



2024 Utah Children's Outdoor Recreation and Education Grant



**GRANTS &
PLANNING**
UTAH OUTDOOR RECREATION

Administered by the Division of Outdoor Recreation



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After it's first administration since 2020, the 2023 UCORE cycle was a smashing success. The Division of Outdoor Recreation saw just under 100 applications totaling \$1 million in requests. The UCORE Committee, made up of volunteers from backgrounds in education, recreation, industry and government awarded \$357,147.15 to 29 projects throughout the state. It is estimated that over \$16,000 youth will benefit from the awarded funds and the total project value of all awarded projects exceeds \$2 million. With the excitement that we saw in 2023, we are thrilled to bring UCORE back again for the 2024 cycle.

The Division of Outdoor Recreation is a newly formed division housed within the Utah Department of Natural Resources and aids the state's outdoor recreation policy, safety, education and funding. The division administers numerous state and federal grants for building, maintaining and restoring outdoor recreation assets in Utah. Every year, the division awards millions of dollars in grants to projects that benefit communities across Utah, from rural areas to urban centers, and provide a boost to local economies, as well as increase access and enhance the overall outdoor recreation experience for Utah residents and visitors.

The Utah Children's Outdoor Recreation Grant (UCORE), allows organizations, cities, counties and tribes to focus not on building infrastructure, but on expanding opportunities for youth in the outdoors through a variety of ways. UCORE's main purpose is to increase the capacity of organizations that bring youth into the outdoors to recreate and learn.

Applications for the UCORE program should be steered by three pillars: innovation, sustainability and capacity building. This may look like building a new program with staff and outdoor gear, purchasing insurance for a small guiding organization or providing scholarships or transportation for underserved groups.

UCORE applications that emphasize diversity and equity in their programs, meet the needs of an underrepresented community or provide first-time experiences in the outdoors for their program attendees will be given priority amongst applicants. UCORE applicants should have a connection to the Every Kids Outdoors (EKO) Initiative, provide opportunities for children to engage in physical or educational activities and teach responsible recreation skills.

For questions about the UCORE grant and other grant opportunities from the Division, please reach out to Caroline Weiler at cweiler@utah.gov.

Basic Eligibility Policies for UCORE Grants



Available Funding

Applicants can request up to \$15,000 per application. \$500,000 will be available in 2024.

Application Deadlines and Important Dates

- UCORE opens **September 3rd** and closes **October 18th 2024**
- Grants will be awarded in **December 2024**
- Early review of applications deadline is **October 1st**. Email **Caroline Weiler** at cweiler@utah.gov for assistance.

Eligible Applicants

- Educational institutions
- Local governments (including counties, cities, park and recreation districts, etc.)
- Tribal governments
- Nonprofit organizations

Qualifying Programs

- Help children develop skills needed to participate in one or more outdoor recreation activities;
- Outdoor-focused program that provides physical activity for youth ages 6-18;

- Incorporate nature-based and hands-on learning opportunities to teach science concepts in an outdoor setting; or
- Engage children in one or more of the activities of Utah's Every Kid Outdoors (EKO) Initiative

EKO

Utah's Every Kid Outdoors (EKO) Initiative expresses a commitment to promoting a healthy, active lifestyle for youth, and encourages them to spend more time outdoors engaging in activities that will benefit their physical and emotional well-being. UCORE supports the activities that are part of Utah's Every Kid Outdoors (EKO) Initiative and promotes a healthy, active childhood filled with outdoor experiences.

Other Components

- Projects should have clear and measurable objectives.
- Show us your action plan with clear metrics to evaluate success.
- Programming should be held in Utah and be primarily for children who currently reside in the state. Funds will not be awarded for travel outside the state.

Curious about what was funded in 2023?

