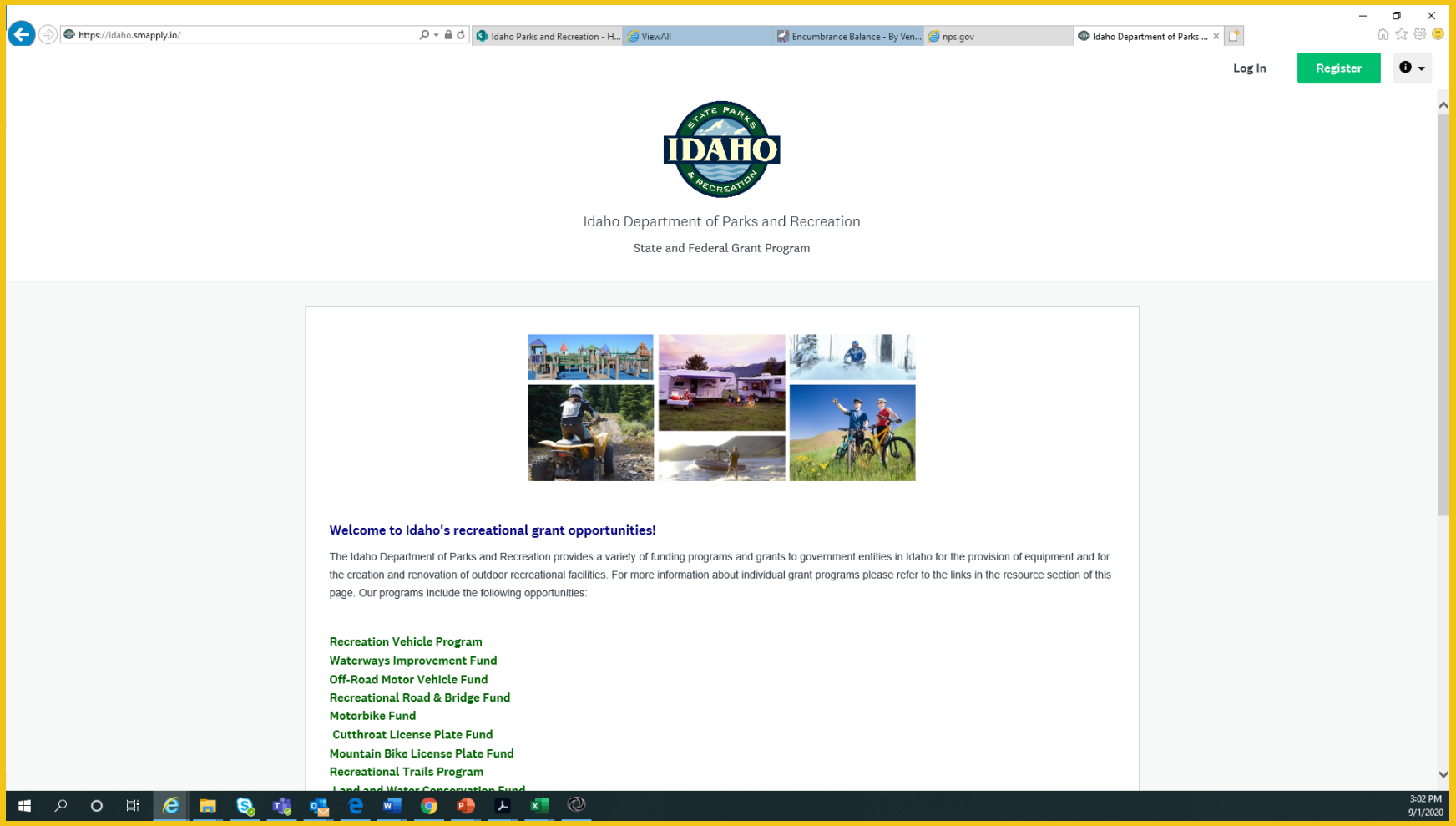
TRAINING

Idaho Department of Parks & Recreation
Grant Application Submittal Portal

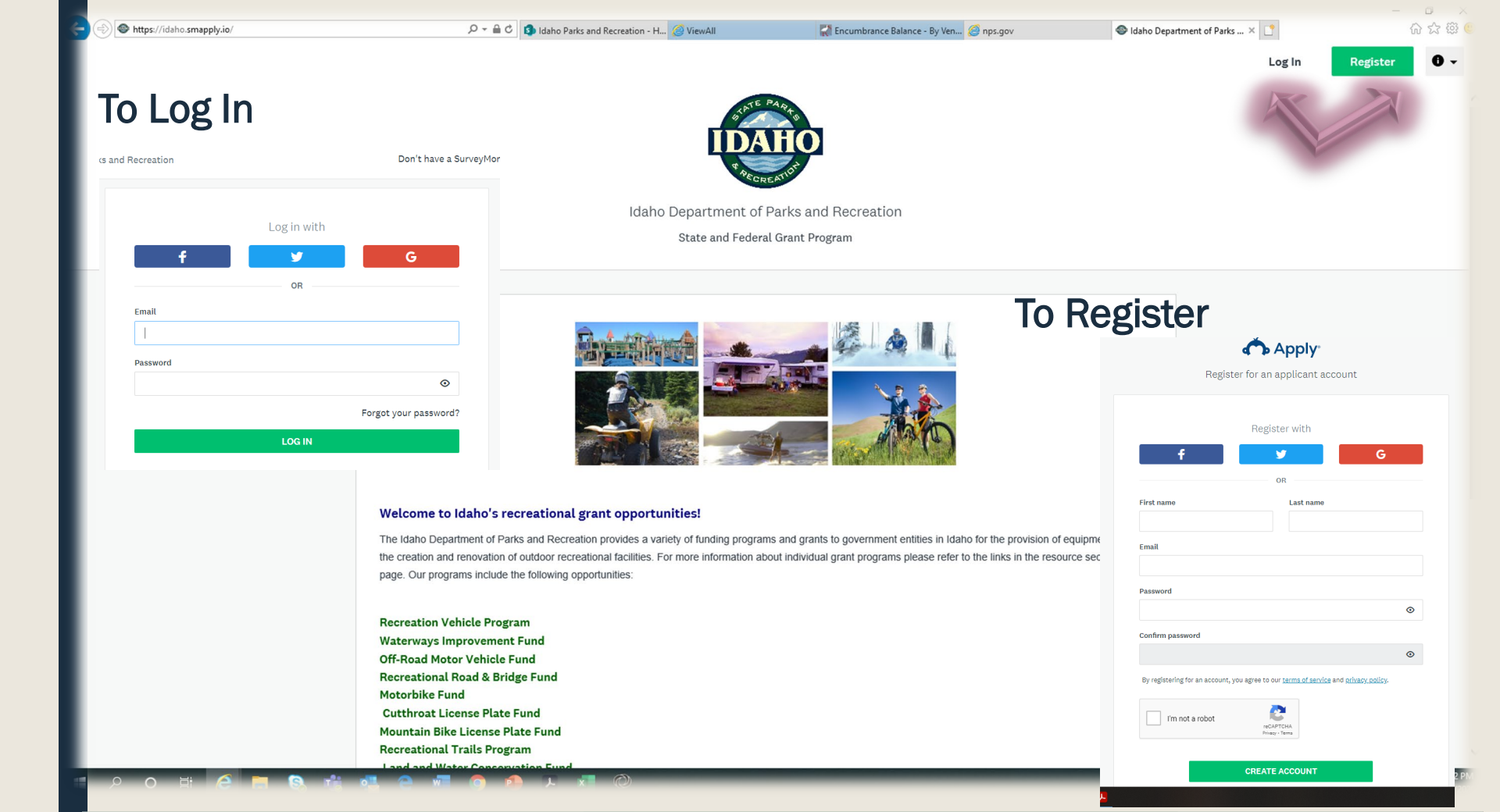
SurveyMonkey®

Idaho.smapply.io



All applications submitted at: idaho.smapply.io

To Log In



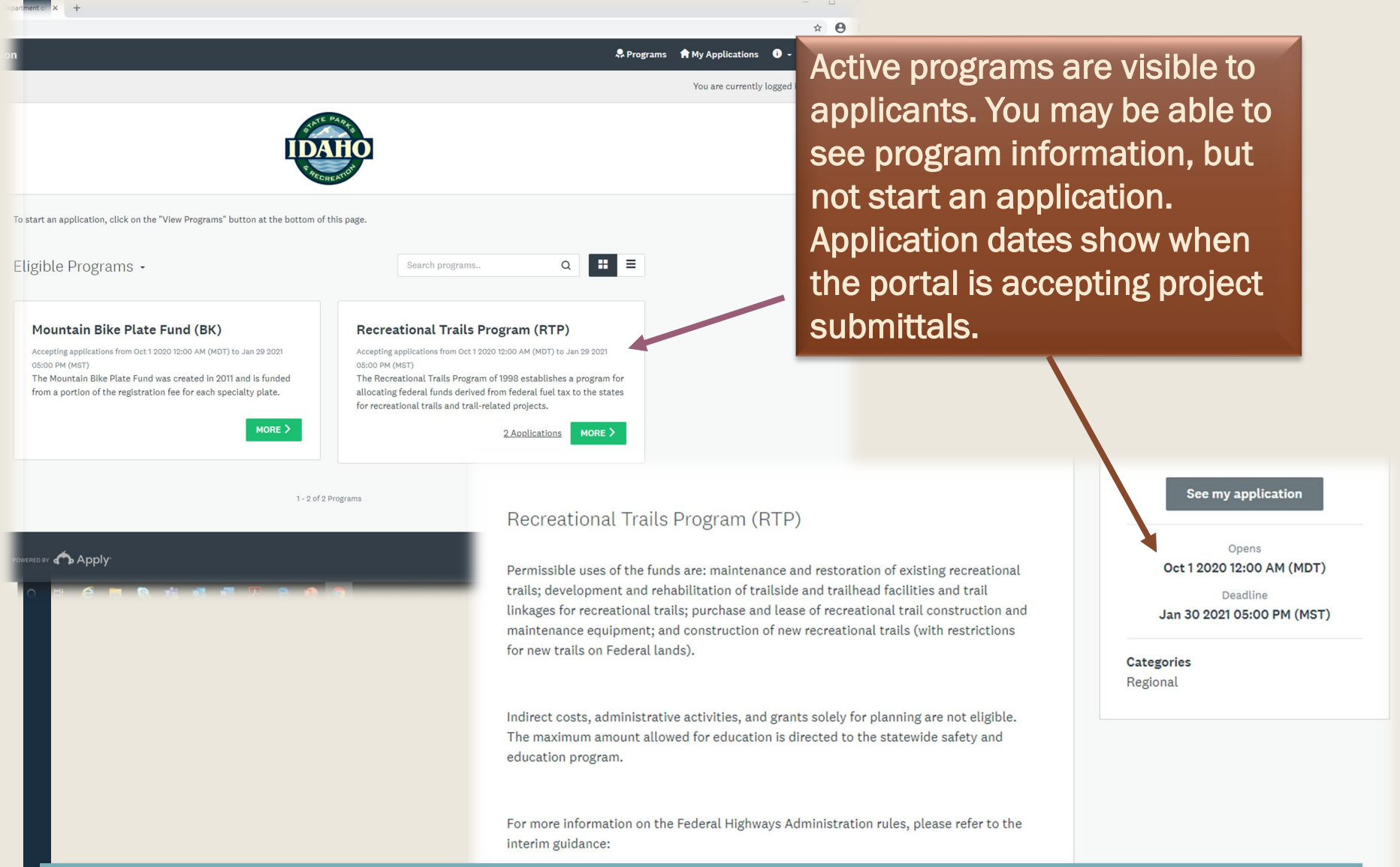
To Register

The site should have the IDPR logo at the top. If it does not, you are in the wrong portal.

Some browsers may not support this platform and may not display correctly.

If you have applied for our grants before, you already have an account.

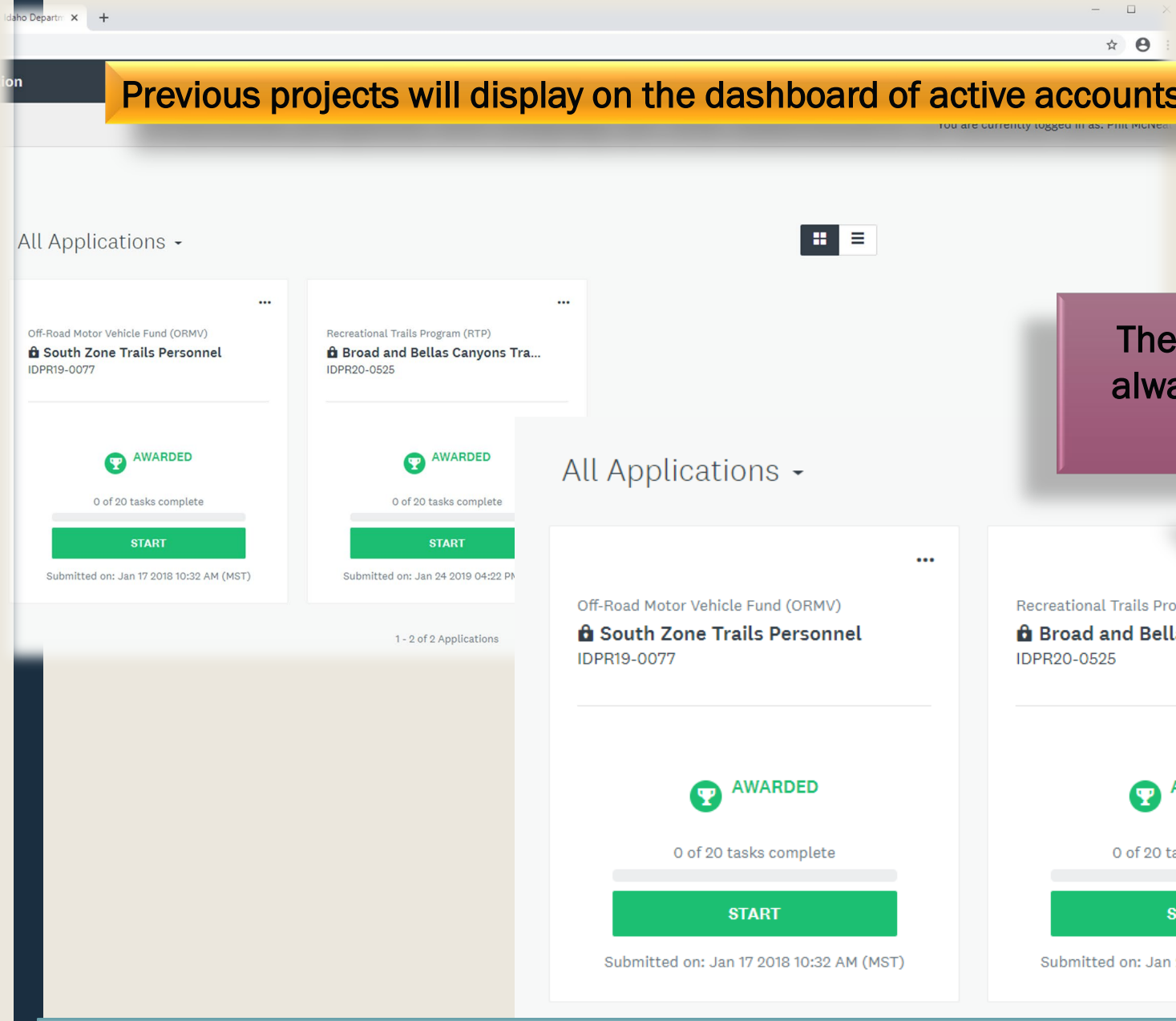
Accounts are not transferable.



Active programs are visible to applicants. You may be able to see program information, but not start an application. Application dates show when the portal is accepting project submittals.

You will only see the programs in which you are eligible to apply. For example, non-profit groups will only see Recreational Trail Program (RTP) and Mountain Bike Plate Fund.

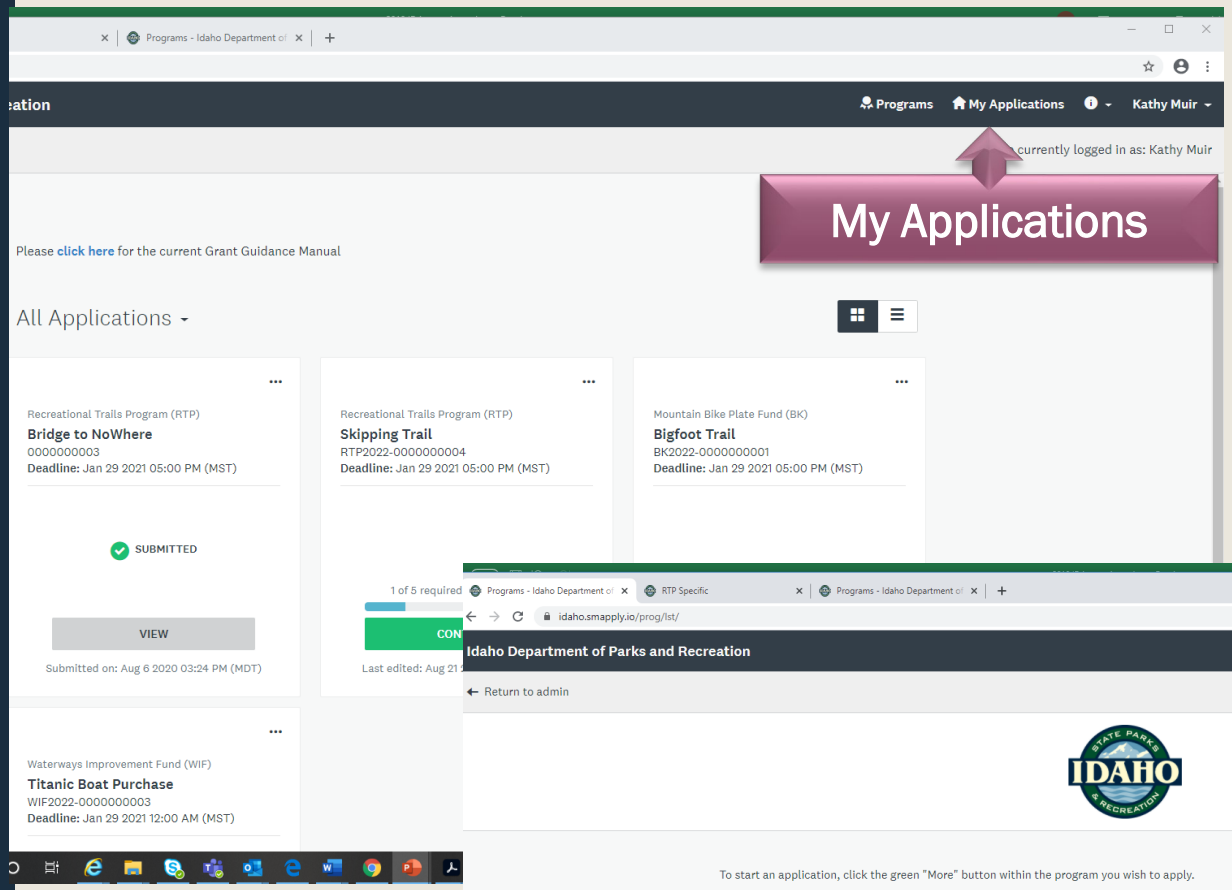
Previous projects will display on the dashboard of active accounts.

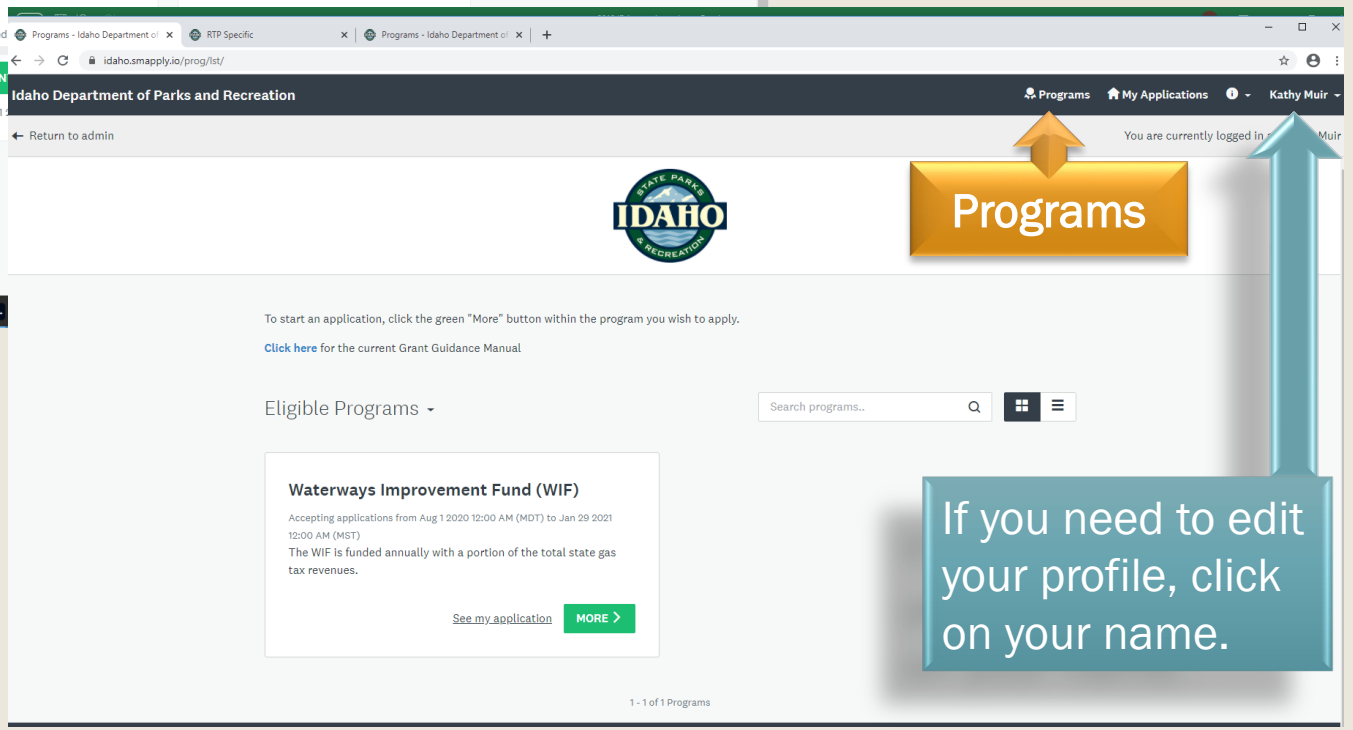


The three dots are always a dropdown menu

If we have ARCHIVED applications, they will not be visible. Make sure you keep a copy! Older applications may not be accessible.

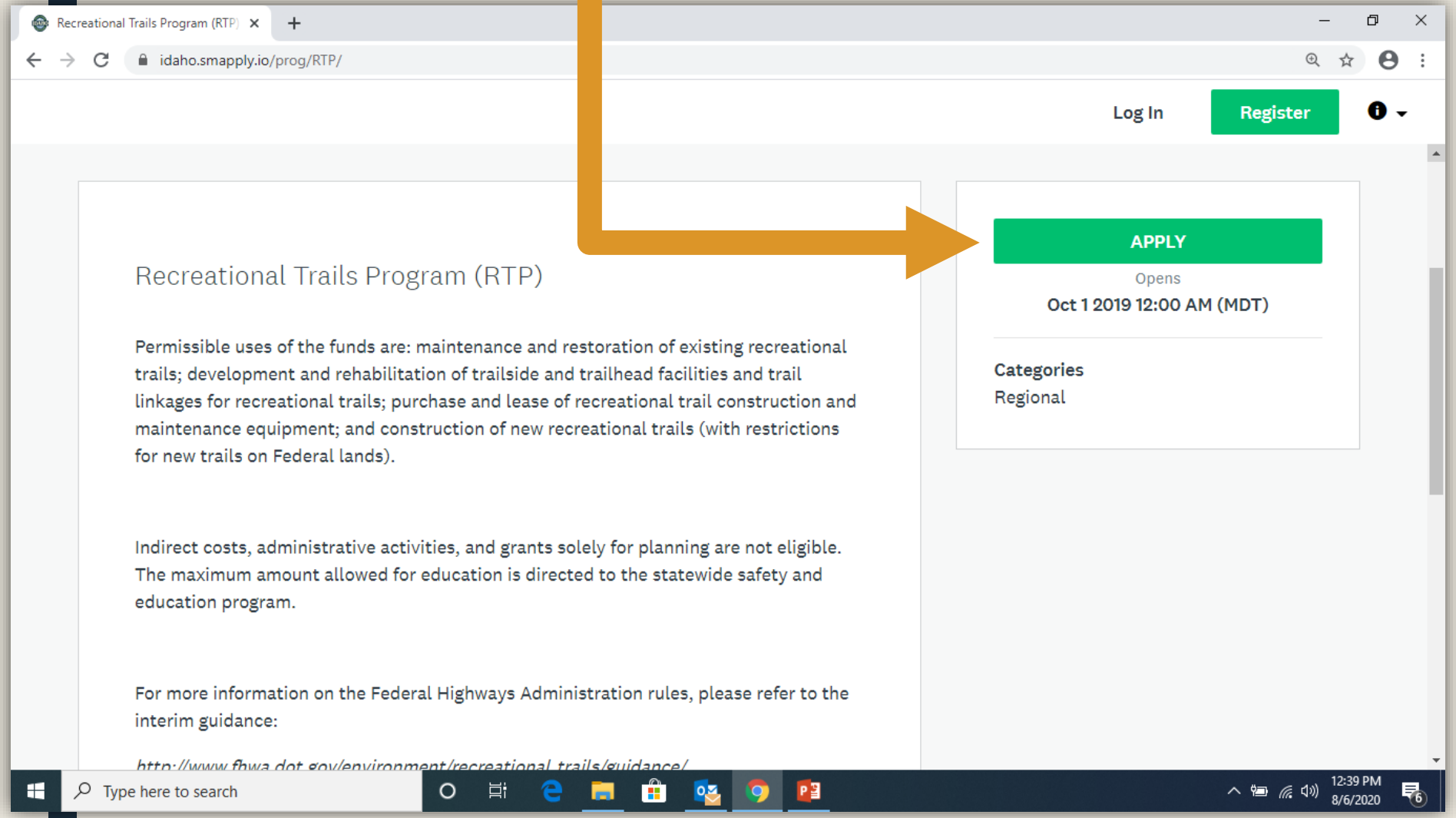
APPLICANT DASHBOARD





The top ribbon allows you to move between your applications and the program information.

Description and button to start application

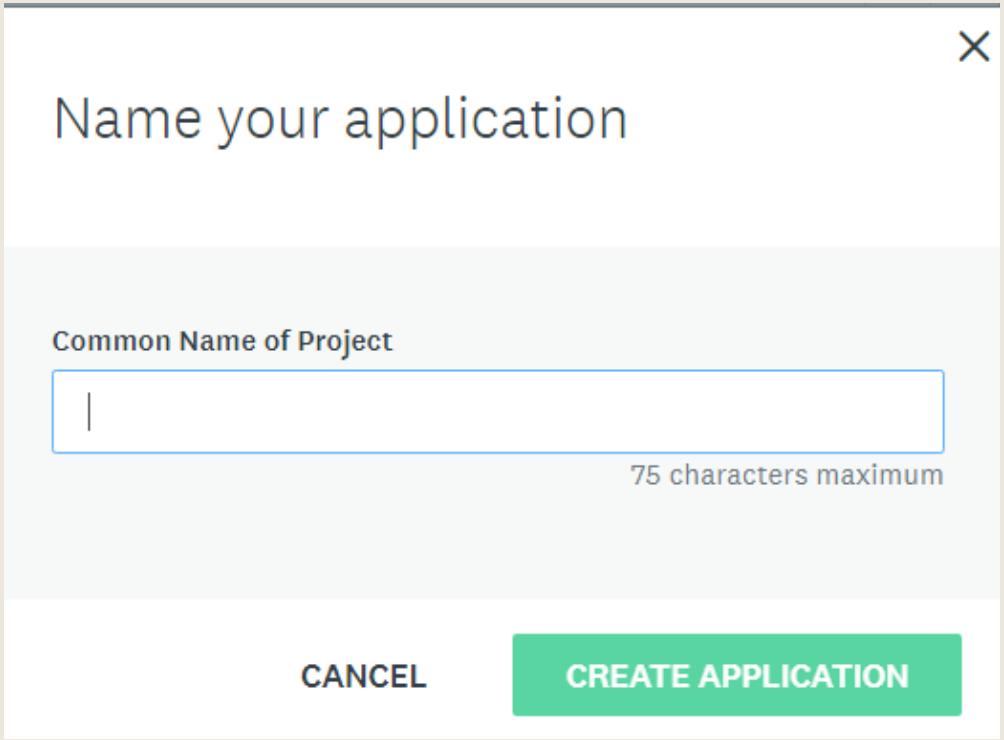


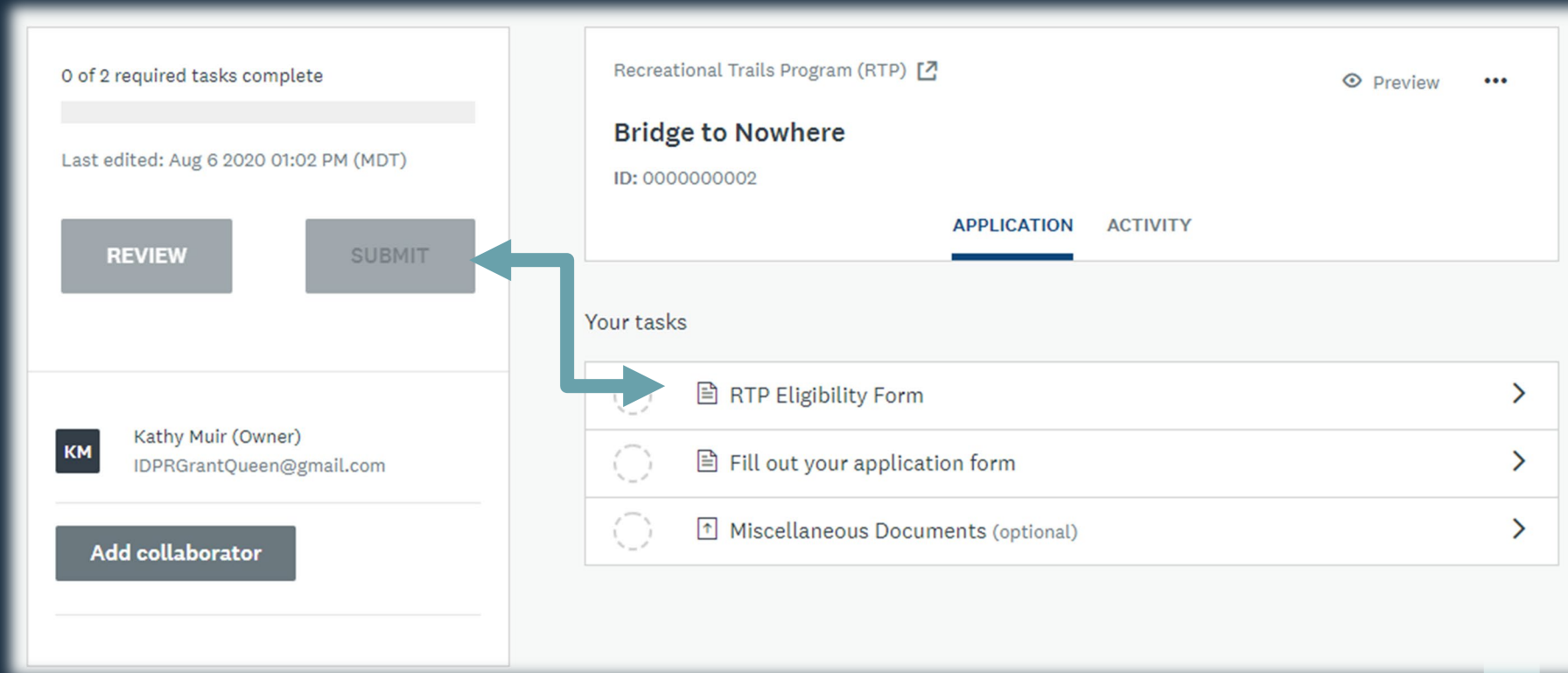
Common name of project

The first thing the system asks you to do is name your application.

This is going to be the identification for the life of your project, so be smart about what you name your application.

We may need it to identify your project for your agreement and future inquires.

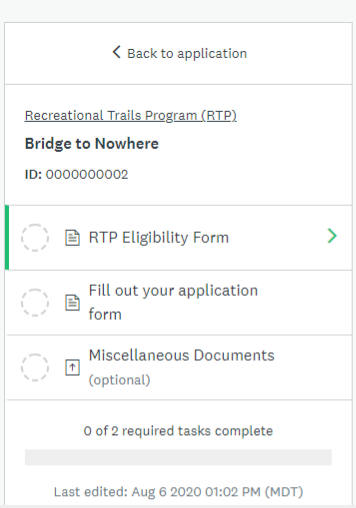


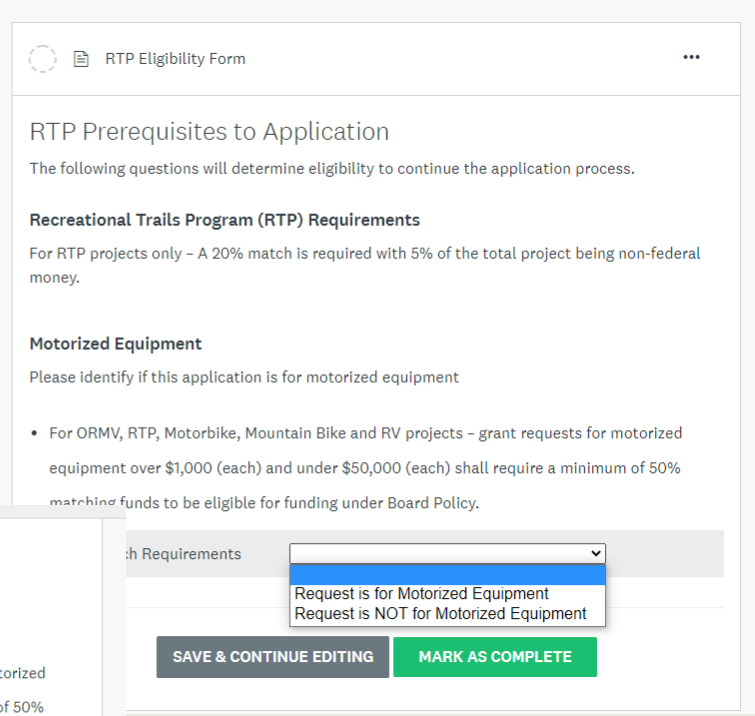


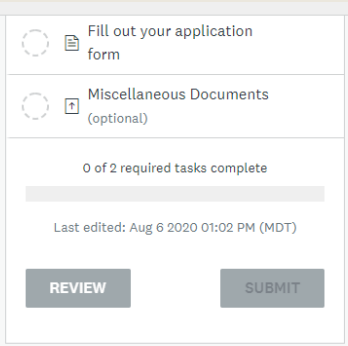
If you don't complete the eligibility task, they system won't show all the required tasks (HINT – there are more than three). Without completing required tasks you won't be able to submit an application. If the "submit" button is gray, you have not completed all required tasks.

