, benches, water fountains,	Indoor Recreation Facilities
Pools: outdoor pools, splash pads, and water features	Removeable Structures: i.e. nets, pop-up tents, umbrellas, Equipment for Outdoor Recreation Activities: i.e. balls, bats, rackets, swim toys etc.
Playgrounds: traditional playground equipment: swings, slides, monkey bars, playground surface	General Maintenance
	Maintenance Equipment: i.e. lawn mowers, garbage cans etc.
	Land Acquisition

Technical FAQs



County- Based Matching

The county-based matching scale was created to assist rural communities and is determined based on the county's population and average household income. The matching scale is based on where the applicant organization is located, not where the project takes place.

- **Regional Asset: Required match** Urban county - 1:1, Rural County - county-based
- **All others** (Tier 1, RRI, mini, CPR, Suggested county-based match with a 20% absolute minimum)
- **Defining "Suggested Match"** - When applying for a UORG award, the expectation is that the county-based matching scale will be the most appropriate match rate. However, applicants can apply for a reduced matching rate if there is clear justification that the rate assigned to their county presents an insurmountable barrier to pursuing project funding. Applicants will be asked to provide this justification within the application. The minimum match rate for all applicants is 20%.

Suggested Sliding Scale Match

	50/50	40/60	30/70	20/80
SL Co	Tooele	Sanpete	San Juan	
Utah	Iron	Sevier	Emery	
Davis	Box Elder	Duchesne	Beaver	
Weber	Uintah	Millard	Garfield	
Washington	Carbon	Juab	Rich	
Cache	Morgan	Kane	Wayne	
Summit	Grand		Piute	
Wasatch			Daggett	
Federal/ State Gov't (RRI only)				Tribal Govts

Qualified Funds

Allowable costs or matches include necessary and reasonable costs that contribute directly to the completion of work on the outdoor recreation infrastructure project. This may include:

Allowed Costs or Matches	Not Allowed
Purchase of non-fixed assets: Costs must be pro-rated for the amount used on a project for items such as trail building machinery, hand tools for trail work, or land clearing, etc.	Purchase of Land: Purchase or donations of real estate for the project.
Services provided: Such as skilled or unskilled labor can be included as an eligible cost, or if donated, as an in-kind match.	Planning: Significant planning work should be completed prior to applying. If you need assistance, please refer to Appendix D.
Construction costs: Including equipment, supplies, and more can be included as either an eligible cost or if donated, as an in-kind match.	Prior Work: Work completed before the grant award can occur, but it will not be eligible as a match.
Pre-Build Costs: Up to 25% of the applicant's match can include planning, design, and engineering. Allowable match to be covered by the applicant but may not be paid for with grant funding.	Permitting Costs (such as NEPA): Environmental assessments, feasibility studies, NEPA, or EIS are not an allowed match.
Gifts and donations: Acceptable if they are used during the contract period.	Annual maintenance: Applicants are responsible for covering the costs of ongoing maintenance.

Technical FAQs

Contingency Costs

A contingency to finance the unexpected expenses of the project is allowed. Including this in the budget sheet is optional. However, if included this should not exceed 10% of the total budget of the project and the applicant should increase their match proportionally so that the applicant's share of the project costs is never less than- the required match if not used. When applying with unsecured funds as a match, applicants must provide detailed contingencies on how the project can still be completed if the unsecured funding sources don't come through.

Applicant and Partner Labor as a Cash Match
Staff time spent working directly on the project for both the applicant and partners can be counted toward your cash match. This can be calculated and documented by providing timesheets with descriptions of what was accomplished during those working hours. Applicants must provide documentation with payroll or timesheets to count as an eligible cash expense towards the project.

