

## EVERY KID IN A PARK FIELD TRIP GRANTS

### REQUEST FOR PROPOSALS

#### EVERY KID IN A PARK FIELD TRIP GRANTS PROGRAM

**Grant Applications Due:** Friday, June 9, 2017

The National Park Service (NPS), in partnership with the National Park Foundation (NPF), is pleased to announce that it is accepting applications from all NPS units and affiliated units officially administered by the National Park Service for the **2017-2018 Every Kid in a Park Field Trip Grants Program**. Applications must be submitted by an NPS staff person or Executive Director/Manager of a site administered by NPS. Partnerships are encouraged.

**Informational Call:** Three conference calls will be held to discuss this RFP and the proposal process. All parties interested in submitting a proposal are encouraged to attend a call, but it is not required that you be on a call to submit a proposal.

Call dates will be May 16<sup>th</sup>, 18<sup>th</sup>, and 24<sup>th</sup>. All calls will be at 2PM Eastern.

**Conference Line:** 641-715-3200

**Passcode:** 301096#

**Deadline:** Proposals are due June 9<sup>th</sup> by COB according to the NPS site's local time zone.

**Award Amount:**

Each National Park Service grant recipient will be awarded funds appropriate to number of program participants to carry out project activities from September 1, 2017 through August 31, 2018. Grantees typically request between \$5,000 and \$15,000.

**Notification:** Applicants will be notified of award selections by July 10.

**Selection Process:** All applications will be reviewed by a selection committee comprised of representatives from the National Park Service, National Park Foundation, and donors (as applicable). Selections will be based on the applicant's ability to meet and exceed program requirements and required outcomes.

**Questions:** Contact Alexander Terango, Coordinator, Grants & Programs at 202-796-2525, [everykid@nationalparks.org](mailto:everykid@nationalparks.org) with any questions about this RFP or program.

**RFP Contents:**

- A. Program Overview
- B. Program Requirements
- C. Program Goal and Outcomes
- D. Program Timeline
- E. Program Evaluation
- F. Proposal Instructions
- G. Proposal Template
- H. Checklist

## A. Program Overview

One of the greatest barriers preventing our youth from experiencing the public lands around them is lack of transportation and funding for activities. The goal of the *Every Kid in a Park Field Trip Grants* program is to provide efficient transportation support for 4<sup>th</sup> grade students to visit our national parks and other public lands to engage the youth in meaningful activities once there. Once in parks, a world of learning unfolds as young people discover their natural, cultural and historical heritage, participate in volunteer and service-learning activities, enjoy recreational opportunities and most importantly, begin a lifelong relationship with their national parks and develop an appreciation for nature.

*Every Kid in a Park Field Trip Grants* have five main eligibility requirements to be considered for a field trip grant:

1. **Outdoors!** Get kids outside in nature. Whether your program has elements of recreation, education, service-learning and/or volunteering, does not matter as much as simply getting kids outside. You might have them ride the Metro to Kenilworth Gardens to learn about wetlands and pollinators; or catch a train to Cuyahoga for a picnic and lesson on water quality; or ride a ferry to Channel Islands; or take a bus to the local battlefield to see history come alive.
2. **Three-Aspect!** Whether you leverage your unit's existing youth activities and programs, or create something new for this grant, the idea is to engage 4<sup>th</sup> grade students in a meaningful experience with national parks. To achieve this you will be asked to provide "three aspects":
  - i. **Pre-visit Activity** in the classroom. This could be the student's first introduction to the park so you'll want it to be meaningful and fun. You might send materials to the teacher to help prepare the students for their visit, host a virtual pre-site visit, or send a ranger in person to the school.
  - ii. **Field Day** – You have total flexibility on the programmatic aspect of the field day; the only requirement is that the youth be outside in the fresh air for a major portion of the visit. And have fun! Can be teacher or ranger led.
  - iii. **Post-visit Activity** – The idea is to further strengthen the tie between your site and the youth and how you accomplish this is up to you. It could be a reflection piece that ties language arts with creative arts or a curricular lesson that highlights the theme of the site visit.
3. **Cost-Ratio Per 4<sup>th</sup> Grade Student.** The hope is to maximize the number of new youth that can engage with this program, particularly those who might have limited opportunity to visit otherwise. Successful grant applications will keep their cost ratio to around \$10 per youth. Should your costs exceed this parameter, please provide a compelling explanation for the difference.

