

WILLIAM H. PARKS FAMILY CENTER FOR ENVIRONMENTAL AND OUTDOOR EDUCATION

Guidelines for completing Program Grant application

Parks Family Outdoor Center maintains a Program and Access Endowment Fund with the Cortland College Foundation to help cover expenses involved with SUNY Cortland student groups using the Outdoor Education Center at Raquette Lake for educational or group development purposes. These funds are awarded through a competitive application process administered jointly by the CEOE Advisory Council and Center staff. Funds can only be applied to program, travel or room and board expenses for completed programs. There are no provisions for “cash in advance.”

Funds are awarded on a rolling basis up to \$1,500 per program. Please note the deadlines below. After the deadline, funds may be awarded based on availability, but timely applications are more likely to be funded.

Programs between January 1 and April 30: Deadline November 30

Programs between May 1 and July 31: Deadline March 31

Programs between August 1 and October 31: Deadline June 30

To apply, please review the acceptable uses outlined below, then fill out the request form found on the Cortland.edu/outdoor website. Requests must be signed by the faculty member or departmental staff person sponsoring or accompanying the group to Raquette Lake. Completed requests can be mailed to the Parks Family Outdoor Center office, Professional Studies Bldg., Rm. 1131, or emailed to outdoor.edinfo@cortland.edu. For further information, contact the Director, Rhonda Pitoniak, 315-354-4784, or 607-753-5485, or email to the above address.

Acceptable uses of grant funding

- 1) Bus transportation – You are responsible for making travel arrangements with Transportation Services at ext. 2129. Bus reservations need to be made months in advance because they have to go out to bid. Do not wait to contact Transportation Services. If accepted, Parks Family Outdoor Center will provide an account number for the bus reservation form.
- 2) 7 or 12-passenger vans – Vans available through the vehicle pool can be rented at the current mileage rate, including gas. It is up to the contracting department to reserve the vehicles and provide a certified driver for each. If accepted, Parks Family Outdoor Center will provide an account number for the van reservation form.
- 3) First time groups – As a way to encourage new and creative uses of the Outdoor Education Center at Raquette Lake, first time user groups are encouraged to request funding to subsidize the cost of room and board. This award is limited to one year. Although not guaranteed, transportation support can be requested in addition to this amount. The maximum of \$1,500 total award still applies.
- 4) Ropes course facilitation – Many group experiences can be enhanced with either a low, high or combined ropes course program. Facilitation costs depend on the activities chosen, group objectives, and the size of the group. Requests should outline the type of program desired and number of students. A decision will be made on funding, and this can be used in negotiating a total program package with one of our approved facilitators.
- 5) Other program enhancements – Local speakers, naturalists, guides, equipment rental, and use of local museums or galleries can enhance your program impact. We encourage you to research any of these and submit a funding request to cover some or all the expense far enough in advance of your program to allow for adjustment of your schedule if necessary.