

Midpeninsula Regional Open Space District 2025 Grantmaking Program Request for Proposals



RFP released: September 9, 2025

Pre-proposals due: October 31, 2025 by 5 p.m.

Full proposals by invitation due: January 30, 2026 by 5 p.m.

Questions? Contact:

Grants Program team at grants@openspace.org or (650) 625-6507

Midpeninsula Regional Open Space District

5050 El Camino Real, Los Altos, CA 94022

Para obtener ayuda en español sobre esta solicitud de becas, favor de contactarnos por correo electrónico: grants@openspace.org o por teléfono: (650) 691-1200

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Background

Who We Are

The Midpeninsula Regional Open Space District (Midpen) is an independent special district in the San Francisco Bay Area that has preserved a regional greenbelt system of nearly 70,000 acres of public land and manages 26 open space preserves. These diverse and scenic landscapes, from bay wetlands to redwood forests and coastal grasslands, host an incredible diversity of life, making our region one of the world's biodiversity hotspots.

Midpen preserves have long and complex histories of human use prior to becoming public open space. We actively manage the land and waterways to restore their health and function, helping our local ecosystem become more resilient in a time of climate change. By caring for the land, the land in turn takes care of us, providing tangible and intangible benefits like clean air and water, flood protection, carbon sequestration, and the opportunity for restorative experiences in nature.

On the San Mateo County Coast, where local agricultural roots run deep, our mission also includes preserving viable working lands. We partner with local ranchers to use conservation grazing as a land management tool for enhancing native coastal grasslands and providing wildland fire protection.

Midpen preserves are free and open to the public daily, providing an extensive trail network for ecologically sensitive recreation. Our programming connects people to nature through enriched experiences, including environmental interpretation, docent-led activities, and volunteer opportunities.

By preserving, restoring, and providing access to our region's iconic, cultural, working, and scenic landscapes, Midpen lands offer us opportunities for health, climate change resilience and refuge.

Mission Statement

To acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education.

Coastside Protection Mission Statement

To acquire and preserve in perpetuity open space land and agricultural land of regional significance, protect and restore the natural environment, preserve rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education.

Funding Opportunity

Purpose and Impact

Midpen's grant making program is guided by its purpose and a newly-defined intended impact.

Purpose: The purposes of Midpen's grant making program are to:

1. Support projects that further Midpen's mission
2. Build the capacity of academic and nonprofit institutions in order to sustain and grow the conservation field; and
3. Facilitate Midpen's mission and work by building and strengthening partnerships.
 - (a) Midpen's organizational [Goal 3/Objective 2](#) refers to building and strengthening partnerships as a diversity, equity and inclusion strategy, and Midpen's [DEI webpage](#) identifies the grant making program as one strategy to help achieve this.

Impact: Midpen seeks to invest in opportunities where a modest grant can be most impactful and has identified two areas most likely to have such results: 1) grassroots organizations, and 2) early-stage initiatives.

1. Grassroots:

Goals: Focusing on grassroots organizations strongly advances Midpen's stated purpose of building capacity through its grantmaking. It ensures equitable access to funding by reaching lower-resourced organizations with more limited capacity to fundraise. This also increases opportunities for Midpen to provide "support beyond the check" and offer other ways to be in partnership with a grantee, which aligns with the stated purpose to strengthen partnerships and the guiding principle that emphasizes partnership opportunities. Non-monetary partnership considerations include technical assistance and access to meeting facilities.

Definition: Grassroots refers to an organization with net assets minus the value of land, building and equipment totaling \$1.2 million or less. This information is found on the organization's 990 form. If Form 990-EZ is used, the organization is considered grassroots. If the applicant is a fiscally-sponsored initiative, it is considered grassroots.

Projects Eligible: Ongoing/existing program or project or an early-stage initiative (defined below)

2. Early-stage:

Goals: Focusing on early-stage initiatives refers to support for projects and programs launching a new direction or new idea. By helping a grantee develop the capacity and demonstrate results for an early-stage initiative, it is anticipated that the funded project would be more competitive for future, larger funding opportunities.

Definition: Early stage refers to the maturation of the proposed project or program.

Projects Eligible: Midpen is interested in receiving proposals for a program or project that aligns with one or more of the following early-stage criteria:

1. A new direction for an existing project/program (e.g. piloting a new curriculum; conducting new research based on findings from prior research)
2. A new constituency to be served by an existing project or program
3. A new location from where to conduct an existing project or program
4. A new project or program

Eligible Project Summary:

	Early-Stage Project	Existing/Ongoing Project
Grassroots Organization	Eligible	Eligible
Large Organization	Eligible	Not Eligible

This eligibility structure ensures both grassroots and larger organizations can access support for early-stage work, while ongoing support for established projects is reserved for grassroots groups, reinforcing the focus on capacity building and equity.

Available Funding

A total of \$300,000 in funding is available this cycle.

Priorities

As in previous cycles, proposals are welcomed in three funding priorities, detailed below.

- Access, Interpretation, and Education
- Network and Partnership Support
- Applied Science

Tiers

As in previous cycles, grants are made at two levels, Tier 1 and Tier 2. New this year, Tier 1 applicants are only required to submit a pre-proposal. Tier 2 applicants submit a pre-proposal and, if invited, a full proposal. Also new this year are higher maximum awards for each tier.

- Tier 1: Up to \$30,000; and
- Tier 2: From \$30,001 to \$60,000

Grantmaking Program awards from prior Grantmaking Program grant rounds can be found on Midpen's Grantmaking Program web page: <https://www.openspace.org/grantmaking-program>.

