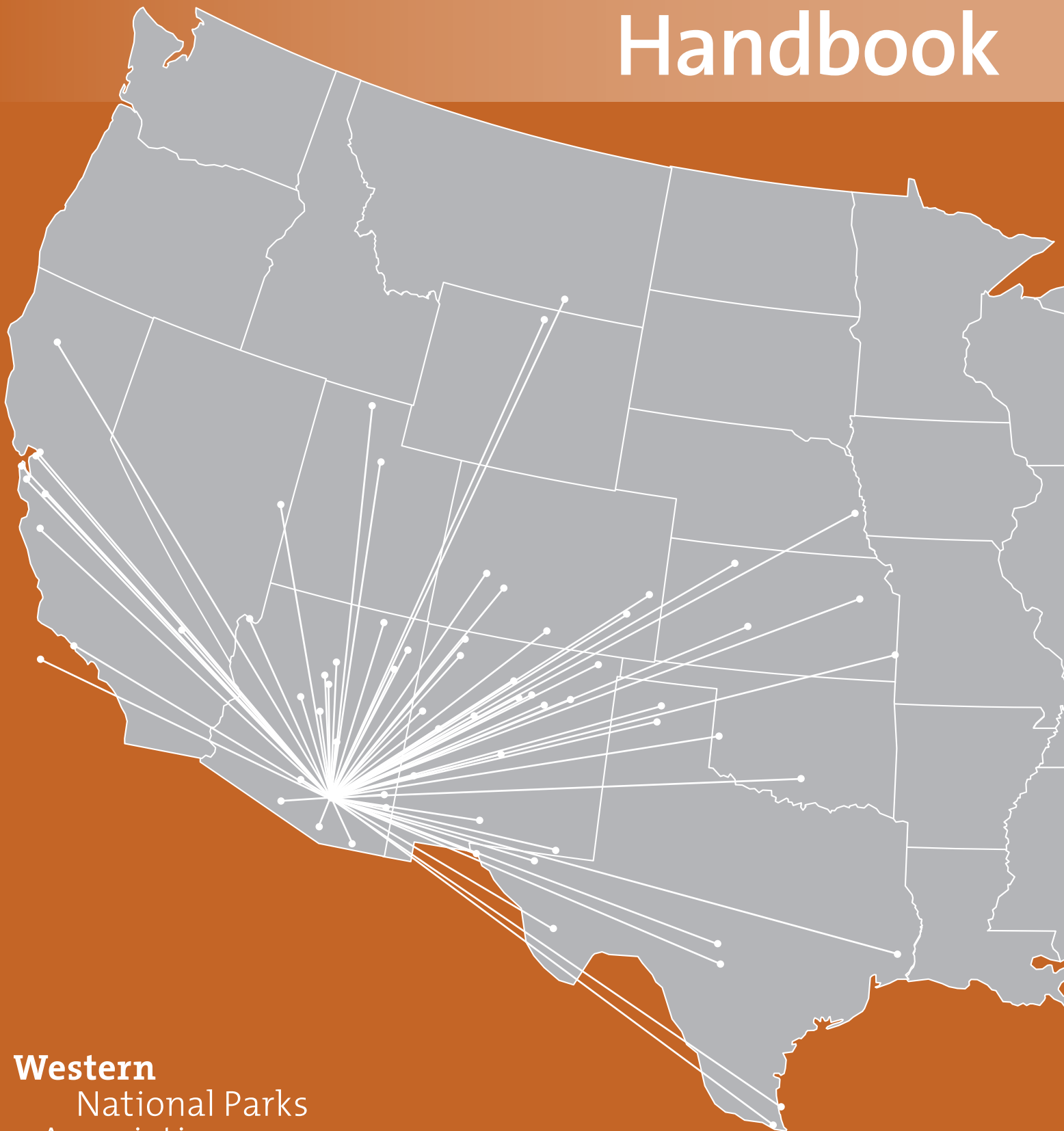


WNPA Aid to Parks Handbook



Western
National Parks
Association

FY25

Welcome to the WNPAY25 Aid to Parks Handbook

As you read the Western National Parks Association (WNPA) Aid to Parks Handbook, you will find links to related documents. A complete list of documents and links is on [Zendesk](#) for your convenience.

Table of Contents

- 3 Aid to Parks | Overview
- 3 Aid to Parks | Guiding Principles
- 4 Aid to Parks | Forms of Aid
 - 4 Indirect Aid
 - 5 Direct Aid
- 8 Appendix A | Indirect Aid
- 10 Appendix B | Direct Annual Aid Calculation
- 11 Appendix C | FY25 Schedule of Direct Annual Aid
- 12 Appendix D | Direct Annual Aid Quick Reference Guide & Payment Request Form
- 16 Appendix E | Direct Annual Aid Carryover Aid Policy
- 17 Appendix F | Direct Annual Aid Prepaid Expenses Policy

Aid to Parks | Overview

WNPA was founded at Casa Grande Ruins National Monument on July 22, 1938. Its purpose was to support 18 national monuments in the Southwest by enhancing the visitor experience, understanding, and appreciation of national parks. WNPA has grown to support more than 70 National Park Service (NPS) sites in 12 Western states. Visit wnpa.org/history/ to learn more.

WNPA helps make the national park experience possible for everyone. As a nonprofit education partner of the NPS, WNPA supports parks across the West, developing products, services, and programs that enhance the visitor experience, understanding, and appreciation of national parks. Since 1938 WNPA has worked to connect new generations to parks in meaningful ways, all with one simple goal: create advocates who want to preserve and protect these special places for everyone, for all time.

