

More Kids in the Woods

FY 2010 Competitive Application Process

**** Instructions and Selection Criteria ****

General Information

- Be Concise: Do not exceed the word maximum allowed. Proposals that do not follow application guidelines will be rejected.
- If you opt to not use the fillable form, do not exceed four pages (*2000 words*). To ensure equity, the proposal must be written in Times Roman font, font size 12, and have margins of one inch. Adhere to the word maximum provided for each section. Your proposal must have the same headers and budget table as the fillable form.
- Do not submit photos, images (*jpeg or gif*), videos, power point presentations, CDs or DVDs as part of the proposal or as attachments.
- Do not submit letters of support. You can extract pertinent information from letters and other sources and enter the information into the fillable form.
- Only one submission emailed to: more_kids@fs.fed.us will be accepted; any updated or edited versions received secondarily will be rejected.
- This is an internal Forest Service application; therefore, only USFS field units can submit an application.
- Proposals requesting more than \$50,000 and less than \$5,000 of MKIW funding will not be considered for funding.
- MKIW Project funds must be obligated by **July 31, 2010**.

Grants, Agreements or Procurement: The Project Manager is responsible for working with the local Grants and Agreement (G&A) Specialist to develop an appropriate agreement if needed. It is important that the Project Manager consult their G&A specialist early in the proposal development process to ensure that the project conforms to G&A laws and regulations and that the appropriate G&A instruments can be initiated in a timely manner if the proposal is selected for funding.

If the proposed work is within the scope of an existing agreement, the Project Manager may initiate a modification to the agreement if the project is funded (*include the existing agreement number on your application*). If, however, the proposed activities do not fit within the scope of an existing agreement, the Project Manager will work with their local G&A Specialist to initiate a new agreement if the proposal is funded.

All agreements and modifications will be tracked using I-WEB, the corporate database for Forest Service agreements.

Competitive Application: Applications will be reviewed and ranked first by Inter-Deputy teams comprised of Regional, Station, and Area employees. R/S/A rankings will be sent to the Washington Office where the Executive Leadership Team will make the final project selections. Proposals will be rejected if information for the first four elements is not provided.

The attached Adobe 8 Fillable Form has “tool tips” that will appear when your mouse hovers over a field. The following tips and information will help you with data entry.

Application Elements

1. New Project or an Enhancement to a current / Existing Project – check box to indicate if this is a new project or continuation of an existing project.

2. Project Summary (100 words).

Be concise: Provide a short summary that describes the purpose, number of participating kids and youth, number of partners, MKIW and total funds, outcomes, etc.

3. Line Officer Support (50 words).

Identify the line officer and include a statement indicating s/he is aware of the unit's role and responsibilities for the project and it is part of the unit's annual program of work.

4. Estimate # of Youth*

Identify the project audience using the boxes provided. Note: Projects targeting youth ages 6-12 will receive five additional points since scientific evidence suggests that these ages are the best for engaging youth.

*(*An underserved audience generally means a population that is not typically served by FS programs, i.e. Individuals, groups, populations or communities on a national level that the Forest Service has not effectively protected, supported, or promoted in the delivery of programs and services on a fair and equitable basis.)*

5. Project Description (750 word maximum).

Describe what you will do, who you will reach, and what changes will result from your project.

6. Project Budget

The budget will be compared to the project goals, objectives, and tasks to determine if proposed expenditures are reasonable. Please provide clear linkages between the project description (goals, objectives, and tasks) and budget. The total of all Non-Forest Service partner contributions must match the MKIW funds requested in at least a 1:1 ratio.

MKIW: The amount of Forest Service MKIW funding requested.

FS Unit: Funding contributed by the local Forest Service Unit, *(in addition to MKIW funds)*.

Non-Forest Service Partners: Contributions *(in-kind, non-cash and/or cash)* by other entities - not Forest Service. Please include agency names in the space provided to the right of the budget table. Non-Forest Service Partners may include but are not limited to: other Federal, State, and local government agencies, Tribes, non-profit organizations, and/or volunteers. Please note: points are awarded to projects that work with multiple partners and non-traditional partners.

7. Partnerships.

- Projects that leverage Forest Service activities with other non-federal partners.
- Projects that leverage Forest Service unit funds.
- Projects that leverage Forest Service activities with other federal agencies.
- Projects that engage non-traditional and/or first-time partners.

8. Project Evaluation and Sustainability

This section of the application defines: 1) specific indicators/performance measures you will use to monitor your progress in achieving identified goals and objectives, and to determine if your project achieved the identified outcomes; 2) how the project will be sustained in the future; and 3) how the project will be replicated and shared with others.

- Project clearly identifies goals and objectives, AND health- education- and/or stewardship related outcomes.
- Project clearly identifies indicators/performance measures for each outcome, and specifically addresses how you will record and evaluate changes in knowledge and understanding of the forests and grasslands, the benefits of these ecosystems, and/or any related physical or mental health benefits.
- Project clearly identifies a R & D role in the evaluation component.
- Project clearly describes how it will continue without MKIW funding including how it is integrated into partner efforts and how partners will continue support into the future.
- Project clearly describes innovative ways of promoting the project, transferring knowledge, sharing results, and how it might be replicated in other FS units.

Sample Project Outcomes - from 2008 MKIW Projects

Stewardship Outcomes: continuing participation in environmental service, engaging in environmentally responsible behaviors, and the pursuit of environmental college majors and careers.

Educational Outcomes: improved environmental literacy, meeting state science standards, improved cognitive development, and finishing high school and attending college.

Health Impacts: increased participation in outdoor recreational and physical activities, and pursuing healthy lifestyles.