



100 YEARS IS JUST THE BEGINNING

Education Grants Program

2018-19 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 **2-3 pages long**. Be sure to present your narrative topically, using the numbered headings below.

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1. **Project Description:** Describe the field trip and associated project (if applicable) and include the following components:
 - a. Need - what is the need for funding as well as the need for this field trip 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 goal(s) of the field trip and how will they be achieved? Is the field trip a part of a larger 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.) during the field trip.
 - e. Expected Results - what do you hope the students and/or teachers come away with after the field trip is complete
 - f. Project Location
 2. **Organization Description and Project Leads:** Describe the goals of your organization (school) and the qualifications of the Project Leads.
 3. **Project Timeline:** What are the specific tasks and activities involved surrounding your field trip? What is the schedule/timeline for completion?
 4. **Evaluation:** What will you do to measure the success of your field trip?
 5. **Outreach:** How will you outreach to the whole school or greater community about the field trip and its results.
 6. **Budget:** Please provide a budget for your proposed field trip. Identify in-kind contributions and other sources of funds. Use the example below as a guideline for your budget, tailoring it to the specific requirements of your project.

SAMPLE: Redwood Education Project Budget

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
