Option Two

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

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

ICF ILLINOIS CONSERVATION FOUNDATION

Illinois Schoolyard Habitat ACTION GRANT PROGRAM

Please read these instructions before completing the application. If you have any questions about the grant after reading the instructions, please contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.

Eligible Applicants

Teachers, nature center personnel and adults who are youth group leaders (grades prekindergarten through 12) in Illinois may apply.

Purpose and Eligible Projects

Projects must emphasize student/youth involvement with planning, development and maintenance and increase the educational and wildlife habitat values of the site. The applicant must be prepared to maintain and commit resources to the project for at least five years. The project must be implemented on school grounds or another public place (for example, a park or nature center/forest preserve district land). Illinois Conservation Foundation sites and Illinois Department of Natural Resources (IDNR) sites do not qualify for funding. Admission fees cannot be charged to obtain access to the site. Plans that include vegetation should use native species. To see lists of Illinois native plants, visit www2.illinois.gov/dnr/education/Pages/PlantLists.aspx. Habitat projects may include, but not be limited to, the following activities: enhance or establish and maintain a schoolyard prairie plot, butterfly garden, rain garden, wetland, native tree arboretum, nesting platform or watering station; design and build a bird feeder or feeding station; or construct and install bat roosting boxes. Vegetable gardens are not eligible for this grant. Individual student projects will not be funded.

Applications

Incomplete applications will not be considered. Responses should be typed in standard 12-point font, single-spaced with one-inch margins on each side of the page (exceptions are noted in the application questions). **The original application PLUS three copies of it and all attachments must be submitted**. The original and copies must be collated and stapled. *Do not submit any additional pages (lesson plans, student activities, grant instruction sheets, etc.) that are not specifically requested in the application form.* Final applications must be postmarked by November 30, 2021. Applications will be evaluated by a committee, and the committee will make all decisions regarding funding. Evaluation judging criteria will include but not be limited to: **detailed information; student involvement; educational value; and the habitat project management plan. ALL** applications must include a completed and signed W-9 form (https://www.irs.gov/pub/irs-pdf/fw9.pdf) for the school or organization. Teachers from Chicago Public Schools should read the instructions on page two regarding "Funding and Payment" before applying.

Application Deadlines

Preliminary Application: If you would like for your application to be reviewed for common errors that regularly cause disqualification, you must mail your application package no later than October 31, 2021. You will be notified by email of any of these common errors and given until November 30, 2021, to submit revisions. If you do not submit the revisions by November 30, 2021, your application will be disqualified. No one is required to submit their application for the preliminary review. This procedure is entirely voluntary.

Final Application: The final application packet must be postmarked by November 30, 2021.

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Eligible Costs

Funding requests should focus on items necessary for enhancement or development of wildlife habitat, such as native plants, seeds, mulch and lumber/hardware for constructing nesting/roosting boxes and platforms. Items purchased prior to the notification of the grant award winners from this *Illinois Schoolyard Habitat Action Grant* application deadline (November 30, 2021) do not qualify for funding.

Ineligible Costs

Ineligible costs include, but are not limited to, the following items: consultant fees, bird seed, bird baths, fuel, equipment, tools, equipment rental, signs, labor, books, Web site development, land acquisition, chemicals (fertilizer, herbicides, pesticides, insecticides), certification fees, decorative items.

Use of Chemicals

According to the Illinois Pesticide Act, a pesticide license is required of **anyone** applying pesticides in a public space (minimum age to receive a license is 16 years). If you are considering applying any type of pesticide (herbicide, insecticide, fungicide) to your habitat area, please contact the Illinois Department of Agriculture at 1-800-641-3934 for further information.

Project Time Line

The project must be completed before November 30, 2022. More information will be provided to grant award winners.

Preliminary application packet (optional): postmarked by October 31, 2021
Application packet: postmarked by November 30, 2021
Notification to all applicants: by February 1, 2022
Submission of final report: by November 30, 2022

Funding and Payment

The maximum annual award is $1,000 per applicant. Funds are provided on a reimbursement basis. Only purchases approved by the grant committee from the original application will be reimbursed. Purchases occurring before the notification of the grant award winners for this application period do not qualify for funding. Only the school or organization will be reimbursed.* Reimbursements are not made to individuals. Original paid receipts for purchases must be submitted. Successful applicants are eligible to apply for additional funding in subsequent years. Generous donations from the Jadel Youth Fund, the Daniel F. and Ada L. Rice Foundation and others help make this program possible.

