Instructions for Completing the TRAIL-GO Grant Application

Request Setup of an Account
In order to register as a user of the system or apply for a grant, an **account** must be set-up on behalf of the entity that is requesting the grant funds. If you do not find your entity when registering as a user, you must request a new account.

Instruction for Requesting a New Account

Select the link below to contact the TRAIL-GO team. When requesting a New Account, please provide the following information.

- Account Name
- Mailing Address
- FEID
- Website (if available)

- Send an email to request new Account

Instruction for Requesting a New Contact

Select the link below to contact the TRAIL-GO team. When requesting a New Contact, please provide the following information**.**

- Contact Name
- Contact Email Address
- Contact Phone Number
- Contact Mailing Address
- Name of Account the Contact is Associated with

- Send an email to request new Contact

If you already have an existing account, visit https://fdep.force.com/grants/s/ and log-in using your credentials.

Creating an application

To begin the application process, you must create an application.

Select the "login" button at the top of the screen. If previous log-in information does not allow you to login, click forgot my password and follow the directions

The "login" screen will display.

Enter your username and password. Then select the log in button.

You will be redirected to the home screen. Click on TRAIL-GO on the menu bar.

Select "Create/Edit TRAIL-GO application". The application will open.

The questions will be displayed. Please make sure you answer all of the questions.

The "Applicant" is the entity that is applying for the grant funds.

The "Contact" is the person who will be responsible for the management of the grant and must have the proper authority from the

local government to request and manage funds up to the amount of $200,000. Upon submittal of the application, you will be required to upload proof that the local government approves of this request and that the contact has authority to request funds on the local government's behalf.

"Name of Trail" is the common name of the trail for which the funds will be spent.

"Project Type" indicates whether the funding request is for the maintenance of the trail which may include the purhcase of equipment, operation of the trail facility, or a combination of maintenance and operations.

"Project Location" is the physical address project and is the mailing address for any postal correspondence.

If you select "No" for the question "Is the trail located within the Florida Greenways and Trails System?", you will not be able to proceed. Please contact the TRAIL-GO team for additional assistance.

If the local government will be providing in-kind or cash "Cost Share", select "Yes". If not, select "No".

If the project is located within a Rural Area of Opportunity (RAO), select "Yes". A drop-down box will appear with all of the statutorily identified RAOs. Select the RAO in which the trail is located. If the trail is not located within an RAO, select "No".

If the project is located within the Florida Wildlife Corridor, select "Yes". If not, select "No".

If the applicant is requesting funds for the purchase of equipment, indicate the total cost of the equipment purchase.

If the applicant is requesting funds for the repair of the trail, indicate the total cost of the repair costs.

If the applicant is requesting funds for contracted services to perform maintenance of the trail, indicate the total cost of the contract.

A. Enter the total amount of funds requested from the state up to the amount of $200,000.

B. 1. If the local government is providing cash for a cost share, indicate the total amount of the contribution. Note that this is not required, but for non RAOs, the application will receive priority if a cost share is provided.

B. 2. If the local government is providing in-kind services for a cost share, indicate the total amount of the contribution. Note that this is not required, but for non RAOs, the application will receive priority if a cost share is provided.

Confirm that you have answered all the questions correctly. Once confirmed, select "Save".

On the screen that appears, select the "Uploads" button.
Upload a map of the project area and trail. This map will be used to verify the inclusion in the Florida Greenways and Trails System, and if applicable, the Florida Wildlife Corridor and an existing RAO.
Upload proof from the local government that the person submitting the application has the authority to apply for funds on behalf of the county and a letter indicating that the local government approves of the project.
Upload up to 3 photos of the trail project in its current condition. Additional photos will be requested at completion of the project. These photos will be used to show progress on the trail using the grant funds.

Please make sure uploaded documents are named appropriately. Use your trail project or county name eg. 'managed trail_filename' or 'county_filename'. If you are attempting to upload an unsupported file type, please place the file in a zip compressed folder before uploading.

Upon completion of uploading all necessary documents, select the "submittal" button. Read the grantee's certification statement. If you agree, check the box to the right of "Certification Agreement". Type in the name of the authorized person submitting the application. Type in the working title of the authorized person submitting the application. Select the current date of submittal. Upon completion of all signature information, click "Submit application for consideration".

You will receive an automated email from the system indicating that your application has been submitted. Please save this email for your records.

If you completed an application and saved it, but did not submit it and you want to modify it, locate the application you created in the "Existing Draft Applications" list. Select the button next to the application you would like to modify.

Then select the Modify Draft Application button.

The application will open. All data previously entered will be populated. Review the details you previously entered to ensure accuracy. Then, select the Update Existing Application button. If you do not have updates, you may skip this step. Upon completion of all modifications, follow the instructions for submitting the application.