



Missouri Department of Conservation

## GRANT GUIDELINES

Discover Nature Schools

*Nature Unbound*

2011–2012



# GRANT GUIDELINES—These guidelines are specific to the *Nature Unbound* program. You must contact your local Education Consultant to obtain the grant application.

## PURPOSE OF PROGRAM

The purpose of the Discover Nature Schools program is to promote conservation education through instructional units that meet grade-level expectations and encourage hands-on outdoor learning experiences. Each unit is designed to increase student understanding and appreciation of our natural resources and our role in conserving them.

In an effort to assist as many teachers/schools as possible with funding towards implementing this unit (hereinafter referred to as *Nature Unbound*):

1. **A one-time only \$500 grant for approved instructional and outdoor classroom materials will be awarded per school.**
2. **Only one (1) reimbursement grant for transportation costs will be awarded per school per year.**
3. ***Nature Unbound* must be taught (as set forth below) to twenty (20) or more students.**

## AGREEMENT DURATION

1. **The application period of this Agreement begins July 1, 2011 and ends with the application deadline of January 15, 2012.**
2. **The following must be submitted and postmarked by June 1, 2012.**
  - Final report narrative
  - Average pre- and post-instruction test scores
  - Dated detailed receipts clearly showing proof of payment for approved grant expenditures

## MEASURABLE DELIVERABLES

### MDC agrees to:

1. Furnish *Nature Unbound*, an instructional high school ecology unit. The *Nature Unbound* unit consists of a student book and a teacher guide. The teacher guide features activities suitable for classroom and outdoor learning and meets specified science course-level expectations for high school biology classes.
2. Provide required training (minimum of 3 hours) for all teachers using the *Nature Unbound* unit.
3. Provide grant funding for approved instructional and outdoor classroom materials as listed in "Materials Funded by Grant."
4. Provide grant funding for reimbursement of bus transportation costs for field experiences directly related to Lesson 9 in *Nature Unbound*. (See "*Nature Unbound* Field Experience Guidelines for Lesson 9.")
5. Provide a primary local MDC Conservation Education Consultant contact.



### **Discover Nature School agrees to:**

1. Designate a lead contact/teacher to make decisions and direct implementation of the program. **This person is responsible for submitting a completed grant report and dated detailed receipts clearly showing proof of payment postmarked no later than June 1, 2012.**
2. Require **all participating teachers** to complete training (minimum of 3 hours) **prior to initial delivery of *Nature Unbound* in the classroom.**
3. Require all students to complete Chapters 1–9 from *Nature Unbound*.
4. Require all students to complete at least one *Nature Unbound* instructional activity per lesson outdoors.
5. If the field experience reimbursement option is chosen, require all students to complete a *Nature Unbound* field experience as set forth in Lesson 9 of *Nature Unbound*.
6. After completion of *Nature Unbound*, submit dated detailed receipts (clearly showing proof of payment and dated at least five days after date of approval letter through June 1, 2012), average pre- and post-instruction test scores and a final report narrative postmarked no later than June 1, 2012.

### **MEASURABLE OUTCOMES**

All students will complete *Nature Unbound* as specified and experience at least eight related instructional activities in the outdoors in interaction with the natural environment.

### **FUNDING AND PAYMENT PROCESS**

1. **The school will be notified with an approval letter accompanied with the initial payment. The grant period begins five days after the date of the approval letter. Costs incurred prior to grant period are ineligible for reimbursement.**
2. Payment to the Discover Nature School will be the actual costs as documented, with dated detailed receipts clearly showing proof of payment, up to the maximum amounts stated herein.
3. The Discover Nature School will initially receive 50 percent of the grant award for approved instructional and outdoor classroom materials following submission and approval of a signed Agreement.
4. All funds from MDC **must** be deposited in a timely manner.
5. The Discover Nature School shall provide documentation of required average pre- and post-instruction test scores, a brief final report narrative and dated detailed receipts clearly showing proof of payment for all costs associated with the approved Agreement postmarked by June 1, 2012, before final reimbursement will be made.
6. The Discover Nature School will be reimbursed for bus transportation costs for field experiences after submission of dated transportation receipts. Transportation documentation must be an official bus company receipt or detailed receipt on school letterhead signed by a school administrator.
7. Final payment will be made upon completion of the program and submission and review of required grant narrative report, average test scores and dated detailed receipts clearly showing proof of payment.

### **APPROPRIATION**

Funds for this project must be appropriated for each fiscal year and the Discover Nature School and MDC's obligations hereunder shall not be binding upon MDC for any period in which funds have not been appropriated.



## **REPORTING REQUIREMENTS**

1. The Discover Nature School shall contact the local MDC Conservation Education Consultant or Education Programs/Curriculum Supervisor if any changes in the project arise. All changes must be approved prior to implementation. Failure to do so may result in denial of payment.
2. If, for any reason, the Discover Nature School cannot complete *Nature Unbound* and related field experience during the duration of the contract, further funds will not be provided, and any unused funds must be returned.

## **OWNERSHIP**

1. Any equipment purchased with funds under this Agreement becomes the property of the Discover Nature School.
2. MDC reserves the rights to the copyright of all materials it produces and provides.

## **MONITORING REQUIREMENTS**

1. **MDC's local Conservation Education Consultant shall monitor *Nature Unbound* through ongoing informal monitoring by phone calls, on-site visits and e-mail.** The Education Programs/Curriculum Supervisor or representative will monitor through desk review of financial information and *Nature Unbound* reports.
2. After completion of *Nature Unbound* is verified and final reports are approved, MDC shall process final payment.
3. The Discover Nature School shall allow MDC access to all financial records and/or audited financial statements related to this agreement.

