

# Grant Application

## A few notes before you apply.

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

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 throughout the 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), or identification signs; materials necessary for creation of wetland or pond habitat; bird/wildlife feeders; or other NRD approved items 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

The maximum amount for a grant is \$1000. Grants totaling less than \$300 require no matching funds.

Grants totaling \$300 - \$1000 require matching funds amounting to 50% of the grant total over \$300. For example, a \$600 grant request requires a \$150 match, a \$400 grant request requires a \$50 match, and a \$1000 grant request requires a \$350 match. While the NRD encourages finding other funding sources (see Available Resources section), schools may use their labor involved in the project to satisfy the matching fund requirement.

### Application Procedures

1. Review application instructions carefully.
2. Complete the application form being as specific as space allows. State project purpose, objectives, methods, duration, itemized budget, etc. You may attach additional papers as needed.
3. Submit the completed application form at least six weeks before the funds are desired to:

Christine Jacobsen  
Education Specialist  
Papio-Missouri River NRD  
8901 S. 154th Street  
Omaha, NE 68138

**For more information, contact the Information/Education Department at the Papio-Missouri River Natural Resources District by phone at (402) 315-1713 or email at [cjacobsen@papionrd.org](mailto:cjacobsen@papionrd.org).**

## **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 process must be requested from the Education

Specialist. 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 site.

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. Complete Address, Phone Number of School.
3. School District.
4. Project Leader: Fill in the name of the person heading the project and who will serve as the contact. Include title, address for correspondence, work and home phone numbers, and email address. You may have more than one project leader.
5. Project Title: Include description of your 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 the 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. Matching Funds: List amount of matching funds from sources. See previous guidelines.
13. Date Funds are Needed: Remember, apply at least six weeks in advance.
- 14 & 15. Both Project Leader's signature and Principal's signature needed. ■

# Outdoor Classroom Grant Application

School \_\_\_\_\_

Address, Phone Number of School \_\_\_\_\_

School District \_\_\_\_\_

Project Leader \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Title \_\_\_\_\_

Project Purpose and Learning Goals \_\_\_\_\_

Methods and Activities \_\_\_\_\_

Results \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Duration \_\_\_\_\_  
\_\_\_\_\_

Funding Request Total cost = \_\_\_\_\_

Itemized Budget \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total cost = \_\_\_\_\_

Matching Funds \_\_\_\_\_  
\_\_\_\_\_

Total cost = \_\_\_\_\_

Date Funds are Needed \_\_\_\_\_

Project Leader's signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit to: Papio-Missouri River Natural Resources District**

**8901 S. 154th Street**

**Omaha, NE 68138**

**(402) 444-6222**

