



## No Child Left Inside - Phase 4 Grants *Request for Proposals*



### **Application deadline:**

Completed grant applications must be received by

**2:00 p.m. CST, Thursday, March 10, 2022**

Late submissions will not be accepted.

**Grant request minimum: \$5,000, maximum: \$25,000**

**Submit your application electronically to: [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us)**

With the subject line: Phase 4 No Child Left Inside Grant Application

Minnesota Department of Natural Resources

Division of Fish and Wildlife

500 Lafayette Road, Box 20

St. Paul, MN 55155

888-MINNDNR (888-646-6367)

<https://www.dnr.state.mn.us/no-child-grants/index.html>



## Questions

If you have a question about these grants or any of the application materials, please email [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) with the subject line: Grant Questions, or call 888-MINNDNR (888-646-6367).

## Grant Program Deadlines

<b>January 2022</b>	No Child Left Inside 2022 Phase 4 Grant Program announced to the public. Grant application materials available.
<b>March 10, 2022</b>	<b>2:00 p.m. CST - Phase 4 applications due.</b> DNR review of applications begins.
<b>May 2022</b>	Applicants notified by email of award status.
<b>May/June 2022</b>	Awardees complete necessary forms, sign and return grant agreements. Project work cannot begin until awardee receives executed agreement from the DNR. <i>Applicants should not plan to start any reimbursable project work prior to June 1, 2022. Project work, including match activities, cannot begin until awardee receives an executed agreement from the DNR.</i>
<b>June 30, 2022</b>	Grant Agreement Contracts must be signed and fully executed.
<b>June 30, 2023</b>	All reimbursable grant project work must be completed.
<b>July 30, 2023</b>	Deadline to submit all expense reimbursements and final project report. Projects ending earlier must submit reports within 30 days after completion of the grant.

## Grant requirements and limitations

**This is a reimbursable grant process. No funding is provided up front. Match is required for Phase 4.** There is *no minimum* match required, but the amount of match provided by applicants will be a priority in the evaluation of proposals. At the end of the project, grant recipients will be required to report a match of dollars or in-kind labor, materials, and services. Examples of match could include teacher time, parent volunteer hours, program costs not covered by the grant, time spent on reports and other administrative tasks associated with the grant project.

### Who can apply?

1. Applicants must have a mission or educational purpose that supports natural resource education and/or outdoor recreation.
2. Public entities (cities, counties, special purpose districts, and public schools, including public colleges and higher education institutions)
3. Native American tribes, schools, or governments
4. Non-profit organizations, including
  - a. Informal, after school, and early childhood programs
  - b. Community-based youth programs

#### Please Note:

- Private businesses, state and federal agencies **are not eligible** for this grant program.
- Grant applicants and awardees for the No Child Left Inside Phase 1 and Phase 3 Mini Grants or the Angler and Hunter Recruitment and Retention (R3) grants may apply for Phase 4. However, NCLI Phase 2 Large Grant awardees **are not eligible**.

- Groups that have defaulted on previous grants **are not eligible**; unless the default was by agreement between the DNR and the applicant. In addition, a group may be found ineligible if it had past performance issues (e.g., violated the terms of a DNR grant agreement within the past two years.)

### **Grant process**

1. Applicant Contact – the person listed on the application should be the primary contact for the grant and responsible for submitting grant reimbursement requests and reports.
2. Grant project funding will be reimbursed to the grantee either upon approval of an interim report and expenses (for expenditures to that point) and/or at the completion of the project and upon approval of the final report and expenses. Before applying for a grant, applicants should have a plan on how to cover expenses and costs until you are allowed to submit related invoices and receipts for reimbursement.
3. The State of Minnesota requires proof of insurance coverage, including liability and worker's compensation, for the duration of the project. Documentation of current coverage must be submitted to the Department prior to full execution of grant agreement.
4. Grant recipients shall be required to sign a Grant Agreement Contract (see example on website) with the DNR, which must be fully executed before June 30, 2022 or the award will be rescinded. When the grant agreement is fully executed (signed by all parties), it becomes public data.
5. No costs/expenses can or will be reimbursed for items or count as match prior to the date of the signed written Grant Agreement Contract (MN Stat. 16B.98).
6. Submitted projects must be completed before June 30, 2023.
7. Final grant report and invoices for allowable expenses must be received by July 30, 2023 or within 30 days after completion of the grant. Copies of itemized receipts must be kept on file and submitted.