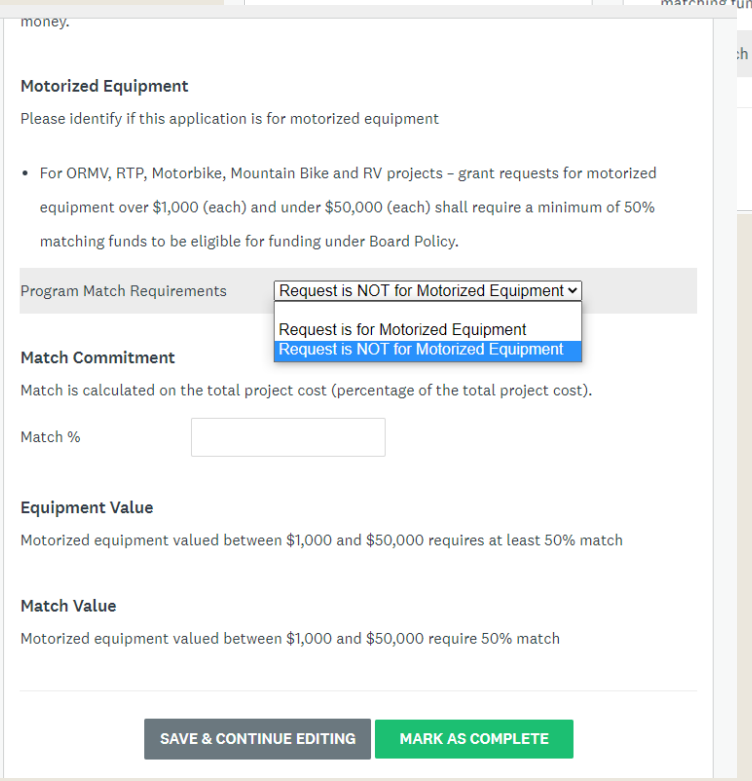
Prerequisite questions

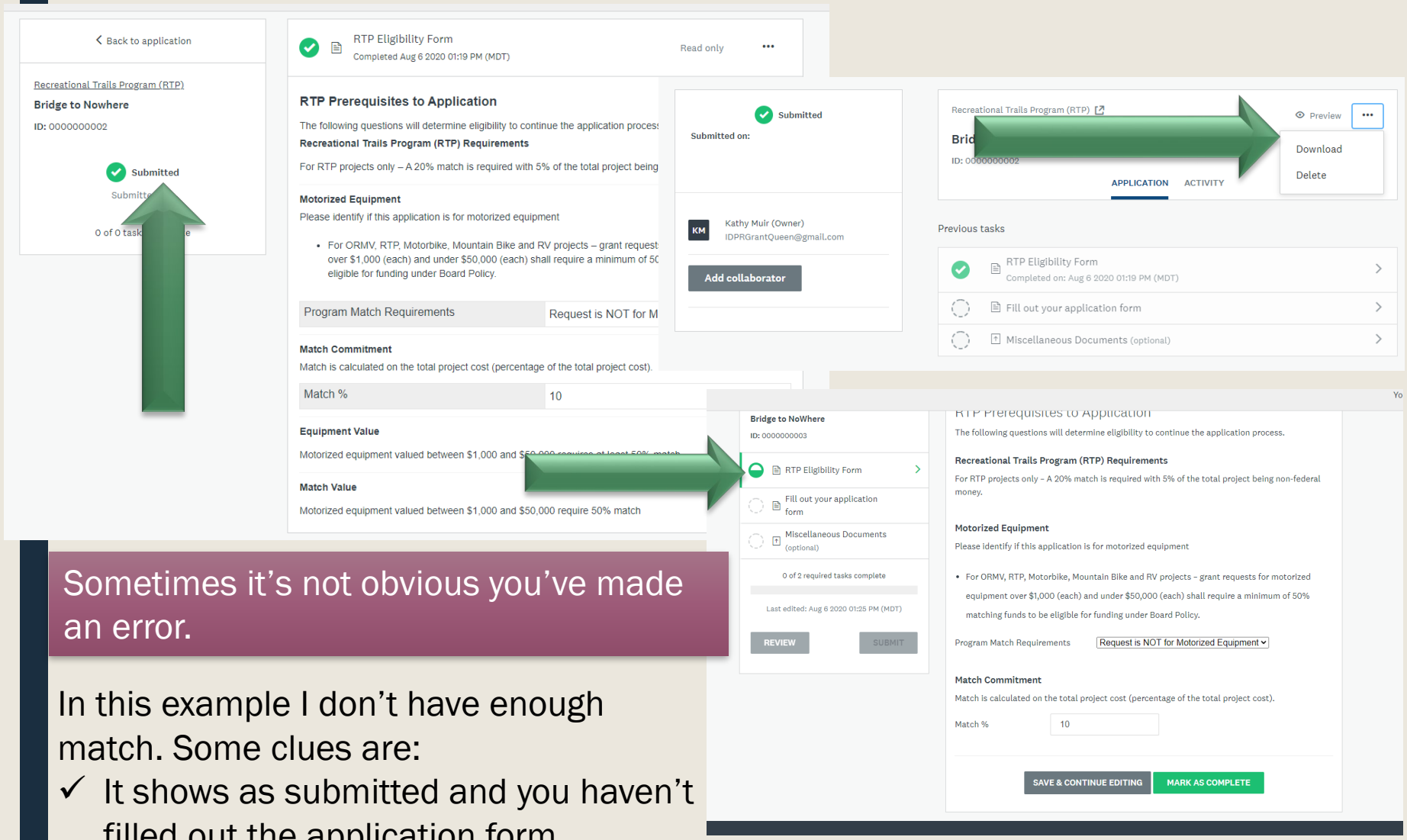
Currently only the federal programs or equipment purchases have prerequisite match requirement questions. If you do not fill this portion out correctly, the system will not allow you to complete the application forms.







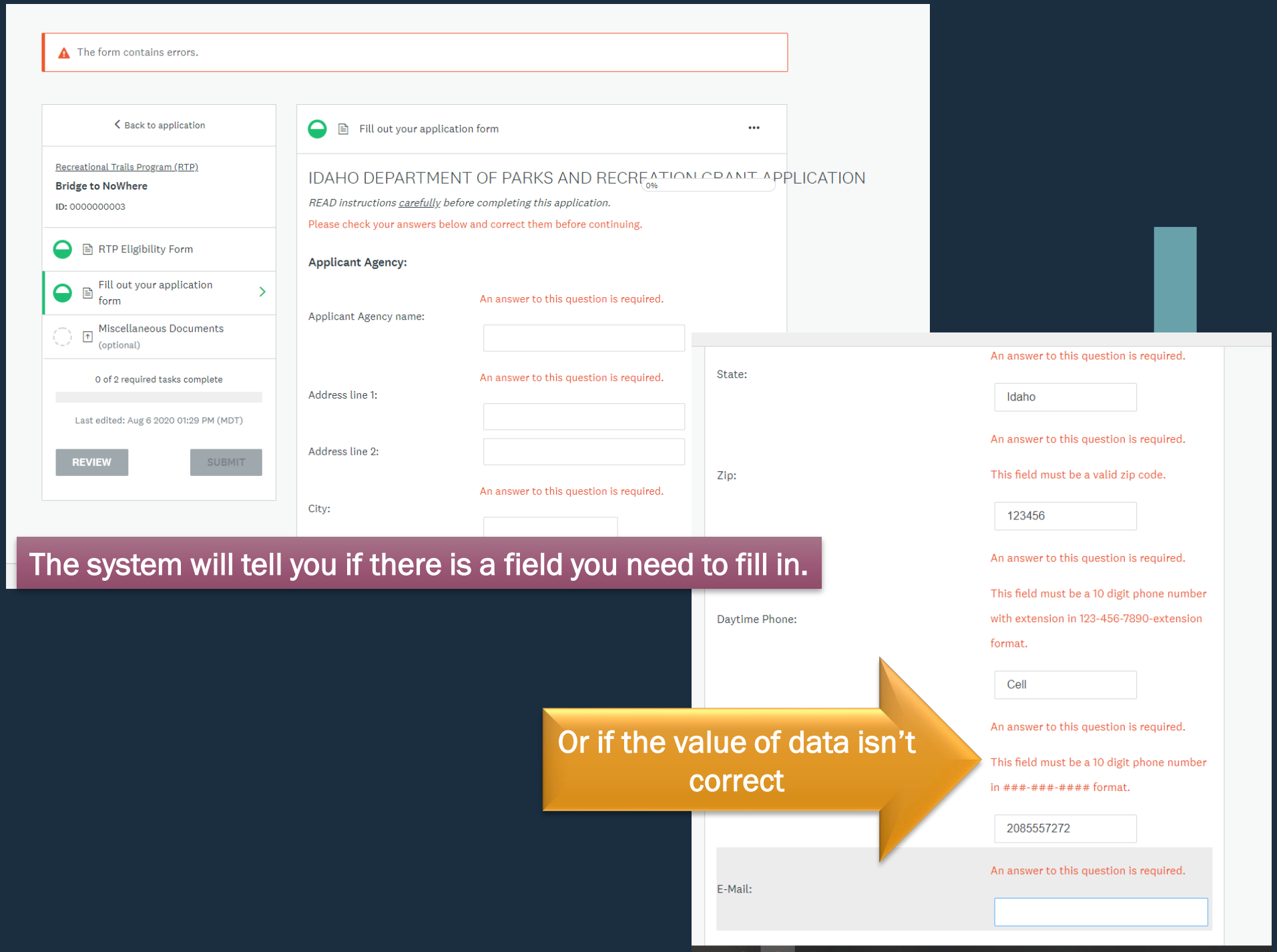




Sometimes it's not obvious you've made an error.

In this example I don't have enough match. Some clues are:

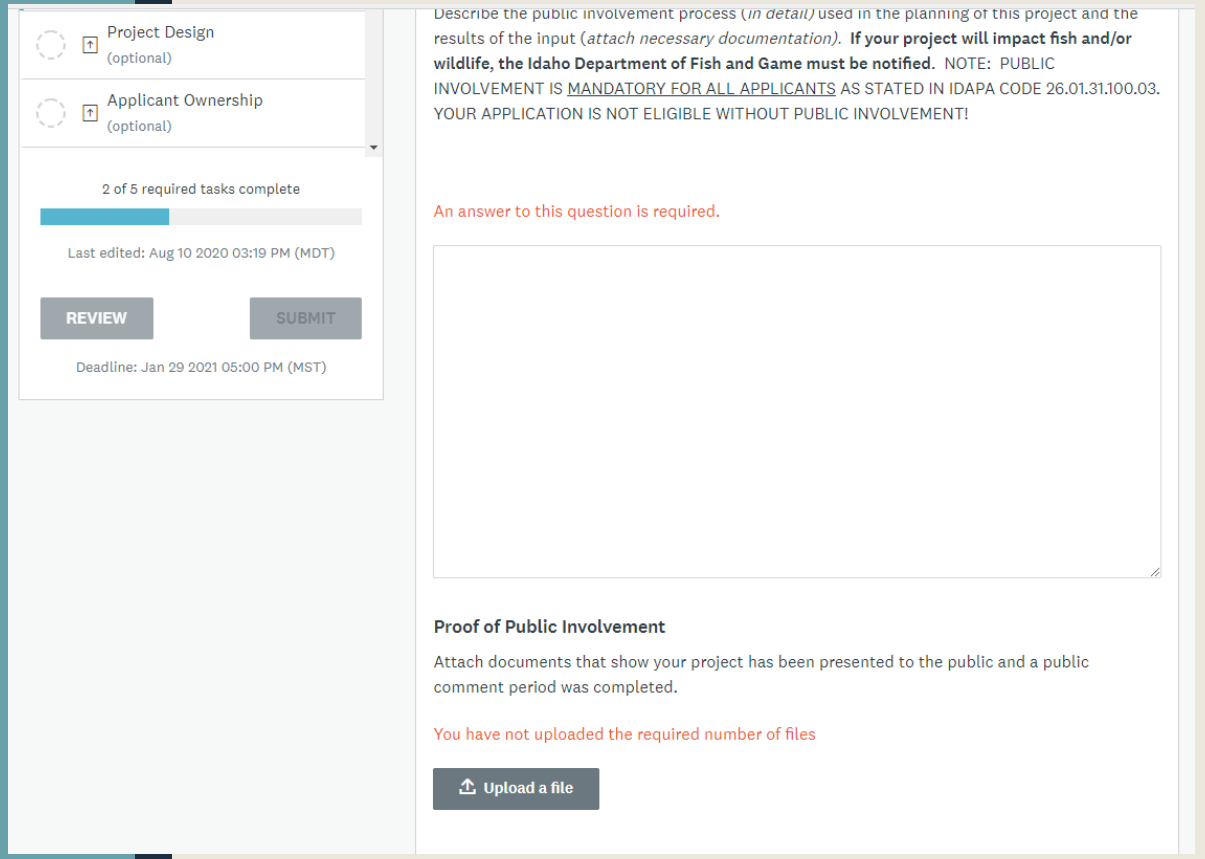
- ✓ It shows as submitted and you haven't filled out the application form.
- ✓ It won't allow you to edit the form.
- ✓ You have a half-filled circle instead of a check.


The form contains errors.
Back to application
Recreational Trails Program (RTP)
Bridge to NoWhere
ID: 0000000003
RTP Eligibility Form
Fill out your application form
Miscellaneous Documents (optional)
0 of 2 required tasks complete
Last edited: Aug 6 2020 01:29 PM (MDT)
REVIEW
SUBMIT
Fill out your application form
IDAHO DEPARTMENT OF PARKS AND RECREATION GRANT APPLICATION
0%
READ instructions carefully before completing this application.
Please check your answers below and correct them before continuing.
Applicant Agency:
An answer to this question is required.
Applicant Agency name:
An answer to this question is required.
Address line 1:
Address line 2:
An answer to this question is required.
City:
The system will tell you if there is a field you need to fill in.
An answer to this question is required.
State:
Idaho
An answer to this question is required.
Zip:
This field must be a valid zip code.
123456
An answer to this question is required.
Daytime Phone:
This field must be a 10 digit phone number with extension in 123-456-7890-extension format.
Cell
An answer to this question is required.
Or if the value of data isn't correct
This field must be a 10 digit phone number in ###-###-#### format.
2085557272
An answer to this question is required.
E-Mail:

Proof of Public Involvement

There are very few questions that require an answer and an upload. This question will not let you finish until you have completed both requirements.

Announcement must include information on the project you are submitting as an application for grant funding. Comments should be received prior to grant deadline and incorporated in your application.



Public Comment. As part of the application, the applicant must provide an opportunity for public comment. The applicant must include proof of public comment **regarding the project** in the application. The opportunity for public comment should begin within **one (1) year of submitting the application**. Any projects with public comment conducted over one (1) year prior to application may be rejected by the state and federal grant manager and the project will be deemed ineligible.

Proof of Public Involvement

Attach documents that show your project has been presented to the public and a public comment period was completed.

1. Bigfoot approved trail .pdf ...

In edit mode you will see the file name and type once you've attached a document

Upload a file

3. State Historic Preservation Office (SHPO) Clearance

State Historic Preservation Office (SHPO)/Endangered Species. Ground disturbing activities should be assumed to require studies of cultural resource impacts.

SHPO

a. Old buildings or other features more than 50 years old (irrigation headgates, watering troughs, railroad tracks or embankments, or other items) may require review by the State Historic Preservation Office – are any of these present on the site or effected by the project?

An answer to this question is required.

SHPO Required? No

An answer to this question is required.

Please explain justification for the above answer: Bike Purchase

RTP specific task. Must answer both questions. If you are unsure how to answer, contact your grant specialist.

Non-Profit Groups ONLY

If a Federal Land Management agency (such as Forest Service or BLM) will be managing or

Proof of Public Involvement Completed

Use Fee

Will a fee be charged for use of or access to this project?

No

Public Involvement

Describe the public involvement process *(in detail)* used in the planning of this project and the results of the input *(attach necessary documentation)*. If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified. NOTE: PUBLIC INVOLVEMENT IS MANDATORY FOR ALL APPLICANTS AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

A notice was posted on the agency website. See attached document as proof.

Proof of Public Involvement

Attach documents that show your project has been presented to the public and a public comment period was completed.

Groomer Public Involvement 2019.pdf

VIEW FULL SCREEN | DOWNLOAD | File type: pdf Size: 389.6 kB

Permits

Are any permits required to complete this project?