Out West: Tracy Aviary's Equitable Recreation Institute - **Tracy Aviary**
Expanding Access to the 2023-24 Wasatch Adaptive Ski & Snowboard Program for Youth - **Wasatch Adaptive Sports**
Healthy Communities and Scholarship - **Utah Olympic Legacy Foundation**
YMCA BOLD & GOLD Program - **YMCA of Northern Utah**
Reducing Equity Barriers for all Students - **Davis School District**
Seven Creeks | Walk Series - **Seven Canyons Trust**
Joe's Valley Climbing Summer Camp - **Joe's Valley Fest**
The Mayfly Project - **The Mayfly Project**
2024 Equal Opportunity Youth Programs in Southeastern Utah - **Friends of Arches and Canyonlands Parks**
Minersville Library "Get Outdoors" - **Minersville Library**
Ophir Canyon Education Center - **Tooele Education Foundation**
Lakeside Learning Field Trip Program - **FRIENDS of Great Salt Lake**
Monticello City Ignite Biking Skills Course - **Monticello City**
Backdoor Birding with Binoculars - **Edith Bowen Laboratory School**
CCID Outdoor Adventure Program - **The Center for Creativity, Innovation and Discovery**
Bears Ears Summer Camp - **Friends of Cedar Mesa**
Exploring Utah's Indigenous Heritage - **Nebo Title VI Indian Education**
Bears Archery - **East Carbon City**
Park City Day School Outdoor Education - **Park City Day School**
St. George Outdoors (City of St. George) - **City of St. George**
Park City Recreation's Mountain Classroom - **Park City Municipal Coporation**
Children and Youth Adaptive Scuba Diving Program - **Just Breathe Adaptive Scuba**
Cottonwood Canyons Foundation Snowshoe with a Naturalist Program - **Cottonwood Canyons Foundation**
Youth Canyoneering Camp featuring ROAM Outdoor's via ferratta course in Cave Lake - **Kanab City Recreation**
Tribal Youth Public Land Stewards: Camp Kwiyaunstsi & Yevingkarere - **Zion National Park Forever Project**
Gooseberry Third Grade Outdoor Education Program 2024 - **Paiute ATV Trail Committee/Fishlake National Forest**
Summit Journeys 2024 Rural Utah Expansion - **Summit Journeys**
Hunter High Goes Outside - **Hunter High School**
Utah State Park Youth Program - **Friends of Antelope Island State Park/Utah State Parks and Recreation**



For more information on each of these projects, visit the UCORE page found at:
<https://recreation.utah.gov/utah-children-outdoor-rec-and-education/>

Activities Eligible for UCORE



Nature Discovery:

- Birdwatching
- Junior naturalist activities
- Nature study
(including scientific-oriented activities)
- Outdoor stewardship activities
- Planting a seed (EKO)
- Stargazing/astronomy
- Wildlife viewing
- Wildlife photography

Trail Activities:

- Backpacking
- Bicycling (all types)
- Equestrian (trail)
- Hiking
- Off-road vehicles (UTV or ATV)
- Trail running

Winter Sports:

- Outdoor ice skating
- Skiing (all types)
- Snowboarding
- Snowshoeing



Outdoor Adventures

- Outdoor adventure challenge course
- Camping
- Canyoneering/rappelling
- Climbing (all types)
- Navigation and/or geocaching
- Shooting sports
(archery, target shooting, biathlon)
- Skateboarding
- Slacklining
- Outdoor yoga

Water Sports

- Boating (motorized)
- Canoeing/kayaking/rafting
- Fishing (all types)
- Sailing
- Snorkeling/scuba diving
- Stand-up paddleboarding
- Outdoor swimming

Skill building for some activities is best begun in a controlled environment before youth are ready to practice their skills in a natural or outdoor environment. For example, it may be necessary to teach basic skills for horseback riding in an enclosed corral or rock climbing in a climbing gym before moving the activity into the natural environment. A program is eligible as long as skill building progresses and ends with youth in nature.

Eligible Costs for UCORE grants:

We realize many external costs are associated with taking youth into the outdoors. Young groups may need to purchase insurance for their staff and participants, some may need help chartering a bus to take kids on a field trip, and some may need help staffing their seasonal program. Please refer to the table below for a list of eligible and ineligible costs to include in your application. Please reach out to our staff at any time if there are questions about the eligibility of your application.

Eligible Cost	Ineligible Costs
Full-time and seasonal staffing payroll	Physical infrastructure. If your program needs outdoor classroom space or pavilion, please refer to the Outdoor Classroom grant available during the Spring
Transportation: fuel costs for staff travel, rental/charter fees for busses or vans, purchase of trailers and bike racks	Related costs for out-of-state travel. All travel must be within Utah state boundaries
Fabrication of educational materials: printing brochures, workbooks and maps	Printing of marketing materials and material design costs
Food for volunteers and program participants	Meal reimbursements for staff
Lodging costs for student participants	Lodging costs for staff
Insurance coverage for staff and/or participants	Facility rental, utilities or costs associated with a program’s physical meeting space
Entry fees for field trips and education-based events	Staff trainings
Scholarships for underserved/underrepresented youth	
SWAG/incentive items for volunteers and participants	
Program equipment: outdoor specific gear, first aid kits, safety equipment	

Thinking about applying for a UCORE grant?

Here's what you need to know.

Submit an application online at <https://utdnror.my.site.com/portal/>.

The application includes “**help button**” boxes that explain in detail the information each answer requires.

Below you can find a general overview of materials you should be prepared to submit as part of your application.

■ Contact information for two separate people

■ **Basic budget** - A budget template will be provided for applicants to use and fill out. Using our budget form is a mandatory requirement for all applicants, and applicants who don't use our budget will be asked to resubmit.

