Illinois Department of Natural Resources

Historic Sites

FIELD TRIP GRANT

Teachers of grades prekindergarten through 12 in Illinois may apply to the Illinois Department of Natural Resources (IDNR) to receive funding for field trips related to the history of the state. Destination options are limited to select Illinois State Historic Sites. See the list of approved destinations in this application form. Only single-day field trips will be considered.

INSTRUCTIONS: 2022-2023 School Year Application Requirements and Information

- Grants are only available to teachers of grades prekindergarten through 12 in Illinois schools and are awarded for students to study some aspect of Illinois' history. The field trip should support Illinois historical topics currently being taught in the applicant's curriculum. The field trip site must be selected from the list of approved destinations in this application form. Field trips for geological and/or biological topics will not be funded nor can they be combined with historical field trips. For field trips related to geological and/or biological topics, apply for the *Illinois Biodiversity Field Trip Grant* (https://www2.illinois.gov/dnr/education/Pages/GrantsIBFTG.aspx). Please contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126 with any questions related to this grant.
- Bus transportation is the only qualifying expense for reimbursement from this grant.
- Judges have the right to partially fund requests.
- There is a $500 limit per application.
- Only single-day field trips will be considered. If you are planning a field trip that covers multiple days, or you are applying for several single-day field trips, each day must be represented by a separate application. The number of grants awarded is based on available funding.
- One grant distribution period is held per year. **APPLICATIONS MUST BE POSTMARKED BY SEPTEMBER 30, 2022.** 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 an approved field trip before June 15, 2023.
- 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 DO NOT USE AN OUTDATED APPLICATION FORM.**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!**

This is an informational page. **DO NOT MAIL THIS PAGE WITH YOUR APPLICATION.**

Illinois Department of Natural Resources

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. Printed by the authority of the State of Illinois 03/22 DNR-ED-220143

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- Omitting ANY required information will result in disqualification. If your application is received by the optional preliminary application deadline of September 15, 2022, it will be reviewed for common errors that cause disqualification. You will be notified by email of any of these errors and given until September 30, 2022, 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; 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 September 30, 2022, the application will be disqualified. Any applicant who submits an application package that is received after September 15, 2022, will not have the opportunity to correct errors and will be disqualified if the application is incomplete.
- 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.** 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 transportation costs approved by the judging committee. No reimbursement is made to individuals.
- See the "Frequently Asked Questions" section and video podcasts at (https://www2.illinois.gov/dnr/education/Pages/GrantsIHSFTG.aspx) for more information.
- **Time Line**
  The field trip must occur before June 15, 2023. More information will be provided to grant award winners.
  September 15, 2022 - Preliminary application packet (optional) must be received by the Illinois Department of Natural Resources' Division of Education by September 15, 2022, for review.
  September 30, 2022 – Application package must be postmarked no later than this date.
  November 1, 2022 – 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 transferrable. They may not be transferred to another person, school or grade level.

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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Project ID # _____ (for IDNR use only)

APPLICATION FORM – Data

Illinois Department of Natural Resources Historic Sites Field Trip Grant funds are administered by the Illinois Department of Natural Resources.

You must submit the ORIGINAL AND THREE COPIES, EACH COLLATED AND STAPLED, OF THE ENTIRE APPLICATION AND ALL ATTACHMENTS. Applications must be postmarked by September 30, 2022. 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 be received by the Illinois Department of Natural Resources' Division of Education by September 15, 2022.

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

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

_____

School Name: _____

School Address: _____

City: _____ State: IL Zip Code: _____ County: _____

Phone: _____ Email: _____

*School Official: _____ Email: _____

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

***NOTE:** The School Official's (Superintendent or Principal) name for this blank should be the same as that of the person signing in the "Official Approval" blank on the next page. The School Official cannot also be an applicant or participating teacher.

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

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 Department of Natural Resources Historic Sites 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 Department of Natural Resources Historic Sites Field Trip*.

Official Approval: _____

(Signature of Superintendent or Principal – The official signing in this blank cannot be the same person as the Applicant named above.)

Printed/Typed Name of Official: _____ Title: _____

Application Check List

____ original application + three copies of original application and all attachments, collated and stapled = 4 total

____ one W-9 form (completed, signed, dated)

____ All information is complete.

____ The application represents a single, one-day field trip.

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

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

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APPROVED FIELD TRIP DESTINATIONS

The following destinations are the only ones that qualify for funding from this grant for the 2022-2023 school year. The dates and times during the school week when the sites are open are provided. The sites are generally closed on most State of Illinois holidays. Visit the following Web page to find links to more information about each site.
https://www2.illinois.gov/dnrhistoric/Experience/Sites/Pages/Default.aspx

Northwestern Illinois

Apple River Fort State Historic Site, *Elizabeth*
April-October: Wednesday-Sunday 9:00 a.m. – 5:00 p.m.
November-March: Thursday-Sunday 9:00 a.m. – 4:00 p.m.