## **TERMINATION**

MDC retains the right to terminate this Agreement at any time, without penalty or recourse, by giving written notice at least thirty (30) days prior to the effective date of termination. All unused grant funds must be returned to MDC.

The Discover Nature School may terminate this Agreement with thirty (30) days of notice if agreed by MDC but must return all unused funds.

## **LEGAL COMPLIANCE, SAFETY & HOLD HARMLESS**

The Discover Nature School hereby agrees to comply with all laws and regulations applicable to it, and to take all reasonable and lawfully required steps to ensure the safety of the public during the performance of this cooperative agreement and the provision of all public programs and activities furthered by it, and the Discover Nature School agrees to indemnify and hold harmless MDC, and its agents and employees, from any claim or suit arising out of, or in connection with, this cooperative agreement and the provision of all public programs and activities furthered by it.

## **OTHER PROVISIONS**

MDC shall be given appropriate credit in all publications, educational materials and in any media contacts related to *Nature Unbound* and grant. Appropriate wording may include "The Missouri Department of Conservation provides the Discover Nature Schools program and grants so Missouri students learn to connect with nature and conserve it, too."



## **GRANT ELIGIBILITY CHART**

### **FIRST YEAR OF PARTICIPATION**

☞ A field experience reimbursement grant per school of up to \$7 per student (*maximum of \$3500 per school*) to cover bus transportation costs for field experiences.

**AND**

A one-time only grant per school of up to \$500 to purchase approved instructional and outdoor classroom materials.  
**(See “Materials Funded by Grant.”)**

\* Grant funds disbursed as follows: 50 percent of approved amount for purchase of approved instructional and outdoor classroom materials ***upon notification of approval of Agreement***; balance reimbursed upon completion of *Nature Unbound* and submission of required documentation. (See ☞ NOTE below.)

### **SUBSEQUENT YEARS OF PARTICIPATION**

☞ A field experience reimbursement grant of up to \$7 per student (*maximum of \$3500 per school*) to cover bus transportation costs for field experiences.

(See ☞ NOTE below.)

☞ **NOTE:** Bus transportation costs and the balance for instructional material costs shall be reimbursed after receipt of required documentation postmarked by June 1, 2012. Documentation shall include a grant report narrative, average pre- and post-instruction test scores and ***dated detailed receipts clearly showing proof of payment (no packing slips or purchase orders)*** for all one-time only *Nature Unbound* approved materials and for bus transportation.



## **MATERIALS FUNDED BY GRANT**

- This grant allows for a **one-time only** amount of \$500 for approved instructional and outdoor classroom items. These items may be purchased in any combination or number based on a school's need. All purchases must be reflected on clear and legible original OR clear and legible copies of dated detailed receipts showing proof of payment.
- **Only items on this list are eligible for reimbursement.\* No substitutions. Keep all dated detailed receipts clearly showing proof of payment.**

### **Equipment/Supplies**

- Air thermometers
- Biltmore sticks
- Collection jars or other containers for live invertebrates
- Field guides relevant to Essential Activities
- Flagging tape
- Forceps
- Golf tees—100 white, 100 green, 75 red, 75 blue, 25 tan
- Hula hoops
- Insect nets
- Magnifiers
- Metric rulers / metric measuring tapes
- Nail polish
- Orange cones or tent stakes
- Rolls of adding machine paper
- Rope
- Safety goggles and gloves
- Soil or water test kits or probes for nitrogen and/or phosphorus
- Soil thermometers
- Tokens (60)—20 each of three colors
- Weather data collection equipment (anemometers, sling psychrometers, light meters, etc.)
- Yarn

### **Outdoor Classroom Supplies**

- Potted plants native to Missouri (*or annual plants known to attract specific Missouri wildlife and approved by the local Education Consultant*)
- Seed packets for plants native to Missouri (*or annual plants known to attract specific Missouri wildlife and approved by the local Education Consultant*)
- Plastic liner or plastic pond form
- Pond pump
- Pond plants native to Missouri
- Soil
- Mulch
- Border stone

\* **NOTE:** Not all materials required to complete *Nature Unbound* activities are funded by this grant.



## **NATURE UNBOUND FIELD EXPERIENCE GUIDELINES FOR LESSON 9**

### **OBJECTIVES**

Students participating in a *Nature Unbound* field experience will:

- Research and investigate a local ecosystem
- Formulate testable questions and hypotheses about the ecosystem
- Design and conduct field investigations
- Record observations and collect pertinent data
- Devise a multi-step plan to restore and/or manage for the stability and/or biodiversity of the ecosystem

In order to qualify for reimbursement of transportation costs for field experiences taken in conjunction with the *Nature Unbound* unit, field experiences must:

- Serve to satisfy the CLEs and objective of Lesson 9 of *Nature Unbound*
- Occur at an outdoor ecosystem within 100 miles of the participating school
- Provide students with opportunities to apply inquiry and field investigation skills and knowledge gained through activities in *Nature Unbound*

### **EXAMPLES OF DESTINATIONS**

- Conservation Area or State Park
- National Forest
- City or county park
- Schoolyard ecosystem
- Private property

Meaningful opportunities for students to apply knowledge and skills fully to the field experience should include:

- Pre-trip planning time for students to research the ecosystem's history, components, management practices, etc., to create maps and decide what data is needed to help with their plan
- Ample time for students to conduct field investigations, record observations, collect data and devise a multi-step resource management plan
- Post-trip activities, including a presentation of each group's plan to the class and an evaluation of their plan