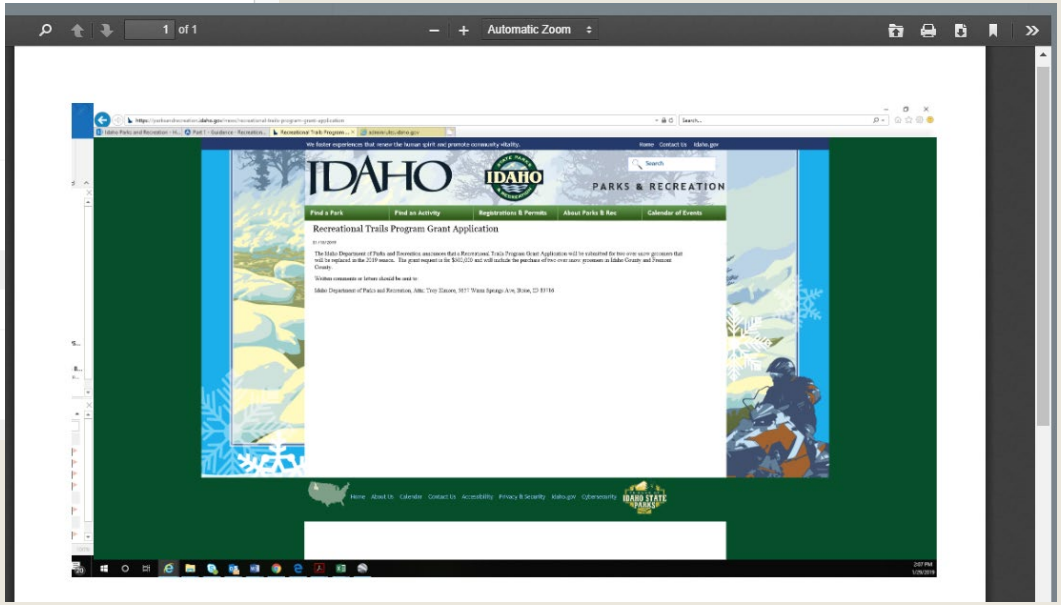
Yes

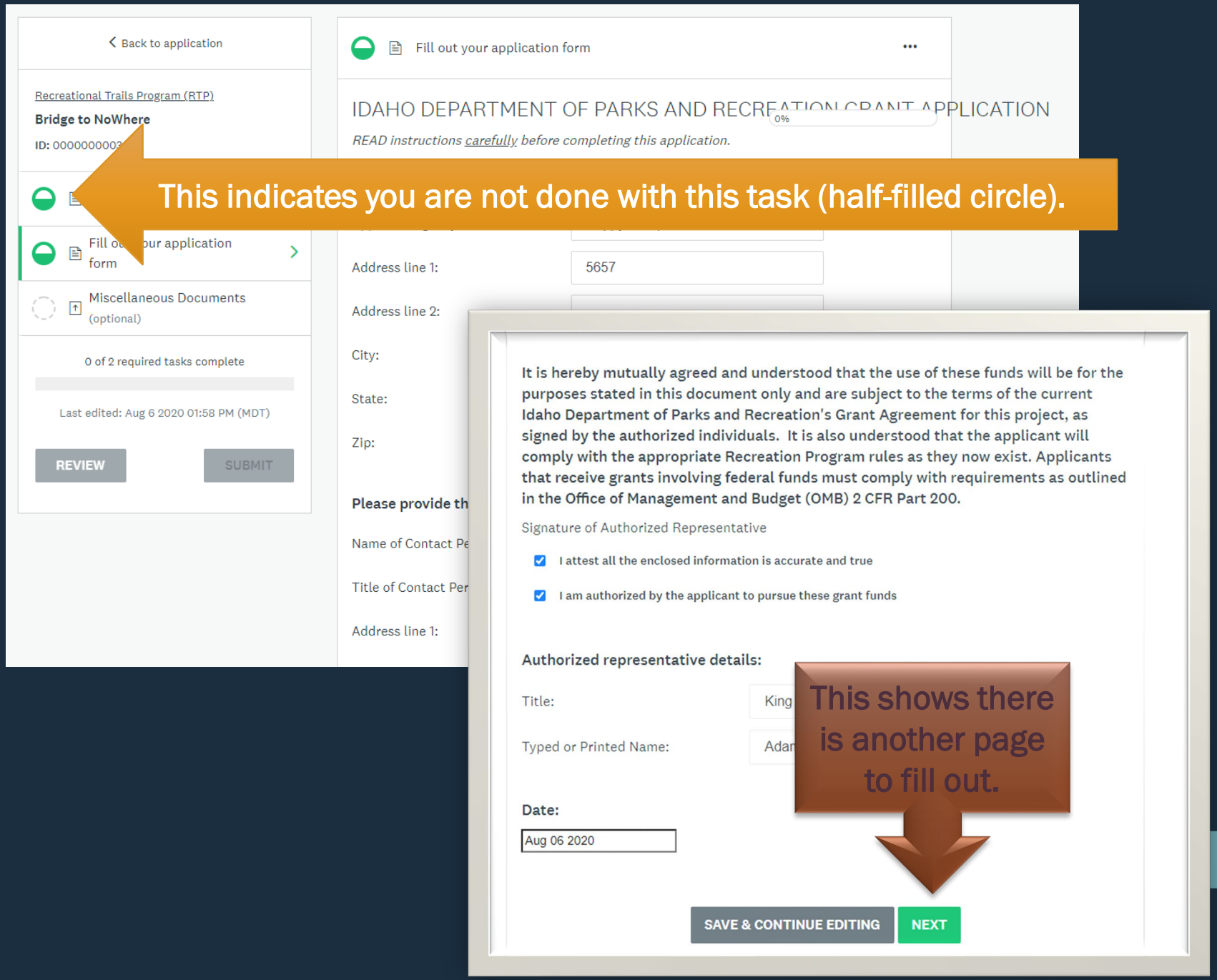
Permits Required

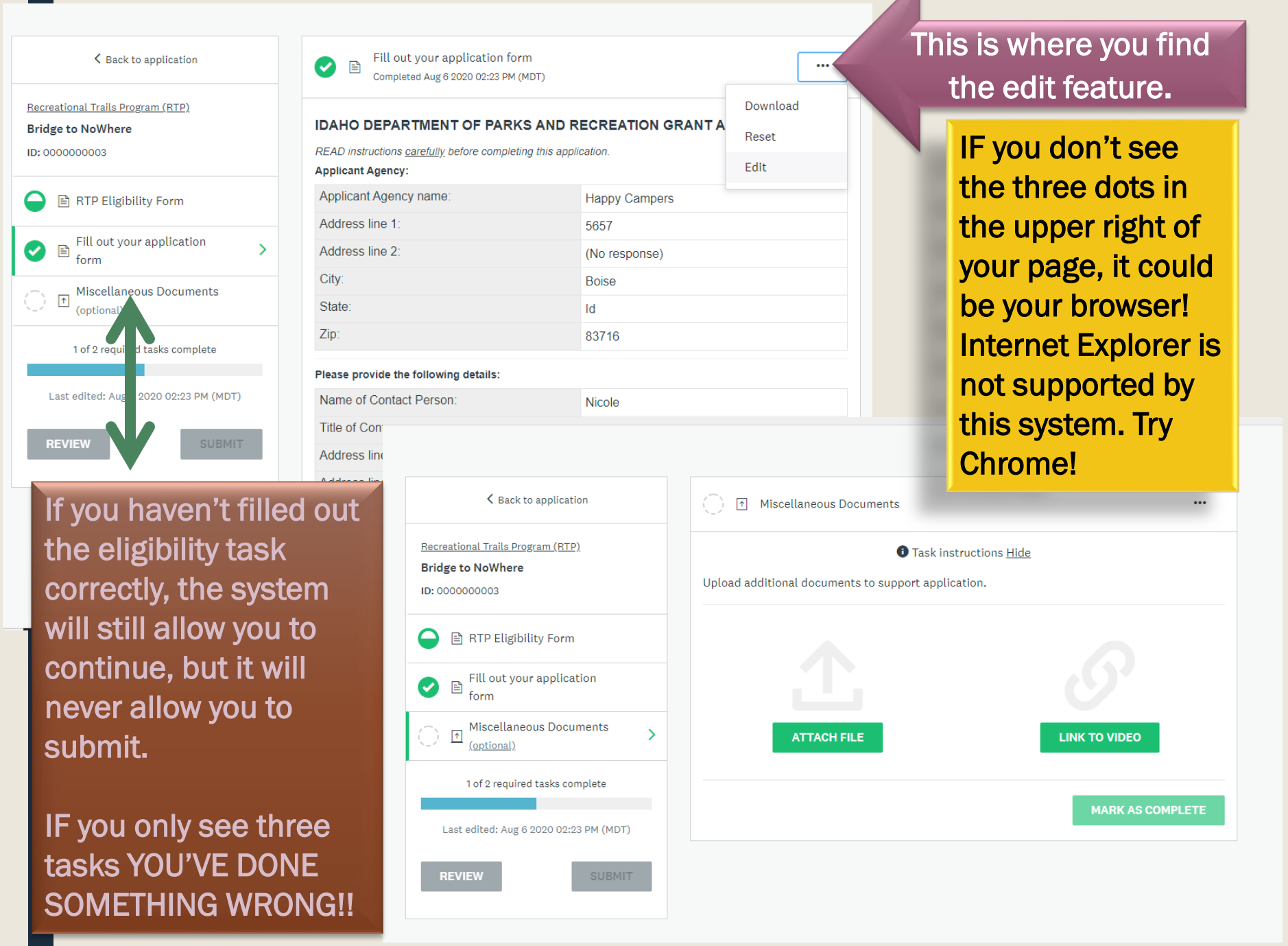
If permits are required, please list them below:

404 permit

When you have saved this task and are no longer in edit mode, you can view the uploaded document.




Back to application
Recreational Trails Program (RTP)
Bridge to NoWhere
ID: 0000000003
Fill out your application form
Miscellaneous Documents (optional)
0 of 2 required tasks complete
Last edited: Aug 6 2020 01:58 PM (MDT)
REVIEW
SUBMIT
Fill out your application form
IDAHO DEPARTMENT OF PARKS AND RECREATION GRANT APPLICATION
0%
READ instructions carefully before completing this application.
This indicates you are not done with this task (half-filled circle).
Address line 1:
5657
Address line 2:
City:
State:
Zip:
Please provide th
Name of Contact Pe
Title of Contact Per
Address line 1:
It is hereby mutually agreed and understood that the use of these funds will be for the purposes stated in this document only and are subject to the terms of the current Idaho Department of Parks and Recreation's Grant Agreement for this project, as signed by the authorized individuals. It is also understood that the applicant will comply with the appropriate Recreation Program rules as they now exist. Applicants that receive grants involving federal funds must comply with requirements as outlined in the Office of Management and Budget (OMB) 2 CFR Part 200.
Signature of Authorized Representative
I attest all the enclosed information is accurate and true
I am authorized by the applicant to pursue these grant funds
Authorized representative details:
Title:
King
Typed or Printed Name:
Adar
Date:
Aug 06 2020
This shows there is another page to fill out.
SAVE & CONTINUE EDITING
NEXT

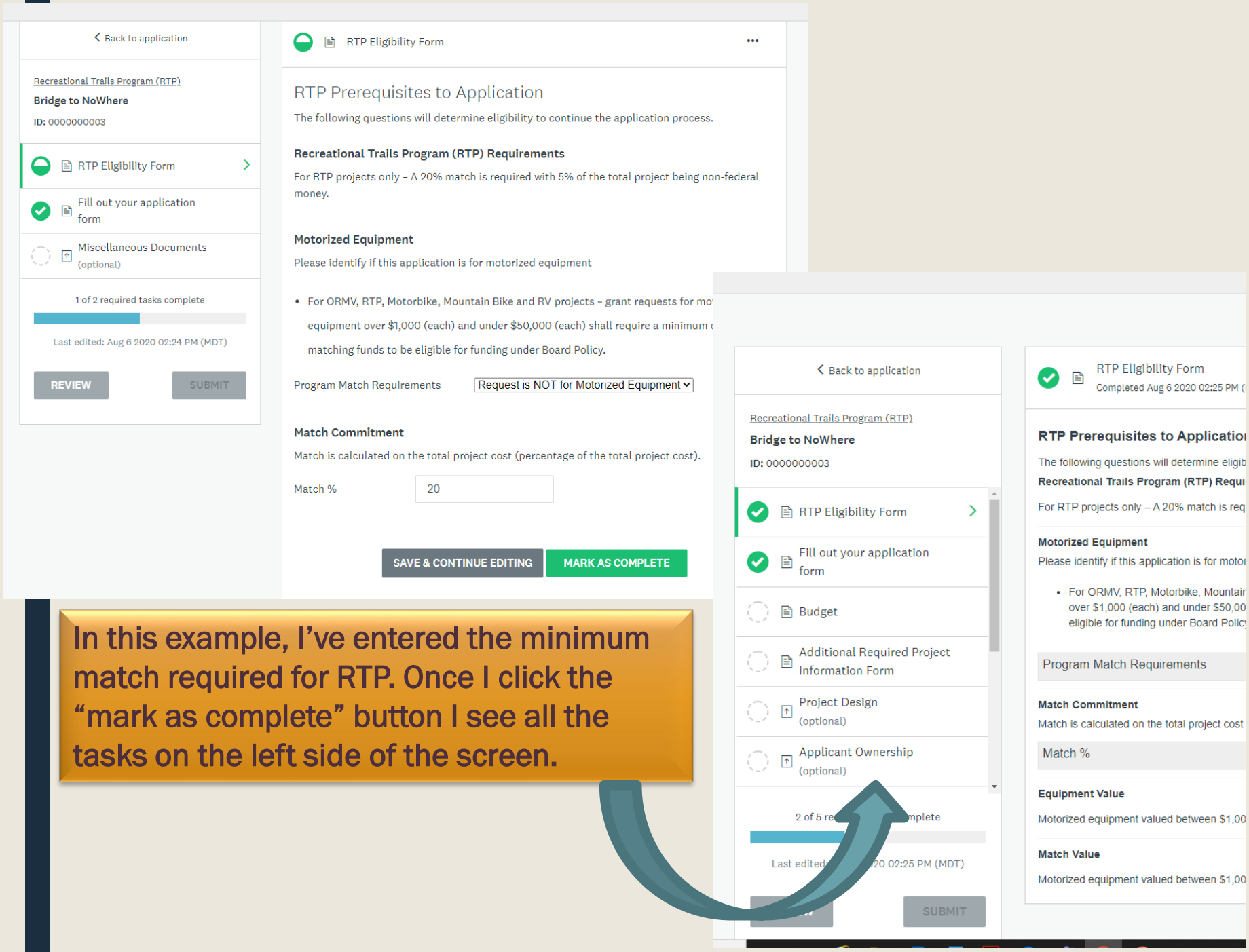


This is where you find the edit feature.

IF you don't see the three dots in the upper right of your page, it could be your browser! Internet Explorer is not supported by this system. Try Chrome!

If you haven't filled out the eligibility task correctly, the system will still allow you to continue, but it will never allow you to submit.

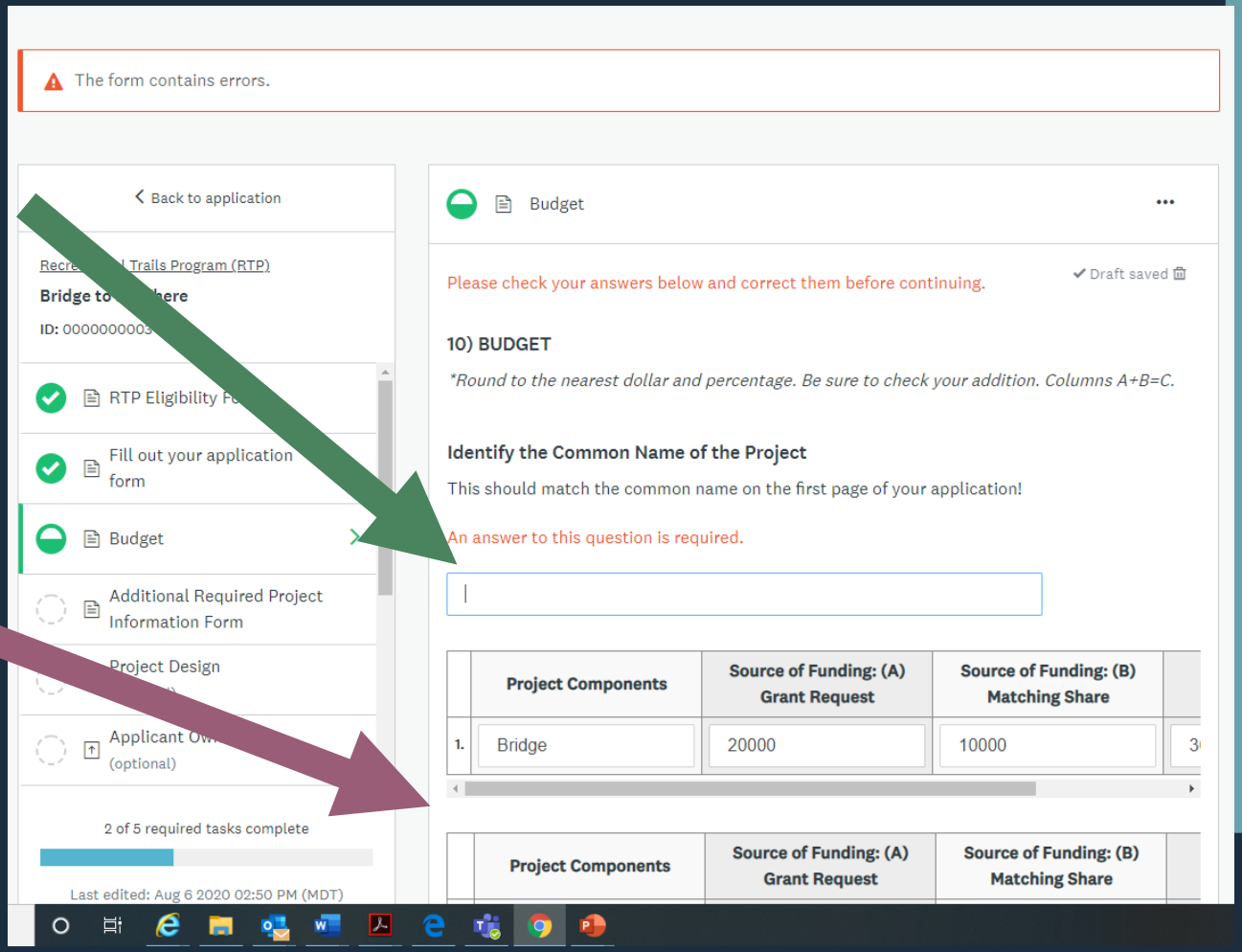
IF you only see three tasks YOU'VE DONE SOMETHING WRONG!!



In this example, I've entered the minimum match required for RTP. Once I click the "mark as complete" button I see all the tasks on the left side of the screen.

- Don’t forget to enter the common name of your project on this budget page. The name needs to match what you entered when creating your application and what you entered in the contact section of the main application form.
- If the budget page doesn’t seem to load correctly (see right side of page where it’s cut off), note that the scroll bar below the row will allow you to move back and forth to enter information.

BUDGET



Waterways Improvement Fund (WIF)

Loch Ness Lake Docks

ID: WIF2022-0000000004

- WIF Eligibility Form
- Fill out your application form
- Budget
- Letter(s) of commitment (optional)
- Additional Required Project Information Form
- Project Design (optional)

1 of 5 required tasks complete

Last edited: Sep 2 2020 08:33 AM (MDT)

REVIEW SUBMIT

Deadline: Jan 29 2021 12:00 AM (MST)

Please check your answers below and correct them before continuing.

10) BUDGET

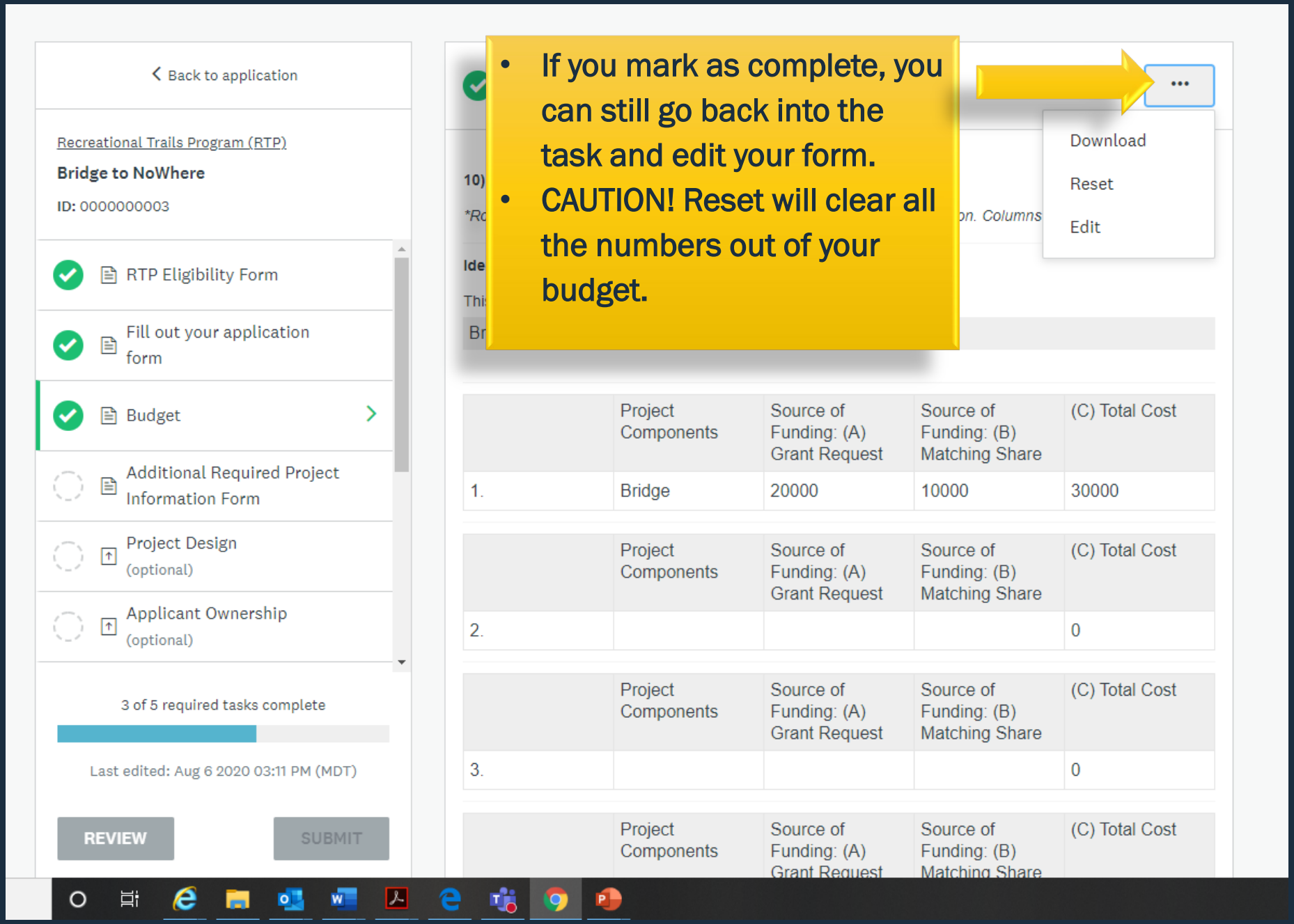
**Round to the nearest dollar and percentage. Be sure to check your addition. Columns A+B=C.*

Identify the Common Name of the Project

- ❑ The first line of the budget requires an answer for every field. Enter "0" if there is no dollar amount for that item.
- ❑ This system does not like symbols ($1,000.00). Just enter raw numbers.

