



Keeping the Natural State natural.



# Arkansas Schoolyard Habitat Grant Application

Arkansas Game and Fish Commission Education & Outreach Division

Please read these instructions before completing the application.

## Eligible Applicants

Public and private schools in Arkansas may apply through school personnel.

## Eligible Projects

Projects must emphasize student/youth involvement with planning, development and maintenance and increase the educational and habitat values of the site. The applicant must be prepared to maintain and commit resources to the project for at least five years. The project must be implemented on school grounds, or subject to AGFC approval, other public areas. Plans that include vegetation planting should focus on increasing native biodiversity by planting native species. Habitat projects may include, but not be limited to, the following activities: construction of outdoor classrooms or walking trails, establishment and maintenance of a schoolyard food plot, butterfly garden, wetland, rain garden, nesting platform or watering station; design and construction of bird feeders or feeding stations; or construction and installation of roosting or nesting boxes.

## Applications

Incomplete applications will not be considered. AGFC prefers that responses be typed in standard 12- or 10-point font, single-spaced with one-inch margins on each side of the page. **The original application PLUS three copies of it and all attachments must be submitted. Submission of this application constitutes acceptance of the grant requirements herein.** Applications will be evaluated by a committee, and the committee will make all decisions regarding funding. Evaluation judging criteria will include but not be limited to: student involvement; detailed information, including goals and objectives; relationships of the project to school curricula or objectives; project creativity and design; benefit to wildlife; project maintenance plan.

## **Eligible Costs**

Funding requests should focus on items necessary for enhancement and development of schoolyard habitat projects such as plants, seeds, mulch, lumber, hardware, hand tools, etc.

## **Ineligible Costs**

Ineligible costs include, but are not limited to, the following items: consultant fees, fuel, equipment larger than hand tools, equipment rental, books (with the exception of field guides), web site development, land acquisition, chemicals (herbicides, pesticides, insecticides), salaries or other payroll-related expenses.

## **Project Time Line**

Application packet:	Postmarked by December 1
Notification to all applicants:	During spring semester
Submission of final report:	Upon completion of project or within 24 months

## **Funding and Payment**

The maximum annual award is \$5,000.00 per applicant. Successful applicants are eligible to apply for additional funding in subsequent years. The Arkansas Game and Fish Commission administers funding. The Conservation Sales Tax and funds from wildlife license plate sales provide the funding for this program.

## **Reporting Requirements**

Interim and final reports may be submitted electronically on a CD-ROM or as a hard copy. Before-and-after photos of the schoolyard site and/or students working in the habitat should be included in these reports. Each project coordinator should submit a few photographs that can be utilized in marketing the program.

Interim reports will explain the progress of the project from the grant award until the interim report date. Final reports must contain information regarding the following:

- Student involvement: how many students were actively involved in developing the project, what student roles were in developing the project, and how many students used or are expected to use the completed project.
- Wildlife: how wildlife, both plant and animal, were affected by the project.
- Education programming: how the project used to enhance the educational experiences of students; integration of Project WILD or other Commission education programs with the project; curriculum developed to use the project for educational purposes; the number of teachers that used the project, including their areas of instruction (math, English, science, social studies, etc.)
- Community involvement: how members of the local community or other governmental organizations contributed to the project.
- Expansion: whether or not expansion of the project is expected.

**Publicity**

Grantees will be required to acknowledge the funding sources in any project publicity or printed materials produced. Grantees agree to forward to AGFC any media coverage, including copies of newspaper clippings, regarding awarded projects.

**Workshop Attendance**

Grantees agree that the project coordinator will attend a Schoolyard Habitat workshop organized by AGFC within a year of receiving grant funds. This requirement may be waived by AGFC if the grantee's site has previously received Schoolyard Habitat funding from AGFC and the project coordinator has already attended the required training.

**Maintenance of Projects**

Grantees agree to maintain grant funded projects for at least five (5) years after the expiration of this grant agreement. Grantees agree to reimburse grant funds to AGFC if they fail to start work on, abandon, or remove the project without the written permission of AGFC before the expiration of the five-year period. Reimbursement will be prorated as follows:

- i. If the project is not started, is removed, or abandoned within one year of the date of this agreement, the Grantee shall reimburse AGFC one hundred percent (100%) of the original grant amount.
- ii. If the project is removed or abandoned after one but before two years of the date of this agreement, the Grantee shall reimburse AGFC eighty percent (80%) of the original grant amount.
- iii. If the project is removed or abandoned after two but before three years of the date of this agreement, the Grantee shall reimburse AGFC sixty percent (60%) of the original grant amount.
- iv. If the project is removed or abandoned after three but before four years of the date of this agreement, the Grantee shall reimburse AGFC forty percent (40%) of the original grant amount.
- v. If the project is removed or abandoned after four but before five years of the date of this agreement, the Grantee shall reimburse AGFC twenty percent (20%) of the original grant amount.

Grantees agree that AGFC shall have the power to determine, in its sole discretion, whether a project has been removed or abandoned. If AGFC determines that, in its opinion, the grant-funded project has been removed or abandoned, it shall notify the Grantee of its opinion in writing, list the reasons for its opinion, and give the Grantee thirty days in which to cure the deficiencies noted. If the noted deficiencies are not cured within the thirty day period, the Grantee agrees to reimburse AGFC as noted above.

**Segregation of Funding**

Grantees agree to segregate funds received through this grant agreement from other funds. Comingling of grant funds with other revenues or disbursing grant funds for non-grant related projects or purposes is strictly prohibited. Grant funds shall not be used to

pay salaries, fringe benefits, or any other similar expenses relating to the grantee's employees. Accounting for grant funds shall be in a method which conforms to generally accepted accounting principles.

**Submit application packet to the following address:**

Arkansas Game and Fish Commission

Attn: Pat Knighten

2898 Highway 46 South

Sheridan, Arkansas 72150

ARKANSAS SCHOOLYARD HABITAT GRANT APPLICATION FORM  
Arkansas Game and Fish Commission Education & Outreach Division

**Submit the original application PLUS three copies of it and all attachments.  
Application package must be postmarked by December 1.**

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.**

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

Name of School: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Project Coordinator's Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_ County: \_\_\_\_\_

Email Address: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Superintendent's Name: \_\_\_\_\_

Grade Level(s) of Participating Students: \_\_\_\_\_

Dimensions of Site: \_\_\_\_\_

Amount of Request \$ \_\_\_\_\_ (maximum \$5,000)

Proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Please check one:**

New Project \_\_\_\_\_

Renewal of an Existing Project \_\_\_\_\_

*Execution of this application by AGFC constitutes a grant agreement and creates specific obligations on the part of the grantee, including but not limited to an understanding that: the awarding of all grants and the amount of any grant shall be subject to the sole discretion of the grant committee; that project descriptions become the property of AGFC and if I am awarded a grant AGFC shall have the right to supply others with a description of the project and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to maintain proper accounting, including retaining copies of receipts for expenses, when the project is completed. Any funds not expended for this project will be returned to AGFC in the form of a check made payable to the Arkansas Game and Fish Commission. AGFC and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant, and grantee agrees to hold AGFC and its employees harmless. This agreement shall be governed by the laws of the State of Arkansas and venue shall be in the Arkansas Claims Commission in Pulaski County, Arkansas. Grantee agrees to comply with all requirements of this grant application and any instruction forms provided by AGFC which are incorporated as part of this agreement.*

Printed Name of Applicant: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have reviewed the completed application and support this project to develop/enhance a schoolyard habitat area for learning.*

Official Applicant Approval: \_\_\_\_\_  
(Signature of Superintendent or Principal)

\_\_\_\_\_  
Title Date

FOR AGFC USE ONLY—TO BE COMPLETED AFTER APPROVAL BY COMMITTEE:

\_\_\_\_\_  
For AGFC

\_\_\_\_\_  
Date

**Grant funded by the Amendment 75 Conservation Sales Tax.**

## SCHOOLYARD HABITAT GRANT APPLICATION ATTACHMENTS

**PLEASE NOTE:** The following questions are criteria used to judge applications. Type responses and attach pages to this form. The original application plus three copies of it (all pages, including attachments) must be submitted and postmarked by **DECEMBER 1**. The application should be no more than four pages in length (excluding the photo and diagram pages), single spaced. Use standard layout (12 point font and 1" margins). **PLEASE NOTE:** You must include the question and its associated number from the application form with your answers.

**Describe the proposed project by addressing each point.**

1. a. In 30 words or less describe the proposed project (who, what, where, when, how).  
b. What are the goal(s) and measurable objectives of the project?
2. How are students involved? How many students are involved and at what age or grade levels? How is the community involved?
3. Describe how the project will enhance the educational use of the area.
4. Will you use Project WILD or other AGFC education programs as a part of the project?
5. Describe how the proposed project will affect students and wildlife/habitat and tell how you will educate the community about the project and its goals/objectives (media, open house, Web site, etc.).
6. A long-term care/maintenance plan for the project is imperative.
  - a.) How will the area be managed or maintained during project development, during the school year, during the summer and in subsequent years?
  - b.) Who specifically will be responsible and what will be the roles of school administrators, students, school custodial staff and community volunteers? Will long-term funding be required to maintain the area? Who will provide necessary funds?
7. Using the budget form attached, provide a project budget indicating what will be purchased for this project. List the **cost/unit** and total amount of funds requested for each item and any items or services that will be covered through match or in-kind funds. If this is a multiple year or long-term project, please focus on the specific funding and proposed accomplishments for this grant period. Please total each budget column.

**SAMPLE BUDGET FORM**

<u>Items</u>	<u>Grant Funds</u>	<u>Match/In-kind</u>
wood for bird nesting box construction	\$50	
plants (include species list and cost/unit)		
purple coneflower 12 plants @ \$5 =	\$60	
prairie dock 12 plants @ \$6 =	\$72	
prairie smoke 6 plants @ \$10 =	\$60	
big bluestem 6 plants @ \$8 =	\$48	
hardware for bird nesting boxes - lumber yard		\$30
mulch - donation from city		\$200
edging - student labor; concrete mix donated by construction company		\$100
landscape consulting - landscape firm		\$200
site preparation – parents		\$500
site maintenance (hose and time)- school custodial staff		\$100
Web page support - School District Technology Center		\$100
<b>TOTAL</b>	<b>\$290</b>	<b>\$1,230</b>

8. On a single sheet of paper, attach or print a photograph or photographs of the area **AS IT CURRENTLY EXISTS**. Color photographs are preferred and should be used in all copies of the application.

9. On a single sheet of paper, briefly sketch or diagram *the work plan* for the project area. This diagram will **SHOW THE HABITAT AS IT WILL APPEAR WHEN THE ACTION GRANT PROJECT IS COMPLETED**. Identify the physical structures that will be constructed and vegetation that will be planted and/or eliminated. **Include scale and direction.**

**SUBMIT APPLICATION TO:**

Arkansas Game and Fish Commission  
 Attn: Pat Knighten  
 2898 Highway 46 South  
 Sheridan, Arkansas 72150



