

## REQUEST FOR PROPOSALS

### THE NATIONAL PARK FOUNDATION'S OPEN OUTDOORS FOR KIDS GRANT PROGRAM

**Grant Applications Due: April 4, 2024, 11:59pm (ET)**

The National Park Foundation (NPF) is pleased to announce that it is accepting applications from ALL National Park Service units, affiliated units officially administered by the National Park Service, and organizations working in partnership with NPS units to participate in the 2024-2025 Open OutDoors for Kids Grant Program. We welcome previous grantees, and strongly encourage new applicants to apply!

#### **Overview:**

The Open OutDoors for Kids (OOK) grant program seeks to aid National Parks and park partners in the delivery of onsite and online education programs to connect with and inspire elementary-aged students in under-resourced communities and schools.

Through the Open OutDoors for Kids program, parks and their partners are encouraged to develop valuable introductory connections to the national parks through inquiry-based and immersive educational experiences that leverage increased professionalization of education across the service, create engaging learning environments, and support teacher professional development to establish parks as a resource for classroom learning and engagement.

#### **Eligibility:**

This RFP (Request for Proposals) is open to all units and programs of the National Park Service, to include Rivers and Trails units, as well as official park partner organizations, Native American tribal governments and organizations, schools, and non-profit organizations with a 501(c)(3) public charity designation by the IRS working in collaboration with a National Park Service unit. Applications may represent ongoing projects, established projects seeking to change or update curriculum or engagement strategies, or new projects. Funds may be used to build capacity supportive of increased impact, and new or start-up projects will be considered to support the development of defined curriculum, audience engagement plans, and pilots. Please do not submit more than one application per NPS (National Park Service) site.

**Informational Call:** Optional informational calls to discuss this RFP will be held on the dates listed below. Participation is encouraged, but it is not a requirement.

#### **Informational Call dates:**

- Thursday March 7<sup>th</sup> 3-4:30pm Eastern
  - Zoom link: <https://nationalparks-org.zoom.us/j/88477651766>
- Tuesday March 12<sup>th</sup> 3:30-5pm Eastern
  - Zoom Link: <https://nationalparks-org.zoom.us/j/81968509605>

**Award Amount** will be commensurate with demonstrated need, intended impact, and depth of project scope. First time applicants are strongly encouraged to apply. **Please limit the number of fiscal managers of your grant funds to two organizations.**

**Notification:** Applicants will be notified of award selections by May 2024.

**Selection Process:** Applications will be reviewed by a committee comprised of representatives from the National Park Foundation and National Park Service. Selections will be based on the applicant's ability to meet and exceed program requirements.

**Questions:** Contact the Open Outdoors for Kids program team via email.

Nicole Rawlinson, Senior Manager, Youth Programs, [nrawlinson@nationalparks.org](mailto:nrawlinson@nationalparks.org)

Ruby Koch, Coordinator, Connecting Audiences, [RKoch@nationalparks.org](mailto:RKoch@nationalparks.org)

**RFP Contents:**

**Program Overview**

**Program Criteria**

**Program Goal and Outcomes**

**Program Timeline**

**Program Evaluation**

**Proposal Instructions**

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**Scoring Rubric**

**Proposal Template**

**Fluxx Cheat Sheet**

**Program Overview**

The Open Outdoors for Kids (OOK) grant program seeks to aid National Parks and park partners in the delivery of onsite and online programs to elementary-aged students. Priority will be given to proposals that serve under resourced communities and school districts, strengthen relationships with teachers, develop valuable introductions to the national parks through inquiry-based and immersive educational experiences, leverage increased professionalization of education across the service, and support teacher professional development to establish parks as a resource for classroom learning and engagement. This grant continues to complement the *Every Kid Outdoors* federal program/pass, amplifying the opportunity for fourth graders and their families to visit national parks/federal lands for free. While this project continues to leverage this valuable interagency pass, projects that support classrooms in adjacent grade levels will be considered.