Matching Requirements

The applicant's match can be a combination of cash and allowable in-kind donations. For UORG Tier 1 and Regional Asset Tier, the minimum percentage of cash match should be at least 50% of the applicant's match. We recommend budgeting for more than the required match, as this may resolve issues resulting from ineligible costs for the project. Partnerships that include meaningful private contributions as part of the local match are encouraged. Applicants with generous financial partners must make some type of cash contribution of their own to demonstrate commitment.

In-Kind Match

In-kind matches may include donated services, equipment, supplies, or other commodities. All matching resources must be eligible costs. Please document the value of donated materials with a receipt or quotation written on the contributor company's or organization's stationery. To qualify as a matching cost, partner contributions should be necessary and reasonable items or services at fair market value and be directly connected to the completion of the project.

Donations

Non-cash donations in the form of equipment, supplies, services, and other expendable property may be used as a portion of your match if identified in the project application.

However, the use of the project applicant's equipment, materials, or real property does not constitute a donation. The use of all donations to the project must be outlined in the project proposal and must occur during the contract period to count as an eligible match. All donations must be documented. When requesting reimbursements for project costs, the value of eligible donations cannot exceed the project's cash expenditures.

Since donations can be complicated to document and account for, we allow a switch in offering. For example, if a hardware business is willing to offer a 40% discount on the lumber for the project, ask if the business could instead donate four units of the needed lumber to purchase six units.

Labor: The value of labor donations is generally the wage rate of unskilled labor in the immediate area (usually minimum wage). For skilled workers working in their trade, the rate is the actual wage these workers are typically paid. Applicants should count work completed by a trail group's experienced volunteers as skilled labor. In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be regularly maintained. Timesheets should include the date, hours worked, occupation, type of work performed, worker's signature and supervisor's signature. Please visit <https://independentsector.org/> to check for the most updated volunteer rate, the 2023 volunteer rate is \$33.46.


Equipment: Rates for donated equipment used on the project may not exceed its fair rental rate.

Materials: The amounts charged for donations of materials may not exceed market value. Documentation should include a signed statement from each donor describing the donation and its market value.

Budget

The Budget Spreadsheet shows that the applicant understands the DOR match requirements, has set up in-kinds correctly and is planning to spend the money appropriately and within the bounds of the grant's allowable costs. This sheet is meant to correspond with the grant request and the project's total value. It also provides documentation of the construction being done, as described in the project description and abstract. Please review this step-by-step breakdown of how to properly fill out your budget sheet. **It is a requirement of the grant to use the budget sheet provided in the application.**

Cash Overview



Project Name:	Project Applicant:	Qualified for UORG Match
Utah City Multi-Use Trail	Utah City	

Step 1: list all sources of Cash Funding by type for the entire project. These can include other donations, grants received, etc. UORG requested funds go in the first row (orange). Applicant Cash Funds go in the next row. Other Cash Partners (if applicable) go in the following

OVERVIEW OF FUND SOURCES					
1. CASH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	Cash Amount	Total Cash Funding (\$)
	Utah Outdoor Rec. Grant	Office of Outdoor Recreation	9/1/23	\$50,000.00	\$50,000.00
Can be other donations, grants received, etc.	Applicant Cash Match	Utah City	2/28/23	\$100,000.00	\$100,000.00
Insert more rows as needed below	Partner 1 Cash Match	Foundation Grant	1/15/23	\$25,000.00	\$25,000.00
	[Partner 2 Cash Match]				\$0.00
				TOTAL CASH FUNDING	\$175,000.00

This box will turn green if you provided sufficient match.

Other grants you receive can be used as applicant cash match.

- List the total of all of funding, including the grant request and the date secured. If you are budgeting for funds that have not been secured yet (like another grant), you can put "pending"
- 50% of your match must be cash. In this example, a grant request of \$50,000 would require a cash match of at least \$25,000. This cash match can be a combination of applicant and partner, but the applicant must put in at least 20% of this cash, so \$10,000.

In-Kind Match Overview

Step 2: list all sources of In-Kind (non-cash) Match for the entire project. In-Kind is defined as donated products, labor or services.

