

North Platte NRD "Plant a Classroom" Application Form

(For funds up to \$500 per school per fiscal year. Only one application per school, per fiscal year (July 1 - June 30) will be considered.)
Please use separate or additional pieces of paper as necessary to complete the application below. Please be specific with answers.

Name/Address of School: _____

School Phone: _____ Project Leader: _____

Project Title: _____

Project Purpose and Learning Goals: _____

Methods and Activities: _____

Results: _____

Project Duration: _____

Funding Request: _____

Itemized Budget: (Please attach)

Date Funds are Needed: _____

Matching Funds: _____

By signing this application I am stating that I understand the requirements of the "Plant a Classroom" program and will abide by the Applicant Responsibility criteria required of the program. Failure to abide by the program's requirements will result in the revocation of any reimbursed funds received from the North Platte NRD.

(Project Leader's Signature) (Date)

(Principal's Signature) (Date)

For more information, contact Kay Grote, Information/Education Coordinator at the North Platte Natural Resources District: (308) 632-2749 grote@npnrd.org.

PLANT A CLASSROOM



*"Helping Our Schools
Promote Good Stewardship
and Inspire the Wonder of
Nature in Our Children."*

NORTH PLATTE
Natural Resources District
P.O. Box 280, Scottsbluff, NE 69363-0280
(308) 632-2749

"Plant a Classroom" Program

WHAT: Helps promote water, soil, wildlife, forest or grassland stewardship and environmental awareness.

WHERE: All primary and secondary schools within the North Platte NRD area. This District includes all of Scotts Bluff, Morrill, Garden, Banner and southern Sioux Counties in Nebraska.

HOW: By reimbursing costs up to \$500 per school per fiscal year related to establishing a new or improving an existing outdoor classroom. *Funds are awarded on a first-come, first-served basis and are subject to available District funds.*

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.

Fund Uses

"Plant a Classroom" funds can be requested by teachers and administrators for materials needed to create a new or improve an existing outdoor classroom site on school grounds. Appropriate expenditures of funds may include the purchase of:

- Grass and flower seeds or bulbs
- Live plants (including trees and shrubs)
- Identification signs or bordering
- Wetland or pond habitat materials
- Bird/wildlife feeders
- Other approved landscaping elements

Judging Criteria

"Plant a Classroom" funds sponsored by the North Platte NRD are non-competitive in nature. The funds 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 planned approach to meeting environmental and conservation education and overall curriculum needs at your school.

Requirements

"Plant a Classroom" funds may be awarded in amounts up to \$500. Applications can be submitted each year, but only one project per school per year will be funded.

The North Platte NRD encourages finding other funding sources in addition to its grant program.

Once approved, the NRD's funded portion of the "Plant a Classroom" project must be completed within nine (9) months of the application approval. All receipts related to that portion of the project must be submitted for reimbursement to the

NRD office within 60 days of the NRD's portion of the project's completion. A check will then be issued to the school up to \$500 for the related costs.

The North Platte NRD requires that its funded portion of the outdoor classroom be maintained for at least five years from the completion date. If the NRD-funded portion of the project is not maintained for five years, the NRD will require a full refund of any awarded money.

Application Procedures

1. Review application instructions carefully.
2. Complete application form being specific. State project purpose, objectives, methods, duration, itemized budget, etc.
4. 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 home phone numbers
5. Project Title: Include description of project in title
6. Project Purpose and learning goals: Indicate goals, number of people reached by project and main grade level of student users
7. Total Project Cost - include the total project cost

and the specific amount you are requesting from the NRD

8. Methods and Activities: Describe what must be done to accomplish objectives, and the activities to be used in the outdoor classroom

9. Results: How will the project results be used? How many organization members will be involved? How will the project be maintained after completion?

10. Project Duration: Inclusive dates of the project, from beginning to end, should be given. The final report will be expected two weeks after completion.

11. Funding Request: No funding in excess of \$500 per fiscal year will be considered.

12. Itemized Budget: The total of this budget should match the funding request.

13. Date Funds are Needed: Remember, apply at least six weeks in advance.

14. Funds from Other Sources: list amount of funds from other sources

from other sources

15. Both Project Leader's signature and Principal's signature needed

16. Submit the completed application form to Kay Grote, Information & Education Coordinator at the North Platte NRD, P.O. Box 280, Scottsbluff, NE 69363-0280 at least six weeks before the funds are needed.



Applicant Responsibility

Once the "Plant a Classroom" application is approved, the District must receive a short written report, with photos if possible, of the project for promotion of the program.

Copies of receipts for purchased materials related to the NRD-funded portion of the project must be submitted to the North Platte NRD within 60 days after completion of the NRD-funded portion of the project. Permission to purchase materials other than those specified in the application must be requested from the Information & Education Coordinator. Reimbursement funds may be revoked if the applicants do not meet their responsibilities.

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