

MIAMI COUNTY PARK DISTRICT



Administration Office
2645 E. St. Rt. 41 Troy, OH 45373
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www.MiamiCountyParks.com

Board of Park Commissioners:

R. Douglas Haines
Dr. Robert Malarkey
Elizabeth Gutmann

J. Scott Myers – Executive Director

Miami County Park District Environmental Education Grant Application for July 2019 – June 2020

Timeline

March 29, 2019	Grants due to Park Office (mail, fax, email pages 5-11)
April 23, 2019	Board Approved Grants Recipients notified following approval

Complete before
March 29, 2019

Miami County Park District
2645 E. St. Rt. 41
Troy, OH 45373
Fax: (937)335-6221
Attn: Lisa Myers

Lmyers@miamicountyparks.com

Charleston Falls Preserve,
Farrington Reserve, FL Blankenship Riverside
Sanctuary, Garbry Big Woods Reserve & Sanctuary,
Great Miami River Recreational Trail, Goode Prairie Reserve & Preserve,
Greenville Falls State Scenic River Area, Honey Creek Preserve, Hobart Urban Nature Preserve, Lost Creek Reserve &
Knoop Agricultural Heritage Center, Maple Ridge, Stillwater Prairie Reserve, Twin Arch Reserve, John A. Wannemacher Nature Reserve



MIAMI COUNTY PARK DISTRICT
ENVIRONMENTAL EDUCATION GRANT PROGRAM
General Information and Program Requirements

The Miami County Park District Environmental Education Grant Program was approved by the Board of Park Commissioners during the levy campaign in 1992. Although not made a part of the campaign, the idea of developing an educational grant program to foster educational opportunities for county residents has remained a goal of the Park Commission.

It was the consensus of the Board that the most equitable use of allocated funds would be for a program of community wide assistance. This type of program provides for a larger community benefit from tax dollar by assuring greater opportunities of participation in environmental education programming in the parks. The intent of the grant program is to provide "quality" environmental programming to as many residents as possible. The program shall provide opportunities for all segments of the population to visit one of the parks in the county wide park system.

1. **Applicant Eligibility**- Only political subdivisions of the State of Ohio (cities, villages, townships, joint recreation districts, the county, including school districts and other similar organizations created under the provisions of the Ohio Revised Code) are eligible to apply for funding. Only one resolution is required per political subdivision governing board. If you have questions about eligibility, call the Park District Grant Coordinator, Lisa Myers, at 335-6273.

In some cases, the applicant must be able to finance the program until reimbursement with grant funds can be approved. The board, council or other legislative body of each organization which applies for grant funds must enter into a contract with the Miami County Park District agreeing to participate and abide by the terms of the grant contract. (Form 2-A)

2. **Program Eligibility** - The program must be conducted in a park area owned or leased by the Miami County Park District, and may extend to programs outside of the Park District boundaries to promote the Park District image in the community. Programs outside of the Park boundaries **must** incorporate a visit to a park of their choice as a part of this grant program. The grant may pay for those direct expenses in the development of the program and the implementation at a park site. Special permission must be given by the Park Board for grant money to be spent on off-site education projects. No administrative or normal operating expenses will be eligible. An official grant application must be completed and on file with the district Executive Director before program review can begin. All grant expenditures must be included in the grant proposal.

No additional funds, above the amount agreed upon for your grant, will be allotted due to economic changes during the grant year.

Not all programs which meet "program eligibility" and other requirements will be funded. Final determination on funding will rest with the Miami County Park District Board of Park Commissioners. The Board will base its funding decisions on program proposal merit, need for funding, funding availability, and other factors which it may also choose to consider. Decisions of the Board of Park Commissioners with regard to program approval may not be appealed. However, a program may be resubmitted for consideration during the following budget year.

3. **Funding Terms/Approved Programs** - The Board of Park Commissioners may choose to fund only a portion of a program or may choose to provide grant funds as a reimbursement upon completion of the program or completion of a portion of the program; or may authorize direct billing of approved program expenses to the Miami County Park District. Notice of program approval will include the terms under which funding will be made available to the applicant agency. Projects underway before final grant approval risk grant cancellation. Applications are cautioned not to begin a program for which they have applied, without notifying the Miami County Park District.
4. **Grant Review Board Eligibility** -All agencies submitting an application/request may have one representative eligible to be on the review committee (Form 3A). The individual(s) developing and conducting the educational program cannot be the agency's representative to the "Grant Review Board". Agency representatives not present at the scheduled grant application review meeting will not have another opportunity to review and recommend grant applications.
5. **Compliance with Federal, State, and Local Laws** - Federal, state and local laws pertaining to non-discrimination in employment and area use, minimum wage legislation, public bidding requirements, building codes, health regulations, conflict-of-interest rules, and other similar matters must be met at all times.

