



100 YEARS IS JUST THE BEGINNING

Education Grants Program

2019-20 Application Narrative for the Redwood Visit Category

Please read these instructions carefully. Incomplete applications will not be considered by the review committee.

Applicants: As part of your application, we require a detailed **narrative** (in PDF format) describing the proposed project. The reviewers appreciate clarity and brevity: your narrative should be **2-3 pages long**. Be sure to present your narrative topically, using the numbered headings below.

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1. **Project Description:** Describe the field trip and associated project (if applicable) and include the following components:
 - a. Need - what is the need for funding as well as the need for this field trip for this audience
 - b. Audience - describe the project's target audience in detail, including estimated number of students reached, ethnic and socioeconomic makeup, and percentage participating in the free and reduced price school lunch program.
 - c. Objectives - what are the goal(s) of the field trip and how will they be achieved? Is the field trip a part of a larger project?
 - d. Project Content - what will the students be learning; what activities will they participate in; what redwood topics you will cover (ie: redwood ecology, stewardship, etc.) during the field trip.
 - e. Expected Results - what do you hope the students and/or teachers come away with after the field trip is complete
 - f. Project Location
 2. **Organization Description and Project Leads:** Describe the goals of your organization (school) and the qualifications of the Project Leads.
 3. **Project Timeline:** What are the specific tasks and activities involved surrounding your field trip? What is the schedule/timeline for completion?
 4. **Evaluation:** What will you do to measure the success of your field trip?
 5. **Outreach:** How will you outreach to the whole school or greater community about the field trip and its results.
 6. **Budget:** Please provide a budget for your proposed field trip. Identify in-kind contributions and other sources of funds. Use the example below as a guideline for your budget, tailoring it to the specific requirements of your project.

SAMPLE: Redwood Education Project Budget

BUDGET – SUMMARY OF FUNDING SOURCES	<u>TOTAL</u>	<u>SRL</u>
<i>Sources and amounts of funds received to date</i>		
Parent-raised Funds	\$1,000	
<i>Pending funding still needed to complete project</i>		
Save the Redwoods League	\$1,500	\$1,500
Grants pending	\$1,000	
Total Funding	\$3,500	\$1,500
BUDGET – DETAILED SUMMARY OF EXPENSES	<u>TOTAL</u>	<u>SRL</u>
Bus Transportation	\$1,000	\$1,000
Park Fees	\$1,000	\$250
Substitute teachers pay	\$500	
Curriculum printing/materials	\$500	
Curriculum Equipment	\$500	\$250
Total Expenses	\$3,500	\$1,500

7. **Use of League Resources:** Explain how you will use League products, resources, or personnel to enhance your redwood program. Save the Redwoods League has redwood curriculum for all ages, videos, pictures, scientific data and professional experts that can further advance a redwood experience. For example, League staff can be used for trainings, workshops or to serve as a scientific role model for career choices in STEM fields.
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