**The National Park Foundation Open Outdoors for Kids Grant Program will take into account the following main considerations in its review of applications. Please refer to these considerations as well as the attached rubric as you complete your application:**

**Under-resourced:** Outreach must prioritize under-resourced schools and communities. While historically the most common method of determining need is the identification of Title I designation, applicants may identify and explain need based on other community data, for example, known barriers to access, environmental justice concerns, or location within an identified area of the Justice40 Initiative [Climate and Economic Justice Screening Tool](#).

**Curriculum Alignment:** Successful proposals will demonstrate curriculum alignment to learning standards in the topics being presented and will also include any Social Emotional Learning standards implemented in the proposed project. Alignment may be state or national standards and ideally will include standards across multiple disciplines.

**Three-Touch Model:** A tenant of the OOK grant program is prolonged engagement of students through a three-touch activity model. For onsite field trips, this may include a pre-visit, field day, and post-visit activity. For distance learning, this may entail a series of learning modules to extend meaningful contact with program participants. **Proposals must demonstrate three (3) unique student interactions outlined in the program overview.**

**Inclusive Qualities of Onsite and Distance Learning Engagement:** Programs foster social and emotional well-being while delivering curriculum-aligned science, history, or humanities content, and help youth identify with parks as places that welcome them and their families. Staff recognize complexity of human experience, so when feasible, they incorporate bilingual elements, awareness of climate change impacts, inclusive storytelling, traditional knowledge, and are culturally relevant and affirmative.

**Successful applications will demonstrate how the proposed program will support these qualitative measures.**

**Active Engagement:** Students learn in various ways, and one of the most powerful ways to enhance learning is through participatory, active learning. Programs should consider, in their design and through their implementation, how to actively engage students to foster learning, understanding and skill development. This engagement can happen by providing opportunities for students to have “voice and choice” in their learning experience, could be through hands-on experiential learning and stewardship activities, or through actions that demonstrate student agency following a program and completed at school or in their community.

**Teacher engagement:** If possible, proposals should strive to engage teachers through professional development and/or capacity building opportunities. Teachers have extraordinary reach and can make sizable, positive impacts for the many students they serve. Teacher professional development fosters relationship building, can increase school/school district engagement, and expands opportunities for co-creation. Proposals that include strategies to help teachers expand awareness and use of NPS resources in the classroom or that aid future field trip experiences will be prioritized.

**Cost-to-impact Ratio:** Successful proposals will demonstrate a thoughtful approach to budget, to ensure costs are aligned with impact, and where possible, leverage additional resources. There is no match requirement for proposals, however, there is value in demonstrating a diverse source of funding to

show growing sustainability over time. In addition to providing a budget for 2024-2025 spending, successful proposals will account for unspent rollover funds from any prior OOK grants. Eligible expenses do include staffing, however, NPS staffing is limited to temporary seasonal positions and interns. Staffing may also include contractors, and employee time of partnered organizations. Overhead should not exceed 10% of the total request.

**Demonstrated Support:** All proposals must be submitted with a letter of support from the superintendent/NPS site manager. In extreme circumstances, NPF may make an exception to receive a letter of support not exceeding one calendar week past the closing date of the RFP. Acquiring these letters can often take many weeks, please reach out through the proper channels as soon as possible to ensure you can submit the letter with your application by the deadline. **Proposals without a letter of support will not be considered for review.**

### Program Criteria

1. Engage under-resourced schools and students to connect with a national park through actively engaging participants in a “three-touch” activity model
2. Align with school curricula, seek to strengthen relationship with teachers through professional development and resource sharing.
3. Execute project activities between June 1, 2024, and June 1, 2025. A high-level timeline will be requested as part of the grant application.
4. Report back on quantitative and qualitative metrics and provide photos, where possible and appropriate participant permissions are secured.
  - **Grantees must use the NPS photo permission form.** A copy will be provided once grantees are notified.
5. Participate in NPF’s formal evaluation process and provide materials as requested for reports to donors, including mandatory interim and final reports.
6. In consultation between NPF program staff and individual grantees, grantees may be asked to include donor recognition language where appropriate.

### Program Goal and Outcomes

The program goal is to expand opportunities for all students to directly experience national parks, where natural, cultural, and historic settings inspire powerful memory building and a sense of belonging.