□ **MATCHING INFO: The rules for the UCORE grant are as follows:**

- Applicants are asked to provide a 20% match towards the project. This means that 20% of the total project cost should come from the applicant and the remaining 80% from UCORE. A portion of the applicant's 20% needs to be cash, but there is no set requirement on how much of the match must be cash.
- If certain circumstances prevent an applicant from coming up with the 20% match, please explain the reasoning in your application
- Cash matches can be staff time, equipment purchases, project-specific items that were purchased during the contract window or cash donations/grants from other sources that are used for the applicant's UCORE program.
- In-kind matches include volunteer time, (this is calculated by the state rate of a volunteer hour which in 2023 is \$31.46 x hours worked. Be sure to have volunteers sign in and out to accurately document their time) donation of items or equipment from businesses or donation of labor materials.

- Amount of funding you are requesting
- Total program cost - This includes matching funding from the applicant, partner matches (if applicable) and grant funds
- Program description
- Expected users and expected demand
- Statement of the youths' needs and how your program will meet those needs. UCORE aims to serve youth throughout Utah from diverse backgrounds, how will your program meet the needs of children from various socioeconomic classes, physical and mental abilities and geographical locations?
- **Timeline** - After the program has been awarded, all applicants will have 18 months to complete their projects. Applicants are encouraged to stay in close contact with the program manager to ensure projects are on trajectory to finish on time. Phone calls, emails and site visits will be carried out throughout the contract timeline by the program manager.
 - Educational components - volunteers and staff should all be appropriately trained to teach and be with youth in the program.
 - Photos and/or videos highlighting the program - Any photos received by the DOR will be used in marketing and outreach



■ **Forever Mighty Principles.**

Please refer to Utah's Forever Mighty Campaign for suggestions on how to include stewardship principles in your application and program.

www.visitutah.com/plan-your-trip/Forever

- Staffing plans
(e.g., youth to adult ratio, use of volunteers)
 - What "success" looks like for your program
 - How will you collect and analyze data to monitor the program's success?
 - Safety precautions for participants
(e.g., background checks for adult staff and volunteers)
 - Information about organizational partners
(if applicable)
- Upon the program's conclusion, be prepared to submit a report on how the funding served youth in Utah's outdoors



Additional Components for Your Application

Because we get many applications each year, applicants who show additional components to their application will stand out and make their application more competitive. Here are a few ways to do this:

Partnerships! Partnerships are a great way to leverage more support for your project. Partners can write letters of support, donate time or money and show that the project is supported by more than just your organization. Look to private business owners, other non-profits, your city or county and create a network of partners who will support your project and application.

Volunteers! Because this grant requires a match, use volunteers to help complete that in-kind portion of your match. Volunteers don't just serve the purpose of time and money, but they also provide a fantastic networking opportunity. The more people know about your program, the quicker your story will spread! Volunteers are a great way to connect the local community with your organization. Please be sure to properly vet volunteers who will be working with youth by performing background checks.

Cultural Heritage, History and Art! Although the primary purpose of UCORE is to get kids outside, aspects of projects that encourage learning about the area's history, culture or artwork are encouraged. Highlighting the history and native residents of the land is a great way to show respect and appreciation for the land on which we recreate.

Inclusivity! If printing brochures or materials for participants, think about the language in which it is printed. Materials should always be available in Spanish, and the needs of the population served should be taken into consideration. Think about how your messaging could be welcoming to the LGBTQ, BIPOC, and adaptive communities and find ways to show that your program is for those who may be marginalized.

There are many ways to create a compelling application, and these are just a few. Perhaps you include testimonials from youth who have gone through your program or invite veterans to participate as volunteers; maybe you partner with another non-profit organization to plan an event promoting both organizations. We want you to be able to tell your story in the most authentic and genuine way, so don't shy away from creativity!



Scoring

UCORE grants will be scored by a sub-committee of the Utah Outdoor Recreation Infrastructure Advisory Committee. This sub-committee is made up of a variety of professionals from outdoor educational institutes, health organizations, STEM groups, outdoor industry and tribal representatives. The scoring committee will rank projects based on how they best align with the mission of the UCORE grant to increase the capacity of youth in the outdoors. Committee members who have a conflict of interest with certain applications will be asked to abstain from voting.

The scoring meeting is an open and public meeting, meaning that any member of the public, including applicants, are welcome to attend. Information about the scoring meeting can be found from Caroline at cweiler@utah.gov.

Closeout Documentation

1. Final Report

Upon completion of the program, you must provide a detailed Final Report showcasing how the grant money was utilized. This is a time for you to highlight your great accomplishments, discuss stumbling blocks and plans for the future. The following questions will be included in the final report:

- Give a brief description of your project:
- How many youths participated in your program?
- How many youths participated in the program prior to receiving UCORE grant funding? (number should be zero if this is a new program)
- On average, how many hours did ONE youth spend outside due to this program?
- What was the age range of youth who participated in this program?

