



GRANT APPLICATION & COOPERATIVE AGREEMENT



Discover Nature Schools
Nature Unleashed
2023–2024

GRANT GUIDELINES—These guidelines are specific to the *Nature Unleashed* program. You must contact your local [Conservation Educator](#) to receive certification training or access the grant application [here](#) once certified.

PURPOSE OF PROGRAM

The purpose of the Discover Nature Schools program is to promote conservation education through instructional units that meet grade-level or course-level expectations and encourage hands-on outdoor learning experiences. Each unit is designed to increase student understanding and appreciation of our natural resources and our role in conserving them.

In an effort to assist as many teachers/schools as possible with funding towards implementing this unit (hereinafter referred to as *Nature Unleashed*):

1. **A one-time only \$1,000 grant for approved instructional and outdoor classroom materials will be awarded per school.**
2. ***Nature Unleashed* must be taught (as set forth below) to twenty (20) or more students.**
3. **Homeschool groups may receive training and materials but are not eligible for funding for equipment/supplies or field experiences.**
4. **Schools in summer school sessions may receive funding for field experiences but are not eligible for funding for equipment/supplies.**

AGREEMENT DURATION

1. **Applications may be submitted from June 1, 2023, through June 1, 2024. The grant period begins on date of approval letter.**
2. **The following must be submitted and postmarked by Sept. 1, 2024:**
 - **Grant narrative report**
 - **Average pre- and post-instruction test scores**
 - **Dated detailed receipts clearly showing proof of payment for approved grant expenditures**

MEASURABLE DELIVERABLES

MDC agrees to:

1. Furnish *Nature Unleashed*, an instructional unit on Missouri's pond, forest and prairie ecosystems. The *Nature Unleashed* unit consists of a student book, student science notebook, and a teacher guide. The teacher guide features activities suitable for classroom and outdoor learning and meets specified science grade-level expectations for third through fourth grades but which may be suitable to teach in third through fifth grades.
2. Provide required training (minimum of 6 hours) for all teachers using the *Nature Unleashed* unit.
3. Provide grant funding for approved instructional and outdoor classroom materials as listed in "Materials Funded by Grant."
4. Provide grant funding for reimbursement of bus transportation costs for field experiences directly related to *Nature Unleashed*. (See "*Nature Unleashed* Field Experience Guidelines.")
5. Provide a primary local MDC Conservation Educator contact.



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Discover Nature School agrees to:

1. Designate a lead contact/teacher to make decisions and direct implementation of the program. **This person is responsible for submitting dated detailed receipts clearly showing proof of payment along with a completed grant narrative report postmarked no later than Sept. 1, 2024.**
2. Require **all participating teachers** to complete training (minimum of 6 hours) **prior to initial delivery of *Nature Unleashed* in the classroom.**
3. Teach lessons from *Nature Unleashed*, choosing learning experiences that best meet the needs of their students. (**Note:** Standards listed in the teacher guide would be met only if all activities are taught.)
4. If the field experience reimbursement option is chosen, require all students to participate in field experiences directly related to *Nature Unleashed* as set forth in the *Nature Unleashed* Guidelines.
5. After completion of *Nature Unleashed*, submit dated detailed receipts (clearly showing proof of payment and dated after date of approval letter) and a grant narrative report postmarked no later than Sept. 1, 2024. All pertinent items, including grant narrative, must be received before any reimbursement is processed.

MEASURABLE OUTCOMES

All students will complete *Nature Unleashed* learning experiences as specified and experience related instructional activities in the outdoors in interaction with the natural environment.

FUNDING AND PAYMENT PROCESS

1. The Discover Nature School will submit a signed Agreement and will initially receive 50 percent of the grant award for approved instructional and outdoor classroom supplies upon approval of the Agreement.
2. **The school will be notified with an approval letter accompanied with the initial payment. The grant period begins on date of approval letter. Costs incurred prior to grant period are ineligible for reimbursement.**
3. Reimbursement to the Discover Nature School will be the actual costs as documented, with dated detailed receipts clearly showing proof of payment, up to the maximum amounts stated herein.
4. All funds from MDC **must** be deposited in a timely manner.
5. The Discover Nature School shall provide dated detailed receipts clearly showing proof of payment for all costs (including bus transportation) associated with the approved Agreement along with a grant narrative report postmarked no later than Sept. 1, 2024 before final reimbursement will be made.
6. The Discover Nature School will be reimbursed for bus transportation costs for field experiences after submission of dated transportation receipts. Transportation documentation must be an official bus company receipt or detailed receipt on school letterhead signed by a school administrator.
7. Final reimbursement will be made upon completion of the program and submission and review of required grant narrative report and dated detailed receipts clearly showing proof of payment.

