

Girl Scouts of the USA

2005 Linking Girls to the Land Council Grant Application Packet



Girl Scouts of the USA's Elliott Wildlife Values Project in partnership with eight federal natural resource agencies has contributed funds and support for Linking Girls to the Land Council Grant projects. These agencies include:

- USDA Forest Service
- USDA Natural Resources Conservation Service
- USDI National Park Service
- US Geological Survey
- USDI Fish and Wildlife Service
- USDI Bureau of Land Management
- US Environmental Protection Agency
- National Oceanic & Atmospheric Administration

Purpose and Overview of the Linking Girls to the Land Council Grants:

Linking Girls to the Land Council Grants encourage Girl Scout councils across the country to develop collaborative projects with federal or state natural resource agencies. Projects will offer Girl Scouts opportunities to participate in environmental education, volunteer conservation service, or outdoor skills development, and will also serve as opportunities for girls to learn about environmental, science, and natural resource career options.

Girls who are involved with the Linking Girls to the Land Council Grants will also be working towards completion of the *Get with the Land* Patch or Pin, a new Linking Girls to the Land Patch and Pin project to be launched fall 2004.

Linking Girls to the Land Grant Objectives:

- Encourage Girl Scouts to become leaders and stewards of conservation and natural resource issues by inviting girls to help plan, implement, and participate in projects related to environmental education, volunteer service, or outdoor skills development
- Encourage Girl Scouts to explore careers in environmental, outdoor and science fields.
- Create positive environmental impact or improvement on the natural land or water resources.
- Strengthen federal or state natural resource agency participation in the Girl Scout program by helping girls earn conservation-related awards such as badges, patches, charms and Girl Scout Bronze, Silver, and Gold Award projects.
- Encourage councils and federal or state natural resource agencies to develop meaningful and sustainable conservation-related partnerships.

Awarding of Grants:

Up to \$3,000 will be awarded to each council chosen to receive a 2005 Linking Girls to the Land Council Grant. The award will be dispensed in two installments as follows:

First Installment: 75% of award total; mailed with award letter to the Girl Scout council's CEO during the week of December 15, 2004.

Second Installment: 25% of award total, mailed to the Girl Scout council's CEO upon receipt and review of Final Report and all attachments. **Note: The second installment will be forfeited if changes are made to the project without prior approval from GSUSA or if other grant requirements are not met, such as report deadlines and the submission of required information.**

Who Can Apply?

Any council staff member, Girl Scout adult volunteer, Campus Girl Scout, or Girl Scout aged 14-17 who has the full support of her council and the council CEO's signature can submit a 2005 Linking Girls to the Land Council Grant application. All projects must be accomplished in partnership with at least one federal or state natural resource agency.

Examples of Federal and State Natural Resource Agency Partners:

Federal natural resource agency partners might include any of the Linking Girls to the Land federal natural resource agency partners listed on page 1 and other federal agencies such as the Army Corps of Engineers. State natural resource agencies might include the Department of Natural Resources, State Forests, or Parks or the Department of Environmental Management. **Note: County and City Parks, although good local partners, are not considered a federal or state agency.**

Application Due Date:

All applications **must be received at GSUSA by October 15, 2004.** In fairness to all councils, no exception will be made.

Should you have questions regarding the 2005 Linking Girls to the Land Council Grant Application or the application process contact:

Jodi Stewart, Elliott Wildlife Values Project Consultant
Girl Scouts of the USA
Tel: 212-852-8076 Fax: 212-852-6515
E-mail: linkinggirls@girlscouts.org
www.epa.gov/linkinggirls

2005 Linking Girls to the Land Council Grant Application Selection Criteria Checklist

The following criteria will be used to determine which councils receive grant awards. Please use this as a checklist for what your proposal must include and attach it with your application.

