

Park _____ Phone _____

Park Contact _____ Email _____

Type of Request (select one)

☐ Direct Annual Aid
Complete sections A, B, & C

☐ Research
Complete sections A & B only

☐ Fiduciary Fund

SECTION A

Amount Requested \$ _____ Date Required (submit request minimum two weeks prior) _____

Western National Parks Association (WNPA) may contact you seeking more information to help promote and support your program as well as share successes with members and supporters. WNPA requires documentation of all expenditures (receipts, invoices, W-9s) for auditing and accountability as noted in RM-32: 11.4. Approvals of events that occurred in the past is not guaranteed.

Request Type (check one)

- ☐ Purchase inventory with direct annual aid. This item is from stock (itemized list attached).
- ☐ Fiduciary fund or research grant name _____
- ☐ Purchase of third-party goods and/or services (WNPA approval required prior to ordering from or committing to vendor).

Method of Payment (check one)

- ☐ Credit card payment by WNPA to _____
- ☐ Check payable to _____
- ☐ Mail to _____
City/St/Zip _____

Unless otherwise specified, the check will be returned to the park contact listed above for transmittal. A W-9 is required for all personal services including cultural demonstrators, honorariums, and so on. No checks will be disbursed until a W-9/social security number is provided. For privacy, do not write social security numbers on this form.

This is a request by the National Park Service (NPS) for a donation from WNPA to award a monetary grant to a specific individual who will be providing a needed public service as determined and authorized by the NPS. It is understood and agreed that by making such a donation, WNPA does so solely as a public service. It is fully understood that WNPA assumes no right to select the individual recipient of the grant, nor does WNPA assume any supervision or control over nor any right to control or supervise the individual chosen by the NPS to receive the grant. Under no circumstances will the individual receiving the grant be considered an employee or agent of WNPA. Payment is made by WNPA solely as a donation to benefit the general public. Any donation by WNPA made payable to a specific individual will be delivered to the NPS so the NPS can deliver payment to the individual. WNPA will thereafter issue a 1099-MISC to the recipient at year end according to IRS regulations.

SECTION B

General description of fund usage including goal(s) and purpose (What is being purchased? How will the funds support the NPS mission?)

SECTION C

Select the category and usage for desired funds from the boxes below and answer questions 1–5.

Category <i>(check one)</i>	Usage <i>(check one)</i>
Author Event	Inventory
Community Outreach	Dues and subscriptions (magazine, chamber of commerce, and so on)
Cultural Demonstration(s)	Event and program supplies
Interpretive Program and/or Event(s)	Fees and rentals (author/demonstrator fees, exhibit booth fee, and so on)
Junior Ranger Program	Food and refreshments
Naturalization Ceremony	Honorarium
Open House	Interpretive displays
Professional Development	Junior Ranger book reprint, revision, or new development
Publication Development and/or Printing	Junior Ranger supplies
Tribal Consultation(s)	Park unigrid or site bulletin
Volunteer/VIP Recognition	Product purchases or development
Other (specify) _____	Travel expenses
	Other (specify) _____

1) What primary interpretive theme does this support for your park? _____

2) Who is the primary/target audience? (check one)

☐ General Visitor ☐ General Youth ☐ Junior Ranger ☐ Local Community ☐ VIP ☐ Affiliated Tribe ☐ Other

3) Estimated number of visitors served

4) Have you attached supporting documentation? ☐ W-9 ☐ Estimate/invoice/detailed list of items requested

5) If food/beverage will be served, what estimated percentage of attendees will be NPS staff?



Current or Acting Superintendent's signature for request approval

Date _____

For WNPA Use Only

☐ Approved
 ☐ Not Approved _____
Authorization Signature

Date

GL Acct. # _____