

NPS Challenge Cost Share Award Program

Grant Application Questions

Use this template to prepare your responses for the FY25 NPS Challenge Cost Share Award Program application. **Please note that all applications must be submitted online by [CLICKING HERE](#).**

Online application Dates:

October 21, 2024– January 10, 2025

For questions, contact:

ivan@parktrust.org

NATIONAL PARK INFORMATION

- **NPS Park, Trail, or River Name**
- **Park Mailing Address**
- **DOI Unified Region**
- **NPS Specific Contact Information (Name, Address, Email, Phone)**

CHALLENGE COST SHARE REQUEST DETAILS

- **Project Title** (255-character max)
- **Project Abstract** (500-character max): Please provide a 2-3 sentence overview of your request. Please word this abstract in a way that allows the National Park Trust and the National Park Service to use it for media requests and marketing materials. Consider this your elevator pitch!
- **Project Description** (2,000-character max): Please provide a detailed request overview. Be sure to describe your actual request rather than your organization or why the program exists.
- **Main Project Theme** (Single-Select List): Challenge Cost Share projects must advance one or more of the following themes:
 - Addressing the Climate Crisis
 - Conservation Projects (Lands and Waters)
 - Outdoor Recreation
- **Project Location** (500-character max): Please enter the name of the specific park, trail, or river that will benefit as a result of this proposed project.
- **Specific Activities** (2,000-character max): Describe all of the specific activities that will take place as a result of your project. Please be detailed and format as a list.
- **Project Outcomes** (1,000-character max): What are the specific expected outcomes of this proposal as they relate to the project theme you selected above? How will you measure success?
- **Project State and End Dates**

- **Population Description** (1,000-character max): Please describe in detail the populations being served by this request.
- **Number of Participants:** Provide a number
- **Number of Youth Participants:** Provide a number
- **Hours Outside (per person):** Provide a number
- **NPS CCS Statement of Approval** (File Upload): Make sure your Superintendent or Trail/River Manager supports NPS involvement in this project. DOWNLOAD the CCS Statement of Approval and have your Superintendent or Trail/River Manager **sign** the statement. Once you have a signature, scan and upload before submitting this proposal. [DOWNLOAD THE STATEMENT OF APPROVAL HERE.](#)

CHALLENGE COST-SHARE FINANCIALS

Challenge Cost Share project funding from NPS must be supported EQUALLY by partner(s). The partner(s) must commit to providing a total match equivalent to the level of CCS funding received. This match can consist of in-kind goods and services and/or cash from non-federal sources. For example, if you receive a \$15,000 Challenge Cost Share award, you must provide a match of at least \$15,000 (in-kind or financial) from non-federal partner sources. This makes the total budget for this project \$30,000.

- **Requested Grant Amount** (Currency): What is the total amount you are requesting?
- **CCS Budget** (2,000-character max): Please provide a line-item budget describing how you will use funds being requested from the Challenge Cost Share Program. Be sure to identify what goods and/or services will be purchased using challenge cost share funds. Do NOT include any matches (financial or in-kind) in this budget breakdown. To format as a line-item budget, hit enter after each expense with a total at the bottom.
- **Total Expected FINANCIAL Contributions From Partners** (Currency): Please provide the total amount of EXPECTED **actual dollars** committed to this project from all non-federal partners. **Provide a specific amount.
- **Total Expected IN-KIND Contributions From Partners** (Currency): Please provide the total dollar amount equivalent of all EXPECTED **in-kind contributions** committed to this project from all non-federal partners. **Provide a specific amount.
- **CCS Partner Contributions** (2,000-character max): **Based on the numbers provided above**, please individually list each partner connected to this request and describe their contributions to this project. Name each partner and identify cash, goods, and/or services that all non-federal sources will provide.

CHALLENGE COST SHARE PARTNER INFORMATION

All projects are meant to be collaborative partnerships between NPS staff and a partnering non-profit organization(s). Applications must be submitted by NPS staff in collaboration with a non-profit project partner(s). If approved, the identified non-profit partner below will act as the fiscal manager of this award and will become the main contact for this request.

- **Lead Project Partner Organization** (100-character max): Please provide the name of the lead non-profit partner organization that will serve as the project's fiscal manager if this proposal is approved. Remember: All applications must be submitted by NPS staff in collaboration with project partners. Project partners may be educational institutions or non-profit organizations.

- **Lead Project Partner Contact Name** (100-character max): Please provide the name **AND** title of the person who is the lead contact at your partner organization who will be working on this project.
- **Lead Project Partner Contact Phone**
- **Lead Project Partner Contact Email**
- **All Challenge Cost Share Partners and Roles** (2000-character max): Please list all of the groups involved in completing this project and the roles each will play. Include NPS and all partners in this summary. Please format as a list, showing the partner's name and their role.
- **Additional NPS Contacts** (2000-character max): If there are any additional NPS contacts associated with this project, enter their names, titles, email addresses, and phone numbers here. Please **DO NOT** re-enter the NPS lead contact from the first tab of the application.