# 

# “Get Outdoors (GO) Georgia” Field Trip Grant

# Guidelines and Application

**Georgia State Parks & Historic Sites**

**Georgia Natural Resources Foundation (GNRF)**

## Purpose

The Georgia State Parks & Historic Sites Division is pleased to offer field trip grants to Georgia educators and their students. This grant program, sponsored by the Georgia Natural Resources Foundation (GNRF)

is designed to distribute funds to public, private, parochial, or home school educators interested in taking students on field trips to a Georgia State park or historic site.

Field trips can engage students in learning about Georgia’s forest, wildlife, or natural habitats and their conservation, or about Georgia’s history and cultural resources as they relate to Georgia State Parks or Historic Sites. These learning experiences should support science, social studies and other academic concepts being taught in the classroom. Grants will enable educators to provide real-world and hands on learning experiences beyond the classroom.

## Eligible Applicants

Any educator in a school or school district in Georgia from kindergarten to grade 12 may apply for the grant. Educators in home school groups are also eligible. Each grant request shall be for one specific trip or combination of multiple visits to a Georgia state park or historic site, and must include an experience with park staff at that site (hike, talk or other scheduled program.)

Educators are encouraged to team up to apply for a grant as classrooms and field trip content allows. For example, two third-grade teachers might bring both of their classes on the same field trip.

## Maximum Grant Amount

The maximum grant award is $1,000 per application, regardless of the number of grades and students included in the application. Multiple awards may be distributed based on the availability of funds.

## Application Process

Applications are accepted through June and must be postmarked no later than June 30, 2019.

Mail completed applications to “Get Outdoors (GO) Georgia” Field Trip Grants, Georgia State Parks & Historic Sites, Attn: Interpretive Unit, P.O. Box 1029, Helen, GA 30545.

Applicants will be notified by July 15th regarding potential grant awards.

## Eligibility Criteria for Grant Funding

* The grant application must be completed and postmarked by June 30th
* The grant request is for transportation costs, program fee costs, historic site admission fees and applicable materials costs. Food costs associated with the trip are not included.
* Field trips must involve a minimum of 15 students in kindergarten through grade 12. Pre-K classes are not eligible at this time.
* The planned field trip must occur between October 1 – June 1 of the 2019-2020 school year and be scheduled directly with the state park or historic site staff in advance.
* Interpretive program fees for state parks begin at $1.00 per student and chaperone, per program requested, but may vary based on the site, facilities, time scheduled and materials. Classroom teachers and bus drivers are typically admitted free. Historic Site Admission rates also vary from site to site beginning at $2.50/student. ParkPass fees are waived for scheduled programs. Program fees and Historic Site Admissions are eligible for grant funding.
* The applicant is responsible for scheduling the field trip. Receiving a grant award does not guarantee a reservation with State Parks and Historic Sites. Scheduling requirements may vary from site to site, so make contact early. Available days and times fill quickly during prime field trip seasons in the spring and fall.

## Selection Process

The Georgia State Parks & Historic Sites Interpretive Unit will review all applications to determine eligibility with the final decision made by the Programming Advisory Committee (PAC).

## Fund Distribution and Grant Reporting

Each school will be required to fund the field trips and GNRF will reimburse the school for the amount awarded through the grant process. Please use the Grant Reporting Form and save copies of all program receipts, transportation receipts, etc. The form and receipts must be submitted to Ellen Graham within 30 days after completion of the field trip or no later than June 15 following the school year of the grant, whichever is earlier. Failure to return narratives and receipts will result in disqualification for future field trip funds.

Each grant recipient must send in the Vendor Management Form and return it along with the voided check for ACH electronic payment and a copy of their W9. The Grant Reporting Form and invoices should be sent in along with the Vendor Management Form.

The grant reporting form will include the final agenda for the field trip, how the field trip connected with classroom curriculum, how it benefited the students and the actual number of students and chaperones (teachers are free) 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 “Get Outdoors (GO) Georgia” Field Trip Grant is made possible by Georgia State Parks & Historic Sites and the Georgia Natural Resources Foundation.

**For More Information Contact:**

“Get Outdoors (GO) Georgia” Field Trip Grants

Georgia State Parks & Historic Sites

[Ellen.Graham@dnr.ga.gov](mailto:Ellen.Graham@dnr.ga.gov)

# “Get Outdoors (GO) Georgia” Field Trip Grant Application

**Georgia State Parks & Historic Sites**

**Georgia Natural Resources Foundation (GNRF)**

(*Please print clearly)*

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant School District (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GA Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Note: correspondence when school is not in session will occur via email*)

Type of School: \_\_\_Public \_\_\_Private \_\_\_Home School Group \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*select one)*

Total number of students (must be 15 or more) who will participate in the field trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of chaperones anticipated for the field trip (excluding teachers and bus drivers) \_\_\_\_\_\_\_\_\_\_\_\_\_

State Park or Historic Site to which field trip is planned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you visited this property for a scheduled field trip before? \_\_\_\_Yes \_\_\_\_No

Have you already contacted the interpretive ranger or naturalist at this site to schedule?

\_\_\_\_\_Yes \_\_\_\_\_No

Grades/classes participating in field trip: \_\_\_\_\_\_\_\_\_\_\_\_

Grant amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a brief justification of the need for this grant to support a field trip to an Georgia State Park or Historic Site. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please describe your field trip budget and funding sources below.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item | Total Cost | DOE Funds | Other Funds and Source |
| Transportation |  |  |  |
| Materials |  |  |  |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

Please provide any additional explanation of field trip costs and funding sources as needed.

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Cite specific educational goals (Georgia Performance Standards, Georgia Standards for Excellence, etc.) that will be addressed by through this field trip.

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Briefly describe how the field trip to a Georgia State Park or Historic Site will connect to the instructional goals stated in the answer above. Attach copies of any pre- and post- field trip activities planned for the classroom.

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Briefly describe the anticipated outcome(s) of this field trip and identify the way(s) in which you will measure success.

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I approve the submission of this application and the implementation of the field trip herein described. If submitted as a home-school educator, I also hereby certify that the transportation for which funding is requested is a part of the students’ home-schooling experience. (*All signatures are* *required for the application to be considered for funding.)*

|  |
| --- |
| **Mail completed application to the address below. All applications must be postmarked by June 30th.** *(Faxed or electronic copies not accepted.*  *Incomplete applications will be disqualified.)*  Georgia State Parks & Historic Sites  Interpretive Unit  P.O. Box 1029  Helen, GA 30545  **If you have questions, contact:**  “Get Outdoors (GO) Georgia” Field Trip Grants  Georgia State Parks & Historic Sites  [Ellen.Graham@dnr.ga.gov](mailto:Ellen.Graham@dnr.ga.gov) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized School Administrator (or group leader) Date

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Printed Name and title of School Administrator (or group leader)