



**Utah Children's Outdoor
Recreation & Education Grant**

2020 PROGRAM GUIDE

Administered by the Utah Office of Outdoor Recreation

The Office of Outdoor Recreation administers two additional grant programs:

Recreation Restoration Infrastructure (RRI) funds are awarded to restore high-priority trails, or repair or replace other types of developed recreation infrastructure. These efforts will aid deferred maintenance and reduce the backlog of infrastructure projects on public lands. Please visit business.utah.gov/outdoor/rri for more information.

Utah Outdoor Recreation Grant (UORG) was created to help Utah communities build recreational infrastructure that provides low-cost opportunities to be active outdoors. UORG projects offer economic opportunities, enhance quality of life, and provide social and health benefits. Outdoor recreation infrastructure projects include trails, boat ramps, archery ranges, mountain bike parks, and more! Please visit business.utah.gov/outdoor/uorg for more information.

Office of Outdoor Recreation Mission:

Ensure Utahns can live a healthy and active lifestyle through outdoor recreation

Introduction

The Utah Children's Outdoor Recreation & Education (UCORE) Grant is administered by the Utah Office of Outdoor Recreation (OOR). Grant funds are intended to aid programs that provide high-quality, outdoor-focused learning experiences to school-aged children and teach them the physical skills that can make outdoor recreation part of a healthy and active lifestyle.

UCORE empowers Utah communities to engage youth in outdoor recreation and educational activities, focusing on youth in their community with the greatest need.

UCORE will award funding for outdoor-focused programs that contribute to healthy and active lifestyles. More broadly, the UCORE program aims to support activities that are part of Utah's Every Kid Outdoors (EKO) Initiative and promote a healthy, active childhood filled with outdoor experiences.

UCORE programs may:

- Teach outdoor recreation sports or physical skills and/or
- Focus on conceptual learning of STEM principles that can be studied in a natural environment

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Basic Eligibility Policies for UCORE Grants

Eligible Applicants

- Educational institutions
- Local governments (including counties, cities, park and recreation districts, etc.)
- Tribal governments
- Nonprofit organizations

Qualifying Programs

- Help children develop skills needed to participate in one or more outdoor recreation activities;
- Outdoor-focused program that provides physical activity for youth ages 6-18;
- Incorporate nature-based and hands-on learning opportunities to teach science concepts in an outdoor setting; or
- Engage children in one or more of the activities of Utah's Every Kid Outdoors (EKO) Initiative (see page 11).

Other Components

- Project should have clear and measurable objectives.
- Show us your action plan with clear metrics to evaluate success.
- Programming should be held in Utah and be primarily for children who currently reside in the state. Funds will not be awarded for travel outside the state.

How can your UCORE program make a difference?

Research shows children today have less contact with the natural world than in previous generations. While some youth are fortunate to have families that introduce them to outdoor recreation, there are many more who have not had those opportunities.

Many families lack the necessary money or experience and they rely on passionate organizations and individuals to provide their children with a positive introduction to the outdoors and outdoor recreation.

UCORE provides funds for eligible programs that get youth (6-18 years old) outside and active. The following statistics highlight the importance of engaging youth in outdoor activities:

- The average child spends 7.5 hours a day in front of a screen and only 7 minutes a day outside
- 1 in 5 children are obese, leading to serious physical, social and emotional health concerns
- 14% of children suffer from a mental, behavioral or developmental disorder;
- Indoor sedentary time can lead to social isolation and chronic disease for children;
- Only 19% of Utah adolescents are meeting the recommended amount of physical activity.

Spending time in nature has many proven positive physical, mental, social and behavioral health outcomes for both children and adults. Studies show it lowers stress levels and blood pressure, engages less-fit children and reduces the gender gap in physical activity more than organized sports do. Plus, time in nature has been shown to decrease attention problems, reduce aggressive behavior and increase positive emotions and social development.

UCORE programs provide high-quality, outdoor-focused learning experiences to youth ages 6-18. UCORE teaches the physical skills that can make outdoor recreation part of a healthy and active lifestyle.

Quite simply, your UCORE program can help Utah kids be happier and healthier by getting them active outdoors.