- What types of outdoor recreation activities or education opportunities were provided to youth? (ie: kayaking, plant identification, hiking etc...)
- How did you incorporate stewardship principles taught in correlation with the Forever Mighty campaign from the Utah State Office of Tourism which are:
 - Leave No Trace
 - Respect the power of nature
 - Support local business and honor community, history and heritage
 - Share your knowledge and enable others
 - Celebrate the diversity of people and places
- What were some of the other areas of emphasis within your program's curriculum? (i.e.: personal responsibility, respect for others, self-esteem, community involvement, personal health, leadership skills etc...)
- What was the total number of paid staff hours (full-time, part-time, seasonal) spent towards this program?
- What was the total number of volunteer hours (from application writing to program implementation) that were given towards this program?
- Please provide a list of other program donors by name:
- What is the nearest town or city this program was based in?
- Please provide any videos, photos, stories or other media about this program that we can share on our social media platforms. If your program has a social media account, please tag the Utah Division of Outdoor Recreation in your posts. All photos and video rights will be released to the Division of Outdoor Recreation.
- From your perspective, was the program successful? Were there unexpected challenges you ran into?
- How will your data and evaluation be used to refine, improve, or strengthen your program?
- What feedback do you have about the UCORE program? How can we make it easier for applicants to apply, give updates or have success with this funding?
- What are tips you would give to future applicants to the UCORE program?

(Final reports are only due at the end of the contract period, and are not needed to be completed for partial reimbursements)

2. Reimbursement Form

This is a form provided by the Division of Outdoor Recreation and will act as an invoice for reimbursement requests. This form needs to be filled out in its entirety for partial and full reimbursement requests.

On The Spot Funding

For organizations that need funding for invoices during the project, DOR is happy to provide 'on the spot' funding. Applicants who wish to utilize this opportunity need to send invoices for the purchases and DOR will send the amount needed to cover those costs. This is meant to help organizations that don't have the funds to cover the costs of the project up front, it should not be the default for all organizations.

3. Invoices and receipts for all eligible program costs:

This can be screenshots, scanned pdfs, sign in sheets etc...

but documentation is key to awarding grant funds to applicants upon closeout.

- a. **Goods and Services:** Original invoices AND receipts for all goods and services purchased with grant and matching dollars must be submitted as part of the reimbursement
- b. **Payroll:** The time of your organization's full or part-time staff that is directly related to the approved program scope can be reimbursed or used as a matching component towards your grant. This will be documented in the form of a timesheet. If staff time is used as a cash match, payroll documentation will need to be provided.
- c. **Travel and Transportation:** The portion of allowable transportation costs that are directly attributed to the project can be reimbursed using the following methods:
 - i. Mileage. Allowable costs are limited to a maximum of the current state mileage rate. No other vehicle costs, including insurance, fuel, oil changes, repairs, maintenance, or lease payments, will be allowed.
 - ii. Vehicle chartering. The cost of chartering a vehicle for transporting the youth and staff/volunteers to a location within Utah is an allowable cost. For short-term vehicle rental, allowable costs are limited to actual rental and fuel costs.
- d. **Donations:** The following are parameters for defining donation. They:
 - i. Are third-party contributions that are provided at no cost
 - ii. Are allowable within the program scope
 - iii. Cannot be reimbursed
 - iv. Cannot be reported on more than one grant
 - v. Must be backed up with a detailed log or third-party documentation

e. Donated labor (volunteer labor): Donated or volunteer labor is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits and overtime.

For travel to and from the program site, you can claim either the hourly labor donation rate or the mileage, not both. If you choose to claim mileage, donation time starts once the volunteer has arrived at the program site.

You may use the volunteer's current hourly rate, excluding benefits, or the federal value of a volunteer as determined by the Independent Sector's annual Value of Volunteer Time (currently \$31.46).

Donated Labor Documentation: The following items should be included in your volunteer documentation:

- Dates of service
- Location of program
- Project name
- Individual's name
- Crew leader's name
- Hours worked
- Rate of labor
- Additional notes

Even if the volunteer's time is coordinated by a third-party organization, you must maintain this same level of documentation.

Establishing the Rate: Donated Materials and Supplies: Materials and supplies are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials at the time they are used.

Donated Services: Services are considered donated when they are provided by a third-party organization at a reduced cost or no cost to you. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.

4. Photos and/or video that document the program's highlights:

You must allow DOR to use these in future marketing and outreach efforts for UCORE.

Site visits!

Finally, the Division of Outdoor Recreation wants to come visit you and see the work your organization has accomplished with the funding provided! We'd love to hear about any events your organization is hosting, see your team and staff in action on a day out with youth or simply plan a call to see how things are going!

If there are any questions or concerns during any stage of the application process or project, please contact Caroline at cweiler@utah.gov.





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