WNPA is a private nonprofit 501(c)(3) corporation governed by a volunteer Board of Directors (the Board). WNPA is required to operate within the policies and guidelines of a Master Cooperating Association Agreement with the NPS. These requirements are defined in [Director’s Order #32 \(DO-32\)](#) and detailed in [Reference Manual #32 \(RM-32\)](#).

A nonprofit organization may perform other functions to support the NPS, such as fundraising or operating an environmental education center when authorized by a separate appropriate legal instrument. —RM-32, section 1, “Purpose and Objectives”

WNPA’s collective shared resources model, Aid to Parks, enables all our affiliated parks, regardless of size, net income, or deficit, to benefit from the income contributed by all of our parks. This model helps ensure all partner parks receive support to enhance education, interpretation, outreach, research, and the visitor experience.

Aid to Parks | Guiding Principles

All Partner Parks Deserve Aid

We believe all WNPA partner parks deserve support, and that is at the heart of WNPA’s collective shared resources model. Many factors determine financial health, both at the individual-park-store level and at the total-enterprise level. With fewer than half of all WNPA park stores earning the majority of net income from retail sales in any given year, the shared resources model is particularly important. WNPA strives to balance the needs of all parks regardless of size or income, and the shared resources model provides all partner parks the opportunity to participate in direct annual aid and accomplish interpretive goals.

Provide Maximum Support to Parks While Managing Operational Needs

WNPA offers maximum support to its partner parks while ensuring sustainable business practices. These practices include but are not limited to funding WNPA operational needs, maintaining a reserve fund to manage business disruptions, and conducting annual and multiyear budgeting and financial plans. Disciplined budgeting and fiscal management is required to ensure WNPA responsibly manages company assets, such as inventory and facilities, and generates sufficient revenue to support operations and programs for many years to come.

Adhere to NPS Policies

WNPA is required to operate within the policies and guidelines of our Master Cooperating Association Agreement with the NPS. These obligations are defined in [DO-32](#) and are detailed in [RM-32](#).

WNPA reserves the right to update our policy to meet changes in NPS guidelines and/or ensure sustainable business practices. Additionally, WNPA reserves the right to update policies and procedures to best address findings and recommendations from audits and other official reports.

Aid to Parks | Forms of Aid

WNPA provides **17 forms of aid** that fall under two categories: indirect aid and direct aid.

Indirect aid

- WNPA field staff
- New product development
- Publications
- Marketing and promotions
- Assisting in operating visitor centers
- Fiduciary funds (fiscal receiver/manager services)
- “Adopt-A” programs and art show sales
- Programs, presentations, and special events
- Education and outreach
- Interpretation
- Task Agreements
- Limited concessions
- Limited sales/issuance of park passes

Direct aid

- Direct annual aid
- Park research grants
- Donations of WNPA inventory
- Purchases of WNPA inventory that support interpretive, research, and educational initiatives at 50% discount from retail price

This handbook provides information and guidance for the two categories of aid and explains how to utilize the different forms of aid.

Indirect Aid

Indirect aid consists of services funded by WNPA. All indirect aid to parks is funded by WNPA’s annual operations budget and shared across all park operations. Personnel expenses represent WNPA’s most substantial support of partner parks.

WNPA staff members located at partner parks provide support with interpretation and sales at park stores and assist NPS staff in operating visitor centers when needed.

WNPA staff members at the Home Office in Tucson, Arizona, provide support for partner parks by handling these functions

- Retail
- eCommerce
- Purchasing and distribution
- Marketing and communications
- Publishing
- Administration
- Park operations
- Human resources
- Information technology
- Philanthropy and membership
- Finance and accounting
- Assistance with special event planning and execution

See Appendix A for more details about indirect aid. Additional questions about indirect aid should be directed to the WNPA Operations Manager assigned to your region.

Direct Aid

Direct aid encompasses financial aid to WNPA’s partner parks. There are four main forms of direct aid

- Direct annual aid
- Inventory donations
- Purchases of inventory
- Park research grants

Direct Annual Aid

Direct annual aid is funding allocated to WNPA partner parks to be assigned by the park superintendent for educational and interpretive programs, activities, and materials in compliance with NPS and WNPA policies. The following information defines how direct annual aid is calculated and distributed, identifies how direct annual aid may be used, gives examples of appropriate and inappropriate uses of direct annual aid, and provides information on how to request direct annual aid.

Direct annual aid funds MUST be spent in the fiscal year they are allocated.

- Funds cannot be carried over into the next fiscal year (funds allocated in FY25 may not be used to support events or needs in any year other than FY25). See [Appendix E](#) for further explanation of this policy.
- Funds cannot be used to prepay expenses for events or needs in future years. See [Appendix F](#) for further explanation of this policy.

How Direct Annual Aid is Calculated and Distributed

- During the annual budget approval process, the Board sets the total allocation for direct annual aid as well as the direct annual aid minimum for each partner park.
- Each partner park is awarded the minimum direct annual aid amount regardless of net income.
- The remaining direct annual aid balance is allocated to partner parks based on their earned percentage of overall net income from park store operations. To provide the most accurate reflection of each park’s financial contributions today, WNPA will utilize FY24 financials to determine the total annual aid allocation per park for FY25.
- Total direct annual aid announcement will happen mid-October when the FY24 financials are completed.
- To ensure our NPS partners have direct annual aid to use starting October 1, 2024, WNPA will provide our partner parks access to their FY25 minimum guaranteed direct annual aid amount of \$3,000. For requests that exceed \$3,000, please contact the Operations Manager for further discussion and support.

