Purpose

The purpose of the Alabama Wildlife Federation’s (AWF) Outdoor Classroom (OC) Grant Program is to provide financial and technical assistance to schools enrolled in the Alabama Outdoor Classroom Program that wish to create effective and sustainable schoolyard wildlife habitats and outdoor classroom sites on their school grounds. An outdoor classroom site is designed to provide hands-on outdoor learning opportunities for students of all ages to utilize multiple-disciplinary skills in a fun and exciting environment that provides habitat elements crucial to wildlife survival including food, water, cover, and places to raise young.

Eligible Expenses

The AWF OC Grants are available for any amount up to $1,000. AWF OC Grants focus on directed study opportunities by providing funds for any or all of the following:

- **Outdoor Learning Stations** – Native plants, building supplies and other materials needed to develop or enhance outdoor areas around a topic or theme such as a songbird sanctuary, butterfly garden, or pitcher plant bog.
- **Outdoor Activity Kits** – Instructional materials, educational tools and non-consumable activity supplies to develop or enhance hands-on activities to be used in conjunction with the school’s outdoor classroom and specific outdoor learning stations such as field guides, magnifying glasses, digital cameras, etc.
- **Outdoor Educational Signage** – Kiosks, plant identification signs, and educational signs that improve the use of the outdoor classroom as an educational tool and can be used in conjunction with outdoor classroom activities.

Any materials/equipment received through the grant or purchased with funds from the grant become property of the school. Grant funds cannot be used for teacher training. Free in-service teacher training can be provided through the Alabama Outdoor Classroom Program if needed, just let us know.

School Eligibility

All kindergarten-12th grade, public or private schools enrolled in the Alabama Outdoor Classroom (OC) Program are eligible to submit one AWF OC Grant Proposal as long as they have met the following criteria:

- Must fully review these Grant Guidelines and the Online Grant Application Checklist.
- Must be enrolled in the AOC Program.
- Must have an active outdoor classroom planning committee that has already met during this school year.
- Must have updated your school’s Outdoor Classroom (OC) Data Hub information during this school year, which you can find at the bottom of your school’s OC webpage via AWF’s online OC Schools Map.

*Note: If you do not know if your school is enrolled in our AOC Program then email April Waltz at aprilwaltz@alabamawildlife.org.*

Grant Proposal Criteria

The Proposals will be evaluated by the AWF OC Grant Committee based on the following criteria:

1. Completeness of the Grant Application including a thorough explanation of the details, the soundness of the budget, and clearly defined project implementation stages;
2. Relevance to the purpose of the Alabama Wildlife Federation Outdoor Classroom Grant Program;
3. Integration of interdisciplinary and hands-on conservation education activities;
4. Student involvement in planning, design, implementation and maintenance of the outdoor learning stations; and
5. Sustainability of the project for long-term use.

Review the grant writing tips, webinar and example grant proposal on AWF’s website. All grant proposals must be submitted online at https://www.alabamawildlife.org/apps/outdoor-classroom-grant/ by **Friday, March 15, 2019**. Grant applicants will be notified as to whether their proposal was selected by **Friday, March 29, 2019**.
Grant Proposal Scoring

Each section of the grant application will be awarded points based on the Grant Proposal Criteria listed on page 1. The amount of possible points for each section are listed on the Online Grant Application Checklist. These scores will help the AWF Outdoor Classroom Grant Selection Committee determine which projects to fund.

Funding Distribution, Fiscal Tracking & Reporting Requirements

Grant recipients will receive funding upon signing and returning the Alabama Wildlife Federation Outdoor Classroom Grant Memorandum of Understanding by Friday, April 12, 2019.

Grant recipients must schedule an on-site project review with their AWF Outdoor Classroom Consultant at some point during the grant project period and prior to submitting the final grant report (between May 2019 and May 2020).

The grant recipient is responsible for completing the project as proposed by May 15, 2020. If more than $50 of the grant award was not used, the grant recipient must return those funds to the AWF.

The Final Report forms, which include a review of the grant project, must be filled out and returned to AWF upon completion of the project no later than May 22, 2020. In order for grant expenses to be eligible, they must be included in the budget section of the Grant Application, incurred within the project period, and submitted with proper supporting documentation with the final grant report.

Failure of your school to use grant funds as intended in your grant proposal and/or failure to submit your Final Report will cause a default by the grantee, and the grant will be revoked and all unused or misused funds shall be returned to the AWF OC Grant Program. In addition, the school will no longer be eligible for future AWF OC Grants.

Credit Requirements

Grant recipients are encouraged to publicize grant awards. The credit line should read:

*The Alabama Wildlife Federation, Alabama’s largest and oldest conservation organization, created the Alabama Outdoor Classroom Grant Program to help educate our children about Alabama’s rich natural history and biodiversity through hands-on conservation education activities conducted in an outdoor classroom setting.*

Grant Calendar

<table>
<thead>
<tr>
<th>GRANT ADMINISTRATION DETAILS</th>
<th>Important Deadlines</th>
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<tbody>
<tr>
<td>Deadline for grant applicants to submit Proposals to the AWF.</td>
<td>Friday, March 15, 2019</td>
</tr>
<tr>
<td>AWF will announce the Grant Awards.</td>
<td>Friday, March 29, 2019</td>
</tr>
<tr>
<td>AWF will distribute grant funds to each grant recipient upon receiving a signed AWF Outdoor Classroom Grant Memorandum of Understanding from the school.</td>
<td>Friday, April 12, 2019</td>
</tr>
<tr>
<td>Grant recipients must schedule an on-site visit with their AWF Outdoor Classroom Consultant at some point during the project period.</td>
<td>May 2019 – May 2020</td>
</tr>
<tr>
<td>Deadline for grant recipients to complete funded projects.</td>
<td>May 15, 2020</td>
</tr>
<tr>
<td>Deadline for grant recipients to submit Final Report for grant to AWF.</td>
<td>May 22, 2020</td>
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Questions? Contact April Waltz at aprilwaltz@alabamawildlife.org.