### **Program rules**

1. The DNR will determine how much money is available for each phase of the grant program and what activities, based on funding from the 2021 Minnesota Legislature.
2. Grantees must use grant funds only for the delivery of programs within the State of Minnesota.
3. Applicants must meet all state and federal laws and rules.
4. All participants must be properly licensed for the activity.
5. Before applying, applicants planning projects that require DNR staff involvement must work closely with DNR staff on project scope and schedule, ensure the project complements existing activities, fits with available services and capacity, and complies with DNR rules.

### **Additional grant program information**

1. Grantees are only eligible for one grant per grant phase up to a maximum award of \$25,000. Minimum grant awarded will be \$5,000. The DNR may partially fund projects at its discretion. The DNR reserves the right to restrict awards to a maximum of one per organization, program, project, site, or facility.
2. Staff costs associated with the activities of the grant are eligible.

3. All angling, hunting, and other outdoor recreation equipment (bows, rods, tackle, skis, snowshoes, etc.) and other related items with a purchase value of \$4,999 or less per item are eligible and shall remain the property of the Grantee.
4. The Director of the Minnesota Department of Natural Resources, Division of Fish & Wildlife determines final grant awards.

**Ineligible activities** - Grant dollars **cannot be used** for activities such as, but not limited to:

- Purchase of hunting or fishing licenses, tags, or stamps
- Group banquets, raffle prizes or other fundraising activities
- Hunting and fishing competitions with cash awards or prizes larger than nominal value
- Firearms and ammunition are not eligible (bows and arrows ARE eligible)
- Gardening for food projects, unless combined with significant agricultural or environmental education programming, including the benefits of local, healthy food programs
- For-profit projects
- Shooting range fees and clay targets
- Annual field days or festivals
- Capital equipment and fixed assets, such as vehicles, motorized boats, ATVs, snowmobiles, large ice fishing houses, trailers, sheds, shelters, platforms, greenhouses, computer equipment, and other larger capital equipment or items (small canoes, kayaks, portable ice shelters, and bicycles ARE eligible)
- Trail or nature area purchase, development, equipment or maintenance (related planning or trainings ARE eligible)
- Administrative costs, such as overhead, insurance or indirect costs

### ***Phase 4 Grant Priorities***

The 2021 Legislature established some specific requirements and priorities for the No Child Left Inside Grant Program. The DNR has established additional funding priorities in consultation with stakeholders. Priorities and requirements for Phase 4 are as follows:

#### **Overarching Priorities:**

- **Programs that maximize the number of participants, especially from new and diverse audiences with limited opportunities**
- **Audience must be youth (under 18) – activities that include participant families are also eligible**
- **Applicants commit matching funds or in-kind resources**
- **Projects that are community-focused with an ongoing impact rather than one-time events**
- **New and innovative programming (if an existing program or project, applicant must demonstrate a significant expansion in scope or inclusion of new audiences)**
- **Projects must provide students direct experiences and understanding of nature**
- **Provide opportunities for outdoor recreation or to learn new outdoor skills**
- **Use public parks and other natural resource venues and personnel as resources**
- **Education classes that are held outside and use established environmental, ecological, agricultural or natural resource educational curriculum**
- **Other projects that support natural resource education and outdoor recreation as determined by the DNR**

## Eligible projects:

Outdoor environmental, ecological, and other natural resource-based education and recreation projects serving youth (under age 18). **At least \$100,000 of the funds in Phase 4 will be dedicated for fishing and hunting related projects.** If not enough eligible, high-scoring applications delivering fishing and hunting projects are received, the funds will be distributed to applicants of other eligible project activities.

