

Illinois Biodiversity

FIELD TRIP GRANT

This is an informational page.
DO NOT MAIL
this page with your application.

Teachers of grades prekindergarten through 12 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. Funding priority is given to single-day, outdoor field trips.

INSTRUCTIONS: 2019 Application Requirements and Information

- Grants are only available to teachers of grades prekindergarten through 12 in Illinois schools and home-schooling 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 should support Illinois natural resources topics currently being taught in the applicant's curriculum. The field trip site must be in Illinois. Field trips for agricultural and historical topics will not be funded. If you are unsure that your field trip topic qualifies for a grant, please contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.
- Items eligible for funding include transportation and compensation for substitute teachers for those teachers who are participating in the field trip. Admission fees and program fees 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. If you have questions about eligibility, please contact the IDNR Division of Education (see contact information in the first dot point) 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. **Bus transportation costs for collaborative field trips may not exceed \$1,000.00 regardless of the number of participating teachers.**
- Priority is given to single-day, outdoor field trips. Unless there is an overnight component, each field trip date must be represented by its own application. The number of grants awarded is based on available funding.
- One grant distribution period is held per year. **APPLICATIONS MUST BE POSTMARKED BY JANUARY 31, 2019.** Applications are reviewed by a committee and notification will be made no sooner than four 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, 2019.
- You must submit the original and THREE copies, each collated and stapled, of the entire application, including attachments. **INFORMATION FOR THE APPLICATION MUST BE ORIGINAL. DO NOT COPY OTHER APPLICATION FORMS. DO NOT USE AN OUTDATED APPLICATION FORM.**
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**

(Instructions continued on next page.)

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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.

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- Omitting ANY required information will result in disqualification. If your application is received by the optional preliminary application deadline of January 15, 2019, it will be reviewed for the following common errors that cause disqualification. You will be notified by email of any of these errors and given until January 31, 2019, to submit the missing/incorrect information. The review will not include reading the narrative and will not be reflected in the judging process. These items frequently cause disqualification and will be reviewed in the preliminary application period: blanks not completed; narrative incomplete or absent; missing pages; budget incomplete or absent; signature(s) missing; incorrect number of copies; no W-9 form; W-9 form not completed/signed/dated; not typing the questions for the narrative section; using an outdated application form. If the applicant does not submit the missing information by January 31, 2019, the application will be disqualified. Any applicant who submits an application package that is received after January 15, 2019, will not have the opportunity to correct errors and will be disqualified for submitting an incomplete application.
- 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 (includes signature and date as well as the other information) W-9 form for the school. If you need assistance with the W-9 form, talk to the business/financial staff members at your school. Do not use the tax exemption number for your school.** Home-schooling applicants must use their cooperative organization's FEIN number or a personal Social Security number on the W-9 form, if there is no cooperative organization. Home-schooling educators are the only applicants allowed to use a personal Social Security number. You can access a blank W-9 form at <http://www.irs.gov/>.
- Funds are awarded on a reimbursement basis to the school. Reimbursement will only occur for budget items approved by the judging committee. With the exception of home-schooling teachers who do not have a cooperative organization FEIN, no reimbursement is made to individuals.
- See the "Frequently Asked Questions" section and video podcasts at <https://www.dnr.illinois.gov/education/Pages/GrantsIBFTG.aspx> for more information.
- **Time Line**

The field trip must occur before December 31, 2019. More information will be provided to grant award winners.

January 15, 2019 – Preliminary application packet (optional) must be received by the Illinois Department of Natural Resources' Division of Education by January 15, 2019, for review.

January 31, 2019 – Application package must be postmarked no later than this date.

March 15, 2019 – Notification to all applicants will be made no later than this date.

Final Report – The Final Report is due no later than one month after the date of the field trip.
- Grants are not transferable. They may not be transferred to another person, school or grade level.

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.

