

More Kids in the Woods FY2009 Competitive Application Process Instructions and General Information

- Be concise - do not exceed the word maximums provided. If instructions are not followed, proposals will be rejected.
- If you opt not to use the fillable form, do not exceed 4 pages (2000 words). To ensure equity, the proposal must be written in Times Roman font, size 12, and have margins of one inch. Adhere to the word maximums provided for each section. Your proposal must have the same headers and budget table as the fillable form.
- Do not submit photos, images (jpg or gif), videos, power point presentations, CD's or DVD's 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 agency 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 be rejected.
- MKIW Project funds must be obligated by July 31, 2009.

Grants, Agreements or Procurement: There is no special authority for these cost share funds. FS units that intend to use these funds for grants, agreements or procurement are responsible for ensuring the use of the appropriate authorities and mechanisms for the project. Please consult with your procurement and/or grants and agreements staff as appropriate.

Competitive Application: Applications will be reviewed and ranked first by Inter-Deputy teams comprised of Region, 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 4 elements is not provided. They will be evaluated based on the criteria identified below.

The attached Adobe 8 Fillable Form has "tool tips" that will appear when your mouse hovers over a field. These 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

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

Identify the line officer and include a statement indicating she/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 on the form.

5. Project Description

Describe what you will do and what changes will result from your project. Projects must engage children in meaningful and sustained outdoor experiences. Incorporate the following into the project description:

- Identify the specific goals and objectives of your project. Identify the specific education, stewardship, and/or health related outcomes that will result from achieving the goals and objectives. (Please see the sample project outcomes below for additional information. Applicants may also wish to view actual logic models from previous MKIW projects on-line at <http://fsweb.wo.fs.fed.us/mkiw/#>). Project may use national service day, service learning or volunteer opportunities with a youth stewardship component; or communicate recreation user ethics; or involve youth in activities such as tree planting, stream restoration, wildlife monitoring, invasive species pulls, etc.
- Components of the project - for example: provides a multi-day experience that may include; time for unstructured play, development of recreation skills and experiential learning about forests and grasslands, and/or other relevant Forest Service resources and management issues, such as climate change or others.
- Does the project involve multiple staff areas and/or agency deputy areas, and clearly identify specific roles/responsibilities/tasks for all partners, especially the local unit. Identify site or location where the project will take place and how you will involve or reach your identified audiences.
- Describe the major tasks that must be accomplished to meet project goals and objectives, and include responsible personnel/organization and a time line for each task. Please note that points are awarded to projects that identify clear roles/responsibilities/tasks for each partner, including the local Forest Service unit.

6. Audience

Describe the youth who will be engaged in project, and clearly identify strategies for reaching the youth based on current science and/or best practices.

7. 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 that you are requesting.

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

Non-Forest Service Partners: Contributions (in-kind 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.

8. Partnerships

Provide information about the partner organizations that will assist with the project, include information about their roles and responsibilities, and any unique attributes they have for working with the children you are trying to engage.

9. Project Evaluation and Sustainability

Describe: 1) the 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.

Identify any education, health and/or stewardship related outcomes.

Clearly identify indicators/performance measures for each outcome, and specifically address 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.

If appropriate, identify the role of Research and Development in the evaluation component.

Describe how the project will continue on without future MKIW funding, including how it is integrated into broader partner efforts and how partners will continue support into the future.

Specifically, describe 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 pursuing of environmental college majors and careers.

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

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