WNPA Direct Annual Aid Planning Document

In 2019 WNPA created and launched a [Direct Annual Aid Planning Document](#) to help WNPA and the NPS plan, track, monitor cash flow, and report activities related to Aid to Parks. **Filling out this planning document is NOT an approval of requested funds. It is a working document to help plan, track, monitor cash flow, report activities, and ensure the direct annual aid process maintains compliance with [DO-32](#) and avoids any Office of Inspector General audit-related issues in the future.**

The [WNPA Direct Annual Aid Planning Document](#) for FY25 MUST be submitted by November 15, 2024. The submission of yearly plans helps ensure WNPA can effectively support direct annual aid requests and provides a snapshot of the potential aggregate impact of direct annual aid for FY25.

How Direct Annual Aid Funds May Be Used

[DO-32](#) and [RM-32](#) provide guidelines for how all parks may use direct annual aid. Examples of items and activities direct annual aid may be used to support are

- Author events
- Cultural demonstrations
- Naturalization ceremonies
- Honorariums
- Dues and subscriptions (magazine subscriptions, chamber of commerce dues, etc.)
- Printing NPS park unigrids or site bulletins
- Interpretive, educational, and outreach events and programs
- Purchasing A/V equipment
- Interpretive displays
- Junior Ranger Activity Booklet reprint, revision, or development

- Purchasing Junior Ranger supplies
- Products and supplies purchased to support interpretive, educational, and outreach events and programs
- Speaking fees for cultural interpreters, lecturers, and interpretive experts
- NPS and intern training focused on education and/or interpretation
- Salaries for temporary and/or project-based NPS employees
- Travel and attendance for the TerraSync training symposium in Tucson, AZ

Generally, use of direct annual aid funds is at the discretion of the park superintendent, subject to guidelines in [DO-32](#) and [RM-32](#). **WNPA reserves the right to decline requests not associated with its mission.**

Additional Direct Annual Aid Guidelines

Direct annual aid is meant to add value to education, interpretation, and research at national parks.

- Direct annual aid funds **MUST** be used to support educational, research, interpretive, and community engagement efforts.
 - › Direct annual aid funds may be used to purchase saleable items from the park store to support interpretive or educational programs. These items are charged at cost to the park's direct annual aid budget and may be subject to limitations based on current inventory. **Parks MUST have an approved payment request form prior to taking inventory.**
 - › Direct annual aid funds may be used for light refreshments at Volunteers in Parks (VIP) recognition events (see [DO-7](#)), tribal consultations, and other community engagement activities as long as NPS staff represent no more than 25 percent of total attendees. Requests for food and beverage funds **MUST** include a detailed proposal outlining how the event supports the mission of the NPS, a list of all costs, and an estimated number of attendees broken down by VIPs, NPS staff, and others. NPS employees may attend, but NPS guidelines, policies, and procedures **MUST** be followed, including the submission of the Widely Attended Gathering (WAG) form. WNPA does not need a copy of the WAG nor its approval. NPS should consult with regional ethics officials for complete guidance.
- Direct annual aid funds are **NOT** meant to be used for operational needs of parks, such as infrastructure, maintenance, and other operational needs.
- Reporting outcomes is important.
 - › Reporting outcomes of direct annual aid usage is important to determine the overall effect the WNPA and NPS partnership has on interpretive efforts and the visitor experience.
- Direct annual aid may be redistributed by a group superintendent.
 - › A superintendent who is in charge of two or more park units may redistribute direct annual aid funds among the parks in the group if needed.

TerraSync 2025: Using Funds for Travel and Attendance

TerraSync is a three-day training symposium scheduled for June 24–26, 2025, at The Westin La Paloma Resort & Spa in Tucson, Arizona. The sessions are being developed and curated in collaboration with National Park Service leadership and the Interpretation, Education and Volunteers Directorate (WASO IEV) ensuring alignment with NPS goals and priorities. To learn more, visit <https://wnpa.org/terrasync/>.

WNPA is happy to provide additional direct aid funds to support travel and participation. We are working to establish the most efficient method for partner parks to access direct aid funds of \$1,500 per park. These funds are specifically designated to support travel and attendance for TerraSync; any unutilized funds will be forfeited. Additional information will be available when early registration opens in late October/early November 2024. For inquiries regarding the training symposium, please reach out to Julie Tainter, WNPA's Business Support Manager, at julie.tainter@wnpa.org or 520-789-7400.

Examples of Appropriate and Inappropriate Uses of Direct Annual Aid Funds

- Meetings that include significant public participation of local officials, affiliated tribes and nations, local cultural groups, etc.: **Appropriate** to use WNPA direct annual aid funds as NPS policy allows.
- Meetings celebrating the retirement or special recognition of NPS staff: **Inappropriate** because these events are for and about NPS employees.
- Meetings honoring volunteers, interns, etc.: **Appropriate** to use WNPA direct annual aid funds as NPS policy allows.
- Conferences and trainings, such as regional meetings of park chiefs of interpretation or superintendents, that include speakers and instructors: **Inappropriate** because such events are for and about NPS employees.

Park superintendents and other NPS staff are expressly prohibited from personally accepting checks, cash, credit cards, or gift cards from partner parks for the routine purchase of food, gifts, supplies, and other materials at the local level.