A list of eligible project types and activities are listed below, but not limited to:

- **Education classes** that are held outside and use established environmental or natural-resource educational curriculum
- **Training** of teachers, facilitators or volunteers to deliver environmental or outdoor education (EOE), including, but not limited to, Project WET/WILD/Learning Tree, Driven to Discover, Tread Lightly!, E-STEM (Environment, Science, Technology, Engineering, Math), Becoming an Outdoors Family
- **Safety training:** firearms, boat and water, ATV or snowmobile
- **Programs at state parks or trails** that cover topics, such as water quality, raptors and bird watching, plants and animals, maple syruping, weather and seasons, watersheds, prairie restoration, pollinators, and forests, etc. (Must work closely with park staff on project scope and schedule, ensure the project complements existing activities, fits with available services and capacity, and complies with park rules.)
- **Similar programs at other parks, trails, nature, or environmental learning center facilities**
- **Minnesota School Forest Program activities**
- **Outdoor recreation activities with an educational, health or wellness component:** paddling or camping tied to water quality, hiking with plant or tree identification, snowshoeing to find animal tracks, wild rice harvesting, night sky viewing, fishing with aquatic habitat studies, prairie seed collection, nature photography, etc.
- **Investigations on water issues or water education:** water quality, water conservation, research, citizen science, aquatic wildlife and plants, weather, storm drains, Mississippi River, habitat restoration, macro invertebrates, service-learning projects, winter snow and ice, and other topics related to watersheds
- **Shooting** (trap, skeet, archery, etc.) - archery projects will be partnered with the [National Archery in the Schools Program](#) (NASP). Contact Kraig Kiger, DNR shooting sports coordinator, at 218-328-8868 or [kraig.kiger@state.mn.us](mailto:kraig.kiger@state.mn.us), regarding NASP program requirements and questions
- **Hunting or trapping**
- **Angling**
- **Paddle sports**
- **Cross-country (Nordic) skiing**
- **Biking or hiking at state and local parks or trails**
- **Snowmobiling or ATV riding**



- **School Courses and Clubs:** Development and adaptation of school courses that integrate youth fishing, hunting, and shooting sports programs delivered in formal school programs. Support for development and operation of high school angling, hunting and outdoor clubs.
- **Mentoring Programs:** Volunteer mentor recruitment and training to support youth “Learn to Hunt” and “Learn to Fish” programs. Projects that establish mentoring programs that recruit new and diverse anglers through multiple experiences with on-going support. Reverse mentoring service programs in which youth anglers and hunters would be encouraged to re-engage or reactivate anglers and hunters age 45 and older.

**Eligible costs (examples):**

- Staff time directly related to development and delivery of project
- Transportation or travel costs to parks, natural lands or EOE or outdoor recreation programs and facilities
- Program fees, such as admission, tours, facility fees, hired educators/speakers, or equipment rental
- Teacher prep time or substitute teacher stipends for work on EOE curriculum integration or to attend professional development
- EOE curricula and tools needed to do investigations
- Classroom set of EOE equipment, such as binoculars, cameras, GPS units, compasses, or other outdoor instructional tools
- Outdoor recreation equipment, such as snowshoes, cross-country skis; and fishing, archery, and hunting equipment (Guns and ammunition are not eligible.)

***How grant applications are reviewed and scored***

All grant applications will be initially reviewed to determine if they meet the stated eligibility requirements. If more than 50 eligible applications are received, applications in regions of the state where the amount requested exceeds the available funds may be put through an initial screening review to determine if they meet these priorities:

1. Projects that are community-focused with an ongoing impact rather than one-time events – **pass/fail**
2. New and innovative programming (if an existing program or project, applicant must demonstrate a significant expansion in scope or inclusion of new audiences) – **pass/fail**
3. Targeted audience - project participant population must have a **reportable free and reduced-price lunch (FRPL) percentage of at least 40%**
  - A [searchable database of Minnesota student enrollment data](#), including FRPL numbers by school, district and county, with data down to the grade level, is available on the MN Department of Education website. Under the “Category” drop-down, click on “Enrollment” and then the “List Files” button to access the database that includes FRPL. Recent historical data (enrollment year 2020 and earlier) is acceptable to use in schools where the data has been skewed or unavailable due to the COVID-19 pandemic.
4. Demonstrate commitment of matching funds or in-kind resources – **at least 1:1 match (one dollar match value for every dollar of grant funds requested)**



5. If an unmanageable number of applications (over 100) still meet these requirements, the DNR may apply additional screening requirements based on program overarching criteria.