*Teachers from Chicago Public Schools should contact the IDNR Division of Education regarding payment options for native plants before applying. dnr.teachkids@illinois.gov or 217-524-4126

Reporting Requirements

A Final Report and attachments are required. Instructions will be provided to grant award recipients.

Publicity

Successful grant recipients are required to acknowledge the funding sources in any project publicity or printed materials produced. Details will be provided in the award letter.

Not Transferable

If a grant award is made, it will be awarded to the Project Leader as identified on page three of the application. This award is not transferable to another person, school/organization or grade level.

Submit application packet to the following address.

Illinois Department of Natural Resources
Division of Education
Schoolyard Habitat Action Grant Program
One Natural Resources Way
Springfield, IL 62702-1271

Project ID #2022-SH-_____ (for IDNR use only)

Illinois Schoolyard Habitat ACTION GRANT PROGRAM

APPLICATION FORM — OPTION TWO

Submit the original, completed application PLUS three copies of it and its attachments. Collate and staple the pages. Do not submit any additional pages (lesson plans, student activities, grant instruction sheets, etc.) that are not specifically requested in the application form. The application package must be postmarked by November 30, 2021. One completed W-9 form is also required.

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

Type of Project:

- ☐ Bird Nesting Boxes
- ☐ Butterfly Garden
- ☐ Pollinator Garden
- ☐ Trees or Woodland Habitat
- ☐ Pond or Wetland Habitat
- ☐ Prairie Habitat
- ☐ Rain Garden
- ☐ Other: If you select this category, list the type of project you are completing. _____

Applicant's School or Organization: _____

Address: _____

City: _____ State: IL Zip: _____

Project Leader (one person only): _____

Project Leader's Title: _____

Phone: (_____) _____ Email Address: _____

County _____ Grade Level(s) of Participating Students: _____

Dimensions of Site (include units of measurement): _____

# of Students Participating in Planning, Development and Maintenance of the Site: _____

# of Students using the Site after Development of the Project: _____

Amount of Request $ **$0.00** (maximum $1,000: The amount entered should match the "Grant Funds" column total from page seven.)

Proposed Start Date: _____ Completion Date: _____

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

Execution of this application by the Illinois Department of Natural Resources (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 Schoolyard Habitat Action Grant 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 original copies of receipts for expenses. 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.

Project Leader: Complete this section.

Printed Name of Project Leader: _____

Project Leader Signature: _____ Date: _____

Administrator: Complete this section.

I have reviewed the completed application and support this project to develop/enhance a wildlife habitat area for learning.

Official Approval: _____

(*Signature of Superintendent, Principal or Organization Official —* ***The Official signing in this blank cannot be the same person as the Project Leader named above.***)

Printed Name of Official: _____ Title: _____

Email Address: _____ Date: _____

This grant program is funded by contributions from the Jadel Youth Fund and the Daniel F. and Ada L. Rice Foundation.

Application Checklist

_____ Original copy of application form, collated and stapled, with all information included

_____ Three copies of application form, collated and stapled, including all attachments

_____ Completed and signed W-9 Form

_____ One copy of the grant application for your records

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

Illinois Schoolyard Habitat ACTION GRANT PROGRAM

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APPLICATION FORM — OPTION TWO

PLEASE NOTE: The following questions are the criteria used to judge applications. Type your responses and attach pages to your application.

The original application plus three copies of it (all pages, including attachments) must be submitted and postmarked by November 30, 2021. A completed and signed W-9 form is also required. The application should be no more than three pages in length (excluding the photo, budget and diagram pages), single spaced. Use standard layout (12-point font and 1″ margins).

Please visit www2.illinois.gov/dnr/education/Pages/GrantsSHAG.aspx for the answers to frequently asked questions about the application form, video podcasts with tips on completing the application, information about native plants and other resources. If you still have questions, contact the IDNR Division of Education at dnr.teachkids@illinois.gov or 217-524-4126.