NPS staff will never accept gift cards, credit cards, or checks made out to them personally or cash donations that are not deposited into a federal account.

Gifts of products to NPS staff are prohibited, with the exception of books for research and education. These items are for use in research for programs or for basic understanding of the park and its environs or purposes. Books **MUST** become the property of the park for use by multiple individuals and included in the library of reference materials maintained by the park for that purpose.

How to Request Direct Annual Aid Funds

Parks may request payment for appropriate purposes (per [DO-32](#) and [RM-32](#)) by submitting a [Payment Request Form](#) to their Operations Manager for review, management, approval, and processing. Email submission is preferred but accommodations may be made for faxing or sending via US mail as required; please contact your Operations Manager for directions.

APPROVED PAYMENT REQUESTS MUST BE RECEIVED BY THE PARK PRIOR TO ANY SPENDING OF FUNDS OR REMOVAL OR TRANSFER OF INVENTORY.

Payment request requirements and guidelines are as follows

- Payment requests **MUST** be signed and dated (either digitally or by hand) by the current or acting park superintendent. Signatures may not be copied and re-used for multiple requests and must be currently dated..
- Payment requests **MUST** be submitted two weeks in advance of when funds are needed (some exceptions apply). Junior Ranger Activity Booklet reprint requests **MUST** be submitted by March 1 of the fiscal year to ensure delivery prior to the end of the fiscal year (for revised and new Junior Ranger Activity Booklets, please contact your Operations Manager). **WNPA reserves the right to decline requests that are submitted with inadequate lead time or after the fact.**
- Payment requests **MUST** have attached documentation supporting the request, such as a vendor quote or an itemized list of products (including pricing, sales tax, and shipping charges).
- Payment requests **MUST** include a detailed description of how the funds will be used and how this usage supports or enhances park themes, interpretation, and visitor experience.
- Payment requests for third-party services **MUST** include an IRS Form W-9. To help support the processing of requests, it is recommended that a W-9 is submitted with each payment request form. Please note that payments for third-party services are for individuals who provide a service (as opposed to a product), such as a trainer, lecturer, musician, cultural demonstrator, etc. If a payment is being made to an individual rather than a business, we are required to report that payment to the IRS annually on Form 1099 as income earned by that individual and therefore subject to income taxes.

After the payment request form is processed, checks are mailed to the park contact and/or payment requester for distribution, unless otherwise indicated on the request form. Some payments made directly to vendors may be held, pending confirmation of services rendered or product delivery.

WNPA distributes a monthly report to Operations Managers listing direct annual aid balances and aid payments made to date for the current fiscal year. Park leaders and Operations Managers should utilize the [Direct Annual Aid Calculation](#) to plan how funds will be spent for the year.

For more detailed information, please reference the [Direct Annual Aid Calculation section](#) of this document.

Questions regarding the direct annual aid program should be directed to the Operations Manager assigned to your park(s).

Donations of Inventory

Surplus inventory that is not saleable, such as dated or discontinued items, may be donated to the park by WNPA. The park may use these items for educational or interpretive programs or as giveaways. These donations are not counted against the direct annual aid budget of the park.

Please contact your Operations Manager with any requests for donations of inventory.

Park Research Grants

WNPA is dedicated to advancing research and interpretation that deepens the understanding of national parks. Our research grant program supports projects aimed at enhancing conservation, stewardship, and accessibility, ensuring the stories of these cherished resources resonate with all visitors. By promoting inclusive and authentic interpretation, WNPA strives to forge meaningful connections between diverse communities and national parks. Research plays a crucial role in enhancing our

knowledge and appreciation of these landscapes, deepening our understanding of their ecosystems and stories, and inspiring future generations to support and protect them.

The fiscal year 2025 research grant funding cycle runs from October 1, 2024, through December 31, 2024. Grants of up to \$20,000 per year per project are available, with multiyear projects eligible for a maximum of \$40,000 over two years and \$60,000 over three years. Proposals must be submitted electronically via the WNPAs web portal. For more information, to download the RFP, or to submit your proposal, visit <https://wnpa.org/research-grants/>. For questions regarding research grants, please contact Julie Tainter, WNPA's Business Support Manager, at julie.tainter@wnpa.org or 520-789-7400.

Purchases Made at Park Stores with a Government Credit Card

When the NPS purchases product for use in support of interpretive, research, and educational initiatives at our park stores using federal funds (not direct annual aid), WNPA provides the benefit of selling the product at 50 percent off retail price and sales tax free. Products must be interpretive and educational and adhere to obligations that are defined in [DO-32](#) and are detailed in [RM-32](#). Purchases and gifts of products to NPS staff are prohibited. This benefit helps parks gain the items they need to support their mission.

Appendix A | Indirect Aid

Publications

WNPA's Publishing department can develop and produce publications for partner parks, including trail guides, General Interpretive Publications (GIPs), and Junior Ranger Activity Booklets.

WNPA offers two types of publications to partner parks

- **Saleable publications** include park-specific and non-park-specific books and other media produced by WNPA and sold in WNPA partner park stores. Saleable publications are paid for by the WNPA park store operating budget, and the WNPA Publishing team oversees the entire project, from content creation to production and delivery.
- **Nonsaleable publications** are provided free of charge to visitors at partner parks. WNPA's level of involvement is determined by the terms of the funding agreement. Direct annual aid and Task Agreements can be used for the development and production of nonsaleable publications. Currently Junior Ranger Activity Booklets are the only nonsaleable WNPA publication. Do NOT order a printing of WNPA produced Junior Ranger Activity Booklets on your own; all WNPA publications must be printed through the WNPA Publishing department. For more information on how direct annual aid can be used for Junior Ranger Activity Booklets, please see the [Direct Annual Aid Frequently Asked Questions](#); for more information on how Task Agreements can be used, see [Task Agreements](#).