After the initial screening is completed, remaining eligible applications will be reviewed and scored by a panel of individuals with an in-depth and comprehensive understanding of natural resource education and outdoor recreation. Each reviewer submits a separate score sheet with points awarded according to how well the proposed project meets the following scoring criteria.

**1. Program focus, design, approach, and evaluation = 50 points**

- Project maximizes the number of participants, especially from new and diverse audiences with limited opportunities (up to 30 points)
- Project uses new and innovative approaches to educate or engage youth in natural resources education and outdoor recreation in their community that are founded on research-based curricula and best practices (up to 10 points)
- Project clearly identifies target audience, program goals, learning objectives, and evaluation tools (up to 10 points)

**2. Feasibility of project = 35 points**

- Timeline (5 points) - Projects with a realistic timeline will be scored higher.
- Project Goals and Scope of Work (10 points) - Project meets all requirements and at least one category of eligible programs or activities. Those where the scope of the work matches multiple goals and priorities of the grant program will be scored higher.
- Sustainability (10 points) - Projects that have plans to ensure the ability of the organization to effectively carry out project-related activities beyond the grant period will be scored higher.
- Clarity of project work plan and correlation with budget (5 points) - Projects where work to be performed matches project budget and is clear with sufficient detail will be scored higher.
- Staff and Equipment (5 points) - Projects that demonstrate adequate and reasonable involvement of staff and equipment to complete the work will be scored higher.

**3. Financial need and match = 15 points**

- Documentation of need (10 points) – Projects that demonstrate need for state support will be scored higher.
- Amount of State funding requested compared to total project budget and involvement (match) of multiple partners (5 points) - Projects with a higher percentage of match compared to State funding will be scored higher.

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*MN DNR extends its thanks to the Connecticut Department of Environmental Protection for the use of "No Child Left Inside."*



**No Child Left Inside Grant Program Phase 4  
Sample Workplan**

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

Task #	Name of task	Sub-task	Description of task	Person responsible	Timeframe	Grant funds used	Match applied	Total cost
1	Recruit participants	1A	Prepare marketing materials and advertise course	Program coordinator	June 2022	\$0.00	\$500.00	\$500.00
2	Course preparation	2A	Course development and preparation	Teacher	June – July 2022	\$0.00	\$500.00	\$500.00
		2B	Purchase equipment and supplies	Program coordinator	June 2022	\$4,500.00	\$3,120.00	\$7,620.00
3	Course implementation	3A	Classroom introduction	Teacher	September 2022	\$300.00	\$120.00	\$420.00
		3B	Outdoor class programs	Teacher, volunteers	September 2022 - April 2023	\$300.00	\$600.00	\$900.00
		3C	Final program at family day	Teacher, volunteers	April 2023	\$840.00	\$600.00	\$1,440.00
		3D	Classroom wrap up and recognition, meet with staff and volunteers	Teacher	May 2023	\$300.00	\$120.00	\$420.00
4	Evaluation	4A	Assess participant knowledge before course begins	Teacher	July 2022	\$50.00	\$240.00	\$290.00
		4B	Assess participant knowledge gained after completing course	Teacher	May 2023	\$50.00	\$240.00	\$290.00
5	Reporting	5A	Compile and submit final report	Program coordinator	July 2023	\$0.00	\$150.00	\$150.00
					<b>Grand Totals</b>	<b>\$6,340.00</b>	<b>\$6,190.00</b>	<b>\$12,530.00</b>