NCF- Envirothon Diversity Grant

Grant recipients will be announced: March 01,2019
Funds will be released: March 15, 2019

NCF- Envirothon- *Diversity Enhancement and Underserved Audience Grant* **Funded in part by U.S. Forest Service**

Purpose: To help state and provincial Envirothon programs expand the diversity of students participating in Envirothon and/or reach audiences not previously involved or marginally involved in Envirothon.

Underserved Audiences: This will vary from place to place, but may include students for whom involvement in the Envirothon has been restricted or denied due to economic, geographic, ethnic, racial, educational or other barriers.

Diversity Enhancement: This, will vary from place to place, but may include: *Hispanic, African American, Native American, Ingenious, Pacific Island, Asian, and Francophone* students.   It may also include urban and rural areas and impoverished students not reached previously by Envirothon.

How Much is Available? Requests for up to $4,000 for **first time applicants and up to $2,000 for those who have previously received "Diversity Enhancement and Underserved Audience Grant" will be considered. Amounts awarded will depend, in part on the number of application received. Applications must address the specific grant criteria in order to qualify.

Is a Match Required? Applications must reflect a 25% match either in-kind/labor or cash. Applications without the required match will not be considered. **REMINDER** this is a match for this diversity request not for your program. No additional points will be awarded for match in excess of 25%.

Who Can Apply? State/province NCF- Envirothon representatives from State/provinces whose dues are currently paid may apply.

How Do I Apply? Applicants must complete a "NCF-Envirothon Diversity Enhancement and Underserved Audience Grant" proposal form and submit it, along with appropriate supporting materials. Application Link : **2019 Diversity Grant Application.**

When Can I Apply? Applications will be accepted through **February 15, 2019.**

When Will I Receive My Grant? Successful grantees will be notified by: <u>**March 01, 2019**</u>. Funds will be released: <u>**March 15, 2019**</u>.

How Long Do I have to Implement My Plan? Projects must be completed within 14 months. An **Interim Report** and **Final Report** detailing your project will required to the NCF-Envirothon. **Interim Report** "are" required at the 7 month mark if your project goes past 12 months.

<u>**Grant Eligibility**</u>

NCF- Envirothon does not make grants

- To groups not associated with the NCF-Envirothon
- To projects that are already completed
- For operating and/or maintenance expenses of organizations
    - (for example, salaries, fees, rents and honorariums)
- For state/provincial awards, i.e. scholarships
- For general activities not clearly linked to underserved audiences
- For annual fund drives

Recipients Responsibility

- Recipients are required to strictly comply with all grant guidelines.
- Approved projects must begin within six months of funding announcement.
- All projects must be completed within **14 months of start date**.
- Sign and return the "General Conditions of Grant" document, (provided with an award letter) to NCF- Envirothon before funds will be disbursed.
- Use funds only for the approved project.
- Furnish NCF-Envirothon with financial accounting of expenditures, interim and final project reports. (Report should include information regarding the success, failure or project errors, number of students/schools reached, additional teams formed, etc. Include start and competition dates and photos when possible.)The reporting templates will be furnished to you by the NCF- Envirothon**.**
- Supply additional information requested by the NCF-Envirothon.
- Return any unused funds to the NCF-Envirothon.

==NCF-Envirothon requests that all grant applications include a narrative addressing the items listed under "Grant Evaluation". The narrative should be done in WORD using # 12Font. It should be no longer than three (3) pages in length you will then have to "Upload" the project description into in the Application Form.==

Project Description
- A complete description of proposed project including goals and objectives.
- Identification of specific outcomes the project is expected to achieve. Explanation of the need for the project.
- Specific activities or methods which will be used to reach the project goals.
- A timeline for implementation of the project, including starting date and expected completion date.
- Comments on past or present attempts by the applicant and others to address the designated need.
- How you will acknowledge U.S. Forest Service and NCF-Envirothon as sponsors of the project?

==**Itemized Project Budget-** PLEASE upload the required "Excel Budget Form" complete save and attach to your grant description (WORD Document) Which you will upload to the application.==

Itemized project budget showing how major expenses are estimated and how the NCF-Envirothon funds are to be spent. Include bids if available/applicable.

- Expenditures for educator stipends/substitutes cannot exceed 40% of total request.

- Explanation of how the project will continue or be maintained once the NCF- Envirothon funds are expended.

- Explanation of other funding sources that have been received or application made.

Grant Evaluation

NCF-Envirothon considers the following factors when reviewing grant applications:

Eligibility

Organization must be in good standing with the NCF-Envirothon. Applications from ineligible organizations will not be considered.

Applications must reflect a minimum of 25% match.

Audience   25 points

- Has the target audience been described? Be specific, include the number of individuals/organizations expected to be involved.
- Does the project reach **a diverse and underserved audience?**
- Are partnerships developed? If so, who are key partners and how are they involved with proposed project?

Need addressed in the proposal   15 points

- Is the project clearly outlined?
- Does the project fulfill an environmental education need?
- Is the project consistent with the goals of the NCF-Envirothon?

Adequacy of timeline to achieve the desired results   10 points

- Has a timeline been developed?
- Are tasks sufficiently outlined?
- Is there sufficient time to do the project and is the timeline reasonable?

Potential benefits of the project   30 points

- Are the goals clearly stated?
- Is there a full description of the plan of work?
- How will the effectiveness of the project be measured?
- Are the measurements and evaluation methods reasonable?

Adequacy of the total project budget to achieve the desired results

                                                                                                          20 points

- Is the project cost effective?
- Is the budget detailed and itemized?
- Is there match and how does the match compare to the budget request?
- Evidence of appropriate cooperation with other organizations assisting and/or materially supporting the project
- Extent and sources of other matching funds being raised for the proposed project.

Final Evaluation: After the deadline has passed for receiving grant applications, all members of the NCF- Envirothon Diversity Enhancement Grant Committee will receive a copy of the grant requests. One or more committee members will research each grant request, and all grant requests will be discussed and scored by the entire committee.

NCF- Envirothon wants all state/provincial Envirothon programs to be successful in applying for an Envirothon Diversity Enhancement and Underserved Audience Grant. To help guide you as you prepare your grant request, we offer the following examples of allowable and non-allowable grant expenses. These are representative of generally accepted grant guidelines.

Examples of allowable use of grant funds:
Stipends for teachers
Substitute teacher pay (allow advisor to travel to event)
Team registration to local, state/province Envirothon
Team travel to local, state/province Envirothon
Materials for training advisors, students for local, state/province Envirothon

Examples of non-allowable use of grant funds:
Salary, fringe benefits for Envirothon staff
Salary, fringe benefits for contractual workers
Most travel/lodging for grantee*
Equipment and/or supplies not immediately related to the intent of the grants. (e.g. computers, copiers, cameras, etc.)

* No more than 15% of the total grant funds may be applied toward travel/lodging/meals/mileage for grantee travel in fulfilling the proposed project.

Additionally, "passive" campaigns to reach proposed target audiences will receive lower consideration than "active" outreach proposals (e.g., a grant request to print posters, brochures, DVDs, etc., without a plan for onsite or in person interaction with target audiences(s).)