

NCF-ENVIROTHON
509 Capitol Court NE
Washington, DC 20002
1-800-825-5547
envirothon.org

New Envirothon Programs Grant Applications Request for Proposals

Funded in partnership with the U.S. Forest Service

The National Conservation Foundation (NCF), working in conjunction with the U.S. Forest Service (USFS) and the NCF-Envirothon, is pleased to announce a special Diversity Grant initiative aimed at expanding Envirothon.

The Diversity Grants: 2022 New Envirothon Programs Grant Project will aid U.S. states and territories currently without an existing Envirothon program establish a state- or territory-wide Envirothon educational program and academic competition.

USFS Diversity Grant Funding can be used to provide seed funding, or start-up capital, to establish a Envirothon educational program and competition, with the goal of an ongoing, self-sustainable Envirothon program in that U.S. state or territory.

Priority in funding will be given to U.S. states or territories that have NEVER had any type of Envirothon program in the past. States or territories with a history of former Envirothon programs and activities can apply provided a state or territory has not had any type of Envirothon program or activity (i.e., committees, teams, competitions, etc.) within the last 5 years.

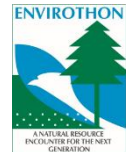
Groups from the following states and/or territories are eligible to apply : American Samoa, Alaska, Guam, Hawaii, Northern Mariana Islands, Nevada, Puerto Rico, the U.S. Virgin Islands, and Wyoming, as well as the Republic of Palau.

New Envirothon Programs Grant Major Dates:

- Application period opens - *immediately*
- Application period closes - August 31, 2022 (11:59 pm ET)
- Anticipated announcement of grant awards - September 15, 2022

This document serves as a guide to the application process. Further questions should be directed to NCF-Envirothon Program Manager, Jennifer Brooks at 1-800-825-5547 or administration@envirothon.org.

Sponsors:



New Envirothon Programs Grant Application Overview

Eligibility

1. Be located in one of the following states/territories: Alaska, Hawaii, Nevada, Wyoming, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, as well as the Republic of Palau.
 - a. Additionally, a state or territory must **not** have had any type of Envirothon program (*committee, group, competition, etc.*) within the last 5 years.
2. Meet one of the below criteria:
 - a. Nonprofit Organization (NPO)
 - b. Non-Governmental-Organization (NGO)
 - c. 501(c)3 Organizations
 - d. State/Territory Conservation Districts and/or Associations
 - e. Educational Institutions
 - f. Government Agencies, including Tribal Governments and Instrumentalities

Funding and Budget Considerations

Please note, all funds are in U.S. Dollars

Budget Request

Maximum amount application can request = **\$8,500.00 USD**

Match Requirements

- Applications must reflect a **25% match** (*no additional points will be awarded for matches in excess of 25%*). Applications without the required match will NOT be considered.
- The match can be from either In-Kind contribution (*i.e., staff or volunteer time/labor*) or Monetary (*cash*).

Match Calculation

- The match is calculated based on the Total Project Budget (requested grant funds + match amount). If the total project budget is \$10,000, then 25% (or \$2,500) need to come from Matching funds or sources.

Budget Components

Examples of New Envirothon Program Budget components include, but are not limited to:

- Participation cost (i.e., travel and registration stipends for teams to participate in Envirothon competitions when lack of funding may prohibit participation)
- Outreach and Engagement costs (i.e., facilitation of a training and/or outreach program for new participants and teachers (advisors) to learn about the Envirothon, as well as conservation, natural resource and more)
 - “Passive” campaigns (i.e., a grant request to print posters, brochures, DVDs, etc., without a plan for onsite or in-person interaction with target audiences) to reach proposed target audiences will receive lower consideration than “active” outreach proposals.
- Language Inclusion costs (i.e., translation of education or testing materials into languages other than English)
- Competition costs (i.e., logistical items needed to facilitate a state/territory-wide competition, such as facility rental, food, awards, etc.)

Allowable vs Unallowable Expenses

Certain activities or components are specifically designated as unallowable expenses for New Envirothon Programs Grant funds, while others have strict stipulations or limitations on amount of funds that can be used that must be considered during the budget development process.

Allowable Expenses *with Stipulations*:

- Stipends for teachers to attend Envirothon trainings or Substitute teachers pay (allowing advisor to travel to event)
 - Expenditures for educator stipends/substitutes should not exceed 25% of total request.
- Travel cost or reimbursement for staff or steering committee members
- No more than 15% of the total grant funds may be applied toward travel/lodging/meals/mileage/etc.. for staff or steering committee members travel in fulfilling the proposed project.(i.e., project manager milage reimbursement, etc.)
- Indirect costs
 - No more than 10% of the project budget

Unallowable Expenses:

- Equipment (including computer software/hardware, digital cameras, tablets and other electronics) and/or supplies not specifically related to the intent of the grant.

- Project activities that are already in-process/completed or components that were purchased prior to the official Project Start Date.

Timeline and Reporting Requirements

Project Timeline

- Project Start Date – Work to accomplish project goals and objectives must begin within 30-days of grant award announcement.
 - Start Date: no later than **October 15, 2022**.
- Project End Date - All project components should be completed, and grant funds spent in full within 18-months of the Project Start Date. *Projects may end much earlier than this date, but the maximum timeframe is 18-months.*
 - End Date – no later than **April 15, 2024**

Reports

- Quarterly Reports will be due at the start of each quarter.
- A Final Report is due no later than 30 days after the project end date.
- The Quarterly and Final Report forms will be made available to award recipients in advance of their deadlines.

Grant Application

Please Note - The online Application will ask for the following information:

- Applicant Contact Name and Information (Project Point of Contact)
- Eligibility Information
- Sponsoring Agency/Organization/Intuition Name and Contact Information
- History of Envirothon in State or Territory
- New Envirothon Program Name
- Project Overview (*brief description of project. Maximum 200 characters allowed.*)
- Key Personnel
- Geographic Information (*Maximum 1,000 characters allowed.*)
- Demographics of Student Audience
- Project Narrative
- Partnerships, Networks and Collaborations
- Goals and Objectives
- Project Challenges
- Timeline
- Sustainability

- Budget Summary
- Budget Upload
- Letter of Support Upload
 - Including optional supporting documentations
- Certification and Signature

2022 Diversity Grant Application Process

Online Application and Required Budget Form:

- Download the [New Envirothon Program Grant Budget Template](#) [MS Excel] and complete.
- Fill out [2022 New Envirothon Programs Grant Application](#) online form, upload Budget, and save/submit.
 - You will have the ability to save your application, allowing you to edit your application and change your answers until you hit 'Submit'. If you select to save your application and resume later, you will receive an email* with a link to edit your application.
 - Be sure to upload the required Budget spreadsheet before submitting your completed application.
 - Once your application is complete you will need to click the 'Submit' button to officially submit it. Once done, you will get an on-screen confirmation that your entry was received.

**PLEASE NOTE these emails may end up in your spam folder. Please check your email filters to allow messages.*

Questions

If you have questions, please contact the NCF-Envirothon at administration@envirothon.org or 1-800-825-5547.