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

- Create or deepen connections between national parks, youth, and local schools.
- Diversify the next generation of national park visitors and inspire their support.

### Participant (Student) Outcomes

- Participants visit NPS sites in-person or online, for the first time.
- Participants feel welcome, included, represented, and inspired.
- Participants express interest in parks and enhance their knowledge of the NPS site(s).

### **Partner (Teachers and Group Leaders) Outcomes**

- Partners develop awareness or understanding of NPS as a robust resource for learning and build confidence in scaffolding experiences through additional classroom learning to embed national parks into classroom curricula.

### **National Park Service Outcomes**

- Help build the next generation of NPS stewards by engaging classrooms nationwide.
- Support teachers by delivering social-emotional wellness and serving local and distant classrooms through live and online activities.
- Create and foster relationships within local communities through partnerships and collaboration that encourage, and shape shared community value of national parks.

### **Program Timeline**

- *February 28, 2024*: RFP opens. \*Those who have not used Fluxx before should allow 3 business days for system registration before accessing the application
- *April 4, 2024*: RFP submission closes
- *May 2024*: Applicants notified of grant status-
- *Late May – June 2024*: Grant Agreement process
- *June 1, 2024*: *Period of Performance begins.*
- *January 2025*: Mid-Year Report/Data Request
- *June 1, 2025*: Activities completed-
- *June 2025*: End of year survey completion with EDC (Education Development Center)

### **Program Evaluation**

The National Park Foundation will request a short interim report in Fluxx (January 2025). NPF also contracts the services of professional evaluators to assess grant activities and administer a final survey report due in June. NPF will provide each grantee with a written report on activity outcomes.

The 2024-25 evaluation will track:

- Number of students participating and number of interactions
- Schools and school districts engaged
  - Title I schools/classroom participants
  - Schools/classrooms otherwise identified as under-resourced
- Onsite and online programs delivered
- Teacher development and feedback
- Partner participation
- Social/emotional indicators of engagement
- Expansion of accessibility including language, and incorporation of climate impacts, inclusive storytelling, traditional knowledge, and other inclusive practices in interpretation/education.

### **Proposal Instructions:**

Please read this RFP carefully and then use the online application system to submit between February 28 – April 4, 2024. Please be as specific as possible when answering application questions to help reviewers fully understand the scope and expected impact of your proposed project.

## Online Application

Partner organizations should apply to this program by accessing [NPF's online grant system, Fluxx](#), and selecting "Open Outdoors for Kids" A copy of the online application can be found in Appendix A for parties who are interested in reviewing the application prior to logging into the system. Instructions for navigating Fluxx may be found in Appendix B.

Here are some important tips below for completing the application:

1. If you do not already have an account through Fluxx, you will have to register first (see instructions in Appendix B). Registration can take two to three days to receive approval prior to being able to access the online application, so please allow for this time during the application period.
2. The system does not auto-save, therefore, be sure to periodically hit the "save" button to protect your work. We recommend completing the application in a word document first and then placing the responses into the Fluxx application to have a copy in the instance that your responses are not saved.

For assistance using Fluxx, please contact: [applications@nationalparks.org](mailto:applications@nationalparks.org)

**Proposals are due no later than 11:59pm (ET) Thursday, April 4<sup>th</sup>, 2024**

## CHECKLIST

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

- Budget - Sample template included below for convenience is not exhaustive.
- A letter of support from Superintendent or equivalent.

<b>Sample Budget Template</b> <i>(Please round up to nearest \$)</i>				
<b>Category/Line Item</b>	<b>Amount</b>	<b>Partner Contribution</b>	<b>Total NPF Ask</b>	<b>Comments</b>
Staff (including position/grade)/Interns, Volunteers				
Transportation				
Materials				
Other (ex: (teacher stipend for PD, honorariums)				
<b>Totals</b>				

**SCORING RUBRIC - Please carefully review the scoring rubric before completing and submitting your application. All applications will be reviewed by a joint panel of NPF and NPS staff for the following characteristics. While each project is unique, and not every consideration listed will be applicable to every application, this rubric serves as guidance for the information and level of detail we hope to see in applications.**