Funding Priorities

Access, Interpretation, and Education

Priority Overview: Funding for access, environmental interpretation, and education are directed towards programs and projects that facilitate equitable access and broad opportunity for all residents to experience being in nature while fostering an appreciation for open space protection, nature study, and environmental stewardship. Agriculture-based environmental education projects, such as those that provide hands-on learning about sustainable farming practices, food systems, or the ecological connections between agriculture and natural habitats, are welcomed. Applicants are encouraged to emphasize if and how the proposed program/project bridges gaps in access, widens equitable participation, supports and/or learns from indigenous communities, or otherwise helps lower barriers to traditionally underserved or under-represented communities. Agriculture-based environmental education projects, such as those that provide hands-on learning about sustainable farming practices, food systems, or the ecological connections between agriculture and natural habitats, are welcomed.

Project Location: Access, Interpretation, and Education Funding Priority applications are no longer required to conduct field-based activities on Midpen land, but because Midpen is interested in connecting people with these publicly funded lands proposals that incorporate field activities conducted on Midpen land are preferred. If a program or project that does not normally conduct field activities on Midpen lands it must then incorporate a Midpen-developed lesson plan to bridge the connection between the program or project outcomes and Midpen's mission and goals and informs about ways to support and enjoy open space.

Types of Projects, examples:

- Public access or educational programs for the public, teachers, students, volunteers, and/or docents including topics such as wildlife connectivity, biodiversity, climate change, and resilience
- Field trip to a working farm for youth to experience hands on learning and gain a better understanding of the interconnectedness between food production and environmental stewardship
- Outreach and/or activity programs that connect tribal members with their ancestral homelands and foster indigenous knowledge
- Complete gaps in a regional trail system that connect communities to trails and open space (e.g., outreach and engagement strategies for community and partner support for regional trail connections)
- Outreach and/or activity programs or training materials that encourage outdoor engagement and nature-based experiences in underserved communities

Funded Project Outcomes: The types of funded project outcomes for the Access, Interpretation, and Education Funding Priority include, but are not limited to, enhanced environmental literacy; application of indigenous knowledge; expanded outdoor engagement; increased community stewardship; improved mental health; bridging participation gaps; and increased motivation for science and environmental careers.

Network and Partnership Support

Priority Overview: Funding in the Network and Partnership Support priority focuses on opportunities that help cultivate, sustain, or expand established conservation networks and partnerships. Eligible activities may include facilitation or consulting services, staff time dedicated to network participation, outreach efforts, meeting coordination, and related expenses such as supplies or communication materials.

Although future funding rounds may allow for the creation of new working groups or networks, in this round only projects submitted by established groups or networks will be considered. An established group or network refers to an organized and recognized entity that has already been formed and actively operates in a specific field or area of interest. It typically consists of multiple individuals, organizations, or institutions that collaborate and work together towards a common goal or purpose. Groups or networks should be primarily oriented toward topics that relate to land management, conservation, or public access to outdoor recreation. Applicants are encouraged to emphasize if and how the group or network bridges gaps in access, widens equitable participation, or otherwise helps lower barriers to traditionally underserved communities.

Please note that funds may not be used for policy or advocacy work and therefore lobbying support is not an eligible project type.

Project Location: Not applicable.

Types of Projects, examples:

- Support for forums, site visits, and other convenings for capacity building for indigenous knowledge, application of Native American land management practices, and related partnership development
- Development of a network-wide data-sharing system
- Consulting support and staff time for activities such as:
 - Developing a strategic plan
 - Conducting outreach to and engaging with new partners or participants (e.g., serving additional age groups, diverse abilities, and/or traditionally under-represented communities)
 - Organizing convenings

Funded Project Outcomes: Examples of funded project outcomes include, but are not limited to, enhanced collaboration and resource sharing; strengthened regional conservation strategies; increased membership (for a membership-based network); and more diversified participants.

Applied Science

Priority Overview: Proposals under the Applied Science Funding Priority focus on academic or practitioner science projects that inform the protection and enhancement of natural resources on Midpen lands. Proposals that address this cycle's theme, described below, are encouraged.

Project Location: Field-based research must be completed on Midpen lands.

Types of Projects and Topics: Projects include applied academic research or proof-of-concept on topics such as integrated pest management, species habitat, restoration, or similar topics relating to natural resource management.

Project Sponsorship: Faculty at accredited academic institutions must lead or sponsor research-related projects. Graduate student research projects are welcomed. Practitioner science projects that do not involve peer-reviewed research may require faculty sponsorship, which will be determined on a case-by-case basis. Applicants must contact Grants staff (grants@openspace.org) to request a consultation prior to submitting a pre-proposal to confirm whether sponsorship is required.

Funded Project Outcomes: The types of funded project outcomes include improved scientific understanding of natural processes, and enhanced stewardship effectiveness on Midpen lands.

Theme: *Science and Stewardship*

A host of challenges face our world today. Ecosystems are being affected by a range of shifting conditions such as greater variability in precipitation, increased vulnerability to fire, and changes in species distributions and dispersal patterns. These pressures combined with accelerated and novel stressors, are reducing the capacity of ecosystems to recover from disturbance. Proposals for research that deepen scientific understanding of these dynamics and explore stewardship practices to support resilient land and resource management are encouraged.

