

2023 Balancing Nature and Commerce Course

May 31-June 2, 2023 in Shepherdstown, WV

Team Application Information

Eligibility & Team Make-up:

Teams must represent a **gateway community** *defined as community that borders or is near publicly owned lands* such as national and state parks and forests.

Participants will attend as a team of 4-7 community members comprised of public land managers, elected officials, civic leaders, local business representatives/tourism councils, recreation interests, arts representatives, and others in public service roles. The team make-up should reflect a cross-section of the community and unique character of the community.

At a minimum, each team should have a community leader (elected or acknowledged) **and a public land manager** (representative from neighboring public land – park, forest, other). All team members are expected to attend the entire in-person workshop as well as pre-/post-workshop webinars.

Instructions for Submitting Team Application:

- A team leader/coordinator must be identified to coordinate the submission of the team application and to serve as the primary point of contact (POC) for the team. **Note:** The team POC will also be responsible for notifying us of any team member substitutions should any occur after submission of the application.
- Each team must submit one team application to be considered for acceptance into the workshop. The team leader/coordinator should submit the application to Margarita Carey, (mcarey@conservationfund.org) and Susan Elks (selks@conservationfund.org) by **9 pm Eastern Time on Wednesday, April 5th**.
- Teams will be notified of their acceptance in mid-April at which time instructions to pay the team registration fee will be provided to the team leader; other logistical information including booking lodging rooms will also be provided at this time.
- The team registration fee (**\$850/team**) must be paid and full contact information for each team member will need to be provided by **Monday, May 8th**. **Limited assistance may be available and will be determined on a case-by-case basis.** Please note assistance need on application form.

Important Dates:

Wednesday, March 1st at 3 pm ET	Informational webinar <i>*recommended, not required</i>
Wednesday, March 15th by 9 pm ET	Deadline to submit letter of interest <i>*recommended, not required</i>
Wednesday, April 5th by 9 pm ET	Deadline to submit team application
Mid-April	Notification of team acceptance
Monday, May 8th	Deadline for team registration fee (\$850) & team member (re-) confirmation
Week of May 1st (date TBD)	Pre-workshop webinar
Wednesday, May 31st	Day 1 of in-person workshop
June/July (date TBD)	Post-workshop webinar

Questions and Additional Information:

For additional information about the 2023 Balancing Nature and Commerce Course **please contact Susan Elks** (610-563-1516 | selks@conservationfund.org) or see the [COURSE WEB PAGE](#).

Team Application Form

In a separate document the team leader working with his/her team should prepare and submit the below information. The full application should not exceed **six pages** (see guidelines for each section below).

Administrative: (1-2 pages for questions 1-5)

1. Team Name (geographical or other)

2. Contact Information for Lead Applicant

Name, Title, Affiliation

Address, Phone, Email

Role in the community/team

3. Contact Information and Background for Team Members

List the complete contact information (name, title, affiliation, address, phone #, email address) of each team member and a description of their role in the community. Note: A community leader and a public land manager/representative are **required members** of the team.

4. Budget for Team Attendance & Travel

What funding do you have to support your teams' attendance? Note: Travel budget should include cost of lodging & meal package for 3-4 nights during the workshop – \$172/night for single occupancy (\$123 each/night each for double occupancy).

If applicable, please note your team's need for financial assistance. Please specify the amount requested and how it would be used (e.g., to offset lodging for team members).

5. How did you learn about this course?

Description of Place:

6. Area Description (1-2 pages)

Describe the geographic boundaries of the team requesting to participate in the training program – city, county, multi-county region. List the neighboring public land(s) for which you are a Gateway Community. Describe your community, noting key natural, cultural and recreation assets, existing or in development, and your community's downtown or main street. Note relevant economic conditions, such as need for new economic drivers or opportunities in the region. Teams may include a map that shows the boundaries of your community (city, county, or region) as well as neighboring public land(s).

Description of Outcomes, Challenges, Opportunities, Efforts, and Team Capacity:

7. Gateway Community Information (2 pages)

Please address the following items:

- a. Discuss the top 3 outcomes your team wants to achieve by participating in the course.
- b. Discuss the top 3 challenges and/or opportunities your gateway community (and/or public land/water) is experiencing or could act on.
- c. Identify any existing efforts related to desired outcomes or existing challenges/opportunities.
- d. Discuss the historic and current relationship between the community and public land/water.
- e. Discuss the capacity of the team – with supporting partners – to implement the action plan that is developed during program participation.
- f. Identify if your team has a potential project in mind (not required).

***Submit completed application to mcarey@conservationfund.org and selks@conservationfund.org no later than 9:00 pm Eastern on Monday, May 8th!**