

Illinois Biodiversity

FIELD TRIP GRANT

Teachers in Illinois, including home-schooling teachers, may apply to the Illinois Department of Natural Resources (IDNR) through the ENTICE (Environment and Nature Training Institute for Conservation Education) program to receive funding for natural resources-related field trips.

Application Requirements and Information

- Grants are only available to teachers in Illinois and are awarded for the purpose of studying some aspect of Illinois' biodiversity. "Biodiversity" refers to the variety of life in an area.
- The field trip site must be in Illinois and can include state parks, natural areas, natural history museums and nature centers.
- A budget with an itemized list of expenditures to be covered by the grant must be included.
- Items eligible for funding are transportation and substitute teachers for those teachers who are participating in the field trip. Admission fees and guest speaker costs directly related to the field trip will be considered only if ample funds are available. Judges have the right to partially fund requests.
- There is a \$500 limit per teacher. Multiple teachers within the same school can collaborate on a field trip. The collaborating teachers must attend the same field trip on the same day. For field trips involving collaborating teachers, please include the name of each participating teacher. If you have questions about eligibility, please contact the IDNR Division of Education (see address below) before submitting your application. NOTE: In order to qualify for the \$500 maximum per teacher in a collaborative field trip, each teacher must be accompanying his or her own students.
- One grant distribution period is held per year. **APPLICATIONS MUST BE POSTMARKED BY JANUARY 31, 2013.** Applications are reviewed by a committee and notification will be made no sooner than six weeks after the application deadline. No reimbursement will be made for field trips occurring prior to grant award notification. Funds must be applied to a field trip before December 31, 2013.
- You must submit the original and THREE copies of the entire application, including attachments. **INFORMATION FOR THE APPLICATION MUST BE ORIGINAL. DO NOT COPY OTHER APPLICATION FORMS.** Please keep a blank copy of the final report form for use after the field trip.
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!** No faxed, emailed or personally delivered applications will be accepted.
- **DO NOT INCLUDE:** cover letter; copies of activities; binders or plastic covers; or any other items not requested in the grant application.
- **All applications must include a completed W-9 form for the school. If you need assistance with the W-9 form, talk to the business/financial staff at your school. Do not use the tax exemption number for your school.** You can access a blank W-9 form at <http://www.irs.gov/>.
- Funds are awarded on a reimbursement basis. Reimbursement will only occur for budget items approved by the judging committee.

Funding is administered by the Illinois Conservation Foundation. For additional information regarding the grant, contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.



Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; 217/785-0067; TTY 217/782-9175. This information may be provided in an alternative format if required. Contact the DNR Clearinghouse at 217/782-7498 for assistance.

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Project ID # _____ (for IDNR use only)

APPLICATION FORM

Field Trip Grant funds are administered by the Illinois Conservation Foundation.

You must submit the ORIGINAL AND THREE COPIES OF THE ENTIRE APPLICATION AND ALL ATTACHMENTS. Applications must be postmarked by January 31, 2013. Please be sure that you complete and submit the W-9 form for the school as well.

No reimbursement will be made for field trips occurring prior to grant award notification.

Field Trip Destination (site and city): _____

*Primary Applicant (must currently be employed as a full-time teacher at the school):

*Collaborating Teachers (if any): _____

Contact Person
(if different from applicant): _____ Title: _____

School Name: _____

School Address: _____

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email: _____

Grade(s): _____ # of Students to Participate: _____ Funding Requested: \$ _____
(maximum award: \$500 per teacher who is accompanying his/her own students)

Field Trip Date: _____

List your local (NOT United States)

Illinois State Senator:

Illinois State Representative:

If you do not know the name of your local State Senator or State Representative, visit the Web site at <http://www.elections.il.gov/DistrictLocator/DistrictOfficialSearchByAddress.aspx>. Use the school's address when determining your responses.

***NOTE:** The school official signing this form on page 3 cannot be one of the applicants.

Submit to: Illinois Department of Natural Resources, Division of Education
One Natural Resources Way, Springfield, IL 62702-1271

Execution of this application by the IDNR 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 Illinois Biodiversity Field Trip Grant Review Committee (Committee); that project descriptions become the property of the Committee and if I am awarded a grant the Committee 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 submit a final report and original receipts for expenses when the project is completed. The Committee and sponsors 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. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by the IDNR which are incorporated as part of this agreement.

Printed/Typed Name of Primary Applicant: _____

Primary Applicant Signature: _____ **Date:** _____

I have reviewed the completed application and support this project to conduct an Illinois Biodiversity Field Trip.