Bishop Hill State Historic Site, *Bishop Hill*
November-February: Wednesday-Sunday 9:00 a.m. – 4:00 p.m.
March-October: Wednesday-Sunday 9:00 a.m. – 5:00 p.m.

Black Hawk State Historic Site, *Rock Island*
March-October: Wednesday-Sunday 9:00 a.m. – 5:00 p.m.
November-February: Wednesday-Sunday 9:00 a.m. – 4:00 p.m.
closed 12:00 p.m. – 1:00 p.m. daily

U.S. Grant Home State Historic Site, *Galena*
March-October: Wednesday-Sunday 9:00 a.m. – 5:00 p.m.
November-February: Wednesday-Sunday 9:00 a.m. – 4:00 p.m.

Northeastern Illinois

Pullman Factory Grounds, *Chicago*
January-December: Monday- Friday 9:00 a.m. – 3:00 p.m.

Central Illinois

Dana-Thomas House State Historic Site, *Springfield*
January – December: daily tours at 9:30 a.m., 11:00 a.m., 1:30 p.m. and 3:00 p.m. except on holidays observed by the State of Illinois

David Davis Mansion State Historic Site, *Bloomington*
January-December: Wednesday-Saturday 9:00 a.m. – 4:00 p.m.

Lincoln Log Cabin State Historic Site, *Lerna*
September-May: Wednesday-Sunday 9:00 a.m. – 5:00 p.m.
Memorial Day-Labor Day: Monday-Sunday 9:00 a.m. – 5:00 p.m.

Lincoln Tomb State Historic Site and War Memorials in Oak Ridge Cemetery, *Springfield*
Tomb: daily 9:00 a.m. – 5:00 p.m.
Oak Ridge Cemetery: September- March: 7:00 a.m. - 5:30 p.m.; April-August 7:00 a.m. – 8:00 p.m.

Lincoln's New Salem State Historic Site, *Petersburg*
May-October: Tuesday-Saturday 9:00 a.m. – 5:00 p.m.
November-April: Tuesday-Saturday 9:00 a.m. – 4:00 p.m.
closed Thanksgiving Day, Christmas Day and New Year's Day

Southwestern Illinois

Cahokia Courthouse State Historic Site, *Cahokia*
January-December: Thursday-Saturday 9:00 a.m. – 4:00 p.m.

Fort de Chartres State Historic Site, *Prairie du Rocher*
January-December: Thursday-Friday 9:00 a.m. – 5:00 p.m.

Jarrot Mansion State Historic Site, *Cahokia*
Tours available by request

Lewis and Clark State Historic Site, *Hartford*
September-May: Wednesday-Sunday 9:00 a.m. – 5:00 p.m.
Memorial Day-Labor Day: Monday-Sunday 9:00 a.m. – 5:00 p.m.

Vandalia State House State Historic Site, *Vandalia*
January-December: Tuesday-Wednesday 1:00 p.m. – 5:00 p.m. Thursday– Saturday 9:00 a.m. – 5:00 p.m.

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APPLICATION FORM – Narrative Questions

Narrative Questions Instructions

- Type and print a copy of the narrative questions and your associated responses and attach to the rest of the application form. **YOU MUST INCLUDE THE ENTIRE 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 pages one and two of the 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 the attachments. Also include one completed (including signature and date) W-9 form.
- Applications must be postmarked by September 30, 2022.
- **INFORMATION MUST BE ORIGINAL. DO NOT COPY OTHER APPLICATIONS.**
- **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. 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. Name your field trip destination and its city. The field trip destination must be selected from the list provided on page five of this application. Only applications for field trips to these locations will be reviewed.
2. How many teachers are participating in this field trip (including the applicant)?
3. Purpose: Why do you want to take the students on this field trip? How does the field trip relate to your curriculum? Do not list learning standards. Discuss pre-visit, on-site and post-visit learning activities related to the topic.
4. Other Resources: Provide an overview of any other resources used to support the field trip, such as donations, volunteers or school resources. Do not skip this question. If no other resources are provided for the field trip, state that information in your response.
5. Funds Requested: Bus transportation is the only expense eligible for funding. Please list the amount of funds needed for bus transportation for this field trip. The maximum amount is $500.00 per application. Judges have the right to partially fund applications.

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