NOTE: Funding priority will be given to 2005 Linking Girls to the Land Council Grant proposals that focus on improving water quality, watershed and wetland management, ecosystem restoration, environmental stewardship, and local ecology (including biodiversity, natural history, and threatened and endangered species).

THE PROJECT MUST:

FOCUS ON AT LEAST ONE OF THE FOLLOWING THREE AREAS:

- Environmental Education.** May include: observation of nature and the environment, field ecology, ecosystem monitoring, biological research, and interpretive programs.
- Outdoor Skills Development.** May include: developed camping, backcountry camping, horseback riding, cross-country skiing, hiking, and fishing.
- Volunteer Service.** May include: conservation service projects on federal, state, or private land.

ALSO:

- Serve at least 100 Girl Scouts ages 5-17 and adult volunteers.
- Involve the interest of girls and involve girls in the planning and implementation.
- Involve the investment of the community and meet a community need.
- Be focused on local land or water resources.
- Be reviewed and approved by the applicant's Girl Scout council.
- Be planned and completed within one year.
- Involve at least one federal or state natural resource agency as a project partner and show written commitment.
- Demonstrate how the project will benefit both the federal or state agency(ies) and the council.
- Present a plan that incorporates the diversity of girl and adult membership within the council's jurisdiction and reaches out to serve underrepresented populations.
- Encourage creative and innovative use of community resources.
- Include natural resource, science, and/or environmental career development and awareness for girls.
- Be able to measure the positive environmental change or impact the project has on the land or water resources.
- Present a plan for post-event follow up and evaluation.
- Be sustainable and replicable within your council and other Girl Scout councils nationwide.
- Adhere to and support Girl Scouts of the USA policies, safety standards, and guidelines.

2005 Linking Girls to the Land Grant Application Timeline

2004/2006



Week of July 8, 2004	Application packet posted on the Online Council Network (OCN) and distributed via council mail
October 15, 2004	Deadline for applications TO BE RECEIVED at Girl Scouts of the USA (Faxed applications will not be accepted.)
October 16 – November 15, 2004	Linking Girls to the Land national committee reviews grant applications and selects grant award recipients
Week of December 15, 2004	Grant award recipients notified. Award letter sent by mail to Council CEO and initial 75% of total grant award check issued
January – December 2005	Linking Girls to the Land Council Grant project implementation
July 1, 2005	Deadline for Interim Project Report TO BE RECEIVED at Girl Scouts of the USA (Faxed reports will not be accepted.)
January 15, 2006	Deadline for Final Project Report TO BE RECEIVED at Girl Scouts of the USA (Faxed reports will not be accepted.) Any unused funds should be mailed back to GSUSA
January 16, 2006 – March 15, 2006	Final Project Reports compiled and evaluated by Girl Scouts of the USA Final 25% of award check issued and mailed to Council CEO

2005 Linking Girls to the Land Council Grant Application

Instructions:

1. Please TYPE all materials.
2. Mail COMPLETED application with 2 copies (including all attachments) TO BE RECEIVED at GSUSA by **OCTOBER 15, 2004** to:

Jodi Stewart
 Linking Girls to the Land Council Grants
 Membership and Program Initiatives
 Girl Scouts of the USA
 420 Fifth Avenue, 15th Floor
 New York, New York 10018-2798



A. GENERAL INFORMATION:

Council Name: _____

Council Address: _____
STREET

_____ **CITY** _____ **STATE** _____ **ZIP**

Market Area: _____

Chief Executive Officer: _____ **e-mail:** _____

Project Coordinator: _____ **e-mail:** _____

Phone: () _____

Project Title: _____

Project Summary Statement: _____

Total estimated number of Girl Scouts served: _____

Estimated number of Girl Scouts served by age-level:

_____ Daisy	_____ Brownie
_____ Junior	_____ Girl Scouts 11-13
_____ Girl Scouts 13-15	_____ Girl Scouts 15-17
_____ Adults	

TOTAL AMOUNT OF GRANT FUNDING REQUESTED: _____

2005 Linking Girls to the Land Council Grant Application

Project Category (please check the one that most represents your project):

Environmental Education Outdoor Skills Volunteer Service

Federal or State Collaborating Agency(ies): (include entire name of agency)

Other Collaborators or Local Organizations:

Where will the project take place?