Review Categories	General Considerations
Program Design (5 points max)	<ul style="list-style-type: none"> <li>• Defines a three-touch model for engagement.</li> <li>• Shows evidence of curriculum alignment to at least one, preferably multiple content areas.</li> <li>• Leverages the uniqueness of the park site and intentionally sparks both curiosity and critical thinking through interactive and engaging inquiry-based learning modules.</li> <li>• Encourage participatory exploration and active engagement whether on-site or online.</li> <li>• Proposes innovative educational approaches that maintain the highest standards of education and remain current with trends</li> </ul>
Bolsters connection and sense of belonging in national parks (5 points max)	<ul style="list-style-type: none"> <li>• Meaningfully connects youth to the outdoors and national parks, in person or online.</li> <li>• Welcomes students to nature, historic or cultural sites and increases comfort in these places through creating affirming and relevant experiences.</li> <li>• Intentionally exposes students to other ways to explore the world and/or critical knowledge for caring for our environment (Traditional Knowledge, Night Skies, Inclusive Storytelling, climate change impacts, etc.)</li> <li>• Guides students to care about the outdoors, historic &amp; cultural sites as stewards of the park.</li> <li>• Helps students experience the social-emotional benefits of the outdoors differently (breathing, meditation, smells, sounds) on site or online</li> </ul>
Inclusion and Accessibility (5 points max)	<ul style="list-style-type: none"> <li>• Centers audiences from under resourced schools and communities</li> <li>• Creates affirming and welcoming spaces where youth feel represented and valued</li> </ul>

	<p>through inclusive approaches to design and implementation.</p> <ul style="list-style-type: none"> <li>Engages in culturally responsive and relevant teaching.</li> <li>Centers Inclusion and accessibility through programmatic elements and engages in co-creation/design with appropriate communities.</li> <li>Ensures programming elements are accessible both on-site and online through both physical and non-physical adaptations and accommodations (example: translation services, use of accessible trails, captioning, or interpretation in virtual spaces)</li> </ul>
Implementation & Logistics (5 points max)	<ul style="list-style-type: none"> <li>Provides strategies to engage more underserved schools and students in different communities.</li> <li>Provides strategies to connect with and engage community members, organizations, and schools to participate in co-design of programmatic elements.</li> <li>Demonstrates active situational awareness of partner engagement in program delivery.</li> <li>Identifies strategies for recruiting staff, interns, and volunteers that support increased representation of the communities served and mitigate hiring challenges.</li> </ul>
Budget Considerations (5 points max)	<ul style="list-style-type: none"> <li>Is cost proportional to impact?</li> <li>Are costs at least 90% direct impact expenses (staff to work exclusively on program development and delivery, transportation, training, supplies)?</li> <li>Do seasonal staff and interns hired through grant spend most of their time on OOK program delivery?</li> </ul>

Questions: Contact Nicole Rawlinson at [nrawlinson@nationalparks.org](mailto:nrawlinson@nationalparks.org)  
 An electronic copy of this RFP will be posted at [www.nationalparks.org/grant-applications](http://www.nationalparks.org/grant-applications)

## Appendix A

### NATIONAL PARK FOUNDATION APPLICATION TEMPLATE 2024-2025 OPEN OUTDOORS FOR KIDS GRANT PROGRAM

#### I. CONTACT INFORMATION

##### Grant Primary Contact:

Please list the contact information for the person primarily responsible for receiving updates and managing reporting on this project

Primary Contact First Name: \_\_\_\_\_

Primary Contact Last Name: \_\_\_\_\_

Primary Contact Organization: \_\_\_\_\_

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

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

#### NPS INFORMATION

Both NPS and Partner applicants should fill in this section to the best of their ability identifying the park site, superintendent and contact at the park.