Activities eligible for UCORE grants:



Nature Discovery

- Birdwatching
- Junior naturalist activities
- Nature study (including scientific-oriented activities)
- Outdoor stewardship activities
- Planting a seed (EKO)
- Stargazing/astronomy
- Wildlife viewing
- Wildlife photography



Outdoor Adventures

- Outdoor adventure challenge course
- Camping
- Canyoneering/rappelling
- Climbing (all types)
- Navigation and/or geocaching
- Shooting sports (archery, target shooting, biathlon)
- Skateboarding
- Slacklining
- Outdoor yoga



Trail Activities

- Backpacking
- Bicycling (all types)
- Equestrian (trail)
- Hiking
- Off-road vehicles (UTV or ATV)
- Trail running



Winter Sports

- Outdoor ice skating
- Skiing (all types)
- Snowboarding
- Snowshoeing



Water Sports

- Boating (motorized)
- Canoeing/kayaking/rafting
- Fishing (all types)
- Sailing
- Snorkeling/scuba diving
- Stand-up paddleboarding
- Outdoor swimming

We realize that skill building for some activities is best begun in a controlled environment before youth are ready to practice their skills in a natural or outdoor environment. For example, it may be necessary to teach basic skills for horseback riding in an enclosed corral or rock climbing in a climbing gym before moving the activity into the natural environment. A program is eligible as long as skill building progresses and ends with youth in nature.

Thinking about applying for a UCORE grant? Here's what you need to know.

Submit an application online at business.utah.gov/outdoor/ucore. The application includes "help button" boxes that explain in detail the information each answer requires. This is a general overview of the materials you should have ready for your application:

- Contact information for two separate people
- Basic budget
- Amount of funding you are requesting
- Total program cost
- Program description
- Expected users and expected demand
- Statement of the youths' needs and how your program will meet those needs
- Timeline
- Material/concepts/skills/stewardship principles taught
- Staffing plans (e.g., youth to adult ratio, use of volunteers)
- What "success" looks like for your program
- How you will collect and analyze data to monitor the program's success
- Safety precautions for participants (e.g., background checks for adult staff and volunteers)
- Information about organizational partners (if applicable)

Preparing Your Application

<p>Your application must include a description of the program as well as other operational components. The following information outlines what documentation you will need for your application, as well as documentation you will need to collect during the program in order to ensure compliance and receive the entire grant monies.</p>	
<p>Educational components</p>	<p>Volunteers and staff should have the appropriate training to teach the youth in the program. The program can either focus on building physical skills to take part in outdoor recreation activities or emphasize the learning of science-oriented concepts.</p>
<p>Photos and/or video that document the program's highlights</p>	<p>Any program funded by UCORE must provide photos and/or video documentation of program events and highlights. These may be used by OOR in future promotion of UCORE.</p>
<p>Timeline</p>	<p>After the program has been approved and the contract signed, the organization will receive half of the grant funding upfront. The initial funding must be used within 18 months of the contract being signed. The remainder of the grant funding will be released after the submission of a final report.</p>
<p>Financial Requirements</p>	<p>Applications should show how funding will be applied to a particular project or program. You must also provide matching and/or in-kind resources. A small portion of the grant funding (up to 10% of the total project) may be used for staff salaries directly related to the funded program or project. The remainder of the grant monies should be used for the on-the-ground program needs rather than operating or salary costs of the organization. Your application must include a basic budget of the program</p>
<p>Post-Performance</p>	<p>Winning projects must share the outcomes, data, highlights and other factors that show the project's impact in a brief written report submitted to OOR at the completion of your program. Programs should provide high-resolution photos or videos that document the results.</p>

SAFETY: UCORE programs must work diligently to ensure the safety of youth participants and minimize risk. Depending on the program, this may include requiring participants to wear helmets, proper footwear, ear/eye protection, lifejackets, wrist/knee/elbow guards, sunscreen, etc. and to keep hydrated.



Additional Components for Your Application

These additional components aren't required, but will make your application more competitive.

Partnerships: Partnerships can amplify the reach of your program, leverage more assets and help it be more effective. Seek to create partnerships with other organizations such as governmental entities or private sector businesses.