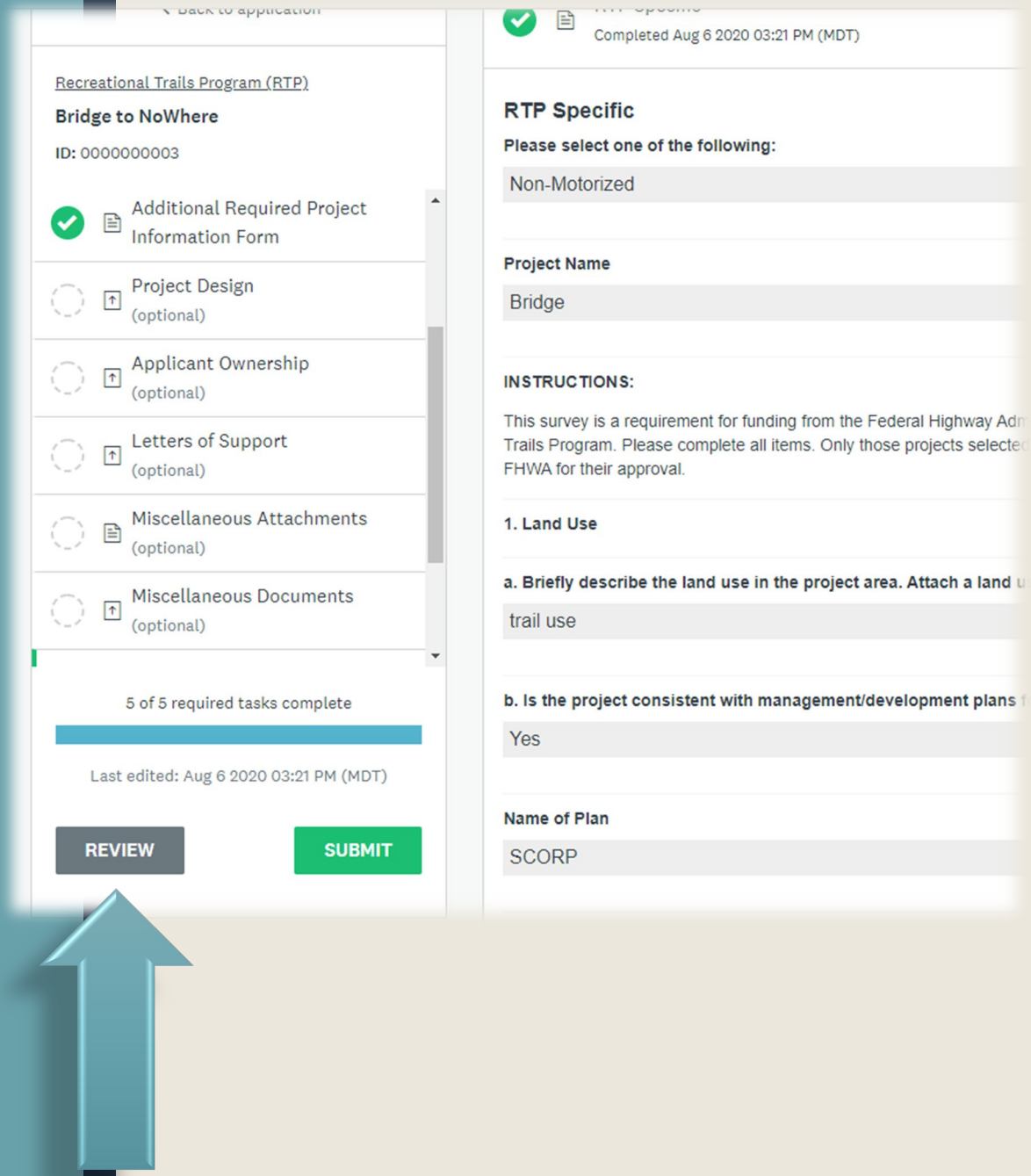
	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	
1.	Steel Docks	1000	An answer to this question is required.	1

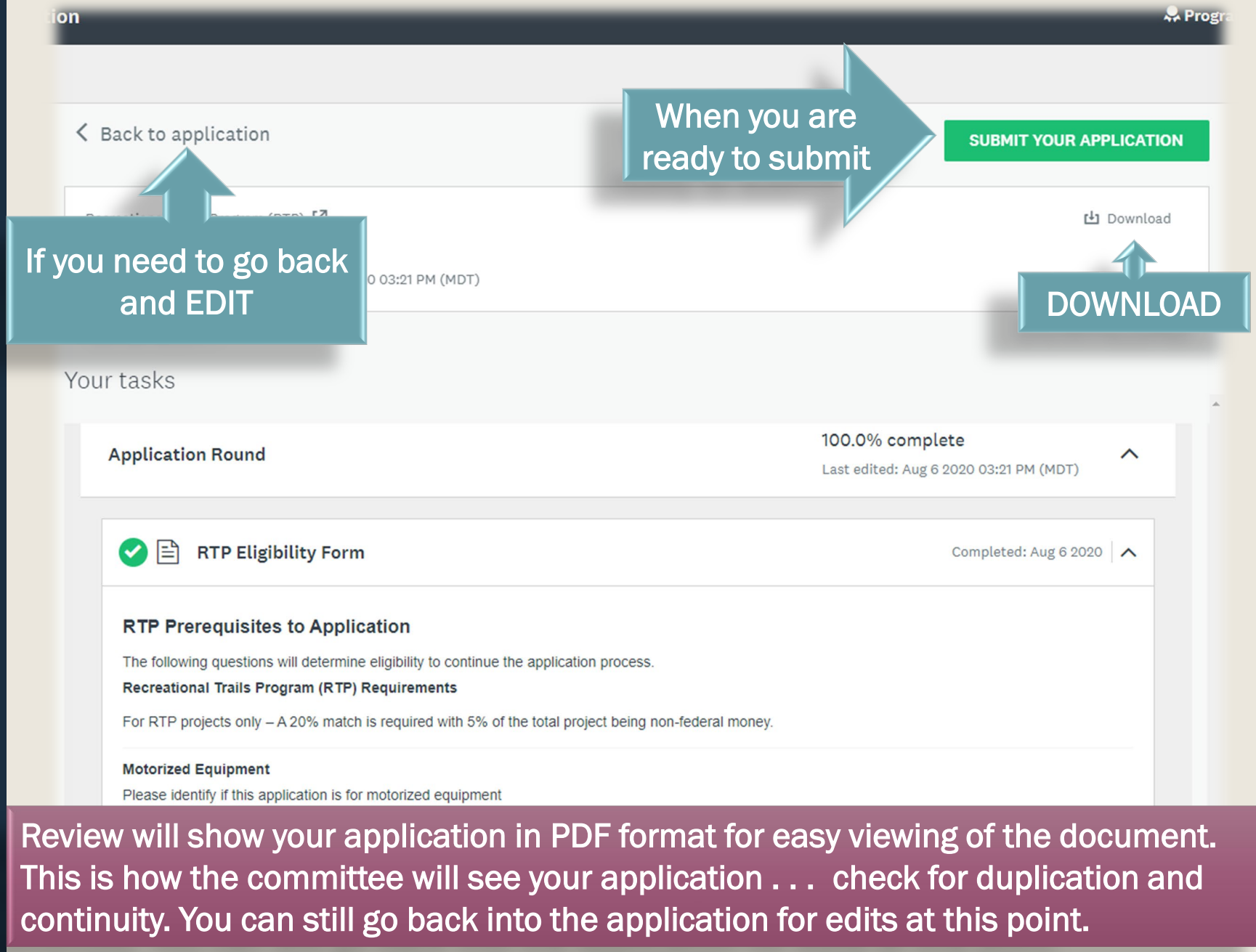
	Project Components	Source of Funding: (A) Grant Request	Source of Funding: (B) Matching Share	
2.				0


Back to application
Recreational Trails Program (RTP)
Bridge to NoWhere
ID: 0000000003
RTP Eligibility Form
Fill out your application form
Budget
Additional Required Project Information Form
Project Design (optional)
Applicant Ownership (optional)
3 of 5 required tasks complete
Last edited: Aug 6 2020 03:11 PM (MDT)
REVIEW
SUBMIT
If you mark as complete, you can still go back into the task and edit your form.
CAUTION! Reset will clear all the numbers out of your budget.
Download
Reset
Edit
Project Components
Source of Funding: (A) Grant Request
Source of Funding: (B) Matching Share
(C) Total Cost
1. Bridge 20000 10000 30000
2. 0
3. 0

Final Touches

If you have completed all the required tasks, the SUBMIT button will be green. At this point you can click the REVIEW button to see the whole application as one document. (See next slide) The REVIEW button is always gray.



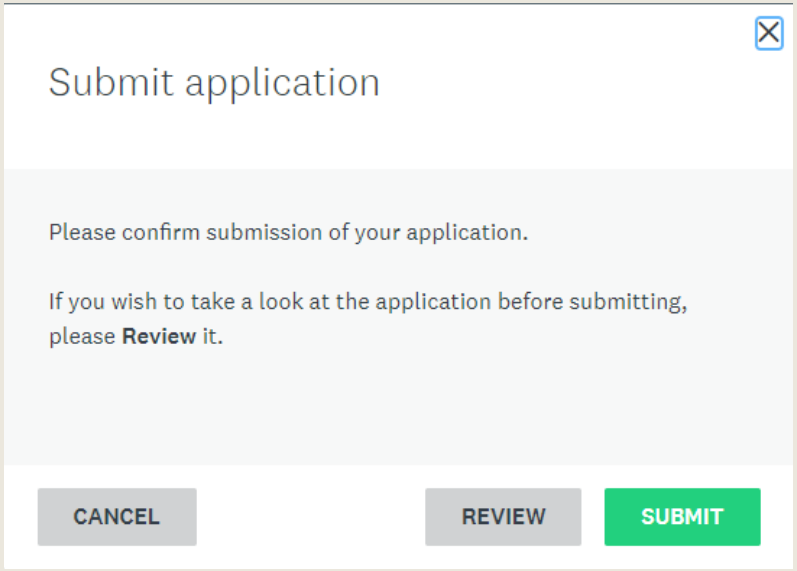


Review will show your application in PDF format for easy viewing of the document. This is how the committee will see your application . . . check for duplication and continuity. You can still go back into the application for edits at this point.

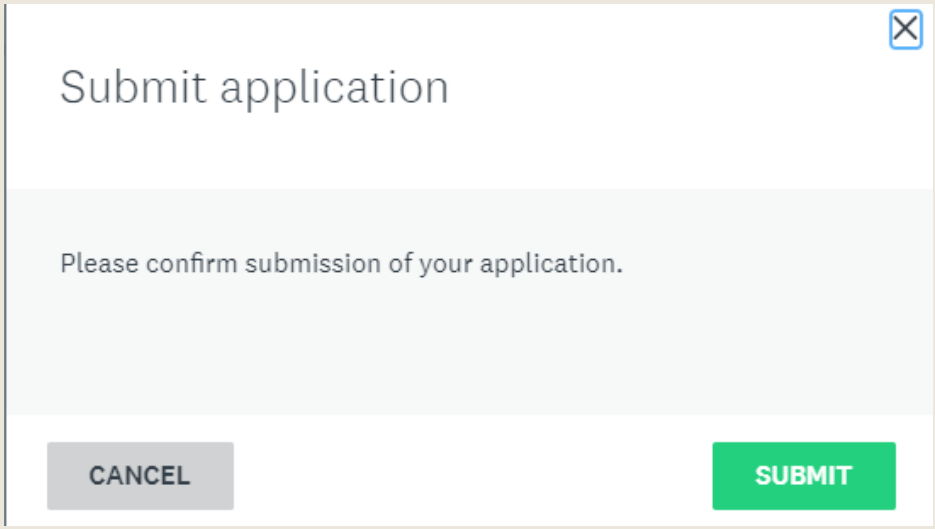
Submitting your Application

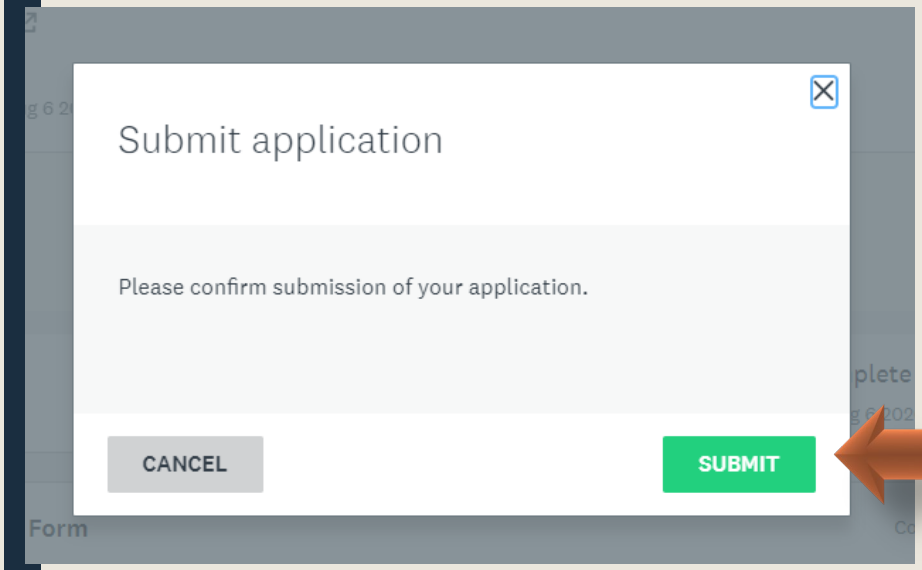
The system always asks to confirm your action (are you sure?)