These requirements remain the responsibility of the recipient of the grant funds. Miami County Park District shall bear responsibility for the proceeding regulations only when grant programs have been approved for direct payment to the supplier and/or contractor(s).

6. **Additional Requirements** - Only Miami County governmental agencies are eligible. All written materials used in the program become the property of the Miami County Park District. All equipment purchased shall become the property of the Miami County Park District unless otherwise stated. All advertising of programs shall include as part of the advertising that the program was made possible by an environmental education grant from the Miami County Park District.
7. **Program Requirements** - A summary of the goals and accomplishments of each grant awarded must be sent to the Park District by the end of that grant year. Recommended to be included in the final summary are:
 1. Photos of the **class trip to the park**.
 2. Photos of **classroom follow-up activities**.
 3. **Writings from the students** about their trip; what they saw, heard, smelled, felt while at the park.
 4. **Writings by the students** telling what they remember as the best part of the trip.
 5. **Writings by the students** about what they learned at the park.
 6. **Drawings** of their park experience.
 7. **Complete** on-line survey by teacher/instructor.
8. **Deadline - The Environmental Education Grant Applications must be received at the Park District office by no later than 4:00 p.m. on March 29, 2019.**
9. **Final Approval** - The Board of Park Commissioners will approve grant awards at their May board meeting. Grant recipients will be notified following board approval.
10. **Completion** - The contact person for each awarded grant program will be contacted and interviews may be scheduled. One meeting may be scheduled for all agencies submitting grants to review grant program requirements.
A summary of the goals and accomplishments of each grant awarded must be sent to the Park District by the end of that grant year. No agency will be awarded a new grant without completion of this documentation. The **final summary report** for your 2019-2020 grant activities is due in the Park District Office no later than **March 31, 2020**. Invoices for the 2019-2020 school year only must be received by the Park District no later than **June 26, 2020**.
11. **Authorization** - Form 4-B of each grant submitted must be signed and dated by an official representative of the school district.



**MIAMI COUNTY PARK DISTRICT ENVIRONMENTAL
EDUCATION GRANT PROGRAM**

APPLICANT ELIGIBILITY QUESTIONNAIRE

This application will be used to determine whether the applicant organization is eligible to receive funding according to the laws of the State of Ohio and the Miami County Park District grant program guidelines. It must be filed with the Miami County Park District before any grant application will be considered.

Please type or print

1. Applicant Agency/Political Subdivision:

2. Chief Legislative/Governing Body:

3. Federal Tax Identification Number:

4. Organization Status in accordance with the Ohio Revised Code (if not a county, township, incorporated city/village, or school district):

5. Contact Person: _____ Title: _____

Telephone (Business): _____ (Home): _____

Email: _____



MIAMI COUNTY PARK DISTRICT ENVIRONMENTAL
EDUCATION GRANT PROGRAM
MATERIALS REQUEST FORM

All materials will be purchased by, and remain the property of, the Miami County Park District unless other arrangements are made. Use additional sheets if necessary

Materials:

Name of Company: _____

Mailing Address: _____

	Item	Catalog Pg. #	How Many	Total Cost
1.	_____			
2.	_____			
3.	_____			

Name of Company: _____

Mailing Address: _____

	Item	Catalog Pg. #	How Many	Total Cost
1.	_____			
2.	_____			
3.	_____			

In-kind materials donated by: _____



**MIAMI COUNTY PARK DISTRICT
ENVIRONMENTAL EDUCATION GRANT PROGRAM**

SCHOOL BOARD AND MIAMI COUNTY PARK DISTRICT AGREEMENT

Joint resolution between the Miami County Park District and the Governing Board of the Applicant Agency to cooperate for the purpose of providing environmental education programs through utilization of the Environmental Education Grants Program.

WHEREAS: The Board of Park Commissioners of the Miami County Park District and _____(Governing Board) for _____(Applicant Agency) desire to provide improved and increased environmental education opportunities to residents in the area each organization serves, and;

WHEREAS: It is the intent of the Board of Park Commissioners to make funding available to political subdivisions of the State of Ohio, Miami County, as enabled by the provisions of Section **1545.07** and **1545.14** of the **Ohio Revised Code**;

THEREFORE BE IT RESOLVED: That the Board of Park Commissioners and _____(Applicant Agency) hereby agree to cooperate for the purpose of providing environmental education under the "Environmental Education Grant Program", administered by the Board of Park Commissioners of the Miami County Park District for a period of one year.