2. IN-KIND MATCH OVERVIEW	Type of Funds	Source of Funds (Organization)	Date Secured	In-Kind Value	Total In-Kind Funding (\$)
Value of materials, equipment or services from applicant or partners.	Applicant In-Kind Match	Wile E. Coyote Equipment	1/15/23	\$5,000.00	\$5,000.00
	[Partner In-Kind Match]	Community Volunteers	6/20/23	\$1,812.50	\$1,812.50
Insert more rows as needed below	[Partner In-Kind Match]				\$0.00
	[Partner In-Kind Match]				\$0.00
				TOTAL IN-KIND FUNDING	\$6,812.50
TOTAL PROJECT VALUE				TOTAL PROJECT COST (UORG++ CASH+IN-KIND)	\$181,812.50

\$175,000 in total in cash from the first section added to the \$6,812.50 of total in-kind.

- List the total of all in-kind matches that will be used for your match.
- Each partner's in-kind should be listed individually
- Group ALL of your in-kind into one row.

Cash Detailed Description

DETAILED LIST OF ANTICIPATED USE OF FUNDS									
Step 3: List all the uses of cash for the project by Type of Service. Note: The total cash listed here in Step 3 should match the total listed in the cash overview from Step 1. Please fill the amount being used from UORG (orange), applicant funds, or partner funds below. Add rows as needed.									
3. CASH DETAILED DESCRIPTION							Difference between Step 1 and Step 3: \$0.00	Cash Amounts Agree	
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Utah Outdoor Recreation Grant Funds	Applicant Funds	Partner Funds	
Professional Services	ACME Engineering	Engineering Costs	1	\$ 19,000.00	\$ 19,000.00		\$ 19,000.00		
Equipment	Awarded Bidder	Mobilization	1	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00			
Equipment	Awarded Bidder	Clearing	60000	\$ 0.08	\$ 4,800.00	\$ 4,800.00			
Equipment	Awarded Bidder	Grading	6000	\$ 2.85	\$ 17,100.00	\$ 17,100.00			
Equipment	Awarded Bidder	Finish Grading	44000	\$ 0.20	\$ 8,800.00	\$ 8,800.00			
Materials	Awarded Bidder	HMA 3"	43000	\$ 1.90	\$ 81,700.00		\$ 81,000.00	\$ 700.00	
Materials	Awarded Bidder	Roadbase	53000	\$ 0.60	\$ 31,800.00	\$ 12,600.00		\$ 19,200.00	
Materials	Awarded Bidder	Pavement Markings	4400	\$ 0.25	\$ 31,100.00			\$ 1,100.00	
Materials	Awarded Bidder	Signs	10	\$ 300.00	\$ 3,000.00			\$ 3,000.00	
Materials	Awarded Bidder	Drainage Pipe	40	\$ 25.00	\$ 1,000.00			\$ 1,000.00	
ANTICIPATED USE OF CASH FUNDS					CASH SUB TOTAL	\$ 175,000.00	\$ 50,000.00	\$ 100,000.00	\$ 25,000.00

Make sure all funds in the UORG column are eligible cost.

These 3 totals (UORG, Applicant, Partner) should match their totals from the Cash Overview Section.

- Use your best estimate to detail how all the funds are spent.
- If you don't know what Vendor will perform the work, you can put "Awarded Bidder"
- Use drop down choices on the first column to help group expenses.

This total should match "Total Cash Funding" from the cash overview section.