The Publishing department is limited by departmental capacity and current project load and can only complete a certain number of requests per year. If you are interested in submitting a publication request, please reach out to your Operations Manager for further discussion and support. All publication requests will be evaluated based on interpretive value, financial viability, and current capacity. There are two categories of publication requests

- Direct Reprints
 - › Direct reprints will be approved as long as they meet the criteria for interpretive value, financial viability, and current capacity.
 - › Once approved by the WNPA publishing department, direct reprint requests will arrive at the park by the requested delivery date as long as the request is submitted at least six months in advance of this date. A direct reprint request may not be approved if the project's source media is obsolete or is unavailable. In this case, the request may be resubmitted as a revision or new title request.
- Revisions and New Titles
 - › Revisions and new title requests are approved on a case-by-case basis; approved revision and new title requests will be added to a queue of projects in development, and the park will receive periodic updates regarding the project's status.

Fiduciary Funds (Fiscal Receiver/Manager Services)

WNPA acts as a fiscal receiver and manager. When a park comes into funding—be it from grants, private donations, or otherwise—WNPA can act as a steward of these funds.

These special funds are for specific purposes, including

- “Adopt A” programs
- Grants
- Art consignment agreements

An agreement between the park and WNPA is required for these services. Currently WNPA does not charge for managing these funds, but it reserves the right to charge a fee in the future. If this should change, WNPA will inform its partner parks in advance.

If there are any questions about fiduciary funds, please contact your Operations Manager.

Sales/Issuance of Passes

WNPA evaluates the request for WNPA staff to sell park passes on a case-by-case basis after a full analysis has been completed and an agreement between the park and WNPA is finalized. WNPA purchases park passes at a discount from the NPS and sells them to visitors at their full retail value. If there are any questions about sales/issuance of passes, please contact your Recreation Fee Program Manager.

Task Agreements

WNPA is able to work with parks through a Cooperative Agreement. Under the scope of the Cooperative Agreement, individual jobs can be performed through a Task Agreement. For example, nonsaleable publications may be funded through a Task Agreement. Such projects would be funded by the NPS, not through direct annual aid from WNPA. Cooperative Agreements and task orders can be arranged with individual park units, regional offices, or through our membership with Desert Southwest Cooperative Ecosystem Studies Unit (DSCESU). The DSCESU, headquartered at the University of Arizona, comprises 10 federal agencies, 13 universities, and 14 state and local agencies and nongovernment organizations. DSCESU partners collaborate to conduct studies and manage natural and cultural resources.

If there are any questions about Task Agreements, please contact your Operations Manager.

New Product Development

New interpretive products are necessary to keep WNPA’s offerings current and desirable. In addition to new publications, WNPA also develops and sources new products. New logos and designs can be created in-house by WNPA’s graphic designer, and the Purchasing department can then coordinate with external vendors to produce these new products for park stores.

If there are any questions about new product development, please contact your Operations Manager.

Presentations, Special Events, and Tours

WNPA is always eager to explore ideas about collaborating with partner parks on presentations, special events, tours, book signings, cultural demonstrations, and so on. These can be free events for the public or fee-based. An agreement between WNPA and the park may be required for some of these types of services.

If there are any questions about presentations, special events, and tours, please contact your Operations Manager.

Marketing and Promotion

WNPA’s Marketing & Communications team assists parks by creating many forms of marketing and promotional materials, including

- Large-scale signage
- Interpretive signage
- Flyers
- Posters
- Rack cards
- eBlasts
- Social media

The Marketing & Communications team also handles advertising and marketing campaigns, including placing media buys, conducting research through surveys, designing logos, and more.

WNPA’s Marketing & Communications team reserves the right to approve or reject requests. The approval process is largely

based on departmental capacity, and the department continually strives to balance WNPAs organizational needs and those of all partner parks.

Some projects may incur printing and shipping charges, which may be paid for with direct annual aid. All requests must be submitted to the park's assigned Operations Manager who will review and forward to WNPAs management for final review and approval.

Parks may submit requests for these services by filling out the [Creative Request Form](#). Completed forms should be sent to your Operations Manager for review. If there are any questions about the services offered by the Marketing & Communications department, please contact marketing@wnpa.org.

Limited Concessions

WNPA can provide concessions for parks when necessary. WNPAs sells ice at some venues and various necessities such as sunscreen, energy bars, and first aid supplies at remote parks without concessionaires. These limited concessions are to ensure visitor convenience, health, and safety at parks. This requires an agreement between the park and WNPAs.

If there are any questions about limited concessions, please contact your Operations Manager.

Appendix B | Direct Annual Aid Calculation

Throughout the fiscal year the WNPAs Finance department monitors WNPAs overall financial performance and the financial performance of individual park stores. Based on this information, historical performance, and business plans, the Finance department creates a financial forecast for the next fiscal year, including projected net income. The budget for the next fiscal year is created based on this financial forecast and presented to the Board for approval. Once the budget is approved, funding for direct annual aid is determined by the WNPAs Management team based on Aid to Parks principles and the process described below. For FY25 total direct annual aid announcement will occur mid-October.

