



# No Child Left Inside Phase 2 Grants

## *Request for Proposals*



### **Application deadline for Phase 2**

Completed grant applications must be received by  
**2:00 p.m. CDT, Thursday, January 9, 2020**

Late submissions will not be accepted.

**Grant request minimum: \$5,000, maximum: \$49,999**

**Submit your application electronically to: [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us)**  
With the **subject title: Phase 2 No Child Left Inside Grant**

Minnesota Department of Natural Resources  
Division of Fish and Wildlife  
500 Lafayette Road, Box 20  
St. Paul, MN 55155  
888-MINNDNR (888-646-6367)

<https://www.dnr.state.mn.us/no-child-grants/index.html>

# Minnesota DNR

## No Child Left Inside Grants – Phase 2

### ***Introduction***

The Minnesota Department of Natural Resources is excited to announce the creation of the No Child Left Inside Grant Program. Funded by the 2019 Minnesota Legislature, these grants are provided for “outdoor environmental, ecological, and other natural-resource-based education and recreation programs serving youth” (2019 Special Session 1, Chapter 4, Article 1, Section 3, Subd. 6). The new grant program will have multiple phases. Phase 1 Mini Grants of the grant program was available in October 2019 and is now closed.

Phase 2 Grants consist of larger grant awards with a more extensive application process, competitive review, and longer project timeframes. Phase 2 Grants have a minimum request of \$5,000 and a maximum request of \$49,999. No match is required for Phase 2 Grants, but the amount of match provided by applicants will be considered in the evaluation of proposals. **Phase 2 Grant applications may be submitted any time before the application deadline of 2:00 p.m. CDT on Thursday, January 9, 2020.** Applications will not be reviewed and scored until after the application deadline. Selected projects will be awarded on a geographically-balanced statewide basis. Awarded projects will be notified by email by early March 2020. All applicants will receive notification if successful or not. Applicants should not plan to start any reimbursable project work prior to April 1, 2020.

Through these grants, the Department is addressing growing concerns over declines in youth participation in outdoor recreation, natural resource education, hunting, and angling. A minimum outcome of these grants is that the person leaves holding a positive experience and opinion toward outdoor education and recreation. Ideally, youth involved in awarded projects will maintain involvement in outdoor education and recreation through continuing participation in and/or support of these activities.

The Department provides grant funds annually as authorized by the Legislature; allocation of funds for the No Child Left Inside Grant Program was a one-time appropriation by the 2019 Minnesota Legislature. The Department expects to have \$500,000 available for Phase 2 Grants. All grant agreements must comply with the laws and regulations governing the Agency. Please note that this a reimbursable grant process. No funding is provided up front.



### ***How to apply***

You must use the application form found on the DNR website under [No Child Left Inside Grants](#). Do not submit any additional information beyond what is requested in the application. **Applications must be received in the DNR Outreach Grants email account by 2:00 p.m. CDT on Thursday, January 9, 2020.** Incomplete or late applications **will not** be accepted. No exceptions. If you are awarded a grant, you will be notified regarding next steps in the process.

### ***Submit your application electronically to:***

[outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us) with the **subject title: Phase 2 No Child Left Inside Grant**

### ***Questions***

If you have a question about these grants or any of the application materials, please send an email to [outreachgrants.dnr@state.mn.us](mailto:outreachgrants.dnr@state.mn.us), subject title: Grant Questions or call 888-MINNDNR (888-646-6367)

## ***Grant Program Deadlines***

<b>November 25, 2019</b>	No Child Left Inside 2019 Phase 2 Grant Program announced to the public. Grant application materials available.
<b>January 9, 2020</b>	<b>2:00 p.m. CDT - Phase 2 applications due.</b> DNR review of applications begins.
<b>March 2020</b>	Applicants notified by email of award status.
<b>Spring 2020</b>	Awardees complete necessary forms, sign and return grant agreements. Project work cannot begin until awardee receives executed agreement from DNR. <i>Applicants should not plan to start any reimbursable project work prior to April 1, 2020. Project work, including match activities, cannot begin until awardee receives an executed agreement from DNR.</i>
<b>June 30, 2020</b>	Grant Agreement Contracts must be signed and fully executed.
<b>June 30, 2022</b>	All reimbursable grant project work must be completed.
<b>July 31, 2022</b>	Deadline to submit all expense reimbursements and final project report. Projects ending earlier must submit reports within 30 days after completion of the grant.

