



100 YEARS IS JUST THE BEGINNING

Education Grants Program

2018-19 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**

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1. **Project Description:** Describe your project and include the following components:
 - a. Need – what is the need for funding as well as the need for this project for this audience
 - b. 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.
 - c. Objectives – what are the project goal(s) and how the goal(s) will be achieved. How is the field trip component essential to the overall project.
 - d. Project Content – what will the students be learning; what activities will they participate in; what redwood topics you will cover (ie: redwood ecology, stewardship, etc.) in your project.
 - e. Expected Results – what do you hope the students and/or teachers come away with after this project is complete
 - f. Project Location
 2. **Organization Description and Project Leads:** Describe the goals, objectives, and accomplishments of your organization and the qualifications of the Project Leads.
 3. **Project Timeline:** 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.**
 4. **Evaluation:** What will you do to measure the success of your project.
 5. **Outreach:** How will you outreach to the whole school or greater community about the project and its results.
 6. **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

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.