**D&L Trail Towns Amenity Project Funding Application**

**About the Program:** The D&L is offering amenity project reimbursement funding for amenities that benefit trail users within the D&L five county corridor (Luzerne, Carbon, Lehigh, Northampton, and/or Bucks County). For trail users to fully enjoy and use trails there are other related infrastructures that are critically important. While not every landowner, section, or trailhead can have everything, making the efforts to provide the trail related amenities that people want greatly enhances your trail friendly atmosphere and encourages more people to visit trails. Make sure to focus on amenities that follow universal design principles and are accessible for all users. For a list of popular trail amenities, visit our online application at delawareandlehigh.org

**Goals/Objectives:** Trail users want more than trails! Having different amenities along the D&L Trail, in town, or at trailheads goes a long way to create a trail friendly atmosphere and increase the popularity of the trail.

**General Requirements:**

* Amenity must be installed along the D&L Trail or at a nearby D&L trailhead.
* Project timelines should be completed including closeout report by December 1. Individual project closeout dates will be set by project specifics and reflect D&L funding deadlines.
* Can be used to purchase a new amenity or repair an existing amenity.
* Amenity must follow universal design criteria and be ADA compliant.
* Funding requests can be used on cash costs that can include materials, labor, salaries, rentals, contracts, or other cash costs that can be documented. No in-kind services or volunteer hours can count towards match.
* Funding is available as reimbursement after the project is installed and online closeout completed.
* You are responsible for installing and maintaining the amenity.
* You are required to do a media announcement thanking the D&L and funders.
* Priority is given to landowners that actively participate in the D&L Trail Ownership Council and current D&L Trail Friendly Business members.

**Maximum funding reimbursement amount varies based on source of matching funds:**

* If you have a match source of DCNR or federal, maximum request is $2,500 and requires a 50/50 match. For example, if you request $1,000 in funding reimbursement the total project cost must be at least $2,000.
* If you have a third-party match (not DCNR or federal), the maximum request is $5,000 and requires a 66.6/33.3 match. For example, if you request $1,000 in funding reimbursement the total project cost must be at least $1,515.

If you have any questions about the project or want to discuss your ideas for an amenity, contact the Program Coordinator via email at [economicdevelopment@delawareandlehigh.org](mailto:economicdevelopment@delawareandlehigh.org) or call 610-923-3548 extension 234.

**Project Recommendations:**

**Step 1: Call or email the program manager to review your ideas before you apply.**

**Step 2: Application Process -** Fill out all answers to the application on a paper document that you can save in case of a technology problem. Fill out the project planning budget spreadsheet to outline the costs with the proposed project. Copy and paste everything into the application below. There is a save and continue button at the bottom if you run into trouble. Your application is submitted if you get the thank you page and an email confirmation copy.

**Step 3: D&L Application Review Process –** You will be contacted by the Program Coordinator regarding the review process and decision.

**Step 4: Contract**

**Step 5: Construction and payment**

**Step 3: Closeout Process -** Collect all receipts, invoices, and expenses. Organize them and scan them into a single pdf. This will be uploaded to the form below. Fill out the excel spreadsheet listing all the receipts, invoices, and expenses. Save this for your records. This will be uploaded with the closeout form(s). We recommend that you fill out your responses to the form on a Word Doc and then save it for your records. Then copy and paste it into the form below.

***SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING***

**Application:**

Contact Name:

Organization/Group:

Contact Position/Title:

Mailing/Physical Address:

Organization Website:

Contact Phone:

Contact Email:

Amenity Project Name:

Trail Amenity Project Description - *What trail amenities and how many are you requesting to fund with this grant? Provide a general description of what you plan to do. Make a note if this is for new items or to repair existing items:*

Links to items - *If you know the item(s) you want to purchase please share a link if possible:*

Location- *Please describe where along the D&L Trail you want to install these trail amenities. Provide GPS lat/long, trailhead name, mile marker, or some other specific description of the location:*

Landowner Permission - *Do you have landowner permission to install these amenities?*

Who will install:

Projected Install Date:

Estimated Budget Spreadsheet – *please complete and upload.*

Funding Request Amount - *How much reimbursement funding are you requesting from this application? Maximum request of $5000:*

Total Amenity Project Cash Cost:

Match/Partner Amount:

Match Funding Source(s) - *Who will fund the other cash cost of amenity? Record the person or organization's name that is providing the funding:*

Case for Support - *Why do you want to do this? How will this help trail users? Please state why we should fund this amenity:*

Similar amenities around - *Are there already existing amenities like this at this location or nearby? Explain how this amenity fits into the broader area:*

Comments:

***I have read completely and understand the D&L Trail Towns Amenity Project requirements, including the application guidelines and closeout/reimbursement process.***

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Signature Date

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Printed Name and Title