NPS Site Name: \_\_\_\_\_

NPS Region: \_\_\_\_\_

Superintendent Full Name: \_\_\_\_\_

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

NPS Project Lead First Name: \_\_\_\_\_

NPS Project Lead Last Name: \_\_\_\_\_

NPS Project Lead Phone Number: \_\_\_\_\_

NPS Project Lead Email: \_\_\_\_\_

#### PARTNER ORGANIZATION INFORMATION – IF APPLICABLE

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization Tax ID number: \_\_\_\_\_

Executive Director Full Name: \_\_\_\_\_

Executive Director Email: \_\_\_\_\_

Partner Organization Lead First Name: \_\_\_\_\_

Partner Organization Lead Last Name: \_\_\_\_\_

Partner Organization Lead Phone Number: \_\_\_\_\_

Partner Organization Lead Email: \_\_\_\_\_

#### II. PROGRAM/PROJECT INFORMATION

##### Program Title

Please provide a concise, descriptive title that captures your project (This should be no longer than a sentence).

Program Type (*drop down*)

- In-person learning (all activities and interactions are delivered in-person via classroom visits and in-park experiences)
- Virtual Learning (educational activities and park experiences solely conducted virtually in both live and asynchronous formats)
- Multiple Modalities (combination of virtual and in-person educational activities to include live or asynchronous virtual classroom activities **and** physical in-park experiences)

### **Program Abstract**

Please provide a one paragraph high-level overview that describes the program.

### **Program Description**

Please provide a detailed description of the program, including the audience, themes, curriculum alignment, teacher development, and intention to conduct live, online, in-person or a combination of programming and the delivery of your three-touch model.

*Please include what audience needs the program is addressing, which curriculum standards it is connected to, if the program is informed by educator input or co-creation, and if student active engagement is present. How does the program support building on themes such as social-emotional skills and resiliency, inquiry-based thinking or exposure to STEM topics, or incorporation of arts, culture, and history? How does the program foster a sense of welcome, comfort and belonging, instill a sense of care for the park and its unique features or cultural history, or create culturally affirming and supportive spaces for students?*

**New or existing program (drop down):**

- New program
- Existing program
- Updated Existing program

**Has your site or organization ever received an OOK grant?**

- Yes
- No

*(If yes) How many years has your site received an OOK grant? (number)*

*(If yes) Has your site or organization received an OOK grant in the last 5 years?*

- Yes
- No

### **Funding Needs**

*In this section, please answer the following questions around funding needs. Answering these questions will assist the foundation in allocation and timing of funds disbursements.*

**Are you able to accept federally appropriated funds for this project?**

- Yes
- No

**Is this project financially able to conduct deliverables prior to receipt of funds for reimbursement?**

- Yes
- No

### Will this project's deliverables begin after October 2024?

- Yes
- No

### Program Audience

*In the next several questions, please describe the audience this program hopes to reach. For quantitative questions, please respond with unique number of students, schools, and classrooms (i.e.: one school/classroom/student that participates in a three-touch experience is counted as one unique school/classroom/student)*

- Which schools or school districts do you intend to work with, and what are their unique needs? *(text)*
- What data do you use to identify needs within the school districts and communities you will serve? *(Drop down multi selection)*
  - Title I designation
  - Census data
  - Justice 40 Initiative Screening Tool
  - Community partner data
  - Other known barriers to access *(describe)*
- How many total schools does the project estimate serving? *(number)*
- Of the schools you intend to serve, how many under-resourced schools and communities do you hope to reach through your project? *(number)*
- How many total students are anticipated to participate in programming with one or more in-person element of their three-touch experience? *(number)*
  - *Of this number, how many 4<sup>th</sup> grade students will be served?*
- How many total students are anticipated to participate in programming in an exclusively virtual three-touch format? *(number)*
  - *Of this number, how many 4<sup>th</sup> grade students will be served?*
- How many teachers do you intend to engage through professional development opportunities or resource sharing? *(number)*
- If your program leverages the *Every Kid Outdoors* pass, approximately how many passes will you distribute? *(number)*

### Partnerships

- What partners will be included to support the development and delivery of the project? How will community and school partnerships be leveraged to support collaborative approaches and the co-design of the program? If new partnerships are to be formed, what steps are being taken to establish relationships and build trust?