## ***Grant requirements and limitations***

### **Match**

**No match is required for the Phase 2 Grant Program, but organizations are encouraged to include a match of dollars or in-kind labor, materials, and services. The amount of match provided by applicants will be a priority in the evaluation of proposals. Examples of match could include teacher time, parent volunteer hours, program costs not covered by the grant, time spent on reports and other administrative tasks associated with the grant project.**

### **Who can apply?**

1. Applicants must have a mission or educational purpose that supports natural resource education and/or outdoor recreation. *See individual funding categories for list of eligible applicants.*
2. Private businesses, state and federal agencies are not eligible for this grant program.
3. No Child Left Inside Phase 1 Mini Grant and Angler and Hunter Recruitment and Retention (R3) Grant applicants and awardees may apply for Phase 2 of the No Child Left Inside Grant Program.
4. Groups that have defaulted on previous grants are not eligible; unless the default was by agreement between the Department and the applicant. In addition, a group may be found ineligible if it had past performance issue(s) (e.g., violated the terms of a Department grant agreement within the past two years.)
5. Grant requests of \$25,000 or greater are subject to financial review. Before awarding a grant of \$25,000 or greater all non-governmental organizations must have recent financial statements assessed and approved by the Minnesota Department of Natural Resources. Details about this requirement can be found here: [http://www.mn.gov/admin/images/grants\\_policy\\_08-06.pdf](http://www.mn.gov/admin/images/grants_policy_08-06.pdf).

## Grant process

1. Applicant Contact – the person listed on the application should be the primary contact for the grant and responsible for submitting grant reimbursement requests and reports.
2. Grant project funding will be reimbursed to the grantee either upon approval of the interim report and expenses (for expenditures to that point) and/or at the completion of the project and upon approval of the final report and expenses. Before applying for a grant, applicants should have a plan on how to cover expenses and costs until you are allowed to submit related invoices and receipts for reimbursement.
3. The State of Minnesota requires proof of insurance coverage for the duration of the project. Documentation of current coverage must be submitted to the Department prior to full execution of grant agreement.
4. Grant recipients shall be required to sign a Grant Agreement Contract (see example) with the Minnesota Department of Natural Resources, which must be fully executed before June 30, 2020. When the grant agreement is fully executed (signed by all parties), it becomes public data.
5. No costs/expenses can or will be reimbursed for items or count as match prior to the date of the signed written Grant Agreement Contract (MN Stat. 16B.98).
6. Submitted projects must be completed before June 30, 2022.
7. For projects longer than one year in length, an interim report will be required.
8. Final grant report and invoices for allowable expenses must be received by July 31, 2022 or within 30 days after completion of the grant. Copies of itemized receipts must be kept on file and submitted.

## Program rules

1. The Minnesota Department of Natural Resources will determine how much money is available for each phase of the grant program, based on funding from the 2019 Minnesota Legislature.
2. Grantees must use grant funds only for the delivery of programs within the State of Minnesota.
3. Applicants must meet all state and federal laws and rules.
4. All participants must be properly licensed for the activity.
5. Before applying, applicants planning projects that require DNR staff involvement must work closely with DNR staff on project scope and schedule, ensure the project complements existing activities, fits with available services and capacity, and complies with DNR rules.



### **Additional grant program information**

1. Grantees are only eligible for one grant per grant phase up to a maximum award of \$49,999. Minimum grant awarded will be \$5,000. The Minnesota Department of Natural Resources may partially fund projects at its discretion.
2. Staff costs associated with the activities of the grant are eligible.
3. All hunting, angling, and other outdoor recreation equipment (bows, rods, tackle, skis, snowshoes, etc.) and other related items with a purchase value of \$4,999 or less are eligible and shall remain the property of the Grantee.
4. The Director of the Minnesota Department of Natural Resources, Division of Fish & Wildlife determines final grant awards.

### **Ineligible activities** - Grants dollars **cannot be used** for activities such as, but not limited to:

- Purchase of hunting or fishing licenses, tags or stamps
- Group banquets, raffle prizes or other fundraising activities
- Hunting and fishing competitions with cash awards or prizes larger than nominal value
- Firearms and ammunition are not eligible.
- Gardening for food projects, unless combined with significant agricultural or environmental education programming, including the benefits of local, healthy food programs
- For-profit projects
- Shooting range fees and clay targets
- Annual field days or festivals
- Capital equipment and fixed assets (vehicles, motorized boats, ATVs, snowmobiles, large ice fishing houses, trailers, sheds, greenhouses, computer equipment, and other larger capital equipment or items)
- Trail development, equipment or maintenance
- Administrative costs, such as overhead, indirect costs, or insurance

### ***Phase 2 Grant Priorities***

The 2019 Legislature established some specific requirements and priorities for each of the funding categories for the No Child Left Inside Grant Program. The Department has established additional funding priorities in consultation with stakeholders. Priorities and requirements for the three funding areas in Phase 2 are as follows:

#### **Overarching Priorities:**

- **Programs that maximize the number of participants, especially from new and diverse audiences with limited opportunities**
- **Audience must be youth (under 18) – activities that include participant families are also eligible**
- **Projects that are community-focused with an ongoing impact rather than one-time events**
- **New and innovative programming (if an existing program or project, applicant must demonstrate a significant expansion in scope or inclusion of new audiences)**
- **Other projects that support natural resource education and outdoor recreation as determined by MN DNR**

## Category 1

### Natural Resources Education and Outdoor Recreation *Minimum \$150,000 available*

#### Eligible applicants:

Public entities and private nonprofit organizations

#### Priorities and requirements:

- Provide students direct experiences and understanding of nature
- Use public parks and other natural resource venues and personnel as resources
- Education classes that are held outside and use established environmental, ecological, agricultural or natural-resource educational curriculum

#### Eligible activities:

- Training of teachers, facilitators or volunteers to deliver environmental or outdoor education (EOE), including, but not limited to Project WET/WILD/Learning Tree, Driven to Discover, Tread Lightly!, Ag in the Classroom, E-STEM (Environment, Science, Technology, Engineering, Math), Becoming an Outdoors Family, DNR Safety Programs (firearms, boat and water, ATV, snowmobile)
- Programs at parks, trails, nature or environmental learning center facilities that cover topics, such as water quality, raptors and bird watching, plants and animals, maple syruping, weather and seasons, watersheds, prairie restoration, pollinators and forests, etc.
- Minnesota School Forest Program activities
- Outdoor recreation activities, including, but not limited to, fishing, hunting, shooting (trap or archery), paddle sports, cross-country (Nordic) skiing, snowmobiling, biking, and hiking. Outdoor recreation activities that integrate environmental or nature education components will be scored higher.
- Investigations on land or water management issues, including water quality and conservation, watersheds, research, citizen science, invertebrates, fish, wildlife, forest health, native plants, invasive species, weather, stormwater, habitat restoration, snow and ice, and other related topics
- Evaluation of the impact of participation in competitive high school archery, fishing, and shooting sport programs on angler and hunter recruitment.



#### Eligible costs (examples):

- Staff time directly related to development and delivery of project
- Transportation or travel costs to parks, natural lands or EOE or outdoor recreation programs and facilities
- Program fees, such as admission, tours, facility fees, hired educators/speakers, or equipment rental

**Eligible costs (examples) cont.:**

- Teacher prep time or substitute teacher stipends for work on EOE curriculum integration or to attend professional development
- EOE curricula and tools needed to do investigations
- Classroom set of EOE equipment, such as binoculars, cameras, GPS units, compasses, or other outdoor instructional tools
- Outdoor classroom equipment, such as benches or outdoor chalkboards, of minimal capital cost (less than \$5,000)
- Outdoor recreation equipment, such as snowshoes, cross-country skis; and fishing, archery and hunting equipment (guns and ammunition are not eligible)

**Category 2**

**Fishing, Hunting and Shooting Sports Programs**

*Minimum \$200,000 available*

**Eligible applicants:**

Public school districts and tribal schools

**Requirements:**

- All programs must be done at or in coordination with public or tribal schools



**Eligible activities:**

- Delivery of safety training programs: Firearms or Boat and Water
- Training of teachers, facilitators or volunteers to deliver youth fishing, hunting, and shooting sports programs.
- Development and adaptation of school courses that integrate youth fishing, hunting, and shooting sports programs delivered in formal school programs.
- Delivery of fishing or hunting programs with a focus on understanding fish and wildlife, how they are managed, and protecting their habitats. Fishing programs are required to use DNR's *Fishing: Get in the Habitat! Leader's Guide for Aquatic and Fishing Education* curriculum, training on AIS best management practices, and use lead-free tackle alternatives for basic fishing clinics
- Volunteer mentor recruitment and training to support youth "Learn to Hunt" and "Learn to Fish" programs.
- Reverse mentoring service programs in which youth anglers and hunters would be encouraged to re-engage or reactivate anglers and hunters age 45 and older.