Volunteers: Volunteers from the community can make a huge difference in stretching thin budgets, adding to a project's capacity and mentoring youth from a variety of backgrounds. Consider using volunteers where appropriate in your program,

ensuring that any volunteers who are working with children have been appropriately vetted and passed necessary background checks, skills checks, etc. OOR will ask for a total number of volunteer hours put toward each program.

Cultural heritage or art: Cultural heritage approaches to programming are appreciated, especially if they are effective in engaging children and helping them to feel "at home" in the outdoors. Please note: for the purposes of receiving UCORE funding, the main emphasis should be on time in the outdoors, learning outdoor recreation skills, nature discovery or learning science concepts in nature.

Implementing one or more of the following attributes will make your application more competitive:

- Serving children with the greatest needs
- Providing youth with opportunities to directly experience nature
- Maximizing the number of children who can participate
- Committing matching and in-kind resources
- Including ongoing program evaluation and assessment
- Utilizing veterans in program implementation
- Including outdoor or nature-based programming that incorporates concept learning in science, technology, engineering, or math
- Teaching youth to be good stewards and help take care of Utah's outdoor places



Closeout Documentation

1. Final Report

Upon completion of the program, you will need to provide a detailed Final Report (downloadable from business.utah.gov/outdoor/ucore).

- The full program report should include highlights of the activities, skills or concepts taught to the youth in the course of the program.
- The program report should include the following data:
 - Number of youth participating in the program
 - Number of youth who participated in this program prior to receiving UCORE grant funding (number should be zero if this is a new program)
 - Number of youths waitlisted (unmet demand)
 - Total number of hours spent outside
 - Number of outdoor recreation activities or educational opportunities (count types, e.g., (1) biking, (2) kayaking or (1) astronomy lesson, (2) botany lesson)
 - Stewardship principles taught
 - Other areas of emphasis within your program's curriculum (e.g., personal responsibility, respect for others, self-esteem, community involvement, personal health, improvements in academic performance, understanding of nature, learning new roles, leadership skills, stewardship and conservation, exposure to future career options, etc.)
- Total number of paid staff hours (full-time, part-time, seasonal)
- Total number of volunteer hours (from application writing to program implementation)
- Other program donors (list by name)
- Location of program (nearest town if program is statewide)
- Home county of the youth participating in program
- The report should also include photos and/or videos that document the program's highlights (all photo and video rights will be released to OOR)
- The final report should include your feedback -- how will your data and evaluation be used to refine, improve, or strengthen the program? You are welcome to include feedback in your final report about best practices and lessons learned that may help future UCORE awardees (e.g., make sure you have a staffer/volunteer dedicated to counting the participants).

2. Invoice from UCORE grant recipient for remainder of grant funds

Invoice for remainder of grant amount accompanied with report of eligible expenses.



3. Supporting documentation to show proof of monies spent on programming

Goods and Services: Original invoices or receipts for all goods and services purchased for the program.

Payroll: The time of your organization's full-time staff that is directly related to the approved program scope may be reported as a match. Salaries for seasonal staff members hired only for the duration of the program may be counted as a project cost. The reportable amount is the employee's regular hourly rate of pay.

Timesheets: All payroll costs must be based on records that accurately reflect the work performed and must be documented on a timesheet. The timesheet must meet the following standards:

- Account for total activity for which the employees are compensated
- Not be budget estimates or other distributions based on a percentage before the work was performed

Travel and Transportation: The portion of allowable transportation costs that are directly attributed to the project can be reimbursed using one of the following methods:

- Mileage. Allowable costs are limited to a maximum of the current state mileage rate. No other vehicle costs, including insurance, fuel, oil changes, repairs, maintenance, or lease payments will be allowed.
- Vehicle chartering. The cost of chartering a vehicle for transporting the youth and staff/volunteers to a location within Utah is an allowable cost. For short-term vehicle rental, allowable costs are limited to actual rental and fuel costs.

Donations: The following are parameters for defining donation. They:

- Are third-party contributions that are provided at no cost
- Are allowable within the program scope
- Cannot be reimbursed
- Cannot be reported on more than one grant
- Must be backed up with a detailed log or third party documentation





Donated labor (volunteer labor): Donated or volunteer labor is the time provided by a person without compensation. Labor donations are valued at an hourly rate, excluding taxes, benefits and overtime.