In-Kind Detailed Description

4. IN-KIND DETAILED DESCRIPTION								
Step 4: List all the uses of in-kind for the project by Type of Service. Note: The total in-kind listed here in Step 4 should match the total listed in the cash overview from Step 1. Please fill the amount being used from UORG (orange), applicant funds, or partner funds below. Add rows as needed.								
							Difference between Step 2 and Step 4: \$0.00	In-kind Amounts Agree
Type of Service: Please select or change type from dropdown menu by clicking cell.	Source of Funds (Organization)	Anticipated Use of Cash Funds: Briefly describe	Number of Units	Cost Per Unit	Extended Cost	Applicant Funds	Partner Funds	
Professional Services	Community Volunteers	Flagging & Clearing Land	250.00	27.82	\$ 6,955.00		6,955.00	
Equipment	Wile E. Coyote Equipment	Equipment rental	2.00	2,500.00	\$ 5,000.00	\$ 5,000.00		
ANTICIPATED USE OF IN-KIND FUNDS					IN-KIND SUB TOTAL	\$ 11,955.00	\$ 5,000.00	6,955.00
TOTAL Eligible Project Costs					TOTAL PROJECT COST (UOR-Cash+In-Kind)	\$ 186,955.00		

This box will turn green when the total of this section matches the in-kind overview section.

"Applicant" and "Partner" In-Kind totals should add up to the "Extended Cost" total.

- If you are organizing volunteer days for your project, that is considered an applicaticant in-kind match.
- Donations from business or individuals is either labor or materials are partner in-kind.
- If you receive a discount on materials, in most cases it is easier to consider a "buy one get one free" model for reporting cases. For example, if you receive a 50% discount on 50 pieces of lumber for your project, report that you bought 25 in your cash detailed description, and them include 25 in the in-kind donation section.

2023 Utah Volunteer hourly rate is \$33.46.

Additional Ineligible Project Cost

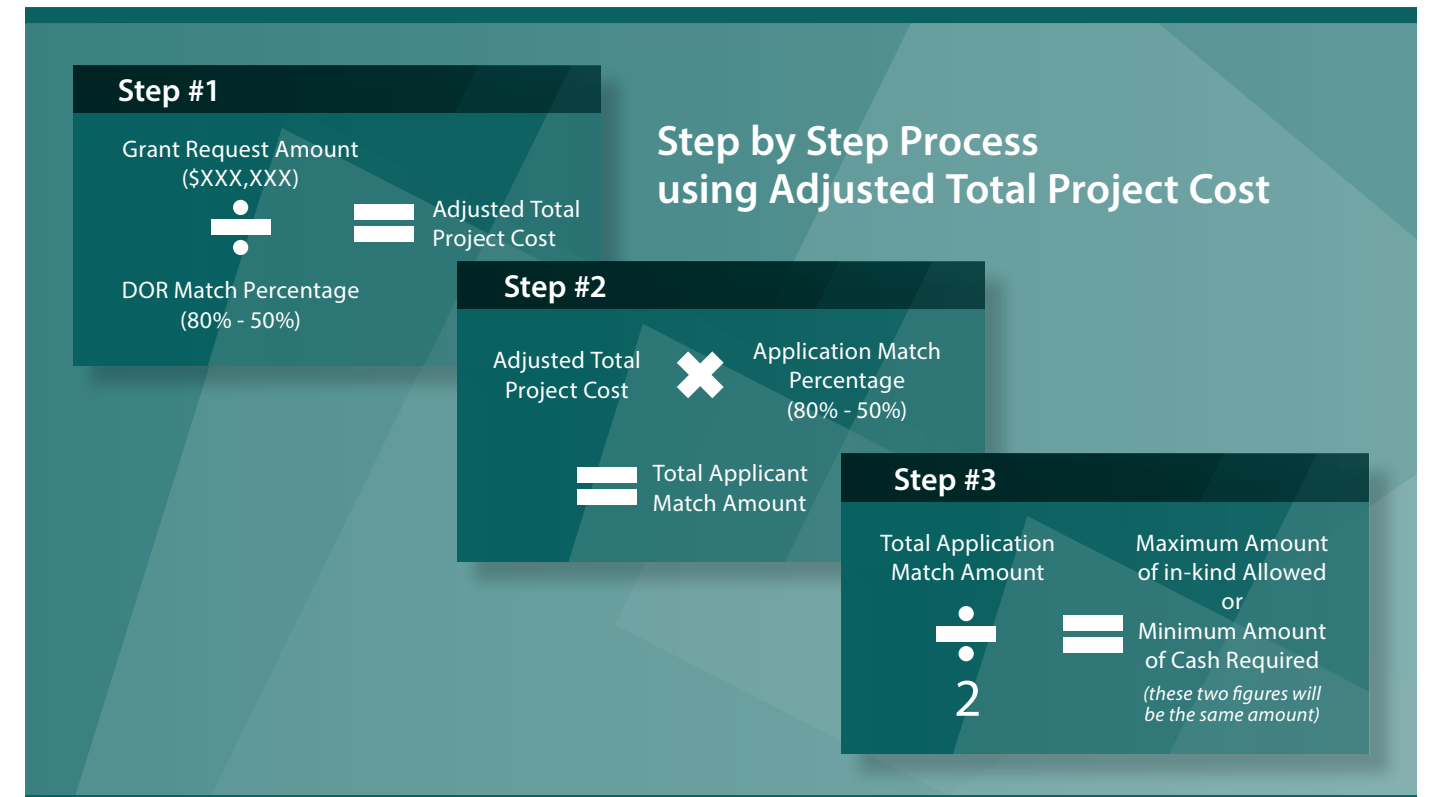
5. ADDITIONAL INELIGIBLE PROJECT COSTS			\$ 100,000.00
Description	Source of Funds	Cost	
Land Purchase— 2 Acres	Applicant	\$ 100,000.00	
TOTAL		\$ 100,000.00	
TOTAL PROJECT COST (projected)			\$ 286,955.00

