



NCF- Envirothon  
Diversity Enhancement & Underserved  
Audience Grant Request for Proposals  
*Funded in partnership with the U.S. Forest Service*

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The National Conservation Foundation (NCF), working in conjunction with the U.S. Forest Service and the NCF-Envirothon Operating Committee, is pleased to announce the 2020 Diversity Enhancement & Underserved Audience Grant program. The program is designed to help state and provincial Envirothon programs expand the diversity of student participation. This can be accomplished by reaching out to minority and underserved urban &/or rural students that lack access to natural resource, outdoor educational opportunities.

*Diversity Enhancement: include race, ethnicity, gender, sexual orientation, language, culture, religion, mental and physical ability, class, and immigration status. Hispanic, African American, Native American, Ingenious, Pacific Island, Asian, and Francophone students.*

*Underserved Audiences: include but are not limited to students for whom involvement in the Envirothon has been restricted or denied due to socioeconomic, geographic, ethnic, racial, educational, physical, mental &/or learning disabilities or other barriers.*

The U.S. Forest Service has awarded the NCF \$21,000 for the FY 2020 grant program. Funds provided can be utilized by participating state Envirothon programs to increase diversification of their Envirothon programs. For Canadian Province Envirothon programs, the NCF has allocated additional funds each year for a minimum of one Canadian provincial project. Grants for up to \$4,000 for first time applicants or up to \$2,000 for Canadian Provincial projects or those who have previously received a Diversity Enhancement and Underserved Audience Grant will be considered.

Projects will provide students with exposure to the NCF-Envirothon competition and areas of forestry, soils/land use, wildlife, aquatic ecology and current environmental issues. This may be accomplished by upgrading state websites, securing educational materials, translations of resource materials into non-English languages, transportation to natural resource encounters and other innovative ideas.

Examples of projects include, but are not limited to:

- *Initiate face-to-face outreach efforts with high school teachers. Providing training on developing natural resource lesson plans for students enrolled in grades 9-12.*
- *Initiate a training and marketing program for participants and advisors residing in remote underserved areas of states.*
- *Recruitment of teams from underserved or diverse schools to participate in the annual Envirothon Program.*

- *Translation of training/testing materials*
- *Adaptation of training/testing materials for hearing or visually impaired students*
- *Increase environmental literacy of urban students and involve them in a hands-on approach to outdoor natural resources education.*
- *New program efforts with teacher/advisor workshops, teaching materials grants for schools, and continuing education credit options to assist with special needs requests and make special accommodations to provide transportation and supervision for the competition sites.*

The National Conservation Foundation is now accepting applications from participating State and Provincial Envirothon programs. **The online application deadline is midnight Friday, January 31, 2020.** This document serves as a guidance to the application process. Further questions should be directed to Jennifer Brooks at 1-800-825-5547 or [jbrooks@envirothon.org](mailto:jbrooks@envirothon.org).

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## Grant Overview

- **Eligibility:** State/province NCF-Envirothon programs who are up-to-date on all membership dues may apply.
- **Funding Availability:** Grants for up to \$4,000\* for first time applicants and up to \$2,000 for those who have previously received a Diversity Enhancement and Underserved Audience Grant will be considered. Amounts awarded will depend, in part on the number of applications received.  
*\*A maximum of \$2000 for Canadian Provincial Programs regardless of application history*
- **Match Requirements:** Applications must reflect a 25% match either in-kind/labor or cash (no additional points will be awarded for matches in excess of 25%). Applications without the required match will not be considered. Documentation of match will be required at time of application (letters from Boards verifying match will suffice).

*REMINDER this is a match for this diversity project and not for your entire state/provincial Envirothon program.*

- **Payment Disbursement:** Upon notification of award, Grant Recipients will be required to sign and return **General Condition of Acceptance Contract** within 60 days. Once returned, recipients will receive up to 75% of awarded funds within 30 days. The remaining 25% of funds will be paid to the recipient within 30 days of successful submission of final project report.