Types of projects relating to *Science and Stewardship*:

1. Ecosystem Resilience and Environmental Change
 - Climate change and carbon sequestration
 - Climate refugia and novel ecosystems
 - Fire ecology
 - Drought and flood management
 - Sea level rise and shoreline resiliency
2. Biodiversity and Population Dynamics
 - Population dynamics
 - Genetic diversity (including inbreeding and outbreeding dynamics)
 - Plant and wildlife pathogens
 - Pollinator health and ecosystem services
3. Landscape and Habitat Stewardship
 - Adaptive land and resource management strategies
 - Traditional Ecological Knowledge (TEK)
 - Invasive species dynamics and management
 - Habitat connectivity and fragmentation
 - Aquatic habitat resiliency or watershed function
 - Soil health and erosion
4. Monitoring and Indicators
 - Landscape-Level monitoring using remote sensing, eDNA, long-term datasets
 - Ecosystem and bio-indicators for monitoring

Example Projects:

- Research examining the ecology, spread, and potential mitigation strategies for Phytophthora species of concern
- Development of plant propagule collection protocols or best management practices for restoration, informed by genetic and environmental factors
- Design and installation of long-term ecological monitoring plots, with opportunities for student engagement and training
- Research on the effects of road construction on movement patterns, habitat connectivity, and genetic diversity of endangered species
- Evaluation of the benefits and trade-offs of regional carbon sequestration strategies on working and agricultural lands
- Research on pollinator health and ecosystem services to guide stewardship practices
- Studies assessing the role of climate refugia and novel ecosystems in supporting biodiversity under changing conditions

Grant Program Requirements

Eligible Recipients

Eligible applicants must be one of the following: a public agency, including a K–12 school or academic institution; a 501(c)(3) non-profit organization or a fiscally-sponsored initiative if the fiscal sponsorship is established before proposal submittal and the project has a primarily charitable, scientific, or educational purpose.

While applicant organizations do not need to be within [Midpen's jurisdiction](#), beneficiaries and/or participants of funded programs or projects must be within Midpen's jurisdiction.

Applicants from prior Grantmaking Program grant rounds are eligible to apply.

Grant Period

Projects funded through this program must be complete and expended within two years of the grant agreement execution date.

Project Location

See applicable Funding Priorities for guidance on [location](#).

Entry Restrictions and Permits

Eligible projects must not result in permanent damage and/or impairment to habitats or natural resources on Midpen lands and will be in compliance with Midpen's Permit to Enter procedures (required for each research project).

Eligible Costs

Grant funds may be used to cover expenses related to the implementation of proposed projects within the approved project budget. Eligible expenses must be incurred during the performance period as specified in the grant agreement.

ELIGIBLE COSTS		
Budget Item	Eligible Cost	Required Documentation
Salaries, Wages, and Benefits	Salaries and wages of employees employed by the grantee who are directly engaged in the execution of the grant project. Benefits include employer contribution of fringe benefits.	Timesheets or similar documentation detailing days and hours worked on the project along with staff hourly wage or the estimated hourly wage of a salaried person.
Consultants and Contractors	Direct consultant and contractual services necessary to achieve the objectives of the grant.	Invoices from consultant/contractor identifying expenditure, services performed, and period of services.
Travel	Travel costs associated with travel to and from project sites, meetings, etc., directly related to the grant project. Costs must be considered reasonable and necessary for the completion of the project.	Receipts identifying travel costs (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims or vehicle mileage logs for vehicles owned by the grantee.

ELIGIBLE COSTS		
Budget Item	Eligible Cost	Required Documentation
Equipment and Supplies	Supplies and/or equipment required for project or program execution. Purchased supplies and/or equipment are to remain in the possession of the grantee during and after project completion.	Receipts identifying item purchased, cost, and date of purchase. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost.
Indirect Costs	Indirect costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization.	Up to 10% of direct costs may be for indirect costs.

Ineligible Costs

The following activities and costs are not eligible:

- Conducting lobbying, carrying on propaganda, or otherwise attempting to influence legislation or political decision making
- Influencing the outcome of any specific election through any means
- Purposes other than those that are charitable, scientific, or educational
- Fundraising
- Budget shortfalls or endowment funds
- Scholarships, fellowships, or grants to individuals
- Land acquisition or real estate purchases
- Costs incurred before or after the project performance period
- Late fees, penalties, and bank fees

Matching Funds

Matching or in-kind funds are not required.

Application Process

Overview

All applicants complete the pre-proposal section of the Proposal Form (see Appendix A).

All pre-proposals will be reviewed in Review Period 1. Applicants will be notified about advancing to Review Period 2.

- If applying as a Tier 1 applicant, only the pre-proposal is required.
- If applying as a Tier 2 applicant, a full proposal is required, *if invited*.

Key Dates

- October 31, 2025, 5:00 PM: pre-proposals are due via email to grants@openspace.org.
- December 12, 2025: All applicants will be notified of the status of their preproposal. Tier 1 applicants will be informed whether their pre-proposal will advance to final review. Tier 2 applicants will be informed whether they are invited to submit a full proposal.
- January 30, 2026, 5:00 PM: Full proposals are due via email to grants@openspace.org.

Tentative Application and Award Schedule

PROPOSAL SOLICITATION	
Grant application packet released	Tuesday, September 9, 2025
Application webinar (optional)	Thursday, Thursday, October 9, 2025, 12:00 PM
Pre-proposals due	Friday, October 31, 2025, 5:00 PM
Review Period 1*	November 3 – December 5, 2025
Notifications: <ul style="list-style-type: none">• Tier 1 – Advancement to final review• Tier 2 – Advancement to full proposal	Friday, December 12, 2025
Tier 2 full proposals due	Friday, January 30, 2026, 5:00 PM
Review Period 2*	February 2 – March 20, 2026
Committee and board meetings for award decisions	March/April 2026
Award notifications, Tier 1 and Tier 2 applicants	May 2026
<u>Earliest</u> date grant agreements are anticipated to be executed and projects begin Note: Some grant agreements may take longer	July 2026
* Applicants may be contacted during review periods to provide minor clarifications to their proposals	

Application Support and Consultations

An application webinar will be hosted on **October 9, 2025**. The webinar will be recorded and available online afterward.

Grants program staff are available for individual consultation. Applicants are encouraged to schedule consultations *prior* to submission of their pre-proposal. Contact grants@openspace.org.

Applied Science applicants: Before submitting a pre-proposal a consultation with the Grants Program staff is required to discuss the proposed project and determine whether faculty sponsorship is needed.

Midpen is not soliciting, does not wish to receive, and will not treat any information received in a grant proposal as proprietary or confidential.

Preliminary Grant Award Selection

Midpen's Grantmaking Review Committee will rank pre-proposals and full proposals based on the following considerations:

- Technical review scores and comments based on the Evaluation Criteria below
- Balance/distribution of funds by geographic area, project type or type of institutions, and availability of funds

The Grantmaking Review Committee may recommend modifications, such as reducing the requested grant award amounts to meet current and potential future program priorities, funding targets, and available funding limitations.

General Manager and Board Action

The Grantmaking Review Committee's grant award recommendations will be presented to Midpen's executive team and General Manager. The General Manager will consider the comments and recommendations from the entire review process and will determine the final grant award recommendations to be presented to the Board of Director's Legislative, Funding and Public Affairs Committee for consideration prior to presenting the recommendations to the full Board of Directors for funding approval. The Board of Directors has sole and absolute discretion to approve or reject funding for a project. Upon approval, the Grants Program team will work with selected applicants to develop grant funding agreements.

Evaluation Criteria

The Grantmaking Review Committee, comprised of District staff representing the Grants Program and the departments of Natural Resources, Visitor Services, and Land Stewardship and Trails, will evaluate each application based on how well it meets the evaluation criteria for the respective Funding Priorities.

Tier	Criteria	Points	
Pre-Proposal (Tier 1 and Tier 2)	Midpen mission, goals and the grantmaking funding priority	<ul style="list-style-type: none"> Promotes Midpen's mission and Strategic Plan goals (FY26 Update) Advances the goals set forth by the applicable Grantmaking Program priority 	20
	Impact	<ul style="list-style-type: none"> Meets the definition of grassroots organization and/or an early-stage initiative 	20
	Project Goals, Objectives, and Outcomes	<ul style="list-style-type: none"> Describes the project clearly, including the project's importance, beneficiaries or participants, and the key activities, and the timeline is feasible for the scope of work and can be completed within the grant performance period Identifies realistic outcomes (the type of change the program or project seeks to achieve in the short term), with well-defined measures of success (e.g. number of participants in activity) 	20
	Equitable Engagement	<ul style="list-style-type: none"> Includes engagement with individuals that have historically lacked access to — or have been excluded from — nature-based outdoor experiences. 	15
	Grant Request Budget	<ul style="list-style-type: none"> Demonstrates cost effectiveness; the budget aligns with and is sufficient to achieve the stated goals, objectives and outcomes 	15
	Other: <i>Applied Science applicants only</i>	<ul style="list-style-type: none"> Relevance to Stewardship Decision-making: Provide actionable, applied science that directly informs restoration, land management, or policy decisions. Advances the goals of the applicable Grantmaking Program priority. 	10
	Total Base Points Possible	90-100	
Full-Proposal (Tier 2)	Organizational Capacity	<ul style="list-style-type: none"> Involves adequate staff expertise and direct and indirect resources to ensure project completion 	10

		<ul style="list-style-type: none"> • If applicable: Describes clearly the purpose for the requested non-monetary support 	
	Project Budget	<ul style="list-style-type: none"> • Demonstrates a cost effectiveness; the budget aligns with and is sufficient to achieve the stated goals, objectives and outcomes 	15
	Total Additional Points Possible	25	
Total Points Possible			115 – 125

FINAL SCORES are determined by totaling the number of points awarded for each criterion and dividing by the total number of possible points to reach a percentage. Examples: 1) A Tier 1 Applied Science proposal receives 91 out of 100 Base Points, which is 91% of the Total Base Points Possible. 2) A Tier 2 AIE proposal receives 85 out of 90 Total Base Points Possible (94%) and is invited to submit a full proposal, which receives 21 of 25 Additional Points for a combined score of 106. This combined score is divided by 115 (90 Base Points + 25 Additional Points), which gives a total percentage score of 92%.

Grant Award Requirements

Funding Agreement

Midpen will use the Grantmaking Program funding agreement for all awards. Please refer to Appendix B for the funding agreement template. By submitting an application, applicants are deemed to have consented to the terms and conditions contained in the Grant Funding Agreement.

Reimbursements

Funds can be disbursed after a fully executed grant agreement is in place. Midpen will issue payments on a reimbursement basis, barring exceptions for projects with demonstrable need. Reimbursement requests can be submitted as frequently as quarterly but at least annually if reimbursable expenses are accrued.

Advance payments may be considered at Midpen's discretion and with demonstrable need. No advance payment shall exceed 15% of the total grant award. Advances must be fully utilized within a six-month period unless additional time is approved by Midpen.

Reimbursement requests must be accompanied by a brief report as described below, a budget report that demonstrates which funds are being requested for reimbursement against the fund balance, and appropriate receipts or other necessary documentation.

Reporting

Short-form reports are to be submitted with reimbursement requests up to four times/year (as determined by the grantee) using a template provided at the time of the award.

Annual narrative report due 12 months after date of executed agreement, using a template provided at the time of the award.

Loss of Funding

The following are examples of actions that may result in loss of funding:

- Grantee fails to obtain a grant agreement.
- Grantee fails to complete the funded project (conform substantially to the agreement).
- Grantee fails to submit all documentation within the time periods specified in the grant agreement.
- Grantee fails to secure environmental clearance to comply with the California Environmental Quality Act (CEQA) or other necessary project permits.
- Grantee changes the project scope without the concurrence of Midpen.
- Grantee terminates the project by written notice 30 days in advance.

Changes or Amendments

Grantees seeking changes to the scope, grant period, or budget (greater than 10% from a budget category) must obtain Midpen's written approval. Changes in project scope must continue to meet the need cited in the original proposal. Grantee will jeopardize funding should changes be made without prior notice to and approval by Midpen.