Summary

During the annual budget approval process, the Board sets total allocation for direct annual aid as well as the direct annual aid minimum for each partner park. There is no set mathematical formula; this is a direct result of budget capacity with the organizational goal of year-over-year growth in direct annual aid given to parks. Each partner park is awarded the minimum direct annual aid amount regardless of net income. The remaining direct annual aid balance is allocated to partner parks based on the park's percentage of overall net income from the previous year's park store operations.

Factors Determining Direct Annual Aid

Aid amounts can be affected by several factors. An increase or decrease of full-time employees and significant changes in park visitation due to a variety of events that may or may not be within the park's control can be significant factors in aid levels. In addition, any new WNPAs parks generating revenue will affect aid amounts. Operations Managers can assist you with park-specific questions, including how and whether you may be able to manage these factors to optimize aid to your park(s).

Appendix C | FY25 Schedule of Direct Annual Aid

Park Name	Park	FY24 Net Income				Additional	FY25 Direct Annual Aid	TerraSync Travel Funds	FY25 Grand Total
		From Operations	Base Amount	Positive Income	% Additional				
Alibates Flint Quarries National Monument	ALFL	(2,507.26)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Aztec Ruins National Monument	AZRU	50,481.63	3,000.00	50,481.63	0.78%	6,897.70	9,897.70	1,500.00	11,397.70
Bighorn Canyon National Recreation Area South	BICA	1,770.96	3,000.00	1,770.96	0.03%	241.98	3,241.98	1,500.00	4,741.98
Bandelier National Monument	BAND	411,516.22	3,000.00	411,516.22	6.32%	56,228.69	59,228.69	1,500.00	60,728.69
Big Thicket National Preserve	BITH	2,226.46	3,000.00	2,226.46	0.03%	304.22	3,304.22	1,500.00	4,804.22
Black Canyon Of The Gunnison National Park	BLCA	428,283.78	3,000.00	428,283.78	6.58%	58,519.78	61,519.78	1,500.00	63,019.78
Brown V Board of Education National Historical Park	BRVB	(15,781.32)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Canyon de Chelly National Monument	CACH	2,266.73	3,000.00	2,266.73	0.03%	309.72	3,309.72	1,500.00	4,809.72
Bent's Old Fort National Historic Site	BEOL	(16,471.97)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Capulin Volcano National Monument	CAVO	96,164.11	3,000.00	96,164.11	1.48%	13,139.66	16,139.66	1,500.00	17,639.66
Carlsbad Caverns National Park	CAVE	893,732.30	3,000.00	893,732.30	13.72%	122,117.66	125,117.66	1,500.00	126,617.66
Casa Grande Ruins National Monument	CAGR	38,532.79	3,000.00	38,532.79	0.59%	5,265.04	8,265.04	1,500.00	9,765.04
Chaco Culture National Historical Park	CHCU	48,410.39	3,000.00	48,410.39	0.74%	6,614.69	9,614.69	1,500.00	11,114.69
Chamizal National Memorial	CHAM	3,895.41	3,000.00	3,895.41	0.06%	532.26	3,532.26	1,500.00	5,032.26
Channel Islands National Park	CHIS	39,227.11	3,000.00	39,227.11	0.60%	5,359.91	8,359.91	1,500.00	9,859.91
Chickasaw National Recreation Area	CHIC	11,591.15	3,000.00	11,591.15	0.18%	1,583.79	4,583.79	1,500.00	6,083.79
Chiricahua National Monument	CHIR	127,034.99	3,000.00	127,034.99	1.95%	17,357.79	20,357.79	1,500.00	21,857.79
Coronado National Memorial	CORO	4,431.40	3,000.00	4,431.40	0.07%	605.50	3,605.50	1,500.00	5,105.50
Curecanti National Recreation Area	CURE	(13,320.85)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
El Morro National Monument	ELMO	8,630.34	3,000.00	8,630.34	0.13%	1,179.23	4,179.23	1,500.00	5,679.23
Ft. Bowie National Historic Site	FOBO	4,708.61	3,000.00	4,708.61	0.07%	643.37	3,643.37	1,500.00	5,143.37
Ft. Davis National Historic Site	FODA	26,821.58	3,000.00	26,821.58	0.41%	3,664.84	6,664.84	1,500.00	8,164.84
Ft. Larned National Historic Site	FOLS	(2,184.25)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Ft. Scott National Historic Site	FOSC	(15,641.02)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Ft. Union National Monument	FOUN	7,556.73	3,000.00	7,556.73	0.12%	1,032.54	4,032.54	1,500.00	5,532.54
Gila Cliff Dwellings National Monument	GICL	7,899.01	3,000.00	7,899.01	0.12%	1,079.30	4,079.30	1,500.00	5,579.30
Guadalupe Mountains National Park	GUMO	229,401.44	3,000.00	229,401.44	3.52%	31,344.92	34,344.92	1,500.00	35,844.92
Golden Spike National Historical Park	GOSP	73,241.61	3,000.00	73,241.61	1.12%	10,007.58	13,007.58	1,500.00	14,507.58
Great Basin National Park	GRBA	148,774.81	3,000.00	148,774.81	2.28%	20,328.27	23,328.27	1,500.00	24,828.27
Great Sand Dunes National Park & Preserve	GRSA	800,054.59	3,000.00	800,054.59	12.28%	109,317.74	112,317.74	1,500.00	113,817.74
Hubbell Trading Post National Historic Site	HUTR	(99,631.44)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Juan Bautista de Anza National Historic Trail	JUBA	-	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
