



# Outdoor Classroom School Grants Program

## Up to \$2,500

### **A Few Notes Before You Apply**

The Outdoor Classroom Grants Program sponsored by the Central Platte Natural Resources District is to promote water, soil, wildlife, forest or grassland resources conservation and environmental awareness within the Central Platte NRD. The District boundaries include all of Dawson County and parts of Frontier, Custer, Buffalo, Hall, Howard, Nance, Merrick, Hamilton, Platte and Polk counties in Nebraska.

Outdoor classrooms are found in both primary and secondary schools throughout our District. The benefits from outdoor classrooms are numerous: students can learn hands-on concepts taught in the classrooms, subjects are fresh and new when illustrated outdoors, and students learn to take pride and ownership in their community as they often care for the classrooms during the school year.

### **Grant Uses**

Funds can be requested by teachers and administrators for materials needed to create or improve an outdoor classroom site on school grounds. Appropriate expenditures of funds may include: water projects, rain gardens, rain barrels, seeds, bulbs, live plants (including trees), identification signs, materials necessary for creation of wetland or pond habitat, bird/wildlife feeders, or other conservation projects.

### **Judging Criteria**

Outdoor Classroom Grants are non-competitive in nature. The grants are given on a first-come, first-serve process, based on the NRD's fiscal year (July 1 - June 30). Proposals should demonstrate a well-thought approach to meeting conservation education needs at your school.

A coordinator must be designated to maintain and to promote the site. A simple plan or paragraph explaining how the site will be maintained and how it will be promoted by the coordinator will be a high consideration of the Programs Committee when reviewing the application.

### **Matching Funds and Amounts**

Outdoor Classroom Grants totaling less than \$500 require no matching funds.

Grants totaling \$500-\$2,500 require matching funds amounting to 50% of the grant over \$500. For example: a \$700 grant request requires a \$100 match, a \$600 grant request requires a \$50 match.

While the NRD encourages finding other funding sources, schools and organizations may use their labor involved in the project to satisfy part or all of the matching fund requirement.

### **Application Procedures**

1. Review application instructions carefully.
2. Complete application form being as specific as space allows. State the project purpose, objectives, methods, duration, itemized budget, etc.
3. Submit the completed application form: to Marcia Lee, Information/Education Specialist, Central Platte NRD, 215 Kaufman Ave, Grand Island, NE 68803 at least four weeks before the funds are desired.
4. The Programs Committee of the Central Platte NRD board will review the application on the day of the monthly board of directors meeting. The Information/Education Coordinator will contact the Project Leader within 3 business days of the board's decision.

## **Applicant Responsibility**

Once the grant is implemented, the District must receive a short written report, with photos if possible, of the project for promotion of the grants program.

Copies of receipts for purchased materials must be included in your report. Unused funds exceeding \$2 must also be returned to the NRD within 60 days. Permission to purchase materials other than those specified in the application must be approved by the Central Platte NRD Information/Education Specialist. Grant funds may be revoked if the applicants do not meet their responsibilities.

Following approval of the grant, the school will receive a sign identifying the project as being partially funded by the Central Platte Natural Resources District. The sign should be displayed near the project sight.

Only one application per school/per fiscal year (July 1 - June 30) will be considered.

## **Instructions for Completing Grant Application Form**

Please read through carefully and refer to this section while filling out the grant.

1. **Name of School or Organization**, Address and Phone Number
2. **School District**
3. **Project Leader:** Fill in name of person heading the project and who will serve as the contact. Include title, address for correspondence, and work and cell phone numbers.
4. **Project Title:** Include description of project in the title.
5. **Project Purpose & Learning Goals:** Indicate goals, number of people reached by project and main grade level of student users.
6. **Methods & Activities:** Describe what must be done to accomplish objectives, and the activities to be used in the outdoor classroom.
7. **Results:** How will the project results be used? How many organization members will be involved? How will the project be maintained after completion?
8. **Project Duration:** Inclusive dates of project from beginning to end. The final report will be expected within four weeks after completion.
9. **Funding Request:** No funding in excess of \$2,500 per fiscal year will be considered.
10. **Itemized Budget:** Total of budget should show the match for funding requested.
11. **Date Funds are Needed:** Apply at least four weeks in advance of project start date.
12. **Other Funding:** List amount of matching funds or funding from other sources.
13. **Signatures:** Both Project Leader's signature and Principal or Manager signature needed.

School/Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Project Leader \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Project Title \_\_\_\_\_

Project Purpose and Learning Goals \_\_\_\_\_

Methods and Activities \_\_\_\_\_

Results \_\_\_\_\_

Project Duration \_\_\_\_\_

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Funding Request

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Itemized Budget

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Date Funds are Needed

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Matching Funds

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\_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_\_

Project Leader's Signature

\_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_\_

Principal's Signature

For more information, contact Marcia Lee at the Central Platte NRD:  
(308) 385-6282 or lee@cpnrd.org.