Developing a PowerPoint® Presentation for RCO Grant Applications

In many RCO grant programs, applicants must make PowerPoint® presentations to participate in the in-person reviews and evaluations. This document gives you guidance for developing your presentations.

Technical Review
You may present your project remotely via GoTo Meeting or similar technology. Participation in technical review is not required but is highly recommended. It serves as a practice session for the upcoming evaluation, and gives you valuable feedback. The focus of review is on eligibility and the technical aspects (scope, design, cost, feasibility, etc.) of your project.

Evaluations
Participation in the project evaluation meeting is mandatory for all projects to be considered for funding. All evaluation presentations are given in-person in Olympia.

Presenters
RCO recommends that applicants have two presenters: One to do the majority of the speaking and the other to advance the slides and use a laser pointer as needed. Other individuals may accompany the main presenters if they have technical or special expertise pertinent to the project. These individuals may be called upon to deliver bits of critical information throughout the presentation or to help answer questions.
Presentation Format

Develop your presentation in a manner that easily explains your project to the advisory committee. A few things to keep in mind include:

- Begin with a title slide and location maps.
- Then respond to the evaluation criteria in order.
- End with a photograph or site plan.
- Number and label all slides.
- Provide clear and meaningful maps, photographs, and other graphics.
- Use a standard font and colors that show well at a large scale.
- Have a limited amount of on-screen text.
- Do not be too flashy and do not include animation or sound.
- Slides may be used more than once.
- Make sure slides are oriented the same way in the presentation.
- Maps should include a north arrow and labels for any major highways, roads, cities, etc.
- Stay within the allotted time.
- Practice, practice, practice.
Attach Presentations to PRISM

To have sufficient time to ensure your presentation is ready for review or evaluation, you must attach your PowerPoint® presentation to your project in PRISM at least 3 days before the scheduled presentation date. RCO staff will load the presentation onto our equipment, test its functionality, and have it ready at your scheduled time.

Important Note: Examples of complete PowerPoint® presentations are available in PRISM or through the Project Search feature on RCO’s Web site. Applicants may view most project attachments for any project in PRISM, including evaluation PowerPoint® presentations for past funded projects. Reviewing a few examples may be helpful in preparing your presentation.

For additional information or assistance with your presentation, please contact your RCO grants manager.

Introductory Slides

Title slide: This slide includes the title of the project, the project number, the grant program and category, and the name of the applicant’s organization. This slide also may include a photograph or graphic of the project site.

Example:
**Regional Location Map:** This map should show the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, major highways, and water bodies, etc., so RCO staff and evaluators can locate the general worksite to within a few miles.

Examples:
Site Location Map: This map should show the project site in relation to local roads, park or ranger district boundaries, water bodies, landmarks, etc. If possible, show the boundaries of the site on the map.

Example:
**Slides Responding to Evaluation Questions**

This is the point in the presentation where you begin respond to the evaluation criteria for the grant program for which you are applying. These criteria are found in the RCO program manuals on RCO’s [Web site](#). The number of slides used should be such that you can answer the questions and present your project in its entirety within the allotted time. You typically will include more slides for those evaluation criteria worth more points.

All slides from this point forward should be labeled with the name and number of the criterion that is being addressed. For example, if the first criterion is “Project Need” then #1 Project Need should be put on this slide and on all subsequent slides related to this question’s response. Continue to label each slide with the appropriate question name and number until all questions have been answered.

Examples:
**Service Area Map:** You may want to include a service area map or aerial view to help demonstrate the need for your project. It should show where the predominant service area. It also should show all other similar facilities in the service area and their vicinity to the project site location.

Example:
Use Pictures, Site Plans, and Graphics to Tell Your Story

You should provide clear, aerial views or ground shot photographs (where applicable) so the evaluators becomes familiar with the site being proposed for development, restoration, acquisition, planning, or maintenance. Photographs of existing site conditions also are effective to illustrate what needs to be improved.

Examples:

Playground Area in Need of Accessibility and Safety Upgrades
Soccer Field in Need of Renovation

Railroad Bridge Illustrating a Gap in a Trail Corridor
These slides show ways of illustrating what exists on-site and what is being proposed for development:
Aerial Photos: Helpful for acquisition projects to show the potential “threat” of development. They also can be useful for development and restoration projects.

Example:

Conceptual Site Plan (acquisition projects only) provides a visual diagram of the intended future use or development of the property.

Example:
Development Site Plan (development projects only) shows the proposed improvements at the project site. Development site plans should show site boundaries, major site features, and proposed project elements. Existing and future elements should be distinguished from those in the current project. Master, schematic design, design development, and construction document level plans typically are suitable for development site plans.

Example:
Parcel Map (acquisition projects only) shows the parcels to be acquired as well as adjacent land ownership. Show the parcels in relation to local roads, landmarks, etc.

Example: