



# MISSOURI DEPARTMENT OF CONSERVATION

## Conservation K-3 Field Trip Grant 2011-2012

—Guidelines—

### PURPOSE

The Missouri Department of Conservation is pleased to offer the *Conservation K-3 Field Trip Grant* to Missouri K-3 educators. This grant program, funded by the Missouri Department of Conservation, is designed to distribute funds in amounts up to **\$700** to public, private, and parochial school educators interested in taking K-3 students on field trips related to Missouri's fish, forest, wildlife and natural habitats.

Field trips can engage students in learning about Missouri's fish, forest, wildlife and natural habitats and their conservation. These learning experiences should support science and other academic concepts being taught in the classroom. Field trips are not restricted to Missouri Department of Conservation sites; however, field trip sites must be related to Missouri's fish, forest, wildlife or natural habitats. The Missouri Department of Conservation provides opportunities for field trips around the state including aquatic education programs, nature center programs, fish hatchery programs, outdoor skills programs, conservation events, nature hikes, etc. Grant funds will give K-3 educators the financial means to extend and strengthen student learning experiences outside the classroom.

### ELIGIBLE APPLICANTS

Any K-3 educator in a school or school district in the state of Missouri, including public, private and parochial schools—kindergarten through grade 3—may apply for a grant. Each grant request shall be for one specific field trip. Educators are encouraged to team up to apply for a grant. For example, the kindergarten, first-, second and third-grade teachers can take their students to the same field trip. Regardless of the number of grades and students included in the team application, the total possible award is \$700 per application. Schools can apply for multiple grants, up to a total of \$1,400. However, each student will be eligible to attend only one field trip per school year. If multiple applications are sent from the same school, applications must clearly indicate that different students will be participating in different field trips. If this is not clear, one or more of the applications will be considered ineligible.

### MAXIMUM GRANT AMOUNT

The maximum grant award is \$700 per application, with a maximum of \$1,400 awarded to a school.

### APPLICATION PROCESS

Submit completed grant applications to the Missouri Department of Conservation. Applications will be accepted between July 1, 2011 and Jan. 15, 2012. **Faxed or electronic applications will not be accepted. Awards will be made on a first-requested, first-awarded basis for eligible applications until available grant funds have been awarded.** The Department will notify applicants in writing 30 days from receipt of application about whether their proposal has been funded. Grant recipients will receive a cooperative agreement for review and signature prior to reimbursement of transportation costs up to the awarded amount. The signed cooperative agreement must be returned to MDC before trip is taken. Field trips must be taken after applicant receives notification of grant award and by June 1, 2012, at the latest.

### ELIGIBILITY CRITERIA FOR GRANT FUNDING

- Grant application is complete and is postmarked July 1, 2011 through Jan. 15, 2012. **Faxed or electronic applications will not be accepted.**
- Grant request is for transportation costs only.
- Field trip mileage does not exceed 100 miles each way (200 miles round trip).
- The amount of grant funds requested for transportation costs does not exceed \$7 per student.
- A minimum of 20 students are planned to attend the field trip.
- Individual students are eligible for only one field trip.
- Other costs associated with this field trip (for example, admission and food) are to be covered by other sources of funding.
- Field trip is planned to take place after notification of grant award, return of signed cooperative agreement, and prior to June 1, 2012.
- Field trip is to a Missouri-related fish, forest, wildlife or natural habitat site in Missouri.

- Field trip addresses specific science or other academic instructional goals and is connected to classroom instruction.

**NOTE: Awards will be made on a first-requested, first-awarded basis for eligible applications until available grant funds have been awarded.**

**The goal of MDC is to get students outside. Applicants are encouraged to take students to sites in their areas. The following field trip sites are eligible for grant funding:**

- Missouri Department of Conservation nature and interpretive centers
- Missouri Department of Conservation areas and other natural areas
- Fish hatcheries
- State parks
- National wildlife refuges or forests in Missouri
- City and county parks

**NOTE: Applicant is responsible for scheduling field trip with destination site. Receiving a grant award does not guarantee a reservation at the destination site.**

## SELECTION PROCESS

Missouri Department of Conservation staff will review all applications to determine eligibility. If deemed eligible, awards will be made on a first-requested, first-awarded basis until available grant funds have been awarded. Schools may apply for multiple grants up to a total of \$1,400. However, each K-3 student will be eligible to attend only one field trip per school year. If multiple applications are sent from the same school, applications must clearly indicate that different K-3 students will be participating in different field trips. If this is not clear, one or more of the applications will be considered ineligible.

## FUND DISTRIBUTION

The signed cooperative agreement, with original signatures and not a photocopy or fax, must be returned to the Department before the trip occurs for funds to be disbursed. The grant funds will be paid after the field trip is completed and upon submission of a narrative and copies of actual transportation receipts.

## ACCOUNTING AND FISCAL REQUIREMENTS

1. This is a reimbursement grant only, and the Missouri Department of Conservation is not providing or contracting for the provision of transportation services.
2. In order for transportation costs to be eligible for reimbursement, they must be approved in the application and incurred after the applicant is notified of grant award and by June 1, 2012, at the latest.
3. To be reimbursed, final report (transportation receipts and narrative report) should be received within 15 business days following completion of the field trip. Final reports must be postmarked to the Department no later than June 1, 2012. The signed cooperative agreement must be returned to the Department before trip occurs for funds to be disbursed after final reports are submitted.
4. Only the amount incurred up to the awarded amount will be reimbursed. *It will take 30 to 45 days for awardees to receive payment.*
5. Grantees shall keep financial records for each grant in accordance with applicable government accounting standards. These records, as public records, shall be subject to inspection by the Missouri Department of Conservation and the state auditor during regular business hours throughout the grant period and for three years after the grant period ends. If any litigation, claim or audit is begun before the end of the three years, the records shall be retained until such proceeding is resolved.
6. The grantee is responsible for ensuring that the Missouri Department of Conservation receives copies of the audit report for any audit performed during the grant period or the following three years.

## REPORTING REQUIREMENTS

A final report (one-page narrative and copies of all transportation receipts) should be submitted to Lynn Merritt-Goggins, Field Trip Grant Coordinator (573-522-4115, ext. 3808) within 15 business days following completion of the field trip. Final reports must be postmarked to the Department no later than June 1, 2012. Transportation receipts should include the date of the field trip, who took the field trip, field trip destination, actual mileage and the cost of transportation. The narrative should describe what the students learned (refer to number 3 and 4 on application) during the field trip, how it benefited students, and the actual number of students who participated in the field trip.

## CREDIT REQUIREMENTS

Educators and organizations are encouraged to publicize grant awards. The credit line on press releases or publicity materials should read: The Conservation K-3 Field Trip Grant is made possible by the Missouri Department of Conservation.

## FREQUENTLY ASKED QUESTIONS

**Q: Can I submit my application before or after the application period, July 1, 2011 through Jan. 15, 2012?**

**A:** Only applications postmarked from July 1, 2011 through Jan. 15, 2012, will be considered for grants.

**Q: Will applications for field trips already taken be eligible for 2011-2012 field trip grants?**

**A:** No. Field trips must be taken after the applicant is notified of grant award and by June 1, 2012.

**Q: Can the Department make an exception for fewer than 20 students to participate in the field trip?**

**A:** No. To be eligible for award, Conservation Field Trip Grant applications must be for 20 or more students. In order to have a minimum of 20 students, formal educators are encouraged to team up with other K-3 classes and/or K-3 grades within the same school.

**Q: Why limit the mileage to 100 miles one way (200 round trip) for each field trip?**

**A:** Applicants are encouraged to take field trips relatively close to home. There are field trip opportunities to natural sites all over the state, and it isn't necessary for students to travel more than 100 miles one way to experience a Missouri-related fish, forest, wildlife or natural habitat site. We want students to spend more of their field trip time outdoors rather than riding in a bus or other vehicle and to experience nature close to home.

**Q: Are educators of Pre-K children eligible to apply for the grants?**

**A:** No. Only educators of students in kindergarten through third grade are eligible to apply for this grant.

**Q: Can a school apply for more than one Conservation K-3 Field Trip Grant?**

**A:** Yes. Kindergarten through third grade school groups may apply for more than one Conservation K-3 Field Trip Grant. However, applicants must keep in mind all of the criteria when submitting applications. A maximum amount of \$1,400 will be awarded to the same K-3 school group for eligible applications until all available funds have been awarded.

**Q: If my school was awarded a Discover Nature Schools (DNS) *Nature Unleashed* or *See How the Turkey Grows* field trip grant, is my school still eligible for the Conservation K-3 Field Trip Grant?**

**A:** No. Schools awarded field trip grants through the DNS program for the 2011-2012 school year are not eligible for the Conservation K-3 Field Trip Grant.

**Q: Can the grant money be used to cover other expenses besides transportation costs?**

**A:** No. This grant covers transportation costs only. Transportation costs include bus use or rental fee and bus driver salary.

**Q: If awarded a grant, will the applicant get the grant money before the field trip is completed?**

**A:** No. As the guidelines indicate, the Conservation Field Trip Grant is a reimbursement program. An awarded applicant must complete the field trip, prepare a short narrative report and submit the report with a copy of the receipt for actual transportation costs to the Department before a check will be issued.

**Q: Will a trip to the zoo, pumpkin patch, aquarium, museum or farm be considered an eligible field trip location?**

**A:** These locations do not fit the criteria set forth in the "Eligibility Criteria for Grant Funding" section and therefore will no longer be eligible.

**Q: Is a field trip to a location outside of Missouri eligible for grant funding?**

**A:** No. Field trips must be to a Missouri-related fish, forest, wildlife or natural habitat site in Missouri.

**Q: What Missouri Department of Conservation locations are eligible field trip sites?**

**A:** Missouri Department of Conservation locations include all Conservation Department nature and interpretive centers, fish hatcheries, conservation areas, trails and natural areas. It also includes Department programs or events delivered at another site, such as Department Kids Fishing Events held at the city park. (To learn what opportunities are available near you, visit [www.missouriconservation.org/areas/](http://www.missouriconservation.org/areas/) or contact your nearest Conservation Department office.)