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FIELD TRIP GRANT

Project ID # _____ **SO** **MO** **SI** **MI** (for IDNR use only)

APPLICATION FORM - Data

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

You must submit the ORIGINAL AND THREE COPIES, EACH COLLATED AND STAPLED, OF THE ENTIRE APPLICATION AND ALL ATTACHMENTS. Applications must be postmarked by January 31, 2019. Please be sure that you complete and submit the W-9 form for the school as well. Applications submitted for review in the optional preliminary application period must arrive at the Illinois Department of Natural Resources' Division of Education office by January 15, 2019.

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

Field Trip Destination: _____ City: _____

Select the Type(s) of Natural Resources You Will Be Studying on the Field Trip:

_____ aquatics _____ geology _____ native wildlife and/or native plants _____ prairies _____ woodlands/forests

*Applicant Name (must currently be employed as a teacher at the school): List one person only.

School Name: _____

School Address: _____

City: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

*School Official: _____ Email: _____

Grade(s): _____ # of Students to Participate: _____ Field Trip Date: _____
(estimated or actual)

Total Number of Participating Teachers (including the applicant): _____

Funding Requested: \$ _____ **(The maximum award is \$500 per teacher who is accompanying his/her own students. The maximum amount allowable for bus transportation on collaborative field trips is \$1,000 no matter how many teachers are collaborating on the field trip. The number entered in the "Funding Requested" blank should match the total of the "Grant Funds" column from the Budget on page six.)**

***NOTE:** The School Official's name for this blank should be the same as that of the person signing in the "Official Approval" blank on the next page. For public and private schools, the Superintendent's or Principal's name should be provided. For home schools, the cooperative organization's leader or another official should be named. The School Official cannot also be an applicant or participating teacher.

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

Please complete this page and submit it with your application and all copies.



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APPLICATION FORM – Signature Page

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.

■ Applicant Approval

Printed/Typed Name of Applicant (must currently be employed as a teacher at the school):

Applicant Signature: _____ Date: _____

■ Official Approval

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 — **The Official signing in this blank cannot be the same person as the Applicant named above.**)

Printed/Typed Name of Official: _____ Title: _____

■ Main Program Sponsors

Independence Tube Corporation, Bedford Park
Daniel F. and Ada L. Rice Foundation, Skokie
D. F. and M. T. Grohne Family Foundation, Wilmington

■ Application Check List

- original application + three copies of original application and all attachments, collated and stapled = 4 total applications included
- one W-9 form (completed, signed, dated)
- All information is complete
- The application represents a single field trip

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

Please complete this page and submit it with your application and all copies.

APPLICATION FORM – Narrative Questions

Narrative Question Instructions.

- Type and print a copy of the narrative questions and your associated responses. Attach this text to the rest of the application form. **YOU MUST INCLUDE THE QUESTION AND ITS ASSOCIATED NUMBER FROM THE APPLICATION FORM WITH EACH ANSWER.** Omitting the questions from your responses will cause your application to be disqualified even if you provided the answers. 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 one-inch margins).
- You must submit the original and three copies of the application, collated and stapled and all of the attachments. Also include a completed (including signature and date) W-9 form.
- Applications must be postmarked by January 31, 2019.
- **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 submit answers to questions from an outdated application form. The application form changes annually.
- **DO NOT INCLUDE A COVER LETTER, COPIES OF ACTIVITIES OR ANY OTHER INFORMATION NOT REQUESTED IN THE APPLICATION FORM. DO NOT PLACE THE APPLICATION/COPIES IN A BINDER OR OTHER COVERING.**
- **DO NOT SUBMIT A SINGLE APPLICATION FOR MULTIPLE FIELD TRIPS. UNLESS THERE IS AN OVERNIGHT COMPONENT, EACH DATE FOR A FIELD TRIP MUST BE REPRESENTED BY ITS OWN APPLICATION.**

PLEASE NOTE: The following questions are criteria used in the judging of the application. Be brief yet complete with your responses.

Narrative Questions.