Audits and Accountability

Projects are subject to audit annually and for three years following the final payment of grant funds. If the project is selected for audit, the grantee will be contacted in advance. The audit shall include all books, papers, accounts, documents, or other records of grantee, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds. Grantee must maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards to provide an adequate audit trail.

Project Recognition

Midpen requires that grantees acknowledge Midpen's contribution to the program or project. Printed or web-based public materials relating to the project should acknowledge Midpen as a funding source. If the grantee uses social media, the grantee should acknowledge the project and Midpen funding at major milestones, as well as other sources of public outreach, such as newsletters, press releases or blog posts whenever possible.

Use Midpen's formal name, Midpeninsula Regional Open Space District, when acknowledging. If a logo is needed, please contact grants@openspace.org.

Liability Release Form and Permission Requirements for Minors

To engage in activities on Midpen lands, participants need to submit an activity sign-in sheet liability release form as shown in Attachment 3. For minors to participate, a parent or guardian must sign a release form which will be confirmed at the time of funding agreement execution. These forms must be submitted to Midpen before the activity occurs. Refer to Attachment 3 for more details.

Appendix A-Proposal Form

This form is for illustrative purposes only. Use the Proposal Form located on the Grants Program webpage.

All applicants are required to fill out a pre-proposal. Full proposals are by invitation only for Tier 2 projects.

- Tier 1 Applicants: Notifications will be sent December 12th if the project will be considered in the final review period in March/April 2026.

Pre-Proposal Section

Applicant Information
Organization Name
Organization Type <input type="checkbox"/> 501c3 (indicate one of the following) <input type="checkbox"/> Not fiscally sponsored <input type="checkbox"/> Fiscally sponsored <input type="checkbox"/> Educational Institution (indicate one of the following) <input type="checkbox"/> University or 4-year College <input type="checkbox"/> Community College <input type="checkbox"/> K-12 School
Mailing address
Proposal Contact Name and Title Email Phone number

I. Program/Project Name

II. Funding Tier and Amount Request

Indicate which funding tier applies and indicate the amount of the request

- ☐ Tier 1 (up to \$30,000): Request: \$
- ☐ Tier 2 (\$30,001 - \$60,000): Request: \$

III. Funding Priority

Indicate which funding priority best aligns with your proposed program or project

- ☐ Access, Interpretation, and Education
- ☐ Network and Partnership Support
- ☐ Applied Science

IV. Alignment – Goals and Impact

A. Organizational Goals:

1. Which of the District's organizational goals does your proposed program/project align? Check all that are applicable.
 - ☐ Goal 1-Promote, establish, and implement a regional environmental protection vision with partners
 - ☐ Goal 2-Protect the positive environmental and biodiversity values of open space and agricultural lands
 - ☐ Connect people to open space and agricultural lands, and a regional environmental protection vision

B. Grantmaking Impact:

1. Indicate which of the following applies. See definitions and eligibility below. Review the Purpose and Impact description in the Funding Priority section on page 7 for background information.
 - ☐ My organization is **grassroots**
 - ☐ My program/project is **early stage**

Impact definitions

- Grassroots: An organization with net assets minus the value of land, building and equipment totaling \$1.2 million or less. This information is found on the organization's 990 form. If Form 990-EZ is used or the applicant is a fiscally-sponsored initiative, the organization is considered grassroots.
- Early stage: A program or project that aligns with one or more of the following criteria:
 - A new direction for an existing project/program (e.g. piloting a new curriculum; conducting new research based on findings from prior research)
 - A new constituency to be served by an existing project or program
 - A new location from where to conduct an existing project or program
 - A new project or program

Impact eligibility

	Early-Stage Project	Existing/Ongoing Project
Grassroots Organization	Eligible	Eligible
Large Organization	Eligible	Not Eligible

V. Program/Project Overview

A. Description:

1. In one page, please describe the program or project, addressing the following (single space acceptable, 1" margins, font size no less than 11):
 - Why is the proposed program or project important? If this is an early-stage program or project, include an explanation of what is new and why the new effort is needed.
 - What are the goals, objectives, and key activities?
 - Who are the beneficiaries or participants of the program or project?
 - When and where will the program or project activities occur?
 - **For Access, Interpretation and Education applicants:** If there are no activities that will take place on District land, indicate how your curriculum could accommodate a brief Midpen-developed lesson plan that includes what open space is and its importance, what the District does to protect and maintain open space, and what communities can do to support and enjoy open space.

B. Workplan and Outputs/Deliverables:

1. In the table below, list the key tasks of the proposed program or project, briefly describe the tasks, include the counts of activities (event, engagements, sessions, outings, etc.) and beneficiaries and/or participants, and estimated timeline for each. Add more rows as needed.

#	Tasks	Description – include type and # of activities and # of beneficiaries or participants	Estimated Timeline

C. Outcomes:

1. Check the relevant outcome statement(s) for your proposed program or project. These are the type of change the program or project seeks to achieve in the short term. If none are relevant, select "other" and write in the applicable outcome(s).

ACCESS, INTERPRETATION, AND EDUCATION FUNDING PRIORITY

- ☐ Enhanced environmental literacy
- ☐ Expanded outdoor engagement

- ☐ Increased community stewardship
- ☐ Improved mental health
- ☐ Increased equitable access
- ☐ Applied indigenous knowledge
- ☐ Increased motivation for science and environmental careers
- ☐ Other:

NETWORK AND PARTNERSHIP SUPPORT FUNDING PRIORITY

- ☐ Enhanced collaboration/resource sharing
- ☐ Strengthened regional conservation strategies
- ☐ Increased membership (for a membership-based network)
- ☐ More diversified participants
- ☐ Other:

APPLIED SCIENCE FUNDING PRIORITY

- ☐ Improved scientific understanding of natural processes
- ☐ Enhanced stewardship effectiveness on Midpen lands
- ☐ Other:

2. For the outcomes identified above, briefly (e.g., 1-2 paragraphs) describe your outcome measurement plan.

- What method(s) will be used to understand the progress made toward the outcome? E.g., participant survey; informational interview; public scientific presentations.
- When will the method(s) take place?

