



DTC Small Projects Grant 2026 Request for Proposal

Contents:

1. Background
2. Requirements
3. Qualifications
4. Types of Projects
5. Scope of Work
6. Application Requirements
7. Submittal of Applications
8. Selection and Grant Agreement

1. Background

Deschutes Trails Coalition (DTC) is currently soliciting proposals for trails-focused projects occurring on, or impacting, publicly accessible trails in Deschutes County and those areas of the Deschutes National Forest within adjacent counties.

General Background

The purpose of the DTC is to ensure a future of sustainable trails in Central Oregon. The DTC includes representatives from the conservation, business, tourism, and trail-user communities who work together to make recommendations to envision and create a sustainable trail system on the Deschutes National Forest. Our values reflect “4 pillars” of Sustainability: Environmental, Social, Economic, and Physical. You will find the DTC’s 2026-28 Strategic Plan [here](#).

Mission

The Deschutes Trails Coalition works collaboratively to foster an exceptional regional trail system that is sustainably managed, and balances the needs of people and nature.

Vision

A deliberately-designed and sustainably-maintained regional trail system that is stewarded by land managers and the community, and upholds the four Pillars of Sustainability: Environmental, Social, Economic, and Physical.

Our organizational goals include:

- Support and improve trails in Central Oregon in collaboration with our partners and land managers, driven by the Four Pillars of Sustainability
- Instill a stewardship ethic within Central Oregonians and its visitors and increase community recognition of DTC's leadership in sustaining trails
- Promote equitable access for underrepresented communities to foster positive trail experiences for all.
- Encourage community and visitor investment that reflects the economic and social value of Central Oregon trails.
- Grow and strengthen our structure to support future organizational & program development.

2. Requirements

General Requirements

- All applicants are bound by the deadline and location requirements of this RFP. Late proposals will not be considered.
- The DTC reserves the right to cancel or modify this RFP.
- The DTC will appoint an advisory committee to review proposals.

Schedule

The DTC anticipates the following schedule:

- | | |
|---|-------------------------------------|
| ● 2026 RFP Announced: | March 30, 2026 |
| ● Application Period Open: | March 30, 2026 |
| ● Deadline to submit proposals: | May 22, 2026 by 11:59 p.m. |
| ● Notice of Selection: | June 15, 2026 |
| ● Agreements to recipients for signature: | June 19, 2026 |
| ● Project Initiation: | Receipt of Fully Executed Agreement |
| ● Project Completion: | October 31, 2027 |
| ● Final Project Report: | November 30, 2027 |

3. Qualifications

General Qualifications

- Total cost of the project must be equal to or less than \$12,000.
- DTC funded project work will be completed by October 31, 2027.
- If design work is required, the design work must be fully completed before the contract is awarded.

Eligible Applicants

Project proposals will be accepted from the following applicants:

- United States Forest Service employees, agencies, or departments.
- United States Bureau of Land Management employees, agencies, or departments
- 501(c)3 non-profit organizations with a trails-related mission, role, or service(s).

- Private companies provided they are a formal partner of one or more 501(c)3 non-profit organizations.

Geographic Scope

The geographic scope of this RFP is restricted to publicly accessible lands within Deschutes County and those areas of the Deschutes National Forest within adjacent Counties.

4. Types of Projects

Proposals will be considered for the following types of eligible projects:

On-The-Ground Projects - new trail projects, trail infrastructure projects, and trail maintenance projects. Sample projects may include, but will not be limited to, trail construction, trail signage, bridges, culverts, trail maintenance, road maintenance, and trailhead improvements.

Capacity Enhancement Projects - capacity building needs of local organizations for example, the purchase of tools, training and education projects, and internships.

Public Education and Outreach Projects - public trail education and outreach and may include:

- Public Outreach: Public service announcements, video creation, brochure or other printed materials for public distribution
- Education: Programs, workshops or other publicly-accessible events to enhance trails education among the general public and trail users specifically

5. Scope of Work

Work Plan: The successful applicant agrees to adhere to the scope of work outlined in their proposal. Changes or adjustments to the proposed work plan must be approved by the DTC.

Project Timeline: The successful applicant agrees to adhere to the timeline outlined in their proposal. Changes or adjustments to the proposed timeline must be approved by the DTC.

Final Project Report: The successful applicant will submit a final project report detailing the outcomes of their work no later than 30 days after project completion.

6. Application Requirements

To facilitate comparison and evaluation of grant proposals, all applicants are requested to complete all sections of the grant application:

Summary Page

- Name of applicant organization and associated identification and contact information
- Name and contact information of person authorized to commit the applicant to contractual arrangements

Detailed Work Plan and Timeline

- Detailed description of the proposed project

- Under each major project element, explain how each task will be accomplished
- A detailed project work schedule including time frames for the completion of each major project element
- Budget: One-page table that presents itemized expenses, match and in-kind amounts and sources

Project Narrative

- Project summary
- How this project enhances and/or considers:
 - The Mission and Vision of the DTC
 - Strategic Plan 2026-2028 Goals
 - Ecological sustainability (wildlife, habitat, water quality)
 - Social sustainability (user access and quality of experience)
 - Physical sustainability (trail durability and longevity)
 - Economic sustainability (economic benefits to the local economy)
- Funding consideration
 - Partners and estimated match
 - Volunteer populations and number of volunteers engaged

Appendices (optional)

- Maps, photos strongly encouraged
- Letters of Support

7. Submittal of Applications

Proposals must be received by the DTC by May 22, 2026. Proposals received after that time will not be accepted. Proposals may be submitted [online here](#) or by Word or PDF document and emailed. Applications submitted by email shall be sent to:

info@deschutestrailscoalition.org

8. Selection and Grant Agreement

Selection

Once the DTC's Advisory Council has reviewed all proposals, selection of successful applicants will be made. A written notice from the DTC will be sent to successful applicants notifying them that they have been selected for grant agreement. Unsuccessful applicants will also be notified in writing.

Grant Agreement

Grant recipients will receive a grant agreement to be signed by the DTC, Discover Your Northwest (DYNW - DTC's Fiscal Sponsor) and the organization receiving the grant. The agreement must be signed prior to beginning work funded by the DTC.