### Inclusion

- What is your strategy for expanding engagement to under resourced communities and schools, as compared with previous years? Who will primarily work to expand relationships and connections, and how will this work be done? What connections will be required, and have they been identified?

- How will you expand accessibility, both in person and via distance modules, for students who have experienced social disenfranchisement, physical or language barriers? How will your program incorporate opportunities to engage multiple modalities of learning?
- Does your project include inclusive storytelling or narratives, traditional knowledge or perspectives of communities or identities that have been historically marginalized? If so, how will you intentionally engage in co-creation and collaboration with members of the community whose stories are told or who are engaging in this work as a partner? If you do not intend to include any of these elements, please explain why.
- How will this project create affirming spaces to foster a deepened connection and sense of belonging among participants?

### **Outcomes, Adaptation, and Innovation**

- Please identify and describe three measurable program outcomes your project will work to accomplish. How will you monitor progress and make necessary adaptations to meet the identified outcomes of your project? *Outcomes may be communicated through learning outcomes for students, participation outcomes, relationships built, or any other measure of success valued by your project goals.*
- If this is your first OOK grant request, what do you hope to achieve, and how will this first year of funding inform the design and delivery of your program? Is this grant being used for capacity building and development of approach, a pilot, or a mix of both? ***(only answer if your application is a new project proposal)***
- If you have received prior grants, please identify what changes you will make to your program this year, based on feedback from teachers, students, and partners? ***(only answer if your application is for a previously funded project)***
- How will the project incorporate innovative educational approaches that maintain the highest standards of education and consistently remain current with trends?

### **Project/Program Timeline**

What are your major milestones? Please specify when activities will take place and what kinds of activities they are (in person, distance, hybrid modules). You may enter your timeline below or attach your schedule as a Word or Excel document to the online application. (text box)

### **Coordination**

Please describe the staffing and logistical needs to implement your program; what will staff roles be? How will you engage interns, seasonal staff, volunteers, teacher corps, and community partners to build capacity, increase participation, engage in co-creation, and conduct program activities? How will volunteers be trained? How will the program engage teachers in professional development, resource sharing or curriculum collaboration to support this project's development? (text box)

### **III. AMOUNT REQUESTED AND BUDGET**

- **Request Amount**
  - Enter the total amount being requested rounded to the nearest dollar (*number*)
- **Rollover funds**
  - Enter the total amount of rollover funds left from previous award (*number*)

- **Project Budget**
  - A budget spreadsheet may also be attached at the end of the application. Distinguish between costs for online and onsite programming. Include any rollover funds and how they will be spent in the coming year.
- **Grant Made Payable To**
  - Grant funds will be paid to applicant organizations in full. If needed, funds may be split between NPS and a partner organization. All payees receiving NPF funds will be required to sign a grant agreement. If awarded funds, payees will be required to submit a W9 and NPF vendor profile (if not on file) prior to receiving funds. EFT is highly encouraged.

#### **IV. LETTER OF SUPPORT**

All programs/projects that will occur at an NPS site MUST have Superintendent/Site Manager approval. By providing the information below & uploading a letter of support from the Superintendent/Site Manager, you are certifying that they approve of this application.

Letters can be addressed to “National Park Foundation Programs & Partnerships team.”

- a. Name of NPS Superintendent or Program Manager Associated with this application
- b. Title (i.e., Superintendent, Site Manager, Division Chief, etc.)
- c. Email address of Superintendent

**Certification: I certify that the Superintendent has approved this submission. Please note this certifies that the project conforms with any other existing plans an NPS unit or office has in place.**

#### **V. DOCUMENT UPLOADS**

- Superintendent Letter (required)
- Budget
- Timeline
- W-9 Form
- Open-ended upload

## APPENDIX B

### FLUXX Cheat Sheet

#### Logging into Fluxx

For optimal functionality, it is recommended to use the Chrome browser. To install Chrome, visit: <https://www.google.com/chrome/>

