



Illinois Schoolyard Habitat Action Grant Program

Illinois Department of Natural Resources' Division of Education

Please read these instructions before completing the application.

Eligible Applicants

Teachers, nature center personnel and youth group leaders in Illinois may apply.

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 three years. The project must be implemented on school grounds or another public place (for example, a park or nature center/forest preserve district land). Plans that include vegetation should focus on planting native species. If you are not sure what species are native to Illinois, please visit the Web site at <http://dnr.state.il.us/education/CLASSRM/grants.htm> for links to more information and resources. Habitat projects may include, but not be limited to, the following activities: enhance or establish and maintain a schoolyard prairie plot, butterfly garden, wetland, nesting platform or watering station; design and build a bird feeder or feeding station; or construct and install bat roosting boxes.

Applications

Incomplete applications will not be considered. Responses should be typed in standard 12- or 10-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.** Applications must be postmarked by November 30. 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, including goals and objectives; student involvement; relationships of the project to school or organizational curricula or objectives; project creativity and design; benefit to wildlife; habitat project management plan.

Eligible Costs

Funding requests should focus on items necessary for enhancement and development of wildlife habitat, such as plants, seeds, mulch and lumber/hardware for constructing nesting/roosting boxes and platforms.

Ineligible Costs

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

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

Application packet:	postmarked by November 30
Notification to all applicants:	by February 1
Submission of final report:	by November 30 of the year the grant is received

Funding and Payment

The maximum annual award is \$600 per applicant. Successful applicants are eligible to apply for additional funding in subsequent years. The Illinois Conservation Foundation administers funding. Generous donations from the Jadel Youth Fund, the Daniel F. and Ada L. Rice Foundation and others provide the funding for this program.

Reporting Requirements

Students should be involved with development of the final report. The final report may be submitted electronically on a CD-ROM or as a hard copy. The final report should contain information on how students were involved with the project and educational opportunities the habitat provides. Before-and-after photos or photos of the schoolyard site and/or students working in the habitat should be included in this report. Each project coordinator should submit a few photographs that can be utilized in marketing the program. Photograph release forms will be provided by the IDNR and should be signed and returned with the photographs. Receipts for purchases made with grant funds must be included with the final report. Additional information on reporting requirements will be provided to successful grant recipients.

Publicity

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

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 SCHOOLYARD HABITAT ACTION GRANT APPLICATION FORM
Illinois Department of Natural Resources, Division of Education

**Submit the original application PLUS three copies of it and all attachments.
Application package must be postmarked by November 30.**

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.

Habitat Project Title: _____

Name of Applicant (School or Group): _____

Address: _____ City: _____ ZIP: _____

Phone: (_____)_____ FAX:(_____)_____

County: _____ Email Address: _____

Project Leader: _____

Project Leader's Title: _____

Grade Level(s) of Participating Students: _____

Dimensions of Site: _____ # of Students Participating: _____

Amount of Request \$_____ (maximum \$600)

Proposed Start Date: _____ Completion Date: _____

For the following two questions, if you are unsure of the answers, visit the Web site at <http://www.ilga.gov> and select the link to "Legislator Lookup." Please use the school or, for youth groups, facility address.

Listing the U.S. Senator and/or U.S. Representative will cause your application to be disqualified.

Illinois State Senator: _____
(Please do not list U.S. Senators.)

Illinois State Representative: _____
(Please do not list U.S. Representatives.)

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 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 an expense accounting, including copies of receipts for expenses, when the project is completed. Any funds not expended for this project will be returned to the IDNR Division of Education in the form of a check made payable to the Illinois Conservation Foundation. 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.

Printed Name of Applicant: _____

Applicant Signature: _____ Date: _____

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

Official Applicant Approval: _____

(Signature of Superintendent, Principal or Organization Official)

The Official signing in this blank cannot be the same person as the Applicant named above.

Printed Name of Official: _____

Title Date

Grant funded by the Jadel Youth Fund, the Daniel F. and Ada L. Rice Foundation and others through the Illinois Conservation Foundation (www.ilcf.org).

SCHOOLYARD HABITAT ACTION GRANT APPLICATION FORM

PLEASE NOTE: The following questions are criteria used to judge applications. You may download either the PDF or Microsoft® Word version of the document. Type responses and attach pages to this form. The original application plus three copies of it (all pages, including attachments) must be submitted and postmarked by **NOVEMBER 30**. The application should be no more than four pages in length (excluding the photo and diagram pages), single spaced. Use standard layout (12 point font and 1" margins). **PLEASE NOTE:** You must include the question and its associated number from the application form with your answers.

Describe the proposed project by addressing each point.

1. a. In 30 words or less describe the proposed project (who, what, where, when, how).
b. What are the goal(s) and measurable objectives of the project?
2. How are students involved? What age or grade levels? How is the community involved?

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. For instance: connections to school curricula, Illinois Learning Standards, ecological concepts to be covered and any resulting products (lesson plans, student reports, etc.).
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 site will be used in your activities and if/how local schools will be involved. Include any resulting student products to be created with the project.
4. Describe how the proposed project will affect students and wildlife/habitat and tell how you will educate the community about the project and its goals/objectives (media, open house, Web site, etc.).
5. A long-term care/maintenance plan for the project is imperative.
 - a.) How will the area be managed or maintained during project development, during the school year, during the summer and in subsequent years?
 - b.) Who specifically will be responsible and what will be the roles of school administrators, students, school custodial staff and community volunteers? Will long-term funding be required to maintain the area? Who will provide necessary funds?
6. Using the budget form attached, provide a project budget indicating what will be purchased for this project. List the **cost/unit** and total amount of funds requested for each item and any items or services that will be covered through match or in-kind funds. If this is a multiple year or long-term project, please focus on the specific funding and proposed accomplishments for this grant period. Please total each budget column.

SAMPLE BUDGET FORM

<u>Items</u>	<u>Grant Funds</u>	<u>Match/In-kind</u>
wood for bird nesting box construction	\$50	
plants (include species list and cost/unit)		
purple coneflower 12 plants @ \$5 =	\$60	
prairie dock 12 plants @ \$6 =	\$72	
prairie smoke 6 plants @ \$10 =	\$60	
big bluestem 6 plants @ \$8 =	\$48	
hardware for bird nesting boxes - lumber yard		\$30
mulch - donation from city		\$200
edging - student labor; concrete mix donated by construction company		\$100
landscape consulting - landscape firm		\$200
site preparation – parents		\$500
site maintenance (hose and time)- school custodial staff		\$100
Web page support - School District Technology Center		\$100
TOTAL	\$290	\$1,230

7. On a single sheet of paper, attach or print a photograph or photographs of the area **AS IT CURRENTLY EXISTS**. Color photographs are preferred and should be used in all copies of the application. Please include scale and compass directions.

8. 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 TO:

Illinois Department of Natural Resources
 Division of Education
 One Natural Resources Way
 Springfield, Illinois 62702-1271

ILLINOIS SCHOOLYARD HABITAT ACTION GRANT
Budget Form

Project Coordinator: _____

Name of Applicant (School or Group): _____

Phone Number: _____

Habitat Project Title: _____

Please include in-kind/match funding.

Name of Item	Quantity Requested	Unit Price	Grant Funds	In-Kind/ Matching Funds
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