Total Eligible Project Cost (\$186,955.00).

- Use this section to show additional commitments you've made to your Project. These can be:
 - Work already completed
 - Land donations
 - Environmental Clearances

Finding Your Required Match

The DOR has continued to make our grants accessible to all Utah communities, most directly with the county-based matching scale (see pg. 10). Recognizing that our applicants may need help understanding what matching funds are required under the varying matching rates, we have provided the formula below. This formula will help you answer "If I request \$XXX,XXX, I will need to provide \$XX,XXX in matching funds." Additionally, it will show the adjusted total project cost, the minimum cash match requirement, and the maximum in-kind match allowance.



Defining Terms

Adjusted Total Project Cost: The minimum required match plus the grant award. For example, an applicant request of \$100,000 at a 50% match would have a minimum match of \$100,000, making the adjusted total project cost \$200,000. Match rates are based off of the adjusted total project cost.

Total Project Cost: All eligible project expenses including grant award and all applicant/partner matching contributions (Cash and in-kind). Building off the example above, if the applicant was over-matching with \$250,000, the total project cost would be \$350,000.

Total Ineligible Project Cost: All eligible and ineligible project expenses including grant award and all matching contributions. (Ineligibles include: Land acquisition, pre-build overages, work done before contract is signed, or indirect or adjacent project costs)

Online Application Process

Links to all the DOR's grants will be available on our official website at recreation.utah.gov/grants when the application period is open **Jan. 13, 9 a.m. - March 17, 5 p.m.** Confirm the application you start is the correct one. After clicking the link, there will be several things to keep in mind.

Username and Password: The application portal will prompt you to create a username and password, allowing you to work on, save, and update your application at any time before submitting it. You can use this same username and password if you apply for multiple grants or future program grants.

Draft application in a word processor: This will allow you to easily edit and review all answers before copying them into the application. Be aware of the character limit noted on each question.

Save your work in the application frequently: Connection errors may result in loss of answers that are not recoverable.



Troubleshooting Tips while Using the Grant Portal:

File Not Attaching:

- Make sure the file name isn't too long. Shorten file name to resolve this issue.
- Make sure the file isn't too big. The file cannot exceed 20 MB. Reduce the file size by compressing the file to resolve this issue.

