STAND FOR THE
REDWOODS
STAND FOR THE FUTURE

100 YEARS IS JUST THE BEGINNING

Education Grants Program

2019-20 Application Narrative for the <u>Forest Immersion Category</u>

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.

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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, <u>ethnic and socioeconomic makeup,</u> 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?

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.

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

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.