Discover the Outdoors Field Trip Grant
Guidelines and Application

Part of State Form 55251 (R / 3-18)

Indiana State Parks and Reservoirs
Indiana Natural Resources Foundation

Purpose

The Indiana Division of State Parks and Reservoirs is pleased to offer field trip grants to Indiana educators and their students. This grant program, sponsored by the *Discover the Outdoors Fund (DOF)* in the Indiana Natural Resources Foundation, is designed to distribute funds to public, private, parochial, or home school educators interested in taking students on field trips to an Indiana state park or reservoir. The *DOF* was originally established in memory of Tom Huck, a long-time DNR employee who was an ardent supporter of the work of the interpretive naturalists in the Indiana Department of Natural Resources, and of the value of outdoor experiences for children.

Field trips can engage students in learning about Indiana's fish, forest, wildlife, or natural habitats and their conservation, or about Indiana's history and cultural resources as they relate to Indiana State Parks and Reservoirs. 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 learning experiences beyond the classroom.

Eligible Applicants

Any educator in a school or school district in Indiana from kindergarten to grade 12 may apply for the grant. Educators in home school groups are also eligible. *(See application form for minimum number of students required.)* Each grant request shall be for one specific trip or combination of multiple visits to an Indiana state park or reservoir, and must include an experience with a full-time or seasonal interpretive naturalist at that site (hike, talk or other scheduled program). A list of eligible sites is at www.stateparks.IN.gov/2392.htm.

Educators are encouraged to team up to apply for a grant as classroom and field trip content allow. 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 $250 per application, regardless of the number of grades and students included in the application. Multiple awards may be distributed each year based on the availability of funds.

Application Process

Applications are accepted from May 1 – June 30 prior to the school year for which the grant is requested. Applications must be postmarked no later than June 30.

Mail completed applications to Discover the Outdoors Field Trip Grants, Indiana State Parks and Reservoirs, 402 W. Washington Rooms W298, Indianapolis, IN 46204. **Faxed or electronic applications will not be accepted at this time.**

Applicants will be notified by August 1 regarding potential grant awards.

Eligibility Criteria for Grant Funding

- The grant application must be completed and postmarked by June 30 of the summer prior to the school year for which the grant is requested. Faxed or electronic applications will not be accepted.
- The grant request is for transportation costs, program fee costs and applicable materials costs. Food costs associated with the trip are to be covered by other funding sources. Field trips must involve a minimum of fifteen (15) students in kindergarten through grade 12. Pre-K classes are not eligible at this time.
- The planned field trip must occur between September 1 – June 1 of the school year following the application, and be scheduled with the state park or reservoir interpretive services in advance.
- Interpretive program fees for state parks and reservoirs begin at $1.00 per student and per 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. Gate fees are waived for scheduled programs. Program fees are eligible for grant funding.
- The field trip must address specific science, social studies or other academic goals that relate to the specific site to be visited, and must be connected with classroom instruction.
- The applicant is responsible for scheduling the field trip. Receiving a grant award does not guarantee a reservation with State Parks and Reservoirs' Interpretive Services. Scheduling requirements may vary from property to property, so make contact early. Available days and times fill quickly during prime field trip seasons in the spring and fall.

Selection Process

Indiana State Parks and Reservoirs grants and development program director will review all applications to determine eligibility. The final decision will be made by State Parks and Reservoirs Assistant Director for Stewardship and the Executive Director of the Indiana Natural Resources Foundation.

Fund Distribution and Grant Reporting

Prior to the planned field trip, each successful applicant will receive funding by check for the trip, along with a grant reporting form, This grant reporting form and copies of all program receipts, transportation receipts, etc., must be submitted to State Parks and Reservoirs Grants and Development Program Director within thirty (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.

Transportation receipts must include the date of the field trip, who took the trip, actual mileage and the cost of transportation. 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 Discover the Outdoors Conservation Field Trip Grant is made possible by Indiana State Parks and Reservoirs and the Indiana Natural Resources Foundation.

For More Information Contact:

Discover the Outdoors Field Trip Grants
Indiana State Parks and Reservoirs
402 W. Washington Room W298
Indianapolis, IN 46204
DiscoverOutdoorsGrants@dnr.IN.gov

Reset Form

DISCOVER THE OUTDOORS FIELD TRIP GRANT APPLICATION

State Form 55251 (R / 3-18)
INDIANA STATE PARKS AND RESERVOIRS / INDIANA NATURAL RESOURCES FOUNDATION

INSTRUCTIONS: Please print clearly.

Applicant Name: _____

Applicant Position: _____

Applicant School Name: _____

Applicant School District *(if applicable)*: _____

Mailing Address *(number and street)*: _____

City: _____ IN ZIP Code:_____ County: _____

Daytime Telephone number: _____ Fax number: _____

E-mail: _____
(*Note: Correspondence when school is not in session will occur via e-mail.*)

Type of School (*select one)*: ☐ Public ☐ Private ☐ Home School Group ☐ Other: _____

Total number of students *(must be fifteen (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 Reservoir property 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 naturalist at this site to schedule? ☐ Yes ☐ No

Grades / classes participating in field trip: _____ School Year for which you are applying: _____

Grant amount requested: $_____

Please provide a brief justification of the need for this grant to support a field trip to an Indiana state park or reservoir. _____
_____
_____
_____
_____
_____

Please describe your field trip budget and funding sources below.

Budget Item	Total Cost	DOF Funds	Other Funds and Source
Transportation			
Program Fees			
Materials			
Other_____			
Other_____			
Other_____			

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

_____
_____
_____

Cite specific educational goals (Indiana Academic Standards, Common Core State Standards, etc.) that will be addressed by through this field trip.

_____
_____
_____
_____

Briefly describe how the field trip to an Indiana State Park or Reservoir 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.

_____
_____
_____
_____
_____
_____

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

_____
_____
_____
_____

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.)*

_____ _____
Signature of Applicant Date *(month, day, year)*

_____ _____
Signature of Authorized School Administrator (or group leader) Date *(month, day, year)*

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

Mail completed application to the address below. All applications must be postmarked by June 30 of the summer prior to the school year of the grant request. *(Faxed or electronic copies not accepted. Incomplete applications will be disqualified.)*

If you have questions, contact:
Grants and Development Program Director
Indiana State Parks and Reservoirs
402 W. Washington Room W298
Indianapolis, IN 46204
DiscoverOutdoorsGrants@dnr.IN.gov