D. Other support - optional

Midpen may have resources available that could contribute to the success of your program, project or organization. Review the list of options and indicate which, if any, are of interest, and how the resource can be of benefit. Grants staff will discuss the interest with the applicable department. Availability of the resource is not guaranteed.

1. Indicate if any of the following is of interest. If not, leave blank.

- ☐ Advisement from subject matter expert. Indicate which field(s) are of interest.
 - ☐ Land stewardship
 - ☐ Trail development/management
 - ☐ Natural resources
 - ☐ Public affairs
 - ☐ GIS
 - ☐ Grant development/management.
- ☐ Meeting space for up to 12 people at Midpen's Los Altos headquarters (as available).

Describe the purpose and expected benefit that the resource would provide:

VI. Budget:

1. Indicate if you anticipate requesting *advance payment* of up to 15%?

☐ Yes

☐ No

2. Use the Grant Request Budget table below to outline the funding request aligned with the following eligible costs. There is no match requirement.

ELIGIBLE COSTS		
Budget Item	Eligible Cost	Required Documentation
Salaries, Wages, and Benefits	Salaries and wages of employees employed by the grantee who are directly engaged in the execution of the grant project. Benefits include employer contribution of fringe benefits.	Timesheets or similar documentation detailing days and hours worked on the project along with staff hourly wage or the estimated hourly wage of a salaried person.
Consultants and Contractors	Direct consultant and contractual services necessary to achieve the objectives of the grant.	Invoices from consultant/contractor identifying expenditure, services performed, and period of services.
Travel	Travel costs associated with travel to and from project sites, meetings, etc., directly related to the grant project. Costs must be considered reasonable and necessary for the completion of the project.	Receipts identifying travel costs (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims or vehicle mileage logs for vehicles owned by the grantee.
Equipment and Supplies	Supplies and/or equipment required for project or program execution. Purchased supplies and/or equipment are to remain in the possession of the grantee during and after project completion.	Receipts identifying item purchased, cost, and date of purchase. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost.
Indirect Costs	Indirect costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization.	Up to 10% of direct costs may be for indirect costs.

Grant Request Budget			
For each task, list the item(s) for which Midpen grant funding would cover and the amount requested.			
Task #	Task Description (from section V.B. above)	Budget item and brief description	Amount Requested

TOTAL GRANT REQUEST			

VII. [Attachments](#)

Along with the Proposal Form, email the following as separate pdf-formatted documents using the naming convention indicated.

- **501c3 organizations:**
 - As applicable, IRS 990, 990-EZ or 990-N from most recent fiscal year. *Filename: 990*
- **Fiscally-sponsored applicants:**
 - Fiscal sponsor's IRS 990 forms from the two most recent fiscal years. *Filename: Fiscal Sponsor 990*
 - Fiscal sponsor letter stating its commitment to serve as fiscal sponsor and describing the supporting activities it will provide to the applicant during the grant period. *Filename: Fiscal Sponsor Letter*
- **Applied Science applicants:**
 - Project location map. *Filename: Map*
 - As applicable, faculty sponsor letter of support. *Filename: Faculty Sponsor*

Full Proposal – Tier 2 Applicants Only if Invited

The full proposal is an extension of the pre-proposal. Please include the original pre-proposal when submitting.

Proposal Contact, if different than pre-proposal

Name and Title

Email

Phone number

I. Describe the program or project in 1-2 sentences. This will be used for announcements (e.g., social media, press release, etc.)

II. Narrative (up to 3 pages)

A. Detailed Scope of Work

1. Expand on the narrative from your pre-proposal to incorporate the following considerations:
 - Project importance: Provide any additional evidence that supports the importance of the program or project. Considerations: How does the program or project align with any local or regional strategy? How does the program or project leverage any partnerships?
 - Alignment: Deepen our understanding of how the project aligns with Midpen's goals [mission](#) and [goals](#)?
 - Risks: What challenges might the program or project encounter? What are some likely solutions?
 - Post-grant plans: What is the plan for the program/project post-grant?
 - If applicable, describe participant recruitment or outreach plans.
 - If applicable, explain the status of any permits or other approvals that would be required.

B. Organizational Description

1. Describe your organization (or the fiscal sponsor as applicable), including the mission and vision and any previous experience implementing this proposed, or a similar, scope of work. Describe how the organization has the capacity to manage the grant reimbursement process (e.g., has sufficient funds to cover costs ahead of reimbursements; can effectively track costs and appropriate documentation).

C. Project Budget

Project Budget Table

The Project Budget encompasses the full cost to complete the project. If there is no additional funding then the Project Budget is the same as the Grant Request Budget.

Instruction:

1. Input the details from the Pre-Proposal Grant Request Budget. You may also use this table to update the Grant Request Budget if relevant.
2. If applicable, describe the project's other budget items to be funded by other sources. Include the source and the amount and status (committed, pending, planned) of that funding.

Instruction:

- | Task # | Budget Task Line-Item
Description | Requested
Amount | Other Funding Sources | | | Total Task
Amount |
|----------------------------|--------------------------------------|---------------------|-----------------------|--------|--------|----------------------|
| | | | Source | Amount | Status | |
| | | | | | | |
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| TOTAL GRANT REQUEST | | | | | | |

Along with the Proposal Form (pre and full proposal sections), email the following as separate pdf-formatted documents using the naming convention indicated,

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Appendix B – Funding Agreement Template



MIDPENINSULA REGIONAL OPEN SPACE DISTRICT GRANT AGREEMENT

This agreement (the “Grant Agreement”) dated [redacted], contains the terms and conditions of a grant in the amount of \$ [redacted] (the “Grant”) from the Midpeninsula Regional Open Space District (“District”) to [redacted] (“Grantee”). The District and Grantee may collectively be referred to as “Party” or “Parties.”