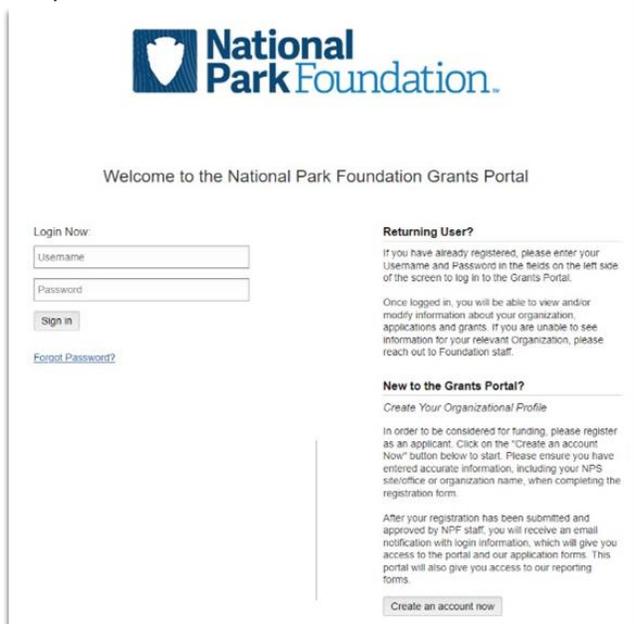
If you have any questions throughout the process, please reach out to the Grants Administration team at [applications@nationalparks.org](mailto:applications@nationalparks.org).

#### New Users

If you have not accessed the system before, please register your profile at <https://nationalparks.fluxx.io/>. We ask that you DO NOT share profiles within your organization; all individuals accessing the portal should have a unique login. Once you have submitted your registration, please allow up to 2 business days for processing, at which point you will be invited to the system with an automated email sent to the email address indicated in the registration.

#### Existing Users

- ✓ Navigate to the National Park Foundation Fluxx portal by visiting <https://nationalparks.fluxx.io/>
- ✓ Enter your user ID (email address you used during registration) and password (case sensitive)
  - ✓ Typically, your ID is your primary email address
  - ✓ The password is case sensitive



The screenshot shows the login page for the National Park Foundation Grants Portal. At the top left is the National Park Foundation logo. Below it, the text reads "Welcome to the National Park Foundation Grants Portal". On the left side, there is a "Login Now:" section with two input fields: "Username" and "Password", followed by a "Sign in" button and a "Forgot Password?" link. On the right side, there are two sections: "Returning User?" which instructs users to enter their username and password, and "New to the Grants Portal?" which provides instructions for new users to create an account. At the bottom right, there is a "Create an account now" button.

## How to Reset Password

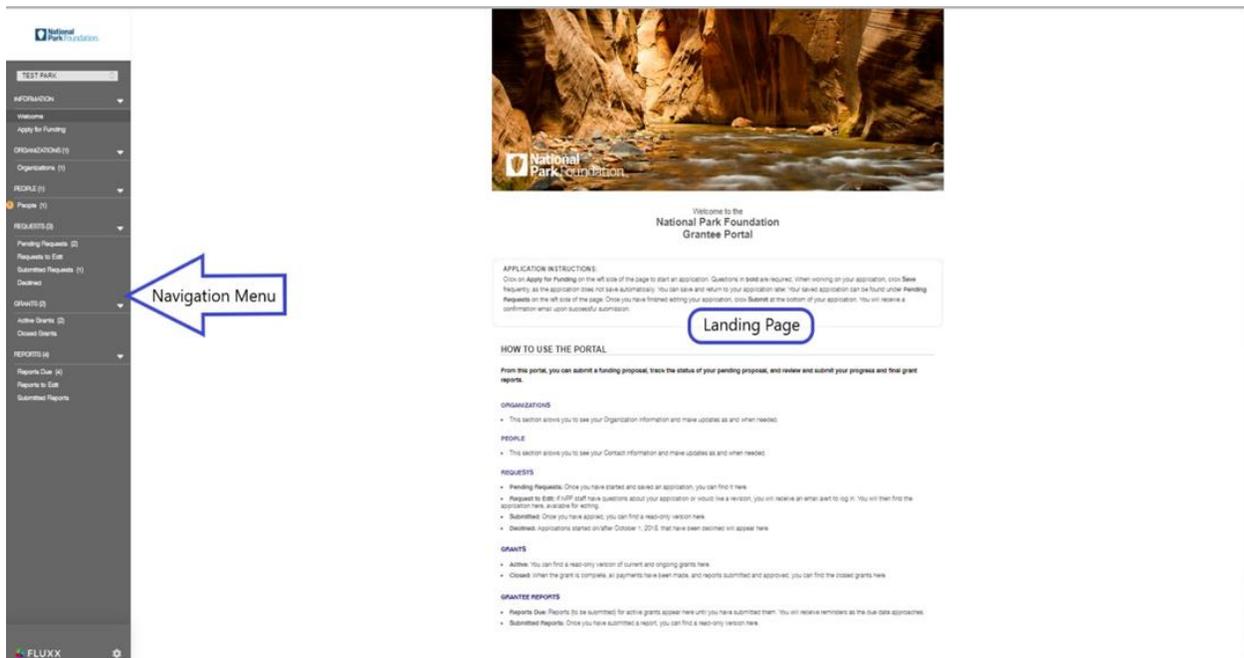
- ✓ Click on the “Forgot Password?” link on the left side of the login page
- ✓ Enter the email associated with your Fluxx account and click “Submit”
- ✓ Allow a few minutes to receive a reset email and follow the instructions provided
- ✓ If you do not receive a reset email, check your spam/junk folder. If you still have not received a reset email, please reach out to the Grant Administration team at [applications@nationalparks.org](mailto:applications@nationalparks.org)

