



Education Grants Program

2016 Application Narrative for the Redwood Visit 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 **1-2 pages long**.

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

- 1. Background of Organization:** Describe the mission of your organization/school?
- 2. Project Description:** Describe your project, how is the field trip component essential to the overall project. What will you do to supplement the field trip (ie: stewardship projects, pre- & post-lessons). In this section, please also specify what redwood topics you will cover 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?
- 4. Tasks/Activities and Time Line:** What are the specific tasks and activities involved on the field trip and for the program as a whole? What is the timeline for the program?
- 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:

<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>		
Parent-raised Funds	\$1,000	
<i>Pending funding still needed to complete project</i>		
Save the Redwoods League	\$1,500	\$1,500
Grants pending	\$1,000	
Total Funding	\$3,500	\$1,500
BUDGET – DETAILED SUMMARY OF EXPENSES	<u>TOTAL</u>	<u>SRL</u>
Bus Transportation	\$1,000	\$1,000
Park Fees	\$1,000	\$250
Substitute teachers pay	\$500	
Curriculum printing/materials	\$500	
Curriculum Equipment	\$500	\$250
Total Expenses	\$3,500	\$1,500

- 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 school/organization’s community? If a grant is awarded, this evaluation will be part of your required final report.