*Please note, Recipients will not receive any funds until a fully executed contract is on file for the grant project. Failure to return a signed contract within 60 days of award notification may result in project application being canceled and funds being reallocated.*

- **Project Implementation Timeline:** Projects must begin within 60 days of grant award announcement and be completed within 14 months. An Interim Report and Final Report detailing your project will be required to the NCF-Envirothon during that time. Interim Reports are required at the 6-month mark of your project and the final report is due 30 days after the completion of your project. Any extension requests for the interim report, the final report or extension of the project beyond the 14-month period must be received 60 days prior to set deadlines to be eligible for an extension.
- **Incomplete Applications:** All information requested in the application is required. Incomplete applications may be considered ineligible for funding.

### **Allowable/Unallowable Expenses**

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 to attend Envirothon trainings \*
- Substitute teacher pay (allowing 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

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

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.)
- 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).)

\*\*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.

### **Application Process**

1. Fill out the Online [2020 NCF-Envirothon Diversity Grant Application](#) proposal form
2. Answer ALL questions completely. All information requested in the application is required. Incomplete applications may be considered ineligible for funding.

3. Fill out the [2020 NCF-Envirothon Diversity Grant Application Budget Form](#). *Please use only official Itemized Project Budget form*
4. Upload Budget Form and any other appropriate supporting materials
5. Select 'Continue' button
6. Certify, Sign and Date
7. Select 'Submit' to review completed application
8. Select 'Submit' again to submit for review or select 'Previous' to edit application.

Application Notes - You do have the ability to edit your application and change your answers until the application period closes. If you select to save your progress and resume later, you will receive an email\* with a link to edit your application. Once complete you will need to hit submit. You will get an on-screen confirmation that your entry was received. You will also get an email\* response of your answers. *\*PLEASE NOTE these emails may end up in your spam folder.*

Itemized Project Budget – the 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 other funding sources that have been received or application made.

**Anticipated Timeline** *(please be advised dates for award notification, General Condition of Acceptance Contract deadline and fund release may vary)*

- ✓ Monday, December 16, 2019 – 2020 Application period open
- ✓ Friday, January 31, 2020 (11:59 pm EST) – Deadline to submit applications and attachments online
- ✓ March 2, 2020 – NCF announces funding decisions and awards contracts to grant recipients
- ✓ March 2 - May 1, 2020 – Grant Recipients sign and return General Condition of Acceptance Contract
- ✓ April - June 2020 – Grant Recipients receive up to 75% of awarded funds within 30 days of successful return of General Condition of Acceptance Contract. (The remaining 25% of funds will be paid to the recipient upon successful submission of the final project report.)

### **Application Selection**

The NCF-Envirothon Diversity Grant Subcommittee will consider the following factors when selecting projects to fund:

1. **Audience.** Has the target audience been described? Does the project reach a diverse and underserved audience? **20 points max.**

2. **Needs Addressed.** Is the project clearly outlined? Does the project fulfill an environmental/natural resource/conservation education need? Is the project consistent with the goals of the NCF-Envirothon? **20 points max.**
3. **Timeline.** Has a realistic timeline been developed? Are tasks sufficiently outlined? Is there sufficient time to do the project? **10 points max.**
4. **Benefits.** 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? **30 points max.**
5. **Budget.** Is the project cost effective? Is the budget detailed and itemized? Is there adequate/measurable cooperation with or material support by other organizations on the project? Extent and sources of other matching funds being raised for the proposed project. **20 points max.**
6. **Additional Partners.** Have additional partners been identified? What level of support are they contributing? Are partnerships developed within the targeted audience? If so, who are key partners and how are they involved with proposed project? **15 points max.**
7. **Sustainability of the project.** Is the project sustainable? How will the project be sustained upon completion of the NCF-Envirothon Diversity Grant period? **10 points max.**
8. **Evaluation.** How will success of the proposed Diversity Project be measured? **5 points max.**

### Recipients Responsibility

- ✓ Recipients are required to strictly comply with all grant guidelines.
- ✓ 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 completion 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.

### Questions about Filling Out the Application

If you have questions, please contact the NCF-Envirothon by email at [administration@envirothon.org](mailto:administration@envirothon.org) or by phone at 1-800-825-5547 ext 3.