For travel to and from the program site, you can claim either the hourly labor donation rate or the mileage, not both. If you choose to claim mileage, then donation time starts once the volunteer has arrived at the program site.

You may use the volunteer’s current hourly rate, excluding benefits, or you may use the federal value of a volunteer as determined by the Independent Sector’s annual Value of Volunteer Time (currently \$25.43). A higher rate may not exceed the standard hourly rate of volunteers, unless the program requires an advanced skill level that the volunteer is providing and the volunteer has met one of the following conditions:

- Has extensive experience in the activity
- Made or makes a living performing the activity
- Completed advanced training in the activity
- Obtained a professional or technical certification in the activity

Donated Labor Documentation:

- Dates of service
- Location of program
- Project name
- Individual’s name
- Crew leader’s name
- Hours worked
- Rate of labor (see below)
- Additional notes

Even if the volunteer’s time is coordinated by a third-party organization, you must maintain this same level of documentation.

Establishing the Rate:

Donated Materials and Supplies: Materials and supplies are considered donated when they are given to the project at no cost. The reported value of donated materials is the market value of the materials at the time they are used.

Donated Services: Services are considered donated when they are provided by a third-party organization at a reduced cost or no cost to you. You must retain a copy of the invoice or letter from the organization acknowledging the donation and its value.

4. Photos and/or video that document the program’s highlights

You must allow OOR to use these in future marketing and outreach efforts for UCORE.

UCORE funds will be awarded in two parts

1. Half of the grant funds will be released after the contract with the State of Utah has been signed.
2. The remainder of the UCORE funds will be released after the completion of the program, and after the closeout documentation has been submitted. You must submit photos or videos of your program before you can receive all of your UCORE funds.



UCORE Frequently Asked Questions

What should I know about the financial requirements of the grant?

- Applications should show how funding will be applied to a particular project or program.
- Applicant must provide matching and/or in-kind resources.
- A small portion of the grant funding (up to 10% of the total project) may be used for program staff salaries related directly to the funded program or project. The remainder of the grant monies should be used for the on-the-ground program needs rather than the operating or salary costs of the organization.

When does my organization get the grant funds?

After the program has been approved and the contract has been signed, the organization will receive half of the grant funding upfront. The initial funding must be used within 18 months of the contract being signed. The remainder of the grant funding will be released after the submission of a final report (including photos and/or videos).

What's an eligible match?

- Appropriations and cash
- Donations from partners (cash, equipment use, labor, materials, or services) – note that donations are eligible only as matching funds and are not reimbursable
- Grants from federal, state, local agencies or private organizations
- Services (e.g. salary of staff running youth program) and consumable materials provided by grant recipient organization that are directly connected to program

Which Costs/Programs Aren't Eligible?

Please note this list is not exhaustive.

- Programs without a significant outdoor recreation component or nature activities. Youth spending time outdoors is a required component of this grant.
- Organized traditional sports activities such as those played on a field or in a sports court (e.g. soccer, baseball, basketball, tennis, etc.).
- Annual community festivals, expositions, political or religious programs, promotional or fundraising events.
- Costs that are not a necessary or integral part of the project scope, such as indirect and overhead charges.
- Infrastructure projects of any type (please read more about our Utah Outdoor Recreation Grant).
- Costs that are double-counted (used in more than one project).
- Purchase of vehicles.
- Equipment-only projects (buying equipment that is necessary to implement the program is permissible, once approved in application).
- Out of state travel.
- Pre-school or kindergarten programs. UCORE is for children and youth ages 6-18.

What's EKO?

Utah's Every Kid Outdoors (EKO) Initiative expresses a commitment to promoting a healthy, active lifestyle for youth, and encourages them to spend more time outdoors engaging in activities that will benefit their physical and emotional well-being. UCORE supports the activities that are part of Utah's Every Kid Outdoors (EKO) Initiative and promote a healthy, active childhood filled with outdoor experiences.





Utah Governor's Office of
Economic Development
OFFICE OF OUTDOOR RECREATION

business.utah.gov/outdoor

Thank you to the following organizations for providing photos for this program guide: Elevated Mountain Guides, Friends of Arches and Canyonlands, Momentum Indoor Climbing, Park City, Tracy Aviary, U.S. Forest Service, Utah Office of Tourism, and Utah State Parks