

Outdoor Classroom Grants Program Application Form

A Few Notes Before You Apply

The Outdoor Classroom Grants Program sponsored by the Papio-Missouri River Natural Resources District is to promote water, soil, wildlife, forest or grassland resources conservation and environmental awareness in primary and secondary schools within the Papio-Missouri River NRD area. This District includes all of Sarpy, Douglas, Washington and Dakota counties plus the eastern half of Burt and Thurston Counties in Nebraska.

Outdoor classrooms are found in both primary and secondary schools throughout our District. The benefits from outdoor classrooms are numerous: students can learn hands-on concepts taught in the classrooms, subjects are fresh and new when illustrated outdoors, and students learn to take pride and ownership in their community as they often care for the classrooms during the school year.

Grant Uses

Funds can be requested by teachers and administrators for materials needed to create or improve an outdoor classroom site on school grounds. Please see the section regarding Outdoor Classroom Ideas for projects that might benefit your school and students.

Appropriate expenditures of funds may include the purchase of seed; bulbs; live plants (including trees); identification signs, or bordering; materials necessary for creation of wetland or pond habitat; bird/wildlife feeders; or other approved projects for your outdoor classroom.

Judging Criteria

Outdoor Classroom Grants sponsored by the Papio-Missouri River NRD are non-competitive in nature. The grants are given on a first-come, first-serve process, based on the NRD's fiscal year (July 1 - June 30). Proposals should demonstrate a well-thought approach to meeting conservation education needs at your school.

Matching Funds and Amounts

Outdoor Classroom Grants totaling less than \$500 require no matching funds.

Grants totaling \$500-\$1000 require matching funds amounting to 50% of the grant over \$500. For example, a \$700 grant request requires a \$100 match, a \$600 grant request requires a \$50 match. While the NRD encourages finding other funding sources, schools may use their labor involved in the project to satisfy the matching fund requirement.

Application Procedures

1. Review application instructions carefully.
2. Complete application form being as specific as space allows. State project purpose, objectives, methods, duration, itemized budget, etc.
3. Submit the completed application form to the Christine Jacobsen, Education Specialist, Papio-Missouri River NRD, 8901 S. 154th St., Omaha, NE, 68138 at least six weeks before the funds are desired.

Applicant Responsibility

Once the grant is implemented, the District must receive a short written report, with photos if possible, of the project for promotion of the grants program.

Copies of receipts for purchased materials must be submitted to the Papio-Missouri River NRD within 60 days from receipt of funding. Unused funds exceeding \$2 must also be returned to the NRD within 60 days. Permission to purchase materials other than those specified in the application must be requested from the Information/Education Coordinator. Grant funds may be revoked if the applicants do not meet their responsibilities.

Following approval of the grant, the school will receive a small sign identifying the project as being partially funded by the Natural Resources District. The sign should be displayed near the project sight.

Only one application per school, per fiscal year (July 1 - June 30) will be considered.

Instructions for Completing Grant Application Form

Please read through carefully and refer to this section while filling out the grant.

1. Name of School.
2. Address, Phone Number of School.
3. School District.
4. Project Leader: Fill in name of person heading the project and who will serve as the contact. Include title, address for correspondence, and work and home phone numbers.
5. Project Title: Include description of project in title.
6. Project Purpose and learning goals: Indicate goals, number of people reached by project and main grade level of student users.
7. Methods and Activities: Describe what must be done to accomplish objectives, and the activities to be used in the outdoor classroom.
8. Results: How will the project results be used? How many organization members will be involved? How will the project be maintained after completion?
9. Project Duration: Inclusive dates of the project, from beginning to end, should be given. The final report will be expected two weeks after completion.
10. Funding Request. No funding in excess of \$1000 per fiscal year will be considered.
11. Itemized Budget: The total of this budget should match the funding request.
12. Date Funds are Needed: Remember, apply at least six weeks in advance.
13. Matching Funds: list amount of matching funds from other sources. See previous guidelines.
14. Both Project Leader's signature and Principal's signature needed.

School Name _____

School Address _____

City/State/Zip _____

District _____ School Phone _____

Project Leader _____

Project Title _____

Project Purpose and Learning Goals _____

Methods and Activities _____

Results _____

Project Duration _____

Funding Request _____

Itemized Budget _____

Date Funds are Needed _____

Matching Funds _____

_____ Date _____, 20 _____
Project Leader's Signature

_____ Date _____, 20 _____
Principal's Signature

For more information, contact the Information/Education Department at the Papio-Missouri River
Natural Resources District; (402) 444-4899 cjacobsen@papionrd.org