4. **Demonstrated Support.** You must submit one letter of support from your superintendent/ site manager AND one letter of support from your school or other youth-serving partner.
5. **Underserved.** Are the students from a Title One school, receive a free lunch, or somehow underserved in their community? Preference will be given to NPS sites that bring students from Title One schools, but we know that there are other considerations that limit the ability of students to visit national parks. Please explain if not bringing students from a majority Title One school.

#### **B. Program Requirements**

The *Every Kid in a Park Field Trip Grants* program provides an excellent platform to efficiently leverage transportation funding and programmatic activities to engage the next generation of outdoor enthusiasts and stewards in meaningful ways with national parks and other public lands. The following are the grantee responsibilities:

1. Get 4<sup>th</sup> grade youth outside for some portion of their visit
2. Implement a “three-aspect” project that includes pre-visit, field day, and post-visit elements
3. Be mindful of cost ratio per youth (maximize number of youth engaged, as feasible).
4. Demonstrated support for your visit
5. Engage underserved 4<sup>th</sup> graders in the project
6. Participate in evaluation and provide materials as requested for reports to donor, including mandatory final report
7. Provide NPF with photos (released for publication), blogs, vod/podcasts, and media that will help tell the story to current and potential donors

#### **C. Program Goal and Outcomes**

**The Program Goal** is to expand opportunities for new students to directly experience national parks, where natural, cultural, and historic settings inspire powerful learning.

The program **Outcomes** defined below are designed to provide a platform through which grantees can:

- Motivate students and teachers to get outside and get active in their national parks.
- Create or deepen connections between national park and local schools.
- Inspire the next generation of national park visitors and supporters.

#### Participant (Student) Outcomes

1. Participants visit NPS site in person for the first time
2. Participants enhance knowledge of their hosting NPS site
3. Participants express interest in returning/or return to the NPS site for more experiences outside of the program

#### Partners (Teachers and Group Leaders) Outcome

4. Partners develop awareness or understanding of NPS sites as a resource for youth activities/learning

### National Park Service Outcomes

5. Outreach to public and partners improves
6. Sites enhance their ability to work with and leverage partner(ship)s

#### **D. Program Timeline**

May 16 <sup>th</sup> , 18 <sup>th</sup> , and 24 <sup>th</sup>	Information Calls with Applicants
June 9 <sup>th</sup>	Application Due
July 10	Applicants Notified
July and August	Grant Agreements Signed and Checks Processed
September 1, 2017	Every Kid in a Park Field Trip Grant Activities Begin
February 2018	Mid-Year Data Request
August 31, 2018	Activities Completed
September 30, 2018	Final Report to NPF

#### **E. Program Evaluation--**

NPF has created a Logic Model out of which flow the outcomes and evaluation elements such as, but not limited to:

- Tracking 4<sup>th</sup> grade program participants
- Demographics of population your project worked with
- Project summary
- Leveraged contributions
- Assessing learning and impacts of the program on students and teachers

The National Park Foundation contracts the services of a professional external evaluator, Applied Research Northwest (ARN), to gauge the effectiveness of the program. With each new grant cycle the NPF staff use lessons learned through the evaluation process to refine and improve the program. ARN will analyze all the data and provide written reports to NPF on the program's progress, achievements, and make recommendations for program improvements.

NPF and ARN use the program Logic Model and program theory to inform the evaluation tools. These often include student pre- and post-visit surveys, a teacher feedback questionnaire, a very brief, four item mid-cycle report and online final reporting from grantees.

ARN will review proposals and schedule calls with grantees early in the grant cycle. The purpose of the call is to develop a timeline and research plan for each participating site. Some sites will be selected to participate in the youth evaluation. For those sites, grant recipients will also provide ARN with a roster of Every Kid in a Park Field Trip Grants visits (as scheduled) to enable the evaluators to contact a sample of teachers to participate in the evaluation. The grantees will forward a prepared Letter of Introduction to all enrolled schools/teachers to advise them of the possibility of being selected for this youth evaluation.

Additionally, grantees will be asked to provide anecdotal information, quotes, photos and samples of any materials developed through the program.

**F. Proposal Instructions:****1. Read the RFP**

Please read this RFP carefully and then use the online application process to submit.

**2. Start your submission**

Go to: [https://www.grantrequest.com/SID\\_328?SA=SNA&FID=35080](https://www.grantrequest.com/SID_328?SA=SNA&FID=35080).

Use this link to start your submission. If you choose to save it and finish it later, follow directions in Step 4.

**3. Create an account**

You will automatically be asked to create an account when you enter the system.

**4. To save and finish later**

After you have begun your submission, you may choose to save and complete it at a later date. You can exit the submission at any time and access it later by going to [https://www.grantrequest.com/SID\\_328?sa=am](https://www.grantrequest.com/SID_328?sa=am) and entering your account information.

**5. Complete and submit your finished proposal**

Press "Submit" on the last page of the online system. You will receive an email confirming that your proposal has been submitted.

If you have any questions, please contact Alexander Terango, Coordinator, Grants & Programs at 202-796-2525, [everykid@nationalparks.org](mailto:everykid@nationalparks.org).

**G. Proposal Template**

See following page

**H. Checklist**

See page 7

## PROPOSAL APPLICATION

### 2017-2018 EVERY KID IN A PARK FIELD TRIP GRANTS PROGRAM

**Note:** Please review the following and formulate your responses prior to completing the online application.

National Park Service Unit or Program: \_\_\_\_\_

Name of Superintendent/Executive Director: \_\_\_\_\_

Grant Contact Person: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address (Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP-xxxx: \_\_\_\_\_

#### APPLICATION STATEMENTS:

Read and answer each question below.

**1. Project Title (max. 25 words)**

Project title should be short, descriptive and capture the essence of the project.

**2. Project Description (max. 500 words)**

Describe the before, on-site, and after activities that 4<sup>th</sup> grade students will participate in as part of this grant request. Please indicate if you will be incorporating teacher-led trips as a way of connecting 4<sup>th</sup> graders with your site.

**3. Staff Lead(s) (max. 100 words)**

Assigned staff person(s) at NPS unit who has/have experience working with students and teachers. Please also indicate if you have a dedicated EKIP coordinator at your site for the 2017-2018 school year.

**4. School/Youth-Serving Partner(s)– (max. 250 words)**

Identify your school(s) or other non-profit partner(s) and describe reason for selection.

**5. Directly Served**

How many 4<sup>th</sup> grade students do you expect to participate *directly* in the program?

**6. Project Timeline (max . 250 words)**

Tell us when you will start, when the bulk of the activities will take place (or major milestones), and when you expect activities to be completed.

**7. Are there any “leveraging” opportunities? (max. 250 words) *OPTIONAL***

How will this project leverage funds, in-kind donations, outreach, expertise, research, partnerships, volunteers, etc.?

**8. Project Budget**

Please provide a preliminary draft budget for the project that keeps the cost ratio to around \$10 per youth. Below is a sample template with line item categories that you may use or adapt as needed. You do not have to use this template – it is merely a sample resource.

**You may attach your budget as a PDF document to the online application.**

Sample Budget Template	Please round up to the nearest dollar.			
Category/Line Item	Amount	Partner Contribution	Total NPF Ask	Comments
Staff (non FTE)				
Transportation				
Materials for Pre-Site				
Materials for Field Day				
Materials for Post-Site				
Meals				
Other				
<b>Totals</b>				

**CHECKLIST**

**Prior to submitting your online application**, please use the following checklist to ensure that you have completed all elements of the proposal requirements:

- I have read the qualification and selection criteria and reviewed the grant requirements, and I am confident that our NPS unit is prepared to effectively participate in the program.
- I participated (optional) in one of the three conference calls in April and May.
- I have formulated answers to all questions in the RFP.
- I have prepared the following attachments for the application:
  - Budget (PDF)
  - A letter of support from Superintendent, Executive Director or equivalent.
  - A letter of support from school partner or youth-serving organization.
  - W-9 Form if directing funds to a partner organization/vendor.
- I have contacted Alexander Terango, Coordinator, Grants & Programs at 202-796-2525, [everykid@nationalparks.org](mailto:everykid@nationalparks.org), with any questions or concerns.

*An electronic copy of this RFP will be posted at [www.nationalparks.org](http://www.nationalparks.org).*