Why can't I edit the budget template?

- The budget template is hosted on google drive and is uneditable. To edit it, you will need to download the budget from google drive, and then edit either with your own google drive budget file or through microsoft excel. **Please rename your budget sheet with a title that includes the name of your organization and project name. I.e. Moab_Boulder Park Budget Sheet**

Other troubleshooting tips:

- Latitude/Longitude: When entering your values for the lat/long question, the values must be exactly as the example template shows - "40.00 / -105.26" Please use a decimal degrees format for your coordinates (NOT Degrees, Minutes, Seconds format). These can easily be found by clicking on your project area in google maps, then copy and pasting the coordinates that appear in the dialogue box.



Scoring & Awarding Process

Scoring Criteria

The DOR conducts an initial review of all grant applications to determine project eligibility and ensure all required documentation and attachments are provided. DOR staff then forward all eligible applicaiton to the UORG Advisory Committee for reviewing and scoring.

The scoring committee will evaluate applications based on the following criteria:

- Community need and economic impact
- Recreational value
- Improved physical and recreational access
- Budget and project costs
- Special consideration for areas with clear needs

Outdoor Recreation Infrastructure Advisory Committee (ORIAC)

The ORIAC is composed of experts from the outdoor recreation and economic development industries in Utah. The ORIAC is chaired by the Director of DOR. Members of the committee serve up to a four-year term along with an elected vice-chair. The 17 member committee is composed of representatives from the following organizations:

- Division of Outdoor Recreation
- Division of State Parks
- Bureau of Land Management (BLM)
- National Parks Service- Rivers, Trails, and Conservation Assistance Program
- Utah League of Cities and Towns
- Association of Counties

- The remaining members are drawn from: the outdoor industry, the lodging industry, the healthcare industry, outdoor recreation education programming, non-motorized interests, motorized interests, and youth conservation or service corps organizations.

Selection Process

After the DOR staff review, applications are then divided evenly among ORIAC committee members for review. Each application is reviewed by three committee members and given an individual score. After individual scores are submitted, the DOR staff averages each project's score and organizes the applications from highest to lowest score within each grant category. A final scoring meeting is held in April when the committee reviews project scores and has discussions about potential projects.

Regional Asset Tier proposals are presented to the committee during the scoring meeting to allow applicants to explain their project in-depth. The committee awards grant funding to the most qualified and impactful infrastructure projects with guidance from the chair. The scoring meeting is a public meeting that ca be attended in person or virutally. This meeting is recorded and can be reviewed by applicants afterwards. If you're interested in learning more please contact Emily Meadows at emeadows@utah.gov.

Grant awards recieve final approval from the Utah Department of Natural Resources's (DNR) Executive Director. All applicants will receive an official notification of the denial or approval of their application around mid-May. Those awarded will receive contracts to be signed shortly afterward.



Post-Award Process: Next Steps

Once a grant has been awarded, there are a few things each applicant needs to be aware of.

- 1 Do not spend any of the money for your project BEFORE a contract is signed and in place.** It can take a couple of weeks after a grant is awarded for a contract to be sent out. Please be patient during this process and wait to start your project until the contract is in place. **Any costs incurred before the contract is in place will not be eligible for reimbursement.** Contracts go into effect on the date of the last signature, and the DOR Recreation cannot backdate contracts to before the contract is fully executed.
- 2 Begin collecting proof of payment once you begin your project.** You will need to collect proof of payment for ALL project expenses during your contract timeline, not just the reimbursable items, as DOR needs documentation that you have also met your match requirement. Documentation will include:
 - Receipts
 - Checks
 - Payroll documentation
 - Screenshot/Scanned bank statements

INVOICES with a "PAID" stamp ALONE WILL NOT COUNT AS PROOF OF PAYMENT.