Agreed to this _____ day of _____, 20____.

Board of Park Commissioners:

R. Douglas Haines, President

Dr. Robert Malarkey, Vice President

Elizabeth Gutmann, Member-at-Large

J. Scott Myers, Executive Director

Attest:

Applicant Agency Director/Superintendent

Applicant Agency

Date



**MIAMI COUNTY PARK DISTRICT ENVIRONMENTAL
EDUCATION GRANT PROGRAM**

**CONTRACTUAL SERVICES
REQUEST FORM**

For personnel other than Miami County Park District staff

Contractual Services:

Name: _____

Occupation: _____

Service(s) to be rendered: _____

Why is this person necessary for the success of your program:

Total Cost (or per hour cost) for Services: \$ _____



TRANSPORTATION REQUEST FORM

One form must be completed for each scheduled park visit

School District: _____ Program: _____

Contact Teacher: _____ Grade: _____ Email: _____

Phone: _____ Contact (937) 478-1036 to set up future date of trip.

Allowed mileage is based on Google Maps and is calculated by the distance from your school to the Park and back to your school. It is limited to one round trip. This distance is awarded at up to \$1.00/mile.

The allowed amount for bussing is limited to \$15.00/hour. The number of hours that can be charged is limited to the length of time it takes to get from your school to the Park and back to your school based on Google Maps plus the length of the program if the bus stays at the Park.

See attached charts for total allowed cost per bus.

CIRCLE APPROPRIATELY

Park Destination: STILLWATER PRAIRIE CHARLESTON FALLS

Participants: _____ Number of Buses: _____

Number of Adults (including teachers and chaperones): _____
(One adult for each group is required)

SEE CHART ON NEXT PAGE TO FILL IN BUS COST

Bus #1 Cost: \$ _____

Bus #2 Cost: \$ _____

Bus #3 Cost: \$ _____

Total Trip Cost : \$ _____

A SEPARATE FORM 3-B MUST BE COMPLETED FOR EACH TRIP!

The chart below is for a 4 hour program at \$15/hr. \$60 was added to the miles & minutes for the total cost.
 If you are doing a 2 hour program please add \$30 instead to the miles & minutes for your total cost.

CHARLESTON FALLS FIELD TRIP

	<u>Miles</u>	<u>\$1.00/mi.</u>	<u>Minutes</u>	<u>\$15.00/hr</u>	<u>Total Cost</u>
Bethel	8	\$ 8.00	15	\$ 3.75	\$ 71.75
Bradford	58	\$ 58.00	75	\$ 18.75	\$ 136.75
Covington	46	\$ 46.00	60	\$ 15.00	\$ 121.00
Miami East	32	\$ 32.00	45	\$ 11.25	\$ 103.25
Milton Union	30	\$ 30.00	45	\$ 11.25	\$ 101.25
Newton	40	\$ 40.00	60	\$ 15.00	\$ 115.00
<u>PIQUA</u>					
Central	50	\$ 50.00	60	\$ 15.00	\$ 125.00
Springcreek	24	\$ 24.00	45	\$ 11.25	\$ 95.25
Washington	50	\$ 50.00	60	\$ 15.00	\$ 125.00
<u>TIPP CITY</u>					
Broadway	10	\$ 10.00	30	\$ 7.50	\$ 77.50
Nevin Coppock	12	\$ 12.00	30	\$ 7.50	\$ 79.50
LT Ball	12	\$ 12.00	30	\$ 7.50	\$ 79.50
<u>TROY</u>					
Concord	30	\$ 30.00	45	\$ 11.25	\$ 101.25
Cookson	22	\$ 22.00	30	\$ 7.50	\$ 89.50
Forest	22	\$ 22.00	30	\$ 7.50	\$ 89.50
Heywood	26	\$ 26.00	45	\$ 11.25	\$ 97.25
Hook	26	\$ 26.00	45	\$ 11.25	\$ 97.25
Kyle	24	\$ 24.00	45	\$ 11.25	\$ 95.25
Van Cleve	22	\$ 22.00	30	\$ 7.50	\$ 89.50

The chart below is for a 4 hour program at \$15/hr. \$60 was added to the miles & minutes for the total cost. If you are doing a 2 hour program please add \$30 instead to the miles & minutes for your total cost.