1. Please list the names of all teachers participating in this field trip.
2. Where do you want to take the class on this field trip (site and city)?
3. In one or two sentences, explain what the students will do on this field trip.
4. Why do you want to take the students on this field trip? Identify no more than two goals and two measurable objectives for this field trip.
5. How does this field trip support what you are teaching in the curriculum? Do not list learning standards. Explain what you are teaching and how this field trip will enhance the lesson. Discuss pre-visit, on-site and post-visit activities.
6. The field trip must relate directly to Illinois' natural resources. Explain how you are basing this trip on one or more of these Illinois' natural resources categories: aquatics; geology; native wildlife and/or native plants; prairies; woodlands/forests. Be specific.
7. Other Resources: Provide an overview of any other resources used to support the field trip, such as donations, volunteers or school resources. Where applicable, these items should be included as Match/In-kind Funds in the budget. Do not skip this question. **If no other resources are provided for the field trip, state that information in your response.**
8. Budget: Include a budget of projected expenditures. **Use the budget form on page six. Type your information on the form and then print the page.** Do not type a separate budget form. If you cannot type on the interactive PDF form, please update your version of Adobe Acrobat. 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, donations, scholarships, Web development, supplies, books and equipment are some of the expenses that will not be funded.** Items not eligible for grant funds may be used as "Match/In-kind Funds" in the budget, if the school or another organization is providing them for the field trip. **Bus transportation costs for collaborative field trips may not exceed \$1,000.00 regardless of the number of participating teachers.**



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APPLICATION FORM – 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. Priority will be given to single-day, outdoor field trips. Bus transportation costs on collaborative field trips may not exceed \$1,000.00 regardless of the number of collaborating teachers.

Secondary Expenses: Admission fees and program fees directly related to the field trip will only be funded by the recommendation of the judges and if funds are available. FOOD, LODGING, DONATIONS, SUPPLIES, SCHOLARSHIPS, WEB DEVELOPMENT, BOOKS AND EQUIPMENT DO NOT QUALIFY FOR FUNDING BUT MAY BE USED AS MATCH/IN-KIND FUNDS. Match/In-kind Funds are those items or donations being provided by the grant applicant’s school or other organization. For volunteers whose time is being used as Match/In-kind Funding, please estimate these costs based on the rate of \$100.00 per day.

Please watch the video podcasts at <https://www.dnr.illinois.gov/education/Pages/GrantsIBFTG.aspx> for more information and assistance regarding the budget. If you have questions about completing the budget form, contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.

SAMPLE BUDGET (SUGGESTED EXAMPLES FOR REFERENCE ONLY!)

PRIMARY EXPENSES-PURPOSE	VENDOR/ITEM	TOTAL COST	GRANT FUNDS	MATCH/IN-KIND FUNDS
Transportation	Traveling Bus Company	\$600.00	\$400.00	\$200.00
Number of Substitute Teachers = 1	Cost per Substitute Teacher = \$100.00	\$100.00	\$100.00	
SECONDARY EXPENSES-PURPOSE	VENDOR/ITEM	TOTAL COST	GRANT FUNDS	MATCH/IN-KIND FUNDS
Record Trip Observations	Journals	\$50.00		\$50.00
Provide Report on Trip to Community	Web Page Development	\$200.00		\$200.00
Chaperones	Parent Volunteers	\$500.00		\$500.00
	TOTAL	\$1,450.00	\$500.00	\$950.00

YOUR BUDGET

PRIMARY EXPENSES-PURPOSE	VENDOR/ITEM	TOTAL COST	GRANT FUNDS	MATCH/IN-KIND FUNDS
<i>Transportation</i>				
<i>Number of Substitute Teachers = _____</i>	<i>Cost per Substitute Teacher = _____</i>			
SECONDARY EXPENSES-PURPOSE	VENDOR/ITEM	TOTAL COST	GRANT FUNDS	MATCH/IN-KIND FUNDS
<i>Admission Fees</i>	<i>Cost per Student = _____</i>			
<i>Program Fees</i>	<i>Cost per Student = _____</i>			
<i>Name of Program(s)</i>				
<i>Other (List by Item)</i>				
	TOTAL			

Please complete this page and submit it with your application and all copies.