By signing this Grant Agreement, the District and Grantee agree to the following terms and conditions regarding the Grant.

1. Grant Purpose

The purpose of this Grant is to provide funding for [redacted] (“Grant Purpose.”).

2. Use of Grant Funds

Grantee must use Grant funds, and any income earned on those funds, for the Grant Purpose only. Use of the Grant funds must conform to the approved work plan and project budget, as further described in Attachment 1. Grantee expenditures funded by Midpen must occur within the time frame of the grant period as indicated in Section 12 of this Grant Agreement.

3. Grant Payments

The District will disburse Grant funds up to four times per year, subject to the terms and conditions of this Grant Agreement. Payment requests must include a Grantee Payment Request Form, Budget Tracking Sheet, and required documentation for proof of expense including, but not limited to, timesheets, mileage logs, invoices, and receipts. Grantee acknowledges that the District and its representatives have made no actual or implied promise of funding, except for the amount in this Grant Agreement. The District will determine any future funding in its sole discretion.

4. Grant Reports

Grantee will submit progress reports to the District, along with each payment request. Progress reports must contain a brief description of what has been achieved towards advancing the objectives of the District-approved work plan in Attachment 1 and the actual versus budgeted spending of Grant funds. Additionally, Grantees with Grants over \$25,000 must submit an annual report no later than June 30 each year and answer the questions provided in the Annual Report Template.

5. Compliance with Laws

Grantee agrees to comply with all laws and regulations applicable to all of its activities associated with this Grant. ***Include when applicable for the Grantee project:*** Grantee will ensure that the appropriate level of environmental review is conducted, and any necessary permits are secured prior to initiation of the approved work plan, as described in Attachment 1.

6. Remedies

If the District determines, in its reasonable discretion, that Grantee has failed to or is unable to carry out any provision of this Grant Agreement, including but not limited to making reasonable progress towards the achievement of the Grant Purpose, the District may elect to withhold further Grant payments under this or any other Grant Agreement. The District may also demand return of all or part of any Grant funds not properly spent. Prior to terminating or curtailing the Grant, the District will give Grantee thirty (30) days' advance written notice to respond to and resolve the issues, but the determination to continue, curtail, or terminate the Grant will remain in the District's sole discretion.

7. Entire Agreement, Severability

This Grant Agreement supersedes any prior oral or written understandings or communications between the parties and constitutes the entire agreement between the parties with respect to the Grant. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement and/or the District's Grant Solicitation, the provisions of this body of the agreement shall prevail. The provisions of this Grant Agreement are severable so that if any provision is found to be invalid or illegal, that finding will not affect the validity or enforceability of the remaining provisions.

8. Permits for Entry on District Lands

If Grantee will enter onto District lands to carry out purposes of the grant project, Grantee shall obtain a District permit prior to commencing project and shall always carry a valid District-issued permit on District lands. Grantee further warrants that he/she will obtain a signed waiver, as further described in Attachment 2, from any and all research partners (who are not District employees) prior to entering District lands and provide such waiver(s) to a District representative. If evidence of insurance coverage is required, District will inform Grantee of such requirements in advance of issuing a permit. Activities on District lands shall conform to the District-approved work plan in Attachment 1 and Grantee must have all activity participants entering District lands sign a release of liability, in a form substantially similar to Attachment 3, and provide such form(s) to a District representative.

9. Acknowledgment

Grantees may be required to identify the District during public announcements and in printed or web-based public materials relating to the project. Grantees must request a Midpen logo file and acknowledgment guidance prior to use. Grantees should be prepared to give a presentation to the District's Board of Directors, if requested.

10. Information Sharing

Grantee shall provide a courtesy copy of data gathered on research projects funded in whole or in part with Grant funding. Grantee shall provide advance drafts of research papers/reports prior to publication.

11. Amendment and Modification

Grantees seeking changes to the scope or budget (greater than 10% from a budget category) must obtain District's prior written approval. Changes in project scope must meet the Grant Purpose described in the original grant application.

12. Term

This Agreement shall be effective for three years from the date of its full execution. Extension for a period up to twelve (12) months beyond the expiration date may be approved by District in its sole discretion. Requests for extensions must be submitted in writing and received no later than sixty (60) calendar days prior to the expiration of this Agreement. Grantee must submit sufficient documentation in support of its request to enable the District to evaluate such request.

13. Indemnification *(keep the appropriate clause; delete the other)*

For non-government entity: Notwithstanding any other provision of this Grant Agreement, Grantee agrees to defend, hold harmless and indemnify District, its officers and employees, and each and every one of them, from against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs, reasonable attorney fees, and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), including but not limited to Liabilities arising from personal injury or death, damage to personal, real, or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, to the extent any of Liabilities arise out of, pertain to, or relate to the Grantee's performance of this Grant Agreement or obligations stated herein, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities litigated, settled or reduced to judgment; provided that the foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to person or damage to property to the extent arising from the negligence or willful misconduct of District. The foregoing does not limit any strict liability imposed onto the Grantee by law. The rights, duties, and obligations of the Parties as set forth above in this Section 13, Indemnification, survive termination, expiration, and suspension of this Agreement.

For government entity: In lieu of and notwithstanding the pro rata risk allocation, which might otherwise be imposed between the Parties pursuant to Government Code Section 895.6, the Parties agree that all losses or liabilities incurred by a Party shall not be shared pro rata but, instead, District and Grantee agree that, pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify and hold each of the other Parties, their officers, board members, employees, and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined in Government Code 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its officers, employees, or agents, under or in connection with or arising out of any work, authority, or jurisdiction delegated to such Party under this Agreement. No party, nor any officer, board member, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, its officers, board members, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, its officers, board members, employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other Party under this Agreement. The rights, duties, and obligations of the Parties as set forth above in this Section 13 Indemnification, survive termination, expiration, and suspension of this Agreement.