John Muir National Historic Site	JOMU	(12,810.00)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Eugene O'Neill National Historic Site	EUON	(949.51)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Lyndon B Johnson National Historical Park - JCVC	LYJO	(67,895.49)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Lewis & Clark National Historic Trail	LECL	(3,924.89)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Lake Mead National Recreation Area	LAKE	55,001.01	3,000.00	55,001.01	0.84%	7,515.22	10,515.22	1,500.00	12,015.22
Mojave National Preserve - HQ	MOJA	5,511.78	3,000.00	5,511.78	0.08%	753.12	3,753.12	1,500.00	5,253.12
Lake Meredith National Recreation Area	LAMR	(2,419.77)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Little Bighorn Battlefield National Monument	LIBI	138,168.08	3,000.00	138,168.08	2.12%	18,878.99	21,878.99	1,500.00	23,378.99
Montezuma Castle National Monument	MOCA	399,985.12	3,000.00	399,985.12	6.14%	54,653.11	57,653.11	1,500.00	59,153.11
El Malpais National Monument - Visitors Center	ELMA	20,685.90	3,000.00	20,685.90	0.32%	2,826.48	5,826.48	1,500.00	7,326.48
Navajo National Monument	NAVA	16,653.11	3,000.00	16,653.11	0.26%	2,275.45	5,275.45	1,500.00	6,775.45
Nicodemus National Historic Site	NICO	3,459.86	3,000.00	3,459.86	0.05%	472.75	3,472.75	1,500.00	4,972.75
Organ Pipe Cactus National Monument	ORPI	3,617.70	3,000.00	3,617.70	0.06%	494.31	3,494.31	1,500.00	4,994.31
Padre Island National Seashore	PAIS	70,900.41	3,000.00	70,900.41	1.09%	9,687.68	12,687.68	1,500.00	14,187.68
Palo Alto Battlefield National Historical Park	PAAL	6,828.38	3,000.00	6,828.38	0.10%	933.02	3,933.02	1,500.00	5,433.02
Pecos National Historical Park	PECO	79,174.09	3,000.00	79,174.09	1.22%	10,818.18	13,818.18	1,500.00	15,318.18
Petroglyph National Monument	PETR	113,793.87	3,000.00	113,793.87	1.75%	15,548.55	18,548.55	1,500.00	20,048.55
Pinnacles National Park	PINN	69,378.50	3,000.00	69,378.50	1.07%	9,479.73	12,479.73	1,500.00	13,979.73
Port Chicago Naval Magazine	POCH	-	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Santa Fe National Historical Trail	SAFR	-	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Salinas Pueblo Missions National Monument	SAPU	(45,197.73)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
San Antonio Missions National Historical Park	SAAN	74,327.73	3,000.00	74,327.73	1.14%	10,155.98	13,155.98	1,500.00	14,655.98
Monica Mountains National Recreation Area - Satwiwa	SAMO	(23,967.94)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
San Francisco Maritime National Historical Park	SAFR	-	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Timpanogogs Cave National Monument	TICA	43,044.91	3,000.00	43,044.91	0.66%	5,881.56	8,881.56	1,500.00	10,381.56
Sand Creek Massacre National Historic Site - HQ	SAND	1,687.86	3,000.00	1,687.86	0.03%	230.63	3,230.63	1,500.00	4,730.63
Tonto National Monument	TONT	11,450.99	3,000.00	11,450.99	0.18%	1,564.64	4,564.64	1,500.00	6,064.64
Trail of Tears National Historic Trail	TRTE	-	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Tule Springs Fossil Beds National Monument	TUSK	-	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Tumacacori National Historical Park	TUMA	(11,226.72)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Tuzigoot National Monument	TUZI	31,905.32	3,000.00	31,905.32	0.49%	4,359.47	7,359.47	1,500.00	8,859.47
Walnut Canyon National Monument	WACA	130,889.52	3,000.00	130,889.52	2.01%	17,884.46	20,884.46	1,500.00	22,384.46
Washita Battlefield National Historic Site	WABA	(9,456.90)	3,000.00	-	0.00%	-	3,000.00	1,500.00	4,500.00
Whiskeytown National Recreation Area	WHIS	2,892.87	3,000.00	2,892.87	0.04%	395.28	3,395.28	1,500.00	4,895.28
White Sands National Park	WHSA	616,920.20	3,000.00	616,920.20	9.47%	84,294.65	87,294.65	1,500.00	88,794.65
Wupatki National Monument	WUPA	70,216.49	3,000.00	70,216.49	1.08%	9,594.23	12,594.23	1,500.00	14,094.23
Sunset Crater Volcano National Monument	SUCR	32,783.38	3,000.00	32,783.38	0.50%	4,479.45	7,479.45	1,500.00	8,979.45
Saguaro National Park	SAGU	1,047,637.21	3,000.00	1,047,637.21	16.08%	143,146.90	146,146.90	1,500.00	147,646.90
		6,170,181.38	210,000.00	6,513,568.44		890,000.00	1,100,000.00	105,000.00	1,205,000.00

Appendix D | Direct Annual Aid Quick Reference Guide & Payment Request Form

Plan Ahead

- All requests must be submitted between October 1, 2024 and August 31, 2025 to allow sufficient time for processing. Requests submitted outside of these dates may not be approved. Submit requests a minimum of **two weeks in advance of need** (exceptions may apply) to the appropriate Operations Manager.
- Approvals of events that occurred in the past is not guaranteed.
- Inventory requests must be approved by Western National Parks Association (WNPA) **prior** to removing items from the park store.
- Junior Ranger Activity Booklet reprint requests must be submitted by **March 1 of the fiscal year** to ensure delivery prior to the end of the fiscal year. Requests submitted after March 1 will be considered on a case-by-case basis. Reprints should be requested by filling out the [Creative Request Form](#) and submitting it to your Operations Manager.

