



**BACK COUNTRY HORSEMEN OF WASHINGTON**  
PO Box 1132  
ELLENSBURG, WA 98926  
[WWW.BCHW.ORG](http://WWW.BCHW.ORG)

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## **RTP GRANT CHAPTER AGREEMENT**

**Chapter Name:**

**Date:**

**Chapter Grant Liaison Contact** (name, email, phone):

**BCHW Grant Contact:** Jen Bond, [bchwgranthelp@gmail.com](mailto:bchwgranthelp@gmail.com), 360-461-9588  
Back Country Horsemen of Washington  
PO Box 1132  
Ellensburg, WA 98926

### **Grant Liaison Duties & Procedures:**

1. **Contract & Budget Management** - Make sure your chapter is following the terms of the RTP grant contract, including the keeping track of chapter spending/budgeting and adopting changes as required by the Recreation and Conservation Office (RCO) and/or the BCHW Grant Committee. Please contact the BCHW Grant Administrator if you need help or have questions.
2. **Expenses & Documentation** - Collect all documentation for billing, match, and progress report data. This includes the following items:
  - A. 2021 Expense Reimbursement Form – Please send as an Excel file and include only one worksite per reimbursement form.
  - B. Receipts – Please ensure that receipts do not have personal items, especially alcohol. Each receipt should have two signatures (ideally the person picking up the items and the grant liaison).
  - C. 2021 RTP Field Sheet – Needs to be submitted at a minimum quarterly and/or included with the 2021 Expense Reimbursement Form if seeking reimbursement for items like mileage, stock days, or per diem. **Volunteer signature are required, per RCO, in order to claim donated match.**
  - D. Ensure that W-9 Forms are submitted for each volunteer per BCHW requirements.
3. **Complete Reimbursement Requests**
  - A. Submit (recommended) monthly (but at a minimum quarterly) 2021 RTP Grant Reimbursement Forms for each worksite.
  - B. Submit 2021 Field Sign-In Sheets ideally monthly, but at a minimum quarterly. BCHW Grant Administrator will calculate match values.

*Back Country Horsemen of Washington (BCHW), is a 501 (c) (3) organization with 32 chapters across the state dedicated to: keeping trails open for all users; educating horse users in Leave-No-Trace practices; and providing volunteer service to resource agencies.*

**4. Complete Quarterly Progress Reports & Photos**

- A. 2021 RTP Progress Report Form – emailed to BCHW Grant Administrator
- B. Photos – emailed to BCHW Grant Administrator
- C. Timeframes for submitting progress reports

**Due Dates For 2021:**

- ✓ **April 30, 2021** (Dec. 1 – March 30)
- ✓ **July 31, 2021** (April 1 – June 30)
- ✓ **October 31, 2021** (July 1 – Sept. 30)
- ✓ **November 15, 2021** (Oct. 1 – Oct. 31)

**5. Submit articles for newsletters, newspapers, Trailhead News, Northwest Horse Source**

**BCHW Grant Administrator Duties**

1. Review Expense Reimbursement Forms, Field Sign-In Sheets, and all receipts to ensure they meet RCO and BCHW guidelines.
2. Submit Expense Reimbursement Forms (with supporting documentation) to the BCHW Treasurer to pay reimbursements.
3. Calculate match accumulation values from 2021 RTP Field Sheet.
4. Invoice the RCO, through PRISM, with billing and match data.
5. Serve as your link to the RCO Grant Manager.
6. Keep required grant documentation in the case of an audit.
7. Submit progress reports to RCO as required.
8. Oversee chapter spending, budgeting, report to the Grants Committee for funding allocation decisions.
9. Provide chapters with periodic budget updates including allocation remaining and match earned/needed.

**Chapter:**

**Grant Liaison Name:**

**Grant Liaison Signature:**

**Date:**