**MIDPENINSULA REGIONAL OPEN
SPACE DISTRICT**

GRANTEE

[NAME OF ORGANIZATION]

By: _____
Ana Ruiz, General Manager

By: _____

Name: _____

Date: _____

Title: _____

Date: _____

Attest: _____
Maria Soria, District Clerk

Approved as to form: _____
Hilary Stevenson, General Counsel

Attachment 1 - Approved Work Plan and Budget Template

Project Scope

[insert project scope]

Project Deliverables

[insert project deliverables]

Project Schedule

[insert project schedule]

Project Budget*

[insert project budget]

*Changes within a budget category are allowable up to 10% without prior approval. Changes over 10% need to be approved by Grants Program Staff.

Other Support

[insert description of support to be provided]

Project Team

[insert project team contact information]

Midpen Contacts

[insert contacts]

Attachment 2 - Grantee Waiver Template

Name of Grantee or designee (please print): _____ (“Grantee”)

READ CAREFULLY AND COMPLETELY

By Signing this Waiver and Release I Understand and Agree to the Following:

1. I understand that visiting District property (the “Property”) for the purpose [describe project here] is a voluntary act on my part and that I am voluntarily participating in this activity.
2. By participating in this activity, I assume certain risks and I hereby waive certain rights.

ASSUMPTION OF RISK

Grantee understands and has been informed that there are numerous general safety hazards on the Property, including but not limited to dangerous and/or poisonous wildlife, abrupt changes in weather, steep drop-offs, unmaintained roads and paths, falling hazards, and trip and fall hazards. Grantee understands that activities in and around the closed areas of District property expose Grantee to the risk of serious injury.

HOLD HARMLESS/WAIVER OF LIABILITY

Grantee understands that he/she may incur personal injury, death, or property damage in the course of visiting the Premises, caused by the presence of a variety of physical hazards both natural and man-made. Injury or death may result from an accident or from the misconduct of a third person. For the Midpeninsula Regional Open Space District (the “District”) to allow the Grantee to participate in the activity, Grantee hereby accepts and expressly assumes all risk of such injury or death. Grantee agrees to hold harmless, release and discharge the District, its officers, employees and servants from all liability arising out of, or in connection with Grantee’s participation in the above-described activity, including travel, even liability arising from the district’s negligence. For the purposes of this agreement, liability means all claims, demands, losses, expenses (including attorneys’ fees), causes of action, suits, or judgments of any and every kind that Grantee, and his/her heirs, executors, administrators or assignees may have against the District, or that any other person or entity may have against the District, because of any death, personal injury or illness, or because of any loss of or damage to Grantee’s property, that occurs during the above described activity and that results from any cause including the District’s negligence.

I have read the above and understand its terms. I execute it voluntarily and with full knowledge of its significance.

Signature (Grantee)

Date

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:

Full Name (please print)

Telephone

Attachment 3 - Activity Sign-in Sheet and Release of Liability Template



Midpeninsula Regional
Open Space District

Activity Sign-In Sheet and Release of Liability

Date:	Activity Title:	
Preserve:	Leader(s)/Sweep(s):	Type of Activity:

In consideration of being permitted to participate in a Midpeninsula Regional Open Space District ("District") sponsored activity, I for myself, my personal representatives, heirs, and assigns, agree as follows:

ASSUMPTION OF RISK

By my signature below, I acknowledge that I have voluntarily requested to participate in this activity. I understand that this activity may involve hazards and unknown risks, including, but not limited to, trail conditions, weather, or other natural or artificial hazards. I fully assume all risks of participating in the activity.

RELEASE OF LIABILITY

I hereby release, discharge, covenant not to sue, and agree to indemnify, save and hold harmless the District, its respective officials, volunteers, administrators, agents, and employees (each considered one of the "Releasees" herein) from all liability, claims, demands, losses, or damages for personal injury, death, property damage, or other risks which I may incur as a result of participating in the activity caused or alleged to be caused in whole or in part by the negligence of the "Releasees", including, but not limited to, negligent rescue operations. I fully understand that the activity may involve risks and dangers of serious bodily injury, including permanent disability, paralysis and death. These risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the activity, the conditions in which the activity takes place, or the negligence of the "Releasees". There may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and I fully accept and fully assume all such risks and all responsibility for losses, costs and damages I incur as a result of my participation in the activity.

TRAIL CONDITIONS

Some common conditions you may encounter on the trail include, but are not limited to, the presence of poison oak, ticks, rattlesnakes, wildlife, and trail users. Some trails are wide and smooth, while others may be steep, narrow, muddy, overgrown, rutted, in remote locations, and/or have natural or man-made hazards, such as fallen trees and drainage structures.

PHOTOGRAPHIC RELEASE

I understand that the District may use my photograph for District publications, presentations and/or media related purposes.

I HAVE CAREFULLY READ THIS AGREEMENT. I FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE. I INTEND THIS AGREEMENT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOT WITHSTANDING, SHALL CONTINUE IN FULL EFFECT.

IF PARTICIPANT IN THIS ACTIVITY IS A MINOR (UNDER THE AGE OF 18 ON THE DATE OF THE ACTIVITY) THEN THE SIGNATURE MUST BE OF A PARENT OR LEGAL GUARDIAN.

Activity Sign-In Sheet and Release of Liability

Signature			Check here if Participant is present	INITIAL here to leave activity before it	Emergency Contact (Optional) Name & Phone #
Please sign and print your name below. If participant is a minor signature must be of a Parent/Guardian.					
1.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
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21.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Participant Name	Signature (Parent/guardian must sign for minors)	<input type="checkbox"/>	<input type="checkbox"/>	