No Review

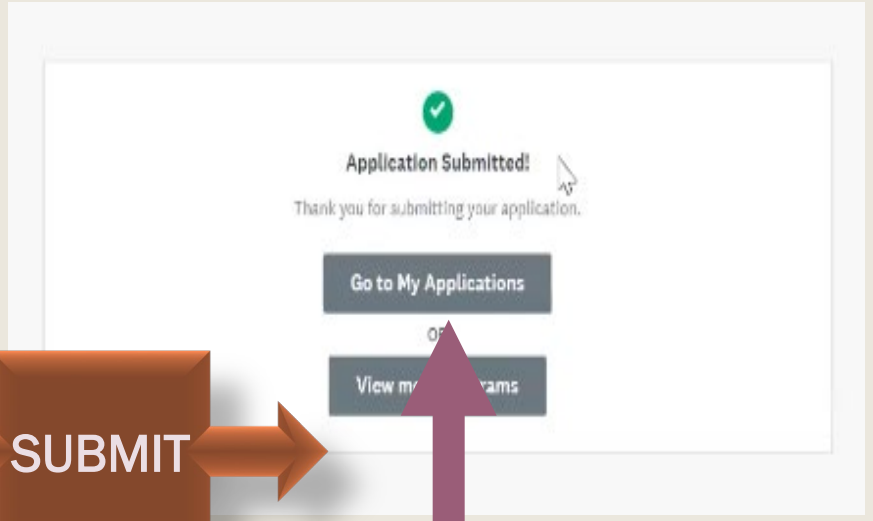


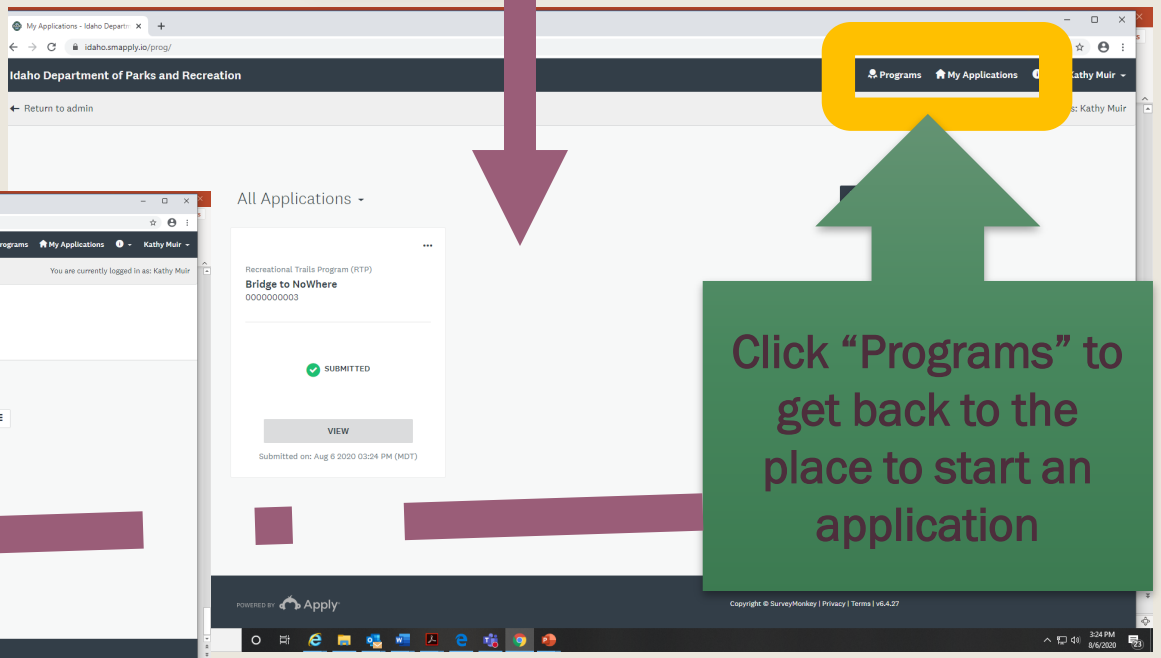
Review



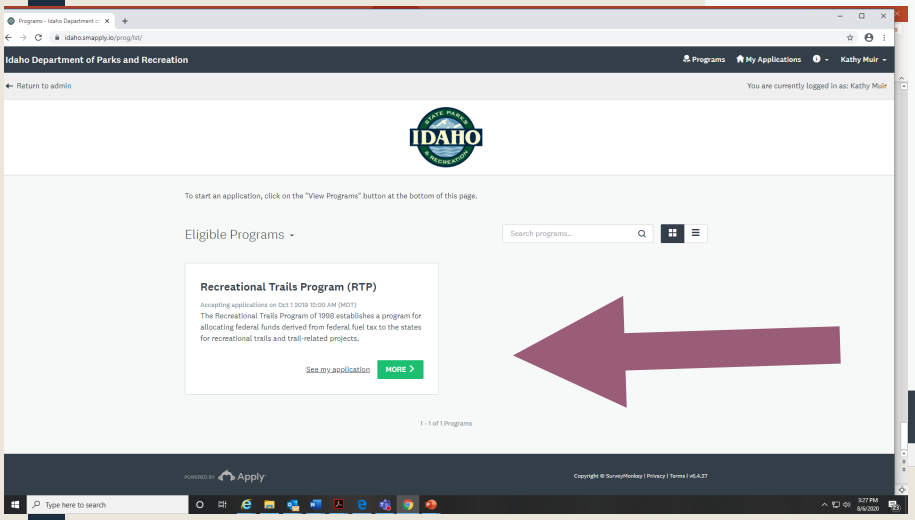


SUBMIT





Click “Programs” to get back to the place to start an application



FEATURES

COLLABORATORS

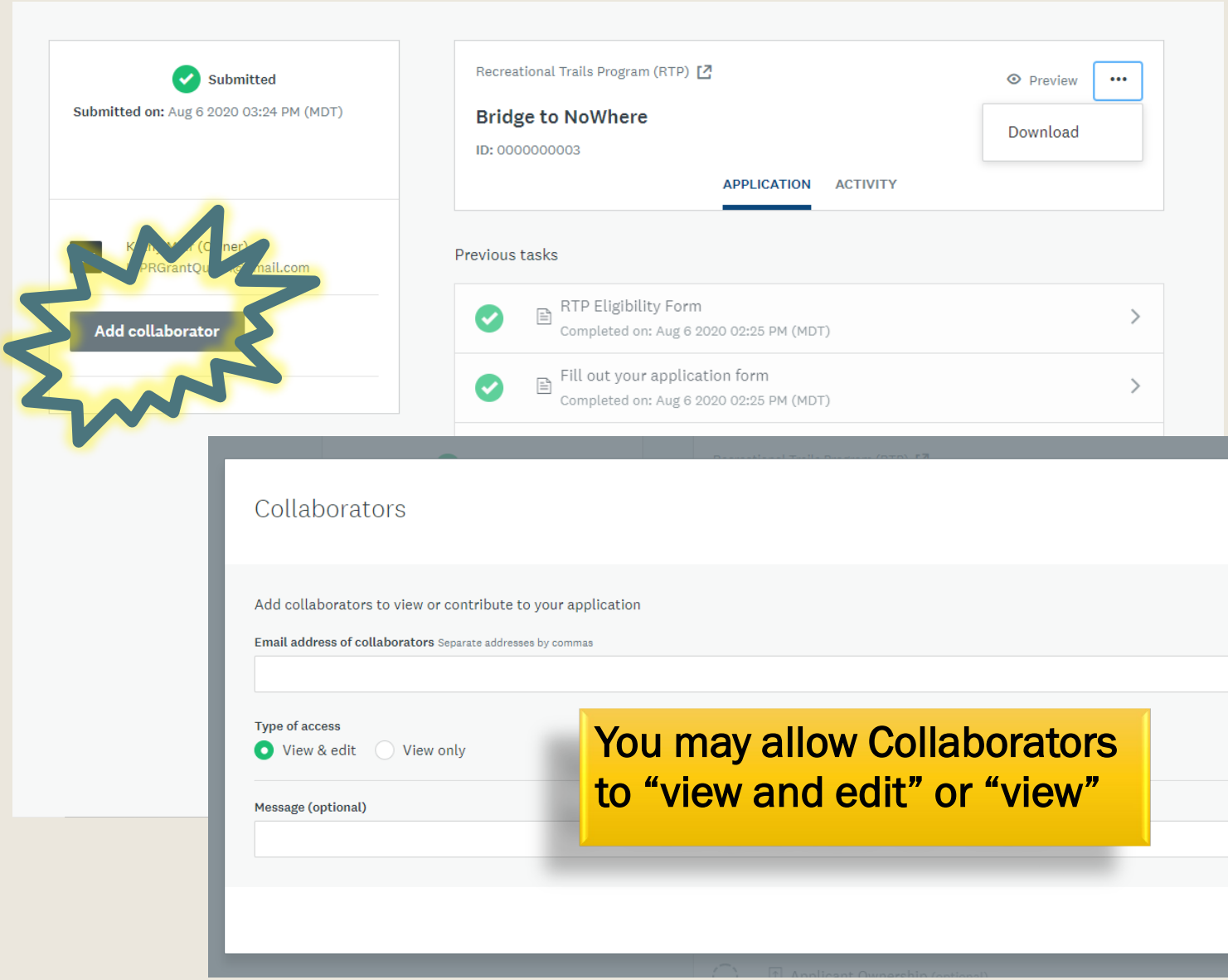
HELP DESK

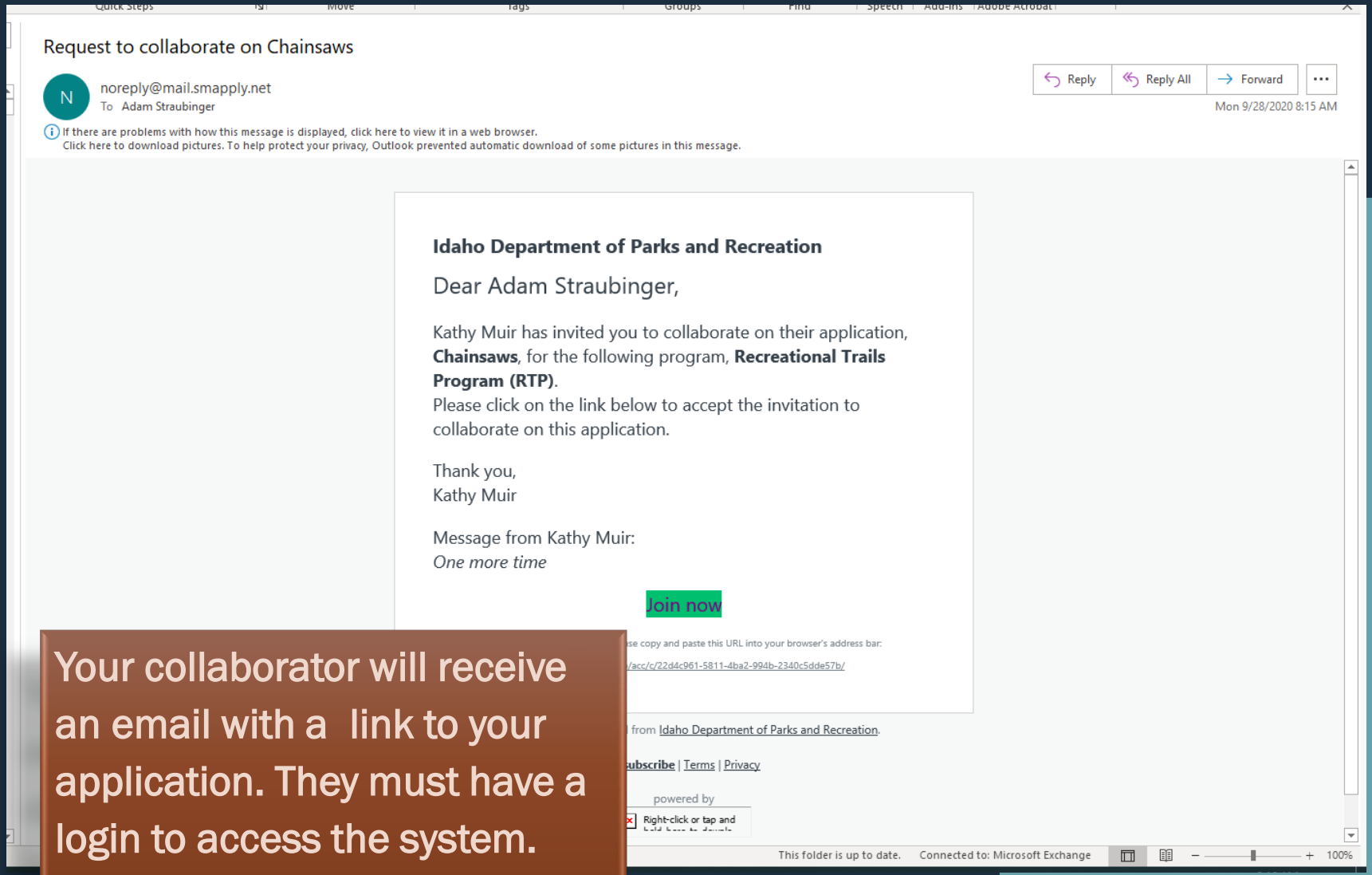
RESOURCES

WEBSITE

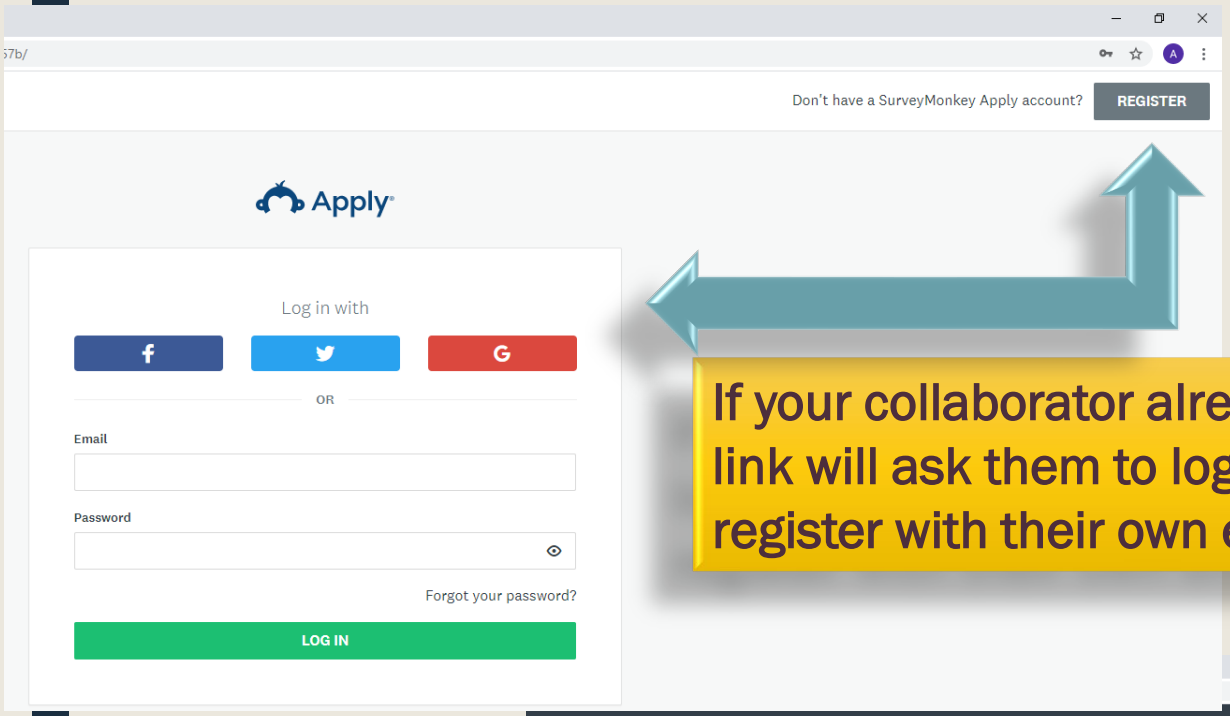
CONTACT INFORMATION

Collaborators – People you may want to share your application with for review or editing purposes

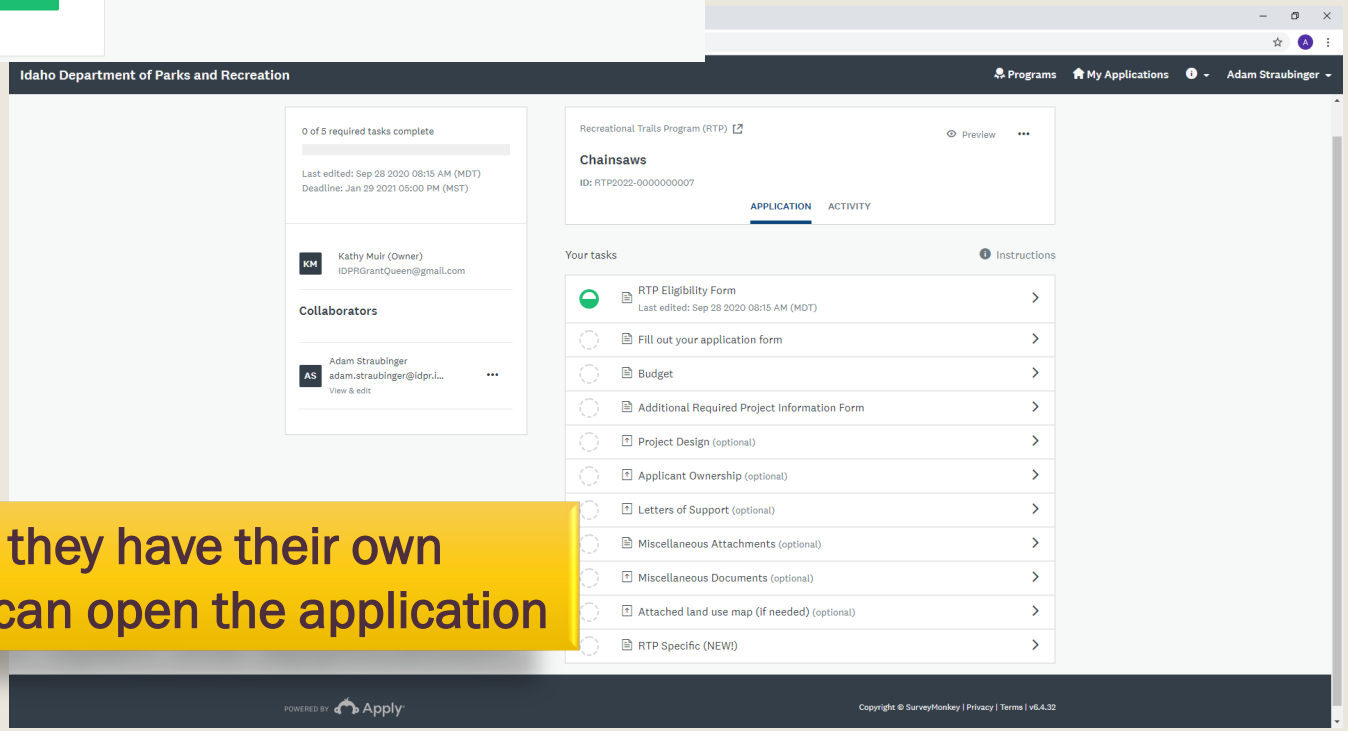




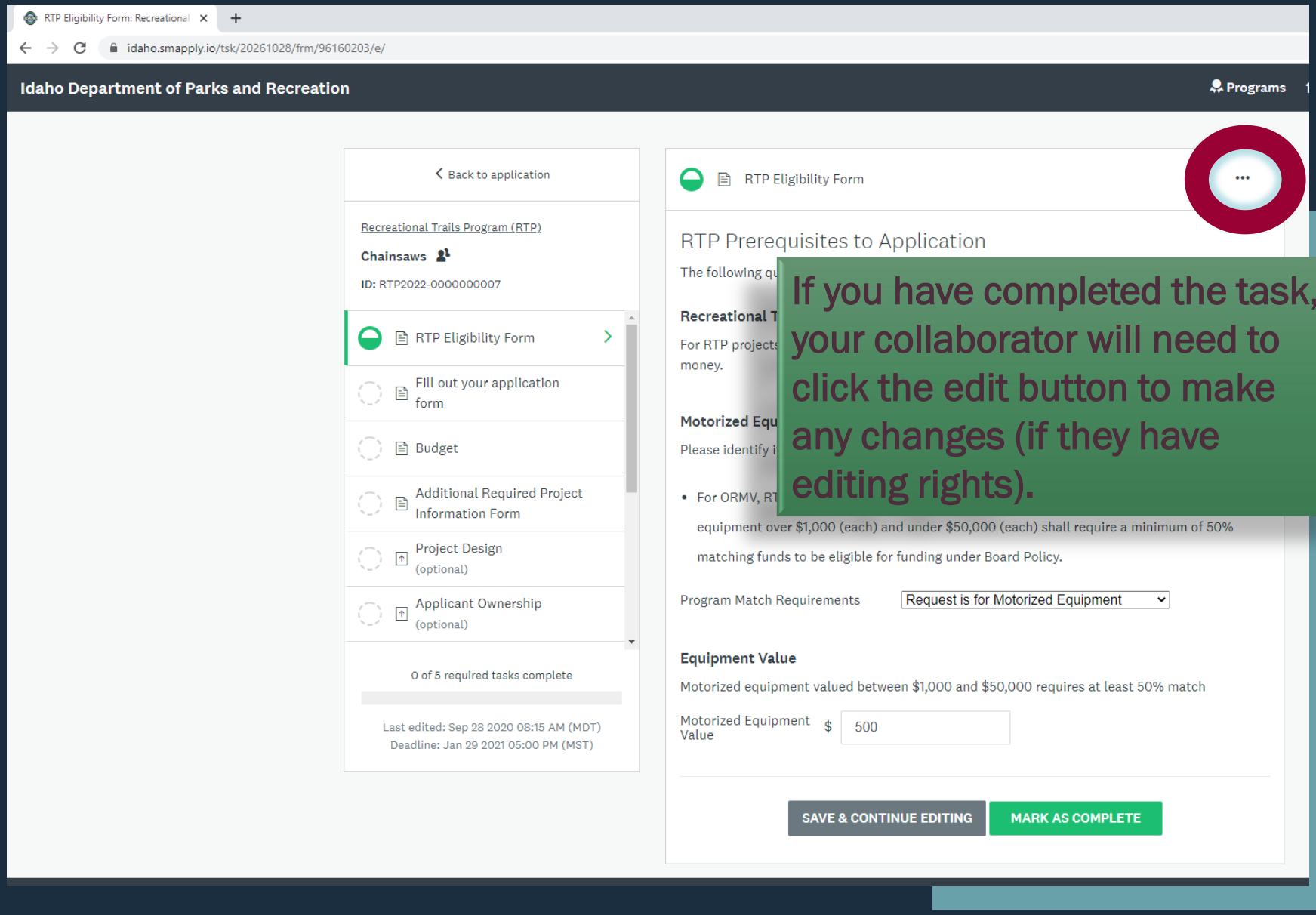
Your collaborator will receive an email with a link to your application. They must have a login to access the system.



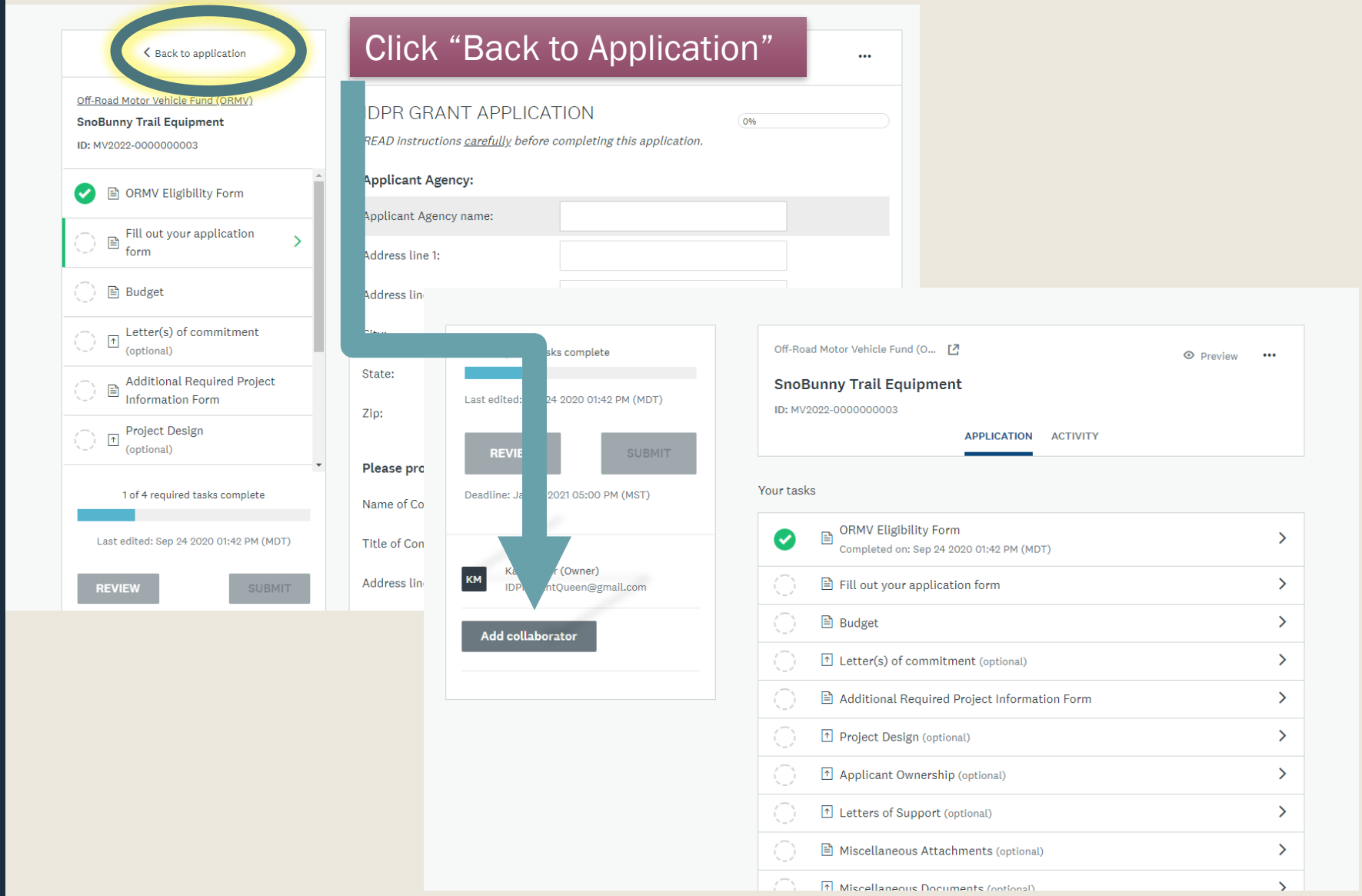
If your collaborator already has an account the link will ask them to log in. If not, they need to register with their own email and password.

