

Elements Required for Submission of Competitive Applications

Competitive applications must include the following information in a standard font size and style and with standard margins (i.e. 12 point Times New Roman or Arial font with 1" margins):

- Descriptive name or title
- Contact information: Name and title, Mailing address, Email address, Phone number
- Organization or Agency Name (if applicable) and Type (nonprofit, educational, tribal, state, local)
- Project description in **1500 words or less**: [who, what, where, when, why, and how]
 - Brief summary of goals and objectives
 - Project location(s)
 - Expected products or outcomes
 - Essential personnel involved
 - Schedules or timelines, including benchmarks
 - Budget

Each of the following items should be addressed in **500 words or less per item**.

- Demonstration of connection to the Lewis and Clark National Historic Trail and its mission to *work in partnership to protect the Trail for the enjoyment, education, and inspiration of all people*
- How the project or program meets an unmet public purpose or need
- Who will benefit from the project and how
- Partners and interests that will be involved in the project and their roles
NOTE: emphasis this year on projects that utilize partners and volunteers.
- Resources available to assure successful project completion, such as personnel, facilities or equipment, and financial support
- How the project or program will be sustained
- Anticipated type of assistance needed from Trail PSP staff, including when and for how long
- Any Tribal involvement with the project
- Environmental considerations, including whether or not the project involves ground disturbance, environmental permits required, and actions planned to reduce impacts.

Optional: Up to two attachments of images, such as photos, maps, or drawings, that support the application may be submitted with an application, but are not required. Attachment size is limited. Each attachment cannot be greater than 2 megabytes. The application packet must not be larger than 8 megabytes.

No other forms are required.

Applications should be submitted to the Trail Partner Support Program via one of the following methods:

Email: Applications for Assistance can be emailed to LECL_PartnerSupport@nps.gov

Mail to:

Trail Partner Support Program
Applications for Assistance without Funding
Lewis and Clark National Historic Trail
601 Riverfront Drive
Omaha, Nebraska 68102

Fax to: 402-661-1813

Emailed, faxed, and hand-delivered applications must be received by midnight Central Standard Time March 15, 2013. Mailed applications must be postmarked by March 15, 2013 and received at the above Trail Office no later than March 22, 2013.

Late applications will not be considered.

*** For more information about the Trail Partner Support Program or questions about the proposal process, please e-mail us at LECL_PartnerSupport@nps.gov or call 402-661-1820.