When submitting for reimbursement, you will need to compile all documents and send them over with a detailed ledger describing what each payment was for. Please use the ledger provided to you in the reimbursement packet.

- 3 Up front funding is available for those who need help making payments.** If you're a small organization, city or county that needs help covering your invoices, we provide up-front-funding options. Applicants can request up to 75% of their grant award amount prior to project completion. Please contact the UORG administrator Emily Meadows emeadows@utah.gov to help with this process.

- 4 Partial reimbursements are available any time throughout the contract timeline.** If you need an influx of cash before your contract ends, you can ask for partial reimbursements. There is no limit on how many reimbursements an applicant can request. Just remember that all reimbursements, partial or full, need to have the required match. Applicants can receive up to 75% of their total grant award in partial reimbursements. The final 25% can only be reimbursed upon project completion. Reach out to the UORG administrator ([Emily emeadows@utah.gov](mailto:emeadows@utah.gov)) to receive the reimbursement packet for both full and partial reimbursement requests.

- 5 Checks will be mailed to recipients after full or partial reimbursement requests are processed.** Please provide us with an accurate address for where your check should be mailed, and allow up to 2 weeks for checks to be mailed.

- 6 Utah Division of Outdoor Recreation attribution signage.** Signage must be erected at the project site for UORG Regional Asset, Tier 1, and CPR. When finished with your project, consult the reimbursement packet, which will have guidance on how to erect proper signage to recognize the contribution of the grant money to the project.

- 7 Schedule a Site Visit are required for Regional Asset, UORG Tier 1, and CPR projects.** If you are awarded a Regional Asset, Tier 1, or CPR grant, you are required to schedule a site visit once your project is completed. Please contact Emily Meadows (emeadows@utah.gov) to schedule a site visit with our team. The DOR manages hundreds of grant applications so please invite us to any ribbon cuttings or grand openings of your project, and we will do our best to make it there. DOR staff does travel the state frequently, and we'll be happy to try and arrange a time to see your finished projects when we're on the road! We are also happy to give assistance in drafting press releases or providing quotes on our partnership.

For a more detailed look into the reimbursement process, please view our [Post Award Process Guide](#).



APPENDICES

APPENDIX A

Application Attachments Checklist

Required

- Location Map
- Recreational Site plan, Engineering Plan, or Conceptual Drawing
- Budget Spreadsheet
- Letters of Support
 - Local Tourism or Economic Development Office (Required for Regional Asset Tier and Tier 1 only)
 - Community (Recommended)
 - Project Partners (if Applicable)
- W-9 Form
- Statement of Responsibility

If Applicable

- Written confirmation of donations from financial partners
- MOU or landowner agreement
- Federal permits or a letter stating their status



APPENDIX B

Additional Funding Resources

Federal Funding

Recreation Trails Program (RTP)- RTP assists with non-motorized and motorized trail development and maintenance, trail education programs, and trail-related environmental protection projects. Applications due annually on May 1.

Program Contact: Evan Beitsch, Federal Grants Coordinator: ebeitsch@utah.gov

Land Water and Conservation Fund (LWCF)- LWCF assists government agencies with the creation of high-quality, public outdoor recreation facilities. LWCF grants have been used to construct golf courses, swimming pools, and parks. Application due annually on May 1.

Program Contact: Evan Beitsch, Federal Grants Coordinator: ebeitsch@utah.gov

Boating Access Grant (BAG)- BAG funds go towards launching and docking, facilities, navigation aids, engineering, outreach, operation and maintenance, and AIS-related projects. Applications are due annually on Oct 1.

Program Contact: Ty Hunter, Boating Program Manager: tyhunter@utah.gov

Clean Vessel Act Grant Program (CVA)- CVA provides funds to the State of Utah for the construction, renovation, operation and maintenance of pump-out stations and waste reception facilities for recreational boaters. Funds also support educational programs that inform boaters of the importance of proper disposal of their sewage. Applications due annually on Oct 1.