Official Approval:

Signature of Superintendent, Principal or Organization Official

Printed/Typed Name

Title

Email Address

Main Program Sponsors

The Daniel F. and Ada L. Rice Foundation
8600 Gross Point Road
Skokie, IL 60077-2151

Independence Tube Corporation
6226 West 74th Street
Chicago, IL 60638

Application Check List

- original application
- three copies of original application and all attachments
- W-9 form, completed and signed

Submit to: **Illinois Department of Natural Resources, Division of Education**
One Natural Resources Way, Springfield, IL 62702-1271

PLEASE NOTE: The following criteria are used to judge applications. Be brief yet complete with your responses. Type responses on a separate sheet of paper. You must submit the original and three copies of the application and all attachments. Also include a completed and signed copy of the W-9 form. Applications must be postmarked by January 31, 2013. The narrative should be no more than three pages in length, single spaced, excluding the budget page and application form. Use standard layout (12 point font and 1” margins). **INFORMATION MUST BE ORIGINAL. DO NOT COPY OTHER APPLICATIONS.** For field trips involving collaborating teachers, please submit an application that covers the entire group. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. DO NOT INCLUDE A COVER LETTER, COPIES OF ACTIVITIES OR ANY OTHER INFORMATION NOT REQUESTED IN THE APPLICATION. DO NOT PLACE THE APPLICATION/COPIES IN A BINDER OR OTHER COVERING.**

Attach a separate sheet with the following information.

1. Where are you taking the class on this field trip (site and city)?
2. In one or two sentences, explain what the students will do on this field trip.
3. Field Trip Goals: Identify at least three goals with measurable objectives. Explain how you will incorporate Illinois species/culture as the basis of your field trip.
4. Natural Resources Concepts: Identify at least three natural resources concepts to be addressed during the field trip (biodiversity, habitat composition, communities, cultural perspectives, economic considerations, adaptations, environmental change, populations, issue investigation, management, responsible action, etc.).
5. Describe how the concepts from item four will be explored, including information about equipment utilized (if any). List any pre- or post-field trip activities.
 - A. field trip concepts and activities that support the concepts
 - B. pre-trip activities
 - C. post-trip activities
6. Illinois Learning Standards/Common Core Standards: Identify the Illinois Learning Standards/Common Core Standards addressed. List goal number, standard letter and how that standard will be addressed throughout the field trip.
7. Other Resources: Provide an overview of any other resources used to support the field trip, such as donations, volunteers or school resources.
8. Budget: Include a budget of projected expenditures. Please obtain estimates from the prospective vendors. Items eligible for funding are transportation and substitute teacher expenses for those teachers who participate in the field trip. Admission fees and guest speaker costs directly related to the trip will be considered only if ample funds are available. Judges have the right to partially fund applications. Food, lodging, supplies and equipment are some of the expenses that will not be funded.

SAMPLE BUDGET

EXPENDITURE/VENDOR	PURPOSE	COST	GRANT FUNDS	IN-KIND DONATION
PRIMARY EXPENSES				
Traveling Bus Company	Transportation	\$200.00	\$200.00	
Mr. Smith	Substitute Teacher	\$100.00	\$100.00	
SECONDARY EXPENSES				
Journals	Record Trip Observations	\$50.00		\$50.00
Web Page Development	Provide Report on Trip to Community	\$200.00		\$200.00
Parent Volunteers	Chaperones	\$500.00		\$500.00
TOTAL		\$1,050.00	\$300.00	\$750.00

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 One Natural Resources Way, Springfield, IL 62702-1271



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FINAL REPORT

This report is due no later than one month after the completion of the field trip.

Field Trip Destination (site and city): _____

Primary Applicant (must currently be employed as a full-time teacher at the school):

Collaborating Teachers (if any): _____

Contact Person
(if different from applicant): _____ Title: _____

School Name: _____

Address: _____

City/Zip Code/County: _____

Phone: _____ Fax: _____ Email: _____

Grade(s): _____ # of Student Participants: _____ Funding Received: \$ _____

Date of Field Trip: _____

ASSESSMENT: Submit up to two typed pages describing the activities undertaken as part of the field trip. Include:

1. concepts learned, how they were incorporated into the existing curriculum and how student knowledge was assessed;
2. pre-visit, on-site and post-visit activities;
3. Illinois Learning Standards/Common Core Standards met/supported;
4. list of partners and/or community resources utilized;
5. how funds were expended.

INCLUDE AS ATTACHMENTS:

1. Payment Request Form and original receipts documenting all approved expenditures;
2. photographs (prints or digital);
3. samples of student work, reports or comments;
4. copies of any school or community newspaper articles referencing the project;
5. World Wide Web page address if field trip is summarized on the school page;
6. a copy of the thank-you letter submitted to the grant benefactor.

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BUDGET

Primary Expenses: Transportation and substitute teacher fees are the primary expenses eligible for funding. These expenses will be funded first on all winning applications. Substitute teacher fees are only reimbursed for teachers on the field trip who are accompanying his/her own students.

Secondary Expenses: Admission fees, program fees and guest speaker fees directly related to the success of the field trip will only be funded by the recommendation of the judges and if funds are available. FOOD, LODGING, SUPPLIES AND EQUIPMENT DO NOT QUALIFY FOR FUNDING BUT MAY BE USED AS IN-KIND COSTS.

EXPENDITURE/VENDOR	PURPOSE	COST	GRANT FUNDS	IN-KIND DONATION
PRIMARY EXPENSES				
SECONDARY EXPENSES				
TOTAL				

In-Kind Donations are those items or donations being provided by the grant applicant's school.