Federal land State land City land Girl Scout property Other (indicate below):

Did representatives from your council attend a Linking Girls to the Land Workshop: Yes No

If yes, where was the workshop located? _____

What was the month and year of the workshop attended? _____

Have you ever received a grant from GSUSA? Yes No

If yes, name of the grant: _____

Year awarded: _____

We are assuming responsibility for the attached proposed project, and will submit an Interim Project report to be received at GSUSA by **July 1, 2005** and a Final Project Report to be received at GSUSA by **January 15, 2006**.

Chief Executive Officer
(Signature)

Date

2005 Linking Girls to the Land Council Grant Application Project Proposal Format

B. PROJECT SUMMARY: (Two page limit)

Please type an outlined project summary that specifically addresses the following:

1. Summarize the project and its objectives in one paragraph.
2. Identify the intended benefits for girls and how the project meets their interests.
3. Identify the intended benefits for the community.
4. Identify the intended benefits for the nation's land and water resources.

C. PROJECT TIMELINE: (One page limit)

Please design an estimated project timeline beginning with the grant application and concluding with the final project report. The project should be able to be carried out and completed within ONE year.

D. PROJECT PLAN: (Three page limit)

Please type a project plan outline that specifically addresses the following:

1. Describe how the project will be planned and implemented. Include the steps from the initial planning and start up through the completion. List the Girl Scouts (girls & adults), staff (including agency representatives and/or council staff) expected to be involved, and their role.
2. Describe how you are incorporating the diversity of girl and adult membership within your council's jurisdiction. How are you reaching out to underserved girls?
3. Describe how this project meets a community need. How does the project generate community involvement and investment?
4. Identify how you are incorporating natural resource, science, and/or environmental career development and awareness for girls.
5. List the facilities and or equipment that are needed.
6. Describe the publicity efforts that are being planned (i.e., local magazines, newspapers, radio, or television).

E. PROJECT EVALUATION: (One page limit)

Please type a brief outline or description of the evaluation methods expected to be used that specifically addresses the following:

1. List the methods and/or tools for evaluating project results.
2. Describe how you will measure the positive environmental change or impact your project has on the natural land and water resources.
3. Describe how the results will be shared with the general public.
4. Describe how successful results will be used by your council, other councils, and/or outside organizations.

F. AGENCY COLLABORATIONS: (One page limit)

Please type a brief outlined description about your council's collaborative federal or state natural resource agency(s) that specifically addresses the following:

1. List collaborating federal or state agency(ies) that will be partnering with your council to complete and strengthen this project.
2. Describe plans for working with each federal or state natural resource agency in this project so that the collaborations are meaningful. How do the Girl Scouts benefit from the collaboration? How does the agency benefit from the collaboration?
3. Include with this application a signed Partner Commitment Form and commitment letters from all the federal or state agencies you plan to work with, on agency letterhead.
4. List any other non-federal or state natural resource agencies or organizations that you will partner with and explain how. Include a commitment letter(s) if the organization is a key collaborator.

(Project Proposal Format continued)

G. POST EVENT IMPLICATIONS AND SUSTAINABILITY: (One page limit)

Please type a brief description about how the project will continue and could serve as a foundation for future related projects in your council or community.

1. Describe how your project will continue without additional funding from Linking Girls to the Land Council Grant money.
2. Describe how your project will serve as a foundation for future related projects in your council or community.
3. List examples of how your project could be replicated within your council or by other councils.