APPROPRIATION

Funds for this program must be appropriated for each fiscal year, and the Discover Nature School and MDC's obligations hereunder shall not be binding upon MDC for any period in which funds have not been appropriated.



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REPORTING REQUIREMENTS

1. The Discover Nature School shall contact the local MDC Conservation Educator or Curriculum Coordinator if any changes in the program arise. All changes must be approved prior to implementation. Failure to do so may result in denial of reimbursement.
2. If, for any reason, the Discover Nature School cannot complete *Nature Unleashed* and related field experiences during the duration of the Agreement, further funds will not be provided, and any unused funds must be returned.

OWNERSHIP

1. Any equipment purchased with funds under this Agreement becomes the property of the Discover Nature School.
2. MDC reserves the rights to the copyright of all materials it produces and provides.

MONITORING REQUIREMENTS

1. **MDC’s local Conservation Educator shall monitor *Nature Unleashed* through ongoing informal monitoring by phone calls, on-site visits, and email.** The Curriculum Coordinator or representative will monitor financial information and reports.
2. After completion of *Nature Unleashed* is verified and final reports are approved, MDC shall process final reimbursement.
3. The Discover Nature School shall allow MDC access to all financial records and/or audited financial statements related to this agreement.

TERMINATION

MDC retains the right to terminate this Agreement at any time, without penalty or recourse, by giving written notice at least thirty (30) days prior to the effective date of termination. All unused grant funds must be returned to MDC.

The Discover Nature School may terminate this Agreement with thirty (30) days of notice if agreed by MDC but must return all unused funds.

LEGAL COMPLIANCE, SAFETY & HOLD HARMLESS

The Discover Nature School hereby agrees to comply with all laws and regulations applicable to it, and to take all reasonable and lawfully required steps to ensure the safety of the public during the performance of this cooperative agreement and the provision of all public programs and activities furthered by it, and the Discover Nature School agrees to indemnify and hold harmless MDC, and its agents and employees, from any claim or suit arising out of, or in connection with, this cooperative agreement and the provision of all public programs and activities furthered by it.

OTHER PROVISIONS

MDC shall be given appropriate credit in all publications, educational materials, and in any media contacts related to *Nature Unleashed* and grant. Appropriate wording may include “The Missouri Department of Conservation provides the Discover Nature Schools program and grants so Missouri students learn to connect with nature and conserve it, too.”



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GRANT ELIGIBILITY CHART

FIRST YEAR OF PARTICIPATION

☞ A field experience reimbursement grant to cover actual bus transportation costs for field experiences up to \$7 per student (maximum of \$3,500) for *Nature Unleashed*.

AND

* A one-time only *Nature Unleashed* grant per school up to \$1,000 to purchase approved instructional and outdoor classroom supplies. (See “Materials Funded by Grant.”)

* Grant funds disbursed as follows: 50 percent of approved amount for purchase of approved instructional and outdoor classroom materials **upon notification of approval of Agreement**; balance reimbursed upon completion of *Nature Unleashed* and submission of required documentation. (See ☞ NOTE below.)

SUBSEQUENT YEARS OF PARTICIPATION (or schools adopting *Nature Unleashed* in formal summer school)

☞ A field experience reimbursement grant to cover actual bus transportation costs for field experiences up to \$7 per student (maximum of \$3,500) for *Nature Unleashed*.

(See ☞ NOTE below.)

After 3 years of participation in the *Nature Unleashed* program, the school is eligible for an additional \$500 for equipment/supplies listed on page 5 of this agreement.

☞ **NOTE:** Bus transportation costs and the balance for instructional material costs shall be reimbursed after receipt of required documentation postmarked by Sept. 1, 2024. Documentation shall include a grant narrative report, average pre- and post-instruction test scores, and ***dated detailed receipts clearly showing proof of payment (no packing slips or purchