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 sustainable schoolyard wildlife habitats and outdoor classroom sites on their school grounds that can be used as effective educational tools for hands-on, inquiry-based activities.

Eligible Expenses

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

- **Outdoor Learning Station** – Native plants, building supplies and other materials needed to develop or enhance a songbird sanctuary, butterfly garden, pollinator garden, sensory garden, weather station, or frog and toad 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 outdoor 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.

All grant proposals must be submitted through the AWF’s online grant application by **Friday, March 13, 2020**. Grant applicants will be notified as to whether their proposal was selected by **Friday, March 27, 2020**.
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. To maximize your scores, review the grant writing tips, webinar and example grant proposal on AWF’s website.

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 17, 2020.

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 2020 and May 2021).

The grant recipient is responsible for completing the project as proposed by May 14, 2021. 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 21, 2021. 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 13, 2020</td>
</tr>
<tr>
<td>AWF will announce the Grant Awards.</td>
<td>Friday, March 27, 2020</td>
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<tr>
<td>AWF will distribute grant funds to each grant recipient upon receiving a signed AWF</td>
<td>Friday, April 17, 2020</td>
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<tr>
<td>Outdoor Classroom Grant Memorandum of Understanding from the school.</td>
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<tr>
<td>Grant recipients must schedule an on-site visit with their AWF Outdoor Classroom Consultant</td>
<td>May 2020 – May 2021</td>
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<td>at some point during the project period.</td>
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</tr>
<tr>
<td>Deadline for grant recipients to submit Final Report for grant to AWF.</td>
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Questions? Contact April Waltz at aprilwaltz@alabamawildlife.org.