**D&L Trail Towns Event Funding Application**

**About the Program:** The Delaware & Lehigh National Heritage Corridor (DLNHC) is offering event project reimbursement funding for trail events that promote local economic development, improve community health, diversify trail funding, and/or enhance resource conservation and stewardship within the D&L five county corridor (Luzerne, Carbon, Lehigh, Northampton, and/or Bucks County). We want to support events that get people out on trails and showcase what an important resource they are. New events are especially encouraged, but reoccurring events are also eligible for funding.

**Goals/Objectives:** Events are a great way to introduce new people to trails, increase excitement for local resources, promote healthy lifestyles, and encourage tourism. Hosting an event that uses a trail is a great way to create a trail friendly atmosphere in your community for both residents and visitors.

**General Requirements:**

* The event must take place on a trail. Any type of trail is acceptable (hiking, multi-use, biking, or water trail).
* The event must take place within the D&L five county corridor (Luzerne, Carbon, Lehigh, Northampton, and/or Bucks County).
* Funding request maximum of $2,000 that requires a dollar for dollar (50/50) cash match.
* Cash costs 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.
* Event must be open for anyone to participate; Can be a free or paid event.
* Priority is given to events that use the D&L Trail.
* Priority is given to landowners that actively participate in the D&L Trail Ownership Council and current D&L Trail Friendly Business members.
* Priority is given to new events or events that are adding a new aspect because of this funding. If you have previously applied for and received funding for your annual event, please make sure that you have a new aspect to your event this year that highlights the trail.
* You are required to create and send a media announcement thanking the DLNHC and funders.

If you have any questions about the project or want to discuss your ideas for a new or updated event, 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 event 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 Event Funding Application Review Process –** You will be contacted by the Program Coordinator regarding the review process and decision.

**Step 4: Contract -** The DLNHC will send you a contract to review. If you agree to all terms the contract must be signed and returned to us.

**Step 5: Event Hosting/Execution**

**Step 3: Closeout Process -** Collect all receipts, invoices, expenses, and photos, media/news release tear sheets and/or links. 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:

Event Name:

Event Website:

Type of Event - *What general kind of event is this? (5K run, bike ride, fishing event, etc.):*

Trail Name - *What trail(s) does this event use? List the name(s):*

Specific Location - *List the town, area of trail, address, or description of where the event takes place:*

Landowner Name:

Landowner Permission - *Do you have landowner permission to host this event?*

Event Date (MM/DD/YYYY):

New or Reoccurring Event:

Event Goals / Purpose - *Is there any overall goal or purpose for the event:*

Fundraiser - *Is this event a fundraiser for a non-profit group?*

For Profit Event - *Do any profits from the event go to a private source? If so, who/what and what is the purpose?*

Free or Paid Event? *Do participants have to pay to attend event?*

General Event Description:

General Audience Description:

Expected Attendance:

Funding Request amount - *How much reimbursement funding are you requesting from this grant?*

Match/Partner Amount - *Requires a 50/50 (dollar for dollar) match:*

Match Funding Source(s) – *Who/what will fund the other cash cost of the event?*

Total Event Cash Cost - *= request amount + match amount. Funding requires a dollar-for-dollar cash match. For example, if you request $600 of funds, the total event cash cost must be at least $1,200. You will have to document all expenses for final reimbursement.*

Funds Use - *Describe what you will use the grant funds for:*

Estimated Budget Spreadsheet – *please complete and upload. This step is not optional.*

Trail Friendly - *How will your event create a trail friendly atmosphere? Explain how the event will diversify trail funding, local economic development, improve community health, or enhance resource conservation and stewardship.*

Comments:

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

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Signature Date

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Printed Name and Title