STILLWATER PRAIRIE FIELD TRIP

	<u>Miles</u>			<u>Minutes</u>	<u>\$15.00/hr</u>		<u>Total Cost</u>
Bethel	56	\$ 56.00		75	\$ 18.75		\$ 134.75
Bradford	8	\$ 8.00		15	\$ 3.75		\$ 71.75
Covington	12	\$ 12.00		30	\$ 7.50		\$ 79.50
Miami East	40	\$ 40.00		60	\$ 15.00		\$ 115.00
Milton Union	34	\$ 34.00		60	\$ 15.00		\$ 109.00
Newton	20	\$ 20.00		30	\$ 7.50		\$ 87.50
PIQUA							\$ 60.00
Central	14	\$ 14.00		30	\$ 7.50		\$ 81.50
Springcreek	38	\$ 38.00		60	\$ 15.00		\$ 113.00
Washington	14	\$ 14.00		30	\$ 7.50		\$ 81.50
TIPP CITY							\$ 60.00
Broadway	42	\$ 42.00		60	\$ 15.00		\$ 117.00
Nevin Coppock	42	\$ 42.00		60	\$ 15.00		\$ 117.00
LT Ball	42	\$ 42.00		60	\$ 15.00		\$ 117.00
TROY							\$ 60.00
Concord	26	\$ 6.00		45	\$ 11.25		\$ 77.25
Cookson	32	\$ 32.00		60	\$ 15.00		\$ 107.00
Forest	30	\$ 30.00		60	\$ 15.00		\$ 105.00
Heywood	30	\$ 30.00		45	\$ 11.25		\$ 101.25
Hook	28	\$ 28.00		45	\$ 11.25		\$ 99.25
Kyle	30	\$ 30.00		60	\$ 15.00		\$ 105.00
Van Cleve	30	\$ 30.00		60	\$ 15.00		\$ 105.00



**MIAMI COUNTY PARK DISTRICT
ENVIRONMENTAL EDUCATION GRANT PROGRAM**

GRANT APPLICATION

Please file for application on or before March 29, 2019 4:00 p.m. for request involving funding for the next fiscal year _____, unless otherwise directed. Fill in all blanks. (Please complete form 4-A for each program.)

- 1. Applicant Agency _____ Date _____
- 2. Address _____ Phone _____
- 3. Program Name: _____
- 4. Program Contact Person _____
- 5. Title/Position _____
- 6. Grade Level _____ Number Participating _____
- 7. Other teachers participating _____

- 8. Project Summary: Place *a* through *d* each on a separate page, please.
 - a. **Objectives** - Relate to school curriculum and state standards.
 - b. **Overview and Description** – What information do you want the education staff to specifically address as a hands-on experience for your students? Relate pre-trip classroom activities here. Do you have a special needs student that would need a program adaptation?
 - c. **Intended Outcome** – What do you want the children to get from this field trip? What will they do with this information? How does it relate to life outside of school? What is its practical application to their lives?
 - d. **How will the program be evaluated?** How will you measure if the children have assimilated this information?

PROGRAM NAMES PER GRADE LEVEL THAT ALIGN WITH CONTENT STANDARDS:

- KDG – 1.) I’m A Tree
 2.) How Animals Prepare For Winter
- 1st - 1.) Natural Resources (living (trees) and (rocks) non-living)
 2.) Ohio Habitats
- 2nd - 1.) Water Cycle
- 3rd - 1.) Dig Deep (soil)
 2.) Food Finders (adaptions)
 3.) Roots, Stems, Leaves (plants)
 4.) Food Chain
- 4th - 1.) Landform Investigators (LFI) (geology)
 2.) Ohio Water Ride to the Past
- 6th - 1.) Rock Hounds (rock cycle)
 2.) Pathfinders (orienteeing, GPS)
- All 1.) Banana Slug Festival

For more options visit our website at Miamicountyparks.com and click on the Education tab, then programs.



**MIAMI COUNTY PARK DISTRICT
ENVIRONMENTAL EDUCATION GRANT PROGRAM
SUMMARY FIGURES**

Please enter subtotal costs:

Materials (1-B) \$ _____

Contractual Services (2-B) \$ _____

Transportation (3-B)

a. Mileage/Driver Total \$ _____

Subtotal \$ _____

Less: Materials (2-B) \$ _____

Total Grant Request: \$ _____

Source of any local funds or in-kind services

Total Donated \$ _____

School Representative Signature

Title: _____ **Date:** _____

Please enter the contact information for notification of Grant Award and PO#:

Name: _____

Email: _____

Fax: _____