

Complete the Loop Coalition Trail Maintenance Award

Purpose and Scope of funding: The purpose of the CTLC award is to provide funding to local 501(C) 3, or government organizations, for trail maintenance, trail improvement, and trail extensions on public, (paved or unpaved), non-motorized trails in Chelan and Douglas County.

Priority will be given to proposals associated with paved trails in the Wenatchee Valley. Other project proposals on public trails in Chelan and Douglas County are also highly encouraged.

Funding will be awarded by April 1st.

Grant Request: Maximum of \$60,000 annually

Timeline: Funding will start in 2023, proposals are due by February 1st. Funding is awarded by April 1st, for each succeeding year. Prior to the proposal deadline, at least two board members from CTLC will be available for two hours in the evening to discuss project ideas from potential applicants. Time and place TBD.

Application should include but not be limited to the following information: *1 cover page, 3 application pages, and 2 letters of support. Entire proposal should not exceed 5 total pages.*

1. Title Page and Cover Letter with Primary Contact Person Identified

2. Introduction/Abstract/Summary

A brief overview of the proposal with information about your organization and your project proposal. What methods will be used in your project? Describe who is served and how those served will benefit. What is the ultimate goal of your project?

3. Organizational Background

Describe your organization in terms of its location, demographics, mission, relationship to the service area and past successes in the project area.

4. Problem Statement/Needs Assessment

Provide a need or reason for your project. Photos and/ or maps welcome. Supply evidence of the need.

5. Program Goals and Objectives (Outcomes)

Identify anticipated outcomes and benefits in measurable terms of your project. How is the situation expected to change as a result of your project?

6. Methods/Implementation Plan & Timeline

What are the methods used to successfully implement your project? Provide a rough timeline and the tasks and staffing needs involved in completing your project.

7. Evaluation Plan

Present what a successful project looks like? How will you determine what is and what is not working in your project?

8. Future Funding/Sustainability: *Describe how the funded project will be managed and maintained after it is complete. What organization will sustain the project in the future and how will it be funded?*

9. Budget: *Please provide a budget for project. Include a breakdown of tasks and estimated cost for each task. If volunteers are used on the project please provide the estimated number of volunteer hours and their rate based on Washington Minimum Wage.*

10. Provide 2 letters of support from community members or organizations that support your project. Non profit organizations also need to provide proof of 501(c)3 status

Please submit electronic applications in a PDF format via email to:

Mike@completetheloopcoalition.org. For questions please call Mike Sorensen:
509-421-0847

Applicants will receive a confirmation email from a CTLC board member once received. Questions and comments will be addressed if proposals lack sufficient information.

Disbursement of Funds: When the project starts the funds will be 100% disbursed to the awarded applicant.

Summary of the Project: Awarded projects will be required to submit a one page summary of the project and photos when project is complete and/ or grant funding spent.