



Education Grants Program

2016 Application Narrative for the Forest Immersion Category

Please read these instructions carefully. Incomplete applications will not be considered by the review committee.

Applicants: As part of your application, we require a detailed **narrative** (in PDF format) describing the proposed project. The reviewers appreciate clarity and brevity: your narrative should be **3-4 pages long**.

Be sure to present your narrative topically, using the numbered headings below.

****If you are applying for three years of funding please explain how your project will grow or change from year to year, if applicable. Having your project change from one year to the next is not a requirement to be eligible for multiple years of funding**

- 1. Background of Organization:** What are the goals, objectives, and accomplishments of your organization?
- 2. Project Description:** Describe your project, including the project goal(s) and how the goal(s) will be achieved. How is the field trip component essential to the overall project. In this section, please also specify what redwood topics you will cover (ie: redwood ecology, stewardship, etc.) in your project.
- 3. Target Audience:** Describe the project's target audience in detail, including estimated number of students reached, ethnic and socioeconomic makeup, and percentage participating in the free and reduced price school lunch program. Why does the target audience need your project *and* how will they benefit from it? How many people do you anticipate will most directly benefit from the project?
- 4. Tasks/Activities and Time Line:** What are the specific tasks and activities involved in achieving the project objectives? What is the schedule/timeline for completion? **Include the 3 years in your timeline if applicable.**
- 5. Budget:** Please provide a budget for your proposed project. Identify in-kind contributions and other sources of funds; include all costs associated with successful completion of your project. Use the example below as a guideline for your budget, tailoring it to the specific requirements of your project. **Your budget should be for one year of funding.**

<u>SAMPLE: Redwood Education Project Budget</u>			
BUDGET – SUMMARY OF FUNDING SOURCES		<u>TOTAL</u>	<u>SRL</u>
<i>Sources and amounts of funds received to date</i>			
State Parks		\$4,000	
A.N.Other Philanthropic Foundation		\$12,000	
	Sub-total	\$16,000	
<i>In-kind contributions</i>			
School District, substitute teachers pay		\$1,000	
<i>Pending funding still needed to complete project</i>			
Save the Redwoods League		\$5,000	\$5,000
	Total Funding	\$22,000	\$5,000
BUDGET – DETAILED SUMMARY OF EXPENSES		<u>TOTAL</u>	<u>SRL</u>
<i>Human Resources – Program Development & Evaluation</i>			
Research, development, and evaluation		\$3,000	\$1,000

Curriculum development, intern recruitment, and training	\$3,000	
Specialist for program management and evaluation	\$2,000	
Substitute teachers pay (in-kind contribution)	\$1,000	
Sub-total	\$9,000	\$1,000
<i>Materials and Supplies – Program Development</i>		
Intern training supplies	\$1,500	\$1000
Intern recruitment supplies	\$500	\$500
Intern travel allowance	\$1,000	
Meeting supplies and hospitality	\$1,000	\$500
Sub-total	\$4,000	\$2,000
<i>Materials and Supplies – Program Implementation</i>		
Curriculum materials	\$2,000	\$500
Curriculum layout and design	\$2,000	
Curriculum printing	\$5,000	\$1500
Sub-total	\$9,000	\$2,000
Total Expenses	\$22,000	\$5,000

- 6. Project Evaluation & Dissemination:** Describe how you will evaluate and measure the project's success. How will information and results be shared with others in your organization's community and other redwood educators? If a grant is awarded, this evaluation will be part of your required final report.

For Three Years of Funding ONLY

- 7. Use of League Resources:** Explain how you will use League products, resources, or personnel to enhance your redwood program. Save the Redwoods League has redwood curriculum for all ages, videos, pictures, scientific data and professional experts that can further advance a redwood experience. For example, League staff can be used for trainings, workshops or to serve as a scientific role model for career choices in STEM fields.