

# TIPS FOR A BETTER APPLICATION

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- General Tips
- Applications
  - Project Description
  - Project Cost Estimate
  - General Evaluation Criteria

# GENERAL TIPS

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- Know your due dates
- Project Directors – you are the primary contact!
- Copy feature trap – update for current grant cycle
- Equipment – plan ahead
- Legislative districts – applies only to the Project Area
- Preliminary comments – read and respond
- Review your Application – no do-overs

# APPLICATION

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## Project Description

### A. Statement of activities

- Clear and concise – no fluff
- Use bullets
- Two-phase projects
- Needs to correlate with the Project Cost Estimate
- Verbiage – be careful of terminology

# APPLICATION

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## Project Description continued...

- B.** Relation of Proposed Project to OHV Recreation
  - What is the nexus
  - Where is the project
- C.** Describe the size of the specific Project Area(s) in acres and/or miles
  - Keep it simple
- D.** Location and description of OHV Opportunities
  - What type of OHV Recreation is available

# APPLICATION

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## Project Description continued...

### E. Rerouting

- Does your project involve rerouting of any roads and trails?
  - Yes or No – your answer will affect possible criteria points

### F. District and County Information

- Applies only to the Project Areas

# PROJECT COST ESTIMATE

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## General Tips

- Be clear on your Project Cost Estimate line items
- Use the notes section
- Costs must relate to the Project Description
- Make sure costs are reasonable – be prepared to defend any item that does not seem reasonable
- If the Project Cost Estimate is significantly higher than in previous years, you must justify the increased costs.

# PROJECT COST ESTIMATE

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## Staff

- Identify appropriate job classification
  - Use the notes section if needed
- Must use hourly rate and quantity of hours
- Must be own staff vs a contractor



# PROJECT COST ESTIMATE

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## Contracts

- Identify contractor's activities
- Cannot be Applicant's staff
- Contractors cannot provide match as part of the contract
  - Use the notes section if needed
- Contracts are auditable

# PROJECT COST ESTIMATE

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## Materials & Supplies

- Identify items needed to complete the project
  - Use the notes section if needed

## Equipment Use Expenses

- What is Equipment? Look on page 3 of 43 in the Regulations
- Identify the type of Equipment
- Cannot charge a use fee for Equipment purchased with OHV Trust Funds
- Can only charge a use fee for Equipment
- Use rates must be charged in accordance with the Applicant's local fair market rental rates but must never exceed the Grantee's actual cost.

# PROJECT COST ESTIMATE

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## Equipment

- Remember the definition
- Plan ahead
- Restrictions for Nonprofits – see Section 4970.08(b)(13)
- Use the notes section if needed
- The need for equipment must be addressed in the Project Description

# PROJECT COST ESTIMATE

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## Others

- Identify costs not included in previous categories

## Indirect Costs

- Costs for any activity that does not directly result in the completion of the project
- Must not exceed 15% of the total direct grant expenses
- Indirect Costs can vary from one project to another

# GENERAL EVALUATION CRITERIA

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## Problems/Concerns with various questions

- Question 2
- Question 6
- Question 7
- Question 11b
- Question 11d
- Question 13
- Question 14