**Q: Beside Conservation Department locations, what other places are considered Missouri-related fish, forest, wildlife or natural habitat sites?**

**A:** What is available in each community varies. Possible non-Department sites include county or city parks, state parks, national wildlife refuges or forests in Missouri, local lakes and ponds and nature centers. To find out what is available in your community, check with your local chamber of commerce office or parks and recreation department. The Internet is also a valuable resource in finding possible field trip sites.

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**Q: Why do I need to keep copies of my grant application, agreement and final reports?**

**A:** Once you sign the cooperative agreement to accept the grant award, you are agreeing to fulfill the requirements spelled out in the grant guidelines and the agreement. One requirement is that all financial records related to the agreement must be available for the Department to view. Financial records include copies of the awarded application, cooperative agreement and final report (narrative and transportation receipts). These documents would be necessary should there be an audit.

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**Q: If a field trip is cancelled by the school due to inclement weather or cancelled by the bus company or by the site scheduled for the trip, can it be rescheduled?**

**A:** Yes. Field trips may be rescheduled as long as the MDC Field Trip Grant Coordinator is notified (573-522-4115, ext. 3808) and the trip is rescheduled to be taken before the June 1, 2012 deadline.

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**Q: Will MDC continue to offer field trip grant opportunities in the future?**

**A:** Yes; however, field trip grant opportunities in the future will be offered only through the DNS program. 2011–2012 is the last year this grant (Conservation K–3 Field Trip Grant) will be offered. Field trip guidelines and agreements are offered for each specific DNS unit and are currently available for grades 3–12. Field trip guidelines and agreements for grades K–2 will be available for the 2012–2013 school year.

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**Q: How do I find out more about DNS?**

**A:** Please visit [mdc.mo.gov](http://mdc.mo.gov) and search on “Discover Nature Schools” to view available DNS curriculum units. For more information and training opportunities, type your county in the “Who’s My Local Contact?” box to find your local MDC Conservation Education Consultant.

**For more information contact:**

Lynn Merritt-Goggins  
Outreach and Education Division  
Field Trip Grant Coordinator  
Missouri Department of Conservation  
P.O. Box 180  
Jefferson City, MO 65102-0180  
573-522-4115, ext. 3808  
[Lynn.Merritt-Goggins@mdc.mo.gov](mailto:Lynn.Merritt-Goggins@mdc.mo.gov)

**Application Checklist**

*Please be sure that students participate in only one MDC grant-funded field trip per school year.*

**Also, have you...**

- Mailed the application with original signatures (not a photocopy)?
- Marked **due dates** on your calendar?
  - Applications must be received between **July 1, 2011 and Jan. 15, 2012.**
  - Trip must be taken by **June 1, 2012.**
  - Transportation receipts and narrative reports are to be postmarked **no later than June 1, 2012.** (See #3 under accounting and fiscal requirements in guidelines.)
- Completed all spaces on application before mailing? If not, your application will be returned for completion.
- Scheduled your trip between July 1, 2011 and June 1, 2012?
- Chosen a destination (as set forth in “Eligibility Criteria for Grand Funding” section) that is specifically related to Missouri’s fish, forest, wildlife or natural habitats?
- Provided a **current e-mail address** that you check regularly?
- Selected 20 or more students to attend the field trip?
- Made sure your round-trip mileage will be 200 miles or less?
- Made sure the amount you are requesting does not exceed \$7 per student or the maximum of \$700 allowed per trip?

**Please refer to the grant guidelines throughout the school year if you have any questions. Remember that any changes must be approved by grant coordinator 573-522-4115, ext. 3808 before trip is taken.**



MISSOURI DEPARTMENT OF CONSERVATION  
**Conservation K-3 Field Trip Grant**  
**2011-2012**  
—Application—

**ALL INFORMATION MUST BE PROVIDED.**

*(Please print clearly.)*

Field trip title: \_\_\_\_\_

Date of field trip (must occur between July 1, 2011 and June 1, 2012): \_\_\_\_\_

Field trip destination: \_\_\_\_\_

(name of the place **and** city/county) Must be a Missouri-related fish, forest, wildlife natural habitat site.

Field trip brief description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant position: \_\_\_\_\_

Applicant school name: \_\_\_\_\_

Applicant school district name (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_, MO ZIP code: \_\_\_\_\_ County: \_\_\_\_\_

Day telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact information after school ends: telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Applicant e-mail (optional): \_\_\_\_\_

Correspondence will come to this e-mail address; only use address that is checked frequently.

Type of school:     Public     Private    *(Select one.)*

I, the undersigned, approve the submission of this application and the implementation of the field trip herein described. *(All signatures are required in order for the application to be considered for funding.)*

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized school administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name and title of authorized administrator

**Mail your completed application with original signatures (no photocopies). Only applications postmarked July 1, 2011 through Jan. 15, 2012 will be considered. Awards will be made on a first-requested, first-awarded basis for eligible applications.**

*(Faxed or electronic copies will not be accepted. Incomplete applications will be returned.)*

**See Reverse**