Program Contact: Ty Hunter, Boating Program Manager: tyhunter@utah.gov

State Funding

Off Highway Vehicle Recreation Program (OHVR)- OHVR provides assistance to sustain, enhance, and improve motorized recreation within Utah. This grant is open to city, county, federal, and non-profit organizations. This grant is available bi-annually.

Program Contact: Rachel Toker, OHVR Grant Administrator: racheltoker@utah.gov

Utah Children's Outdoor Recreation Education (UCORE)- UCORE provides program support to organizations who provide outdoor recreation and education opportunities for youth ages 6-18 in Utah. Applications due annually on Sept 3.

Program Contact: Caroline Weiler, Program Manager: cweiler@utah.gov

Outdoor Classroom- Outdoor Classroom funds permanent, built infrastructure that can support outdoor student learning. The grant is open to public K-12 schools, non-profits, cities, and tribal organizations. Connection to nature and/or outdoor recreation curriculum and opportunities should be outlined. Applications due annually on September 3.

Program Contact: Caroline Weiler, Program Manager: cweiler@utah.gov

For more information on these grants, visit: recreation.utah.gov/grants

APPENDIX C

Construction and Planning Resources

Planning

Outdoor Recreation Planning Assistance (ORPA) aims to support community-led outdoor recreation and planning efforts by providing technical assistance and funding to build capacity at the local level. It is designed to help a community establish its vision and/or plan to pursue the various recreation grants. It is not intended to replace consulting services. Cities, counties and tribal governments are encouraged to apply. Applications due annually on DATE.

For more information contact: Carly Lansche, Planning and Trails Director: clansche@utah.gov

Construction

As partnership organizations, corps can leverage state, federal, and private funding to employ youth to accomplish landscape scale shared stewardship initiatives.

The Canyon Country Youth Corps (CCYC) is the stewardship program of the Canyon Country Discovery Center. CCYC hires young adults ages 15-30 for 5 to 25 weeks to complete service projects on public lands in the Four Corners area in partnership with land management agencies. CCYC Crew Members work on the health and accessibility of these lands through projects such as; building and maintaining trails, fuel mitigation, fence construction and maintenance, invasive species removal, and habitat restoration.

For more information contact: Killian Bailey: killianb@ccdsccovery.org

Southern Utah University's Intergovernmental Internship Cooperative (IIC) engages regional youth in internships and youth crews to develop tomorrow's public land professionals and advocates. Interns gain experience by working with public land mentors and together they accomplish visitor services; range, vegetation, and wildlife monitoring; engineering and archeology support; and build and maintain trails and fences.

For more information contact: Josh Anderson: joshuaanderson3@suu.edu

Utah State's Utah Conservation Corps (UCC) is an AmeriCorps program with a mission to develop the conservation leaders of tomorrow. Founded in 2001, the UCC has three field offices in Logan, Moab, and Cedar City to complete crew-based projects like habitat restoration, trail maintenance, fuels reduction, and ADA surveys. The program, with 250+ AmeriCorps members serving annually, also completes disaster response projects throughout the nation and has been cooperating with higher education institutions throughout the state to address food insecurity in student and at-risk populations.

For more information contact: Sean Damitz: sean.damitz@usu.edu

American Conservation Experience (ACE) is a nonprofit organization dedicated to providing rewarding environmental service opportunities that harness the idealism and energy of a volunteer labor force to help restore America's public land. ACE is grounded in the philosophy that cooperative labor on meaningful conservation projects fosters cross-cultural understanding and operates on the belief that challenging volunteer service unites people of all backgrounds in common cause.

For more information contact: Kean Ruane: kruane@usaconservation.org



Utah Outdoor Recreation Grant Program Staff



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For more information about the Utah Division of Outdoor Recreation, to download a PDF of this guide or find additional grant resources, please visit: recreation.utah.gov/grants.