**Eligible costs (examples): same as Category 1**

## Category 3

### High School Fishing Leagues

Minimum \$100,000 available

#### Eligible applicants:

Nonprofit organizations operating high school fishing leagues or clubs

#### Priorities:

- Support for development and operation of high school angling clubs
- Programs that offer opportunities for youth with limited opportunities, include multi-species options, and shore fishing.
- Creation of document that guides others in starting and operating a high school angling club that is shared at no cost to other leagues and teams
- Development of common database for background checks of boat captains and team advisors
- Development of educational lessons on fishing tournament ethics
- Projects that establish mentoring programs that recruit new and diverse anglers through multiple experiences with on-going support



#### Requirements:

- Programs must include teaching of basic angling curriculum (must use DNR's *Fishing: Get in the Habitat! Leader's Guide for Aquatic and Fishing Education*), training on AIS best management practices for fishing tournaments, and encourage use of lead-free tackle alternatives
- Tournaments over 25 boats or 100 shore anglers must get a DNR tournament permit
- Catch, record and immediate release (CRR) required for all fishing tournaments (no on-shore live weigh-ins)
- All participants in grantee funded projects must sign and submit a pledge to team leaders that they will follow Clean, Drain, Dispose laws to help prevent the spread of aquatic invasive species (AIS) as outlined in the Minnesota Fishing Regulations. More information can be found at [www.mndnr.gov/AIS](http://www.mndnr.gov/AIS).

**Eligible costs (examples): same as Category 1**

## ***How grant applications are scored***

Grant applications are scored by a panel of individuals with an in-depth and comprehensive understanding of natural resource education and outdoor recreation. Each reviewer submits a separate score sheet with points awarded according to how well the proposed project meets the following scoring criteria.

### **1 Program focus, design, approach and evaluation = 50 points**

- Project maximizes the number of participants, especially from new and diverse audiences with limited opportunities (up to 30 points)
- Project uses new and innovative approaches to educate or engage youth in natural resources education and outdoor recreation in their community that are founded on research-based curricula and best practices (up to 10 points)
- Project clearly identifies target audience, program goals, learning objectives, and evaluation tools (up to 10 points)

### **2 Feasibility of project = 35 points**

- Timeline (5 points - projects with a realistic timeline will be scored higher)
- Project Goals and Scope of Work (10 points - project meets all requirements and at least one category of eligible programs or activities. Those where the scope of the work matches multiple goals and priorities of the grant program will be scored higher)
- Sustainability (10 points - projects that have plans to ensure the ability of the organization to effectively carry out recruitment and retention activities beyond the grant period will be scored higher)
- Clarity of project work plan and correlation with budget (5 points - projects where work to be performed matches project budget and is clear with sufficient detail will be scored higher)
- Staff and Equipment (5 points - projects that demonstrate adequate and reasonable involvement of staff and equipment to complete the work will be scored higher)

### **3 Financial need and match = 15 points**

- Documentation of need (10 points – projects that demonstrate need for state support will be scored higher)
- Amount of State funding requested compared to total project budget and involvement (match) of multiple partners (5 points - projects with a higher percentage of match compared to State funding will be scored higher)



*MN DNR extends its thanks to the Connecticut Department of Environmental Protection for the use of "No Child Left Inside."*

**No Child Left Inside Grant Program Phase 2  
Sample Workplan**

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

Task #	Name of task	Sub-task	Description of task	Person responsible	Timeframe	Grant funds used	Match applied	Total cost
1	Recruit participants	1A	Prepare marketing materials and advertise course	Program coordinator	April – May 2020	\$0.00	\$500.00	\$500.00
2	Course preparation	2A	Course development and preparation	Teacher	June – July 2020	\$0.00	\$500.00	\$500.00
		2B	Purchase equipment and supplies	Program coordinator	June 2020	\$4,500.00	\$3,120.00	\$7,620.00
3	Course implementation	3A	Classroom introduction	Teacher	September 2020	\$300.00	\$120.00	\$420.00
		3B	Outdoor class programs	Teacher, volunteers	September 2020 - June 2021	\$300.00	\$600.00	\$900.00
		3C	Final program at family day	Teacher, volunteers	June 2021	\$840.00	\$600.00	\$1,440.00
		3D	Classroom wrap up and recognition, meet with staff and volunteers	Teacher	July 2021	\$300.00	\$120.00	\$420.00
4	Evaluation	4A	Assess participant knowledge before course begins	Teacher	July 2020	\$50.00	\$240.00	\$290.00
		4B	Assess participant knowledge gained after completing course	Teacher	June 2021	\$50.00	\$240.00	\$290.00
5	Reporting	5A	Compile and submit interim report ( <i>within one year of grant agreement or at 50% completion of project, whichever occurs first</i> )	Program coordinator	January 2021	\$0.00	\$150.00	\$150.00
		5B	Compile and submit final report ( <i>within one month after the end of the grant agreement or at 100% completion of project, whichever occurs first</i> )	Program coordinator	August 2021	\$0.00	\$300.00	\$300.00
					<b>Grand Totals</b>	<b>\$6,340.00</b>	<b>\$6,490.00</b>	<b>\$12,830.00</b>