Describe the proposed project by addressing each point. You must type the question and its associated number along with your answers for questions one through eight. If you fail to do so, your application will be disqualified.

1. a. In 50 words or less describe the proposed project (who, what, where, when, how).
   b. What are your goals for this project (why do you want to implement the project)?
   c. How will you measure the success of the project?
   d. What are the grade levels or ages of the students who will participate in the project?

2. a. What planning activities did the students perform for the project? Be specific.
   b. What implementation activities will students perform for the project? Be specific.
   c. What maintenance activities will students perform for the project? Be specific.

Note: For question 3, school sites/groups please answer only part a; youth groups or non-school sites please answer only part b.

3. a. Describe how the project will enhance the educational use of the area. Please do not list learning standards.

   b. If this is a non-school site or youth group, provide the mission of the organization and its goals and how they relate to the project. Describe how the project will enhance the educational use of the area by students/youth.

4. a. Describe how the proposed project will improve wildlife habitat.

   b. Is this project an enhancement of an existing wildlife habitat area?

5. What is your time line for this project? List the major activities associated with development of the project and when you expect to perform them.

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6. A long-term care/maintenance plan for the project is imperative.
   a. How will the area be maintained during the school year? Who will do the work?
   b. How will the area be maintained during the summer? Who will do the work?
   c. How will the area be maintained in subsequent years? Who will do the work?

7. a. Tell us about the resources that you utilized in preparing for this project. List URLs for Web sites, book titles, people you consulted and other relevant information.

   b. Is anyone else involved in the project? If so, what is their role?

8. What else would you like for the judges to know about this project? (examples: additional funding from other sources; part of a long-term project; list of species for any seed mixes or plant tray mixes to be purchased; special circumstances; etc.)

9. Using the budget form, provide a project budget indicating what will be purchased for this project and the associated costs. Please complete the form online. Do not type it in another format.
   - List the **cost per unit** and total amount of funds requested for each item.
   - Please indicate the unit of measure for the items in the budget. (examples: tray of 30 plants; single plants; bagged mulch; loose mulch in truckload) You can list the information in narrative question nine or include it in each budget line.
   - If you are purchasing plants, please include the common and scientific name with each species. Please note that only native plants are eligible for funding through this grant. For information about native plants, see the links at https://www2.illinois.gov/dnr/education/Pages/GrantsSHAG.aspx.
   - If this is a multiple-year or long-term project, please focus on the specific funding for this grant period.
   - If you would like to see examples of completed budget forms and answers to frequently asked questions about budget issues, visit our Web site at https://www2.illinois.gov/dnr/education/Pages/GrantsSHAG.aspx.

10. Attach a photographic image or photographic images of the area ***AS IT CURRENTLY EXISTS***. Color photographs are preferred and should be used in all copies of the application. Printed digital images are fine. **Please include scale and compass directions**. It is helpful for the judges to see a wide view of the area at ground level as well as close-up images. Do not submit aerial photos. Please see the information at https://www2.illinois.gov/dnr/education/Pages/GrantsSHAG.aspx for suggestions to help you prepare your images correctly for submission.

11. On a single sheet of paper, briefly sketch or diagram the work plan for the project area. This diagram will **SHOW THE HABITAT AS IT WILL APPEAR WHEN THE ACTION GRANT PROJECT IS COMPLETED**. Identify the physical structures that will be constructed and vegetation that will be planted and/or eliminated. Include scale and compass directions.

Submit application packet to the following address.

Illinois Department of Natural Resources
Division of Education
Schoolyard Habitat Action Grant Program
One Natural Resources Way
Springfield, IL 62702-1271

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.

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BUDGET FORM — OPTION TWO

Project Leader: _____

Applicant's School or Organization: _____

Please list the common and scientific name for all plants, if possible. If more space is needed, use more than one copy of this form.

Name of Item	Quantity Requested	Unit Price	Grant Funds
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
TOTAL			**$0.00**

If you are purchasing lumber and/or hardware, explain what these items will be used to build.

_____

_____

_____

_____

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