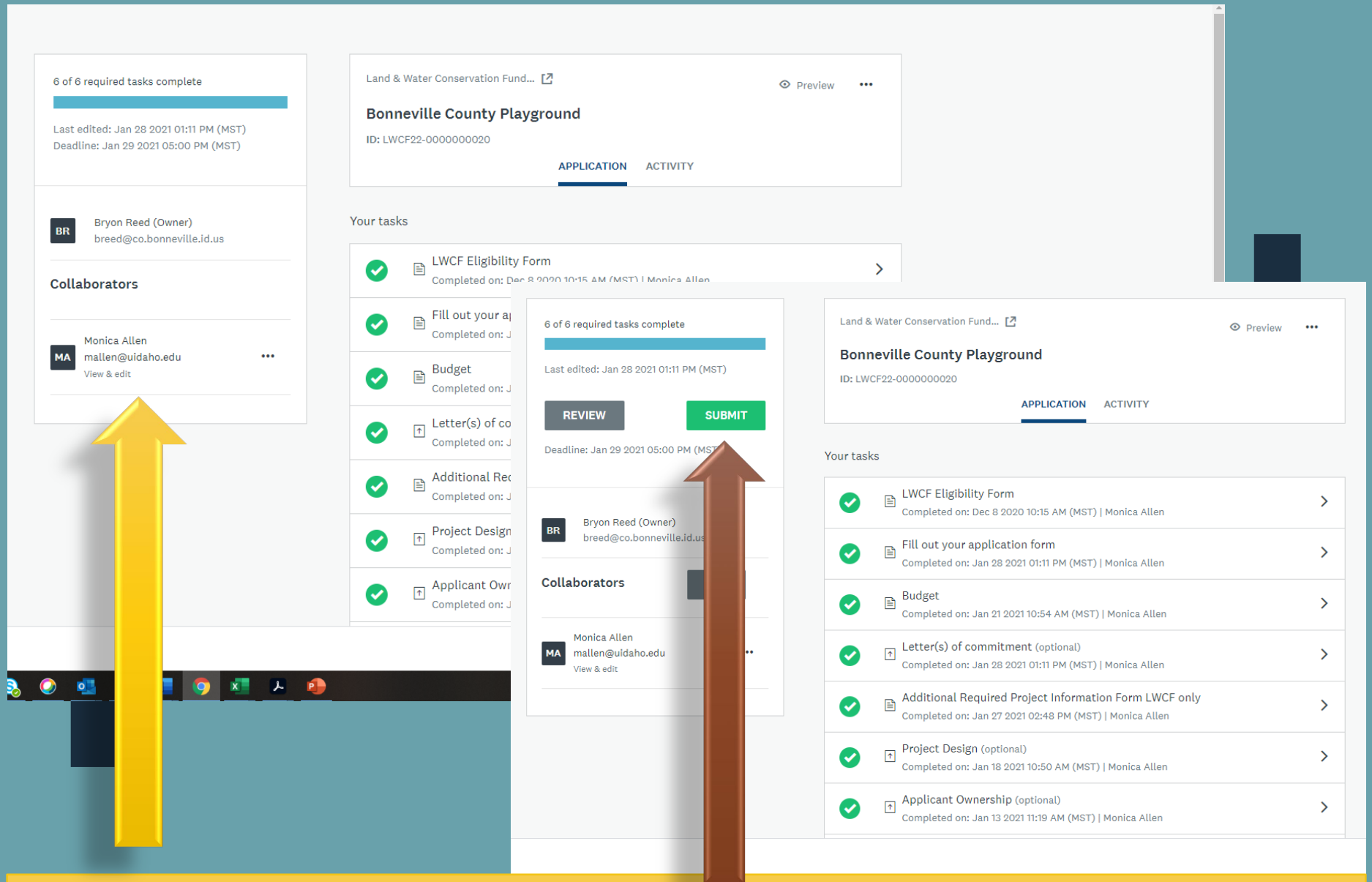


When they login they have their own dashboard and can open the application


RTP Eligibility Form: Recreational
idaho.smapply.io/tsk/20261028/frm/96160203/e/
Idaho Department of Parks and Recreation
Programs
Back to application
Recreational Trails Program (RTP)
Chainsaws
ID: RTP2022-0000000007
RTP Eligibility Form
Fill out your application form
Budget
Additional Required Project Information Form
Project Design (optional)
Applicant Ownership (optional)
0 of 5 required tasks complete
Last edited: Sep 28 2020 08:15 AM (MDT)
Deadline: Jan 29 2021 05:00 PM (MST)
RTP Eligibility Form
RTP Prerequisites to Application
The following qu
Recreational T
For RTP project
money.
Motorized Equ
Please identify i
For ORMV, RT
equipment over $1,000 (each) and under $50,000 (each) shall require a minimum of 50%
matching funds to be eligible for funding under Board Policy.
Program Match Requirements
Request is for Motorized Equipment
Equipment Value
Motorized equipment valued between $1,000 and $50,000 requires at least 50% match
Motorized Equipment Value
$
500
SAVE & CONTINUE EDITING
MARK AS COMPLETE
If you have completed the task, your collaborator will need to click the edit button to make any changes (if they have editing rights).

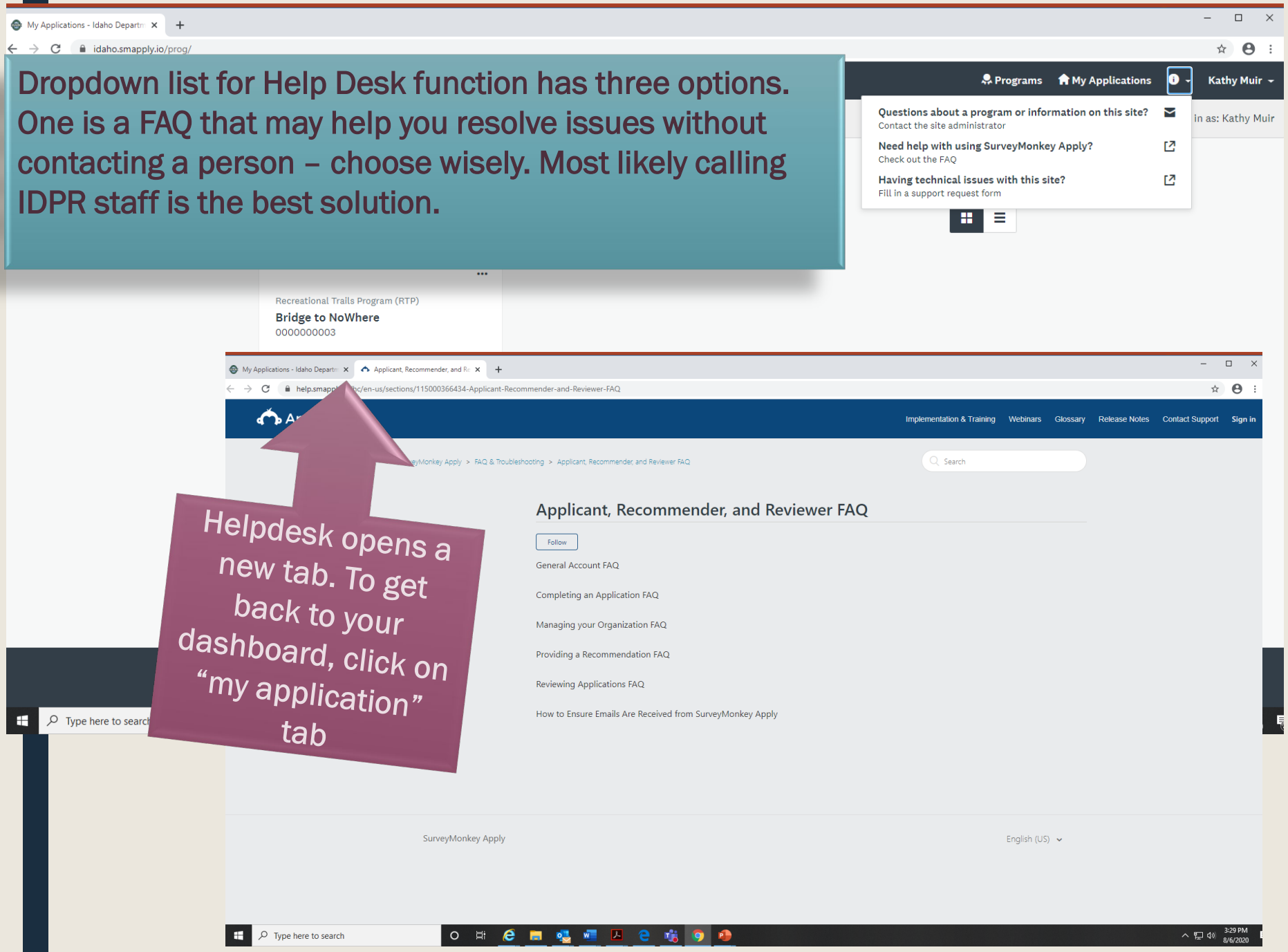
If you are in the application tasks editing, you will not see the collaborator button.

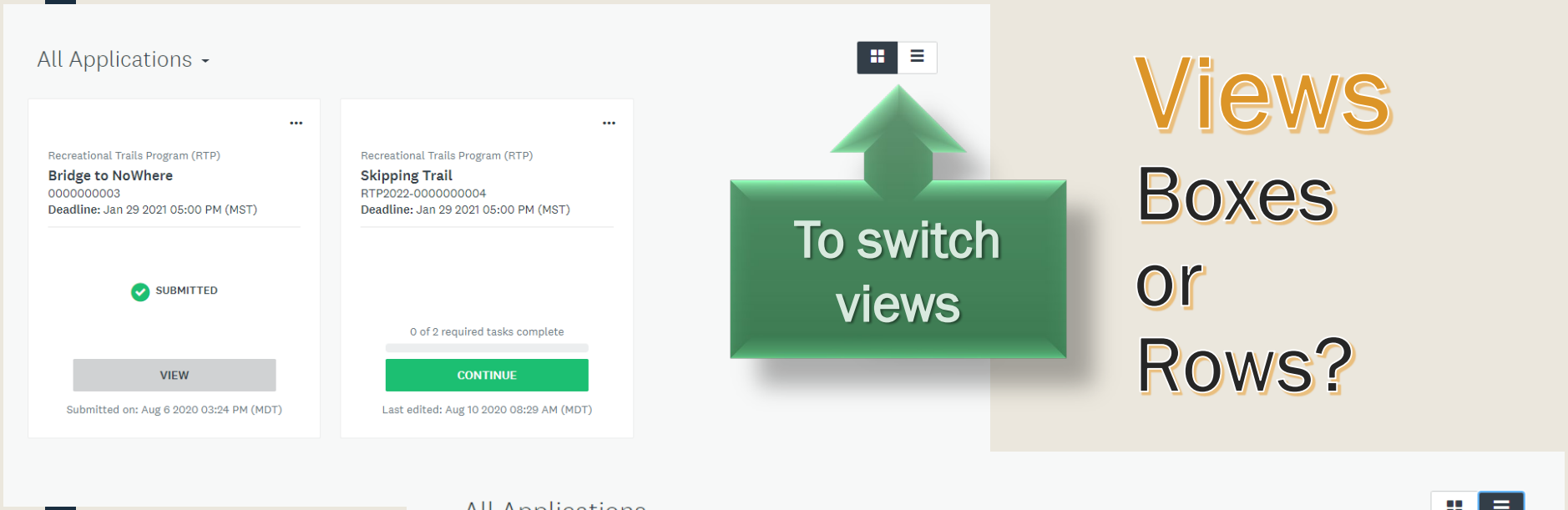


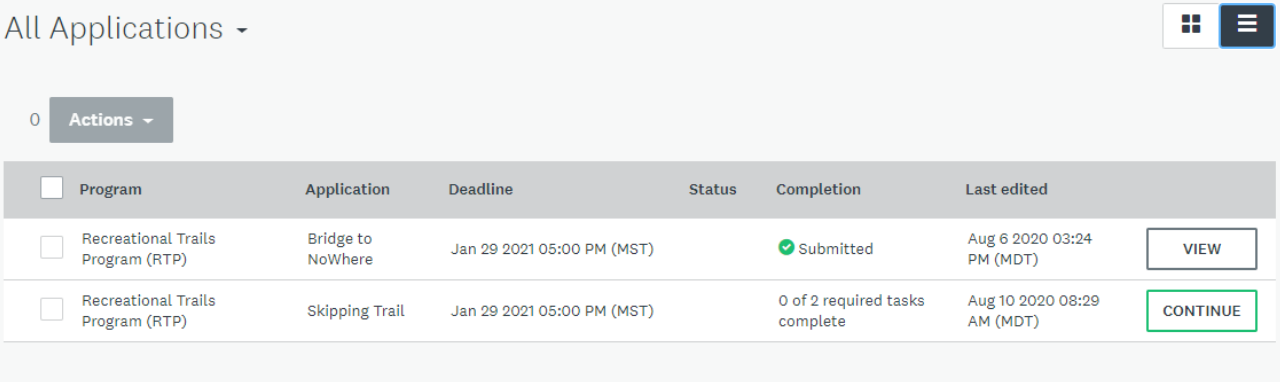


A collaborator does not have authority to submit an application. Only the “owner” of the application will see the SUBMIT button. The owner of the application must be someone from the agency receiving the funds.

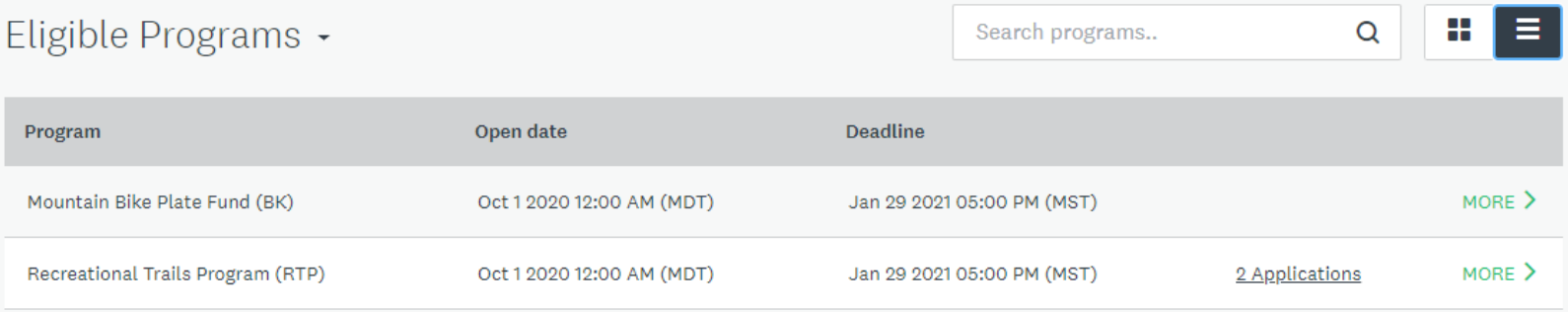
Dropdown list for Help Desk function has three options. One is a FAQ that may help you resolve issues without contacting a person – choose wisely. Most likely calling IDPR staff is the best solution.

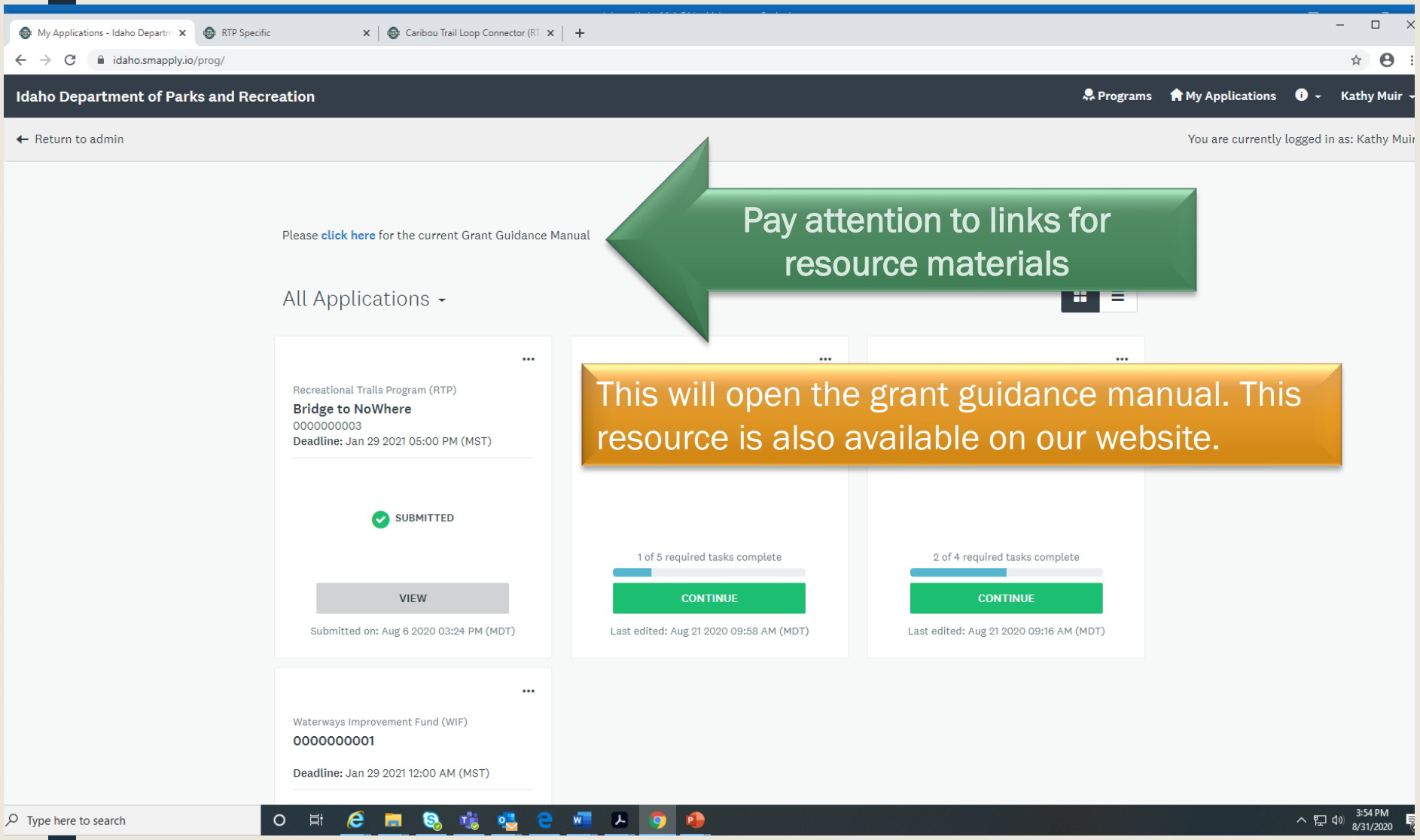






To start an application, click on the "View Programs" button at the bottom of this page.