## Navigating the Grantee Portal

The NPF grantee portal is where you will submit applications, check the status of applications and subsequent grants, submit reports and update your personal and organizational profiles.

## Landing Page

The main landing page has two main sections: the navigation menu on the left and the general information section.



## Navigation Menu

 <p>The screenshot shows the National Park Foundation navigation menu. At the top is the logo and the text "National Park Foundation". Below it is a search bar labeled "All" with a red circle 1. The menu is divided into several sections: INFORMATION (red circle 2), ORGANIZATIONS (2) (red circle 4), PEOPLE (1) (red circle 5), REQUESTS (5) (red circle 6), GRANTS (3) (red circle 7), and REPORTS (5) (red circle 8). Each section has a dropdown arrow. The REQUESTS section is expanded, showing "Pending Requests (2)", "Requests to Edit", and "Submitted Requests (3)". The GRANTS section is expanded, showing "Active Grants (3)" and "Closed Grants". The REPORTS section is expanded, showing "Reports Due (5)", "Reports to Edit", and "Submitted Reports". At the bottom left is the FLUXX logo and at the bottom right is a gear icon (red circle 9).</p>	<ol style="list-style-type: none"><li>1. <b>Affiliated Organization</b> - Your organization is listed here. If your email is associated with more than one organization, you can change organizations here.</li><li>2. <b>Information</b> – Click on Welcome at any time to get back to this main page</li><li>3. <b>Apply for Funding</b> – NPF’s open applications are linked here. You can also reference closed applications and grantee resources. Please read the application descriptions carefully before starting to ensure you are completing the right form.</li><li>4. <b>Organizations</b> – Go here to view and update/request updates to your organizational information</li><li>5. <b>People</b> – Go here to update your contact information.</li><li>6. <b>Requests</b> – All grant applications are found here, whether still in draft or in review.<ul style="list-style-type: none"><li>○ <u>Pending requests</u> – Unsubmitted draft applications that you are working on. They will remain here until you submit them to NPF.</li><li>○ <u>Requests to Edit</u> – If NPF staff have questions or require additional information on your submitted request, they will send the application back to you and you will find them here. You will also receive an email alert.</li><li>○ <u>Submitted Requests</u> – All requests that are being considered for funding are located here.</li></ul></li><li>7. <b>Grants</b> – Active and closed grant applications are found here</li><li>8. <b>Reports</b> – This section displays information on upcoming reports due, previous reports submitted, and reports for which NPF has requested additional information. You will receive an email alert requesting additional information.</li><li>9. <b>Gear Icon</b> – Clicking on this icon will allow you to change your password and logout</li></ol>
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