Appropriate Usage

Direct annual aid **is meant to directly support and add value to interpretation, research, education, and outreach in National Park Service (NPS) sites**. Below are examples of appropriate and inappropriate uses of direct annual aid ([see pages 6-7](#)). *This is NOT a complete list. Contact your Operations Manager for guidance as needed.*

Appropriate Uses	Inappropriate Uses
Presenter fees	Gifts (funds or inventory for NPS staff)
Interpretive displays	Retirement celebrations for NPS staff
Purchase of park store inventory	NPS operational/planning/regional meetings
Dues and subscriptions (magazine subscriptions, chamber of commerce dues, and so on)	Food/beverages for events where attendance of NPS staff is greater than 25% of total participation
Supplies for interpretive, educational, and outreach events and programs	NPS uniforms (park shirts, hats, and so on)
Printing park unigrids or site bulletins	General park infrastructure and maintenance
Junior Ranger Activity Booklet reprint, revision, or development	
Junior Ranger supplies	
NPS staff and intern training and development focused on education and/or interpretation	

Spending Request Component Requirements

Don't forget to fill in and/or supply the following

- Amount requested
 - › Enter the exact amount if known, including sales tax and/or shipping charges.
 - › Enter an estimate if exact amount is unknown, including estimated sales tax and/or shipping charges.
 - › If requesting inventory, enter total value based on cost of goods, not retail price.
- Date required
 - › Provide the date the funds and/or items are needed. A minimum notice of two weeks is required to allow time for approval and processing.
- Method of payment
 - › Include whether the request will be paid for by check or credit card.
 - › If paying with a check, include mailing address.
- Name(s) of recipient(s)
 - › Enter name(s) of individual(s) or business(es).
 - › If entering names of individuals or business(es), supply IRS Form W-9 for each individual and/or business.
- Interpretive and/or educational purpose
 - › Include name of event.
 - › Specify event date.

- › Provide list of attendees (highlighting NPS participants).
- › Describe how funds will be used to enhance park themes, interpretation, education, research, and/or the visitor experience.
- Signature of current or acting superintendent.
- Supporting documents (as applicable)
 - › Include vendor quote and/or documentation supporting pricing.
 - › Include vendor-completed order forms.
 - › Include IRS Form W-9.

Important Facts

- Direct annual aid *must be used on or before September 30* in the fiscal year allocated. See [Appendix F](#) for policy.
- Direct annual aid cannot be carried over to the next fiscal year. See [Appendix E](#) for policy.
- Past approval does not guarantee current or future approval.

Please refer to the [Aid to Parks Handbook](#) for additional information.

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?)

SAMPLE
FORM

SECTION C

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

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

Appendix E | Direct Annual Aid Carryover Policy

Prior to fiscal year 2016 (FY16), WNPA partner parks had the ability to carry over any unused direct annual aid funds. That process was halted at the beginning of FY16 due to

- Excess amount of carryover balances, some tied to no specific planned usage.
- Operational challenges and additional capacity needed to effectively manage this policy.
- Tracking and reporting challenges due to the use of aid dollars when expenditure is made in one fiscal year for a future fiscal year.
- Challenges in reporting the impact of annual aid on a yearly basis.

Appendix F | Direct Annual Aid Prepaid Expense Policy

Direct annual aid funds cannot be used to prepay expenses to support events or needs in a future fiscal year, meaning direct annual aid funds allocated in FY25 CANNOT be used to pay for expenses that will occur in fiscal year 2026 (FY26). This policy exists for several reasons.

As a nonprofit organization that is accountable to the public it serves, WNPA must be able to report how funds are used to support its mission. WNPA typically reports on the use of aid annually, and the reports are tied to the financial statement. Providing the public with accurate reporting on fund usage and its effect becomes a challenge if funds are not used in the same year they are allocated. See [Appendix E](#) for policies and information regarding carryover aid and prepaid expenses.

WNPA had a practice for many years of honoring carryover but stopped due to enormous challenges caused by the way the carryover was managed prior to fiscal year 2011. WNPA is in the final years of funding carryover promises from many years ago. Until we complete the spending plan this year we will not consider future carryover requests or a change in policy (see [Appendix E](#)). While a prepaid request is not a carryover request in a technical sense, allowing such requests could complicate and delay correcting this long-standing phenomenon.

Prepayment affects the net income at both the park and organization level. Direct annual aid is an expense item to the net income of a park in the year used. Prepaid expenses are initially recorded as assets on the balance sheet (not affecting net income) and are expensed in the future income statement. Using FY25 as an example: if a park chooses to use FY25 direct annual aid to pay for an event in FY26, the park's FY25 net income will be greater than if the direct annual aid was expensed in FY25. This affect is important because direct annual aid for a park is calculated based on the park's net income pro-rata share of the organization's net income for all parks. If a park were to spend allocated funds from FY25 in FY26, the change in timing of expenses would result in the park receiving a greater portion of the total direct annual aid budgeted in fiscal year 2026 than appropriate. This affect ultimately influences the amount of direct annual aid available for all parks.