My Applications - Idaho Departn
RTP Specific
Caribou Trail Loop Connector (RT
idaho.smapply.io/prog/
Idaho Department of Parks and Recreation
Programs
My Applications
Kathy Muir
Return to admin
You are currently logged in as: Kathy Muir
Please click here for the current Grant Guidance Manual
Pay attention to links for resource materials
All Applications
Recreational Trails Program (RTP)
Bridge to NoWhere
0000000003
Deadline: Jan 29 2021 05:00 PM (MST)
SUBMITTED
VIEW
Submitted on: Aug 6 2020 03:24 PM (MDT)
This will open the grant guidance manual. This resource is also available on our website.
1 of 5 required tasks complete
CONTINUE
Last edited: Aug 21 2020 09:58 AM (MDT)
2 of 4 required tasks complete
CONTINUE
Last edited: Aug 21 2020 09:16 AM (MDT)
Waterways Improvement Fund (WIF)
0000000001
Deadline: Jan 29 2021 12:00 AM (MST)
Type here to search
3:54 PM
8/31/2020

FORMS

Back to application

Waterways Improvement Fund (WIF)

0000000001

ID: 0000000001

- WIF Eligibility Form
- Fill out your application form
- Budget
- Letter(s) of commitment (optional)
- Additional Required Project Information Form
- Project Design (optional)

1 of 5 required tasks complete

WIF Specific

Task instructions Hide

SIGNATURE OF COUNTY WATERWAYS COMMITTEE CHAIRMAN:All applications for construction MUST have the signature of the chairman of the County Waterways Committee.No waterways improvements will be constructed in any county of the state without this approval. The signature does not obligate the county to any legal responsibilities regarding non-county applications. The signature certifies compliance with the Idaho Code and ensures that the application meets the county's waterways improvement planning requirements.

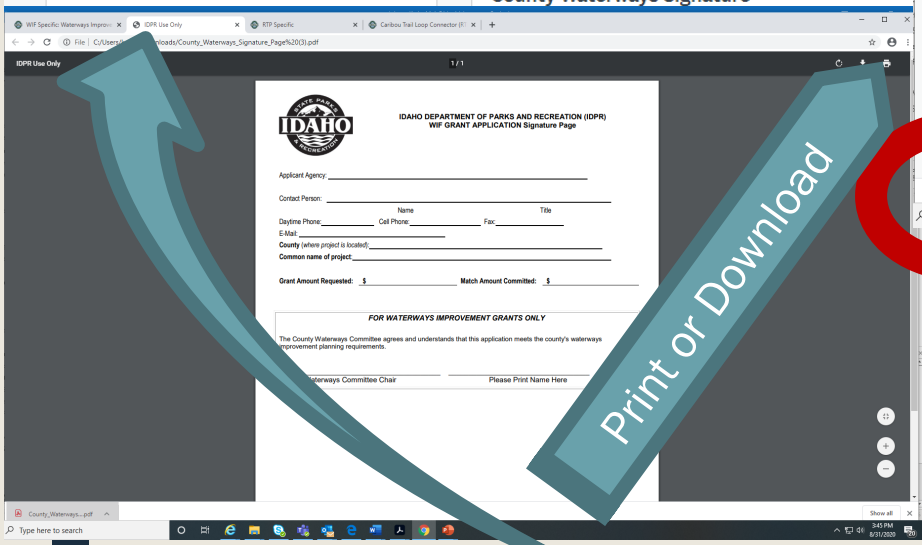
For a copy of the signature form, please click here.

County Waterways Committee Chair details:

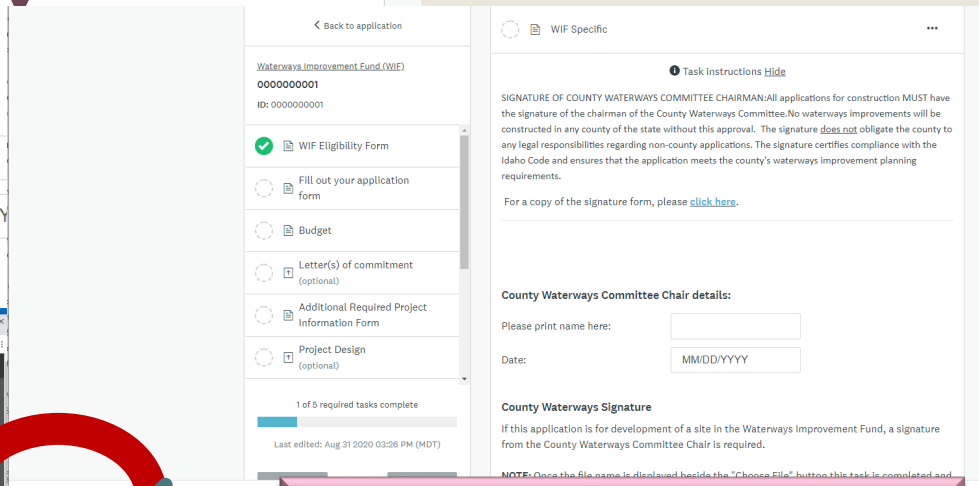
Please print name here:

Date: MM/DD/YYYY

County Waterways Signature



Print or Download

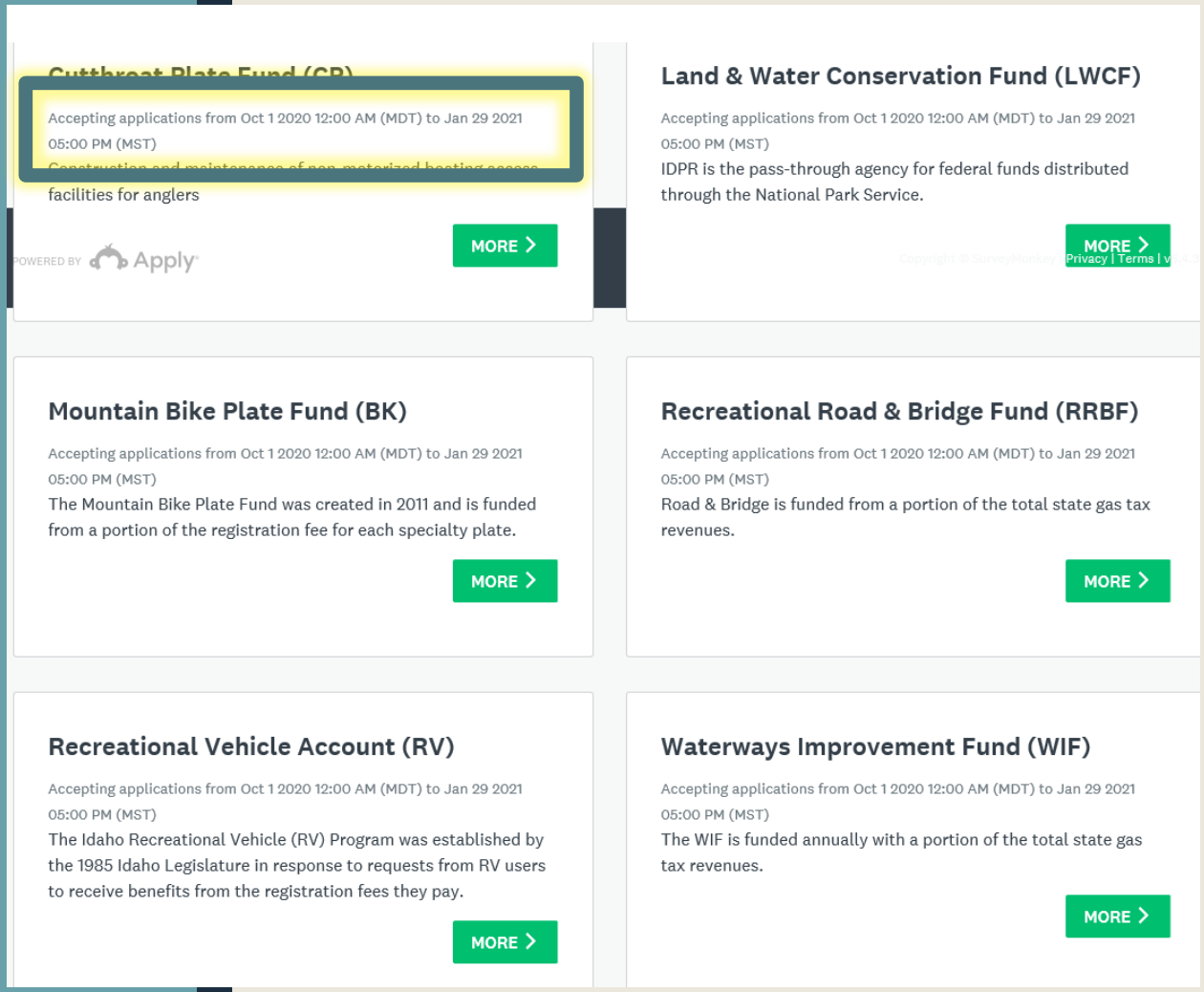


"Click Here"
Opens the file at bottom left corner of your screen.

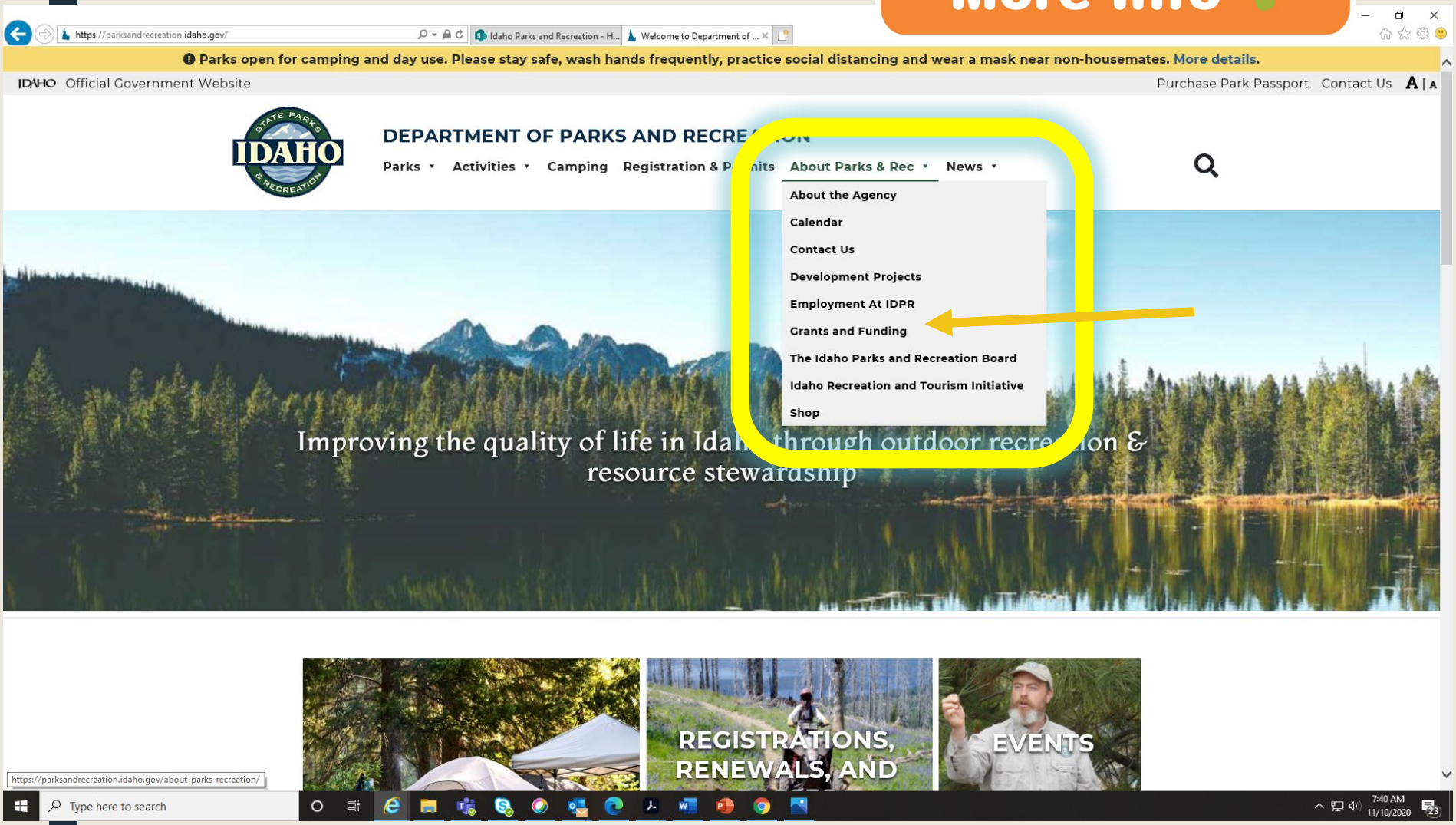
When you click on the PDF file it opens new tab

The system is set to open and close at certain times. The deadline is:

January 27, 2023 at 5:00 p.m. Mountain Time. The system will close and you will not be able to complete your application if you wait beyond that time!!

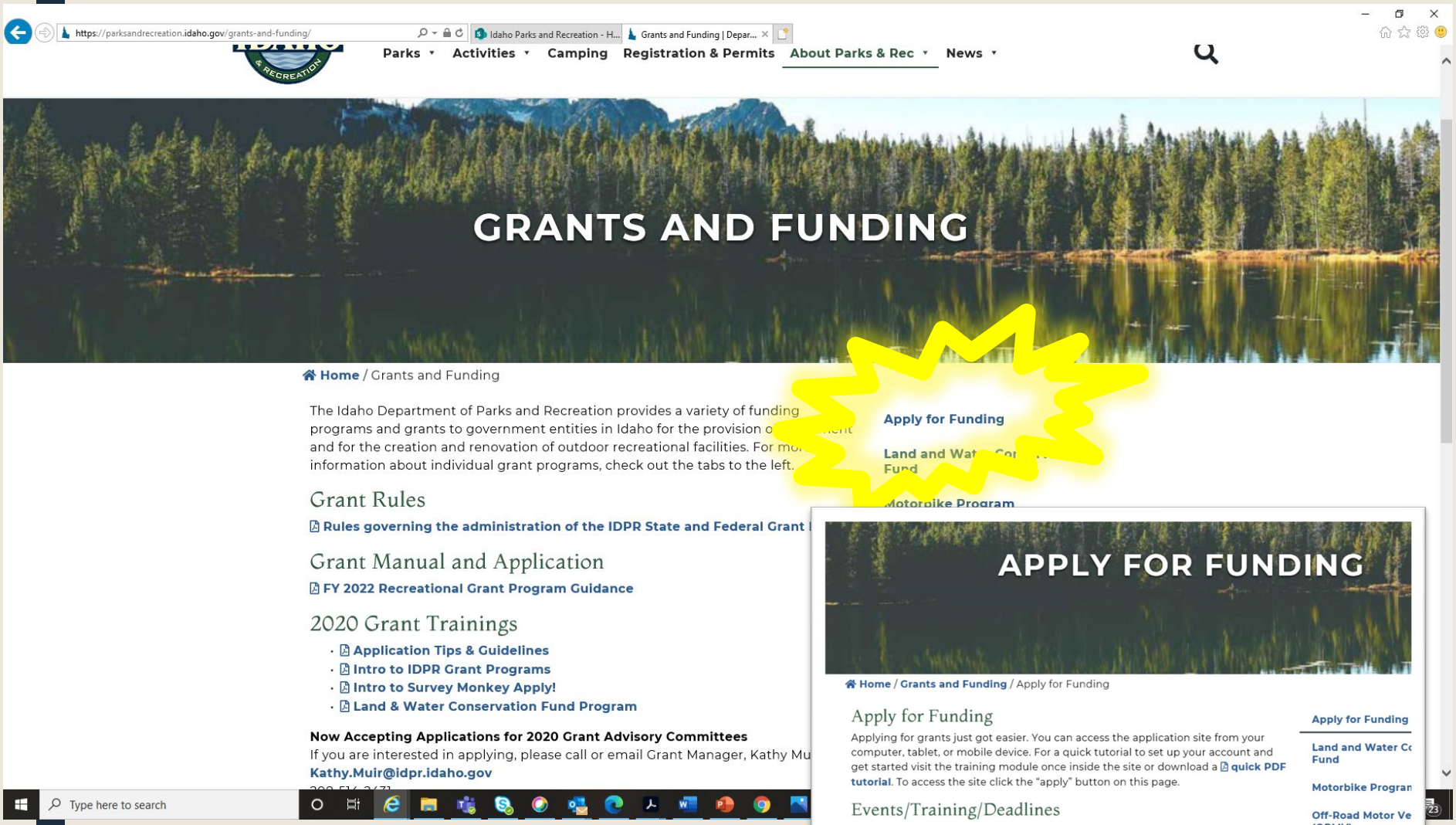


More Info



https://parksandrecreation.idaho.gov

https://parksandrecreation.idaho.gov/grants-and-funding



For help or additional information, please contact department staff in your area.

North Region Grant Specialist (Districts 1 & 2)
Tiffany Brunson (208) 415-3396
tiffany.brunson@idpr.idaho.gov

South Region Grant Officer (Districts 3 & 4)
Kellie Joyce (208) 514-2432
kellie.joyce@idpr.idaho.gov

East Region Grant Specialist (Districts 5 & 6)
Shelly Smith (208) 701-7077
shelly.smith@idpr.idaho.gov

Land & Water Conservation Fund Contact for all Regions (Statewide)
State & Federal Grant Program Manager
Kathy Muir (208) 514-2431
kathy.muir@idpr.idaho.gov