**2005 Linking Girls to the Land Council Grant Application
Checklist**

Be sure to include the following with your Linking Girls to the Land Council Grant Application in the following order:

1. Completed pages 5&6 of the application packet signed by your council's CEO. (General information)
2. Narrative of project proposal outlined on pages 7&8
3. Project timeline
4. Project budget form (page 9 of packet)
5. A signed partner commitment form (page 10) and a letter/s from your collaborating federal or state natural resource agency(ies) detailing the organization's role in the project
6. Certificate of insurance (*Only needed if the council is NOT in the GSUSA sponsored Property Casualty Program, as a copy of the certificate is already on file*) If certificate is not on file, please include a copy of your council's current certificate of insurance showing GSUSA as "additionally insured", with a combined minimum single limit of liability coverage in the amount of \$1 million aggregate for bodily injury and property damage.
7. Selection criteria checklist (page 3)
8. Additional supporting materials and or information (not required)

Mail original application, signed by your council's CEO, and all required forms along with 2 copies (double-sided and stapled) of the entire application (including attachments) to the address below.

Should you have questions regarding the 2005 Linking Girls to the Land Council Grant Application or the Application Process please contact:

Jodi Stewart
Linking Girls to the Land Council Grants
Membership & Program Initiatives
Girl Scouts of the USA
420 Fifth Avenue, 15th Floor
New York, New York 10018-2798
212-852-8076
linkinggirls@girlscouts.org

2005 Linking Girls to the Land Council Grant Application Budget Form

EXPENSES:

A. <u>Total Project Expenses:</u>	B. <u>Linking Girls to the Land Grant Expenses:</u>
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A. Project Personnel
(List project staff support, volunteers, honoraria, etc.)

1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____

(use separate sheet if more space is necessary)

TOTAL PERSONNEL:

\$ _____	\$ _____
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B. Consumable Office Supplies and Services

1. Office Supplies	\$ _____	\$ _____
2. Copying/Duplication/Printing	\$ _____	\$ _____
3. Equipment	\$ _____	\$ _____
4. Telephone	\$ _____	\$ _____
5. Postage	\$ _____	\$ _____

TOTAL OFFICE SUPPLIES AND SERVICES:

\$ _____	\$ _____
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C. Transportation
What type is needed? _____

\$ _____	\$ _____
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D. Program Supplies & Equipment

1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____

(use separate sheet if more space is necessary)

TOTAL PROGRAM SUPPLIES & EQUIPMENT:

\$ _____	\$ _____
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E. Other (Please itemize on separate sheet)

\$ _____	\$ _____
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TOTAL LINKING GIRLS TO THE LAND EXPENSES:

\$ _____	\$ _____*
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TOTAL PROJECT EXPENSES:

\$ _____	\$ _____
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SOURCES OF SUPPORT:

Linking Girls To The Land Grant from GSUSA

\$ _____	*This box should be the same as Total Linking Girls to the Land Expenses in Column B above.
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Council Funding

\$ _____	
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Individual Contributions

\$ _____	
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Other sources (Please specify on separate sheet **)

\$ _____	
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TOTAL PROJECT SUPPORT:

\$ _____	\$ _____
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**Describe in-kind support and indicate sources on separate sheet.

2005 Linking Girls to the Land Council Grant Application Partner Commitment Form

- At least one (1) Partner Commitment Form must be submitted as proof of the commitment from a federal or state natural resource agency to work with you on your project. A letter from this partner, outlining their role in the project should be attached to this form.
- Feel free to copy this form for as many partners from which you wish to submit commitments.

Name of Federal or State Natural Resource Agency: _____

Address 1: _____

Address 2: _____

City	State	Zip Code
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Contact Person: _____

Title: _____

Telephone #: _____ Fax #: _____

E-mail: _____

Alternate Contact Person: _____

Title: _____

Telephone #: _____ Fax #: _____

E-mail: _____

My agency is committed to working with _____ Girl Scout Council to develop and/or implement a 2005 Linking Girls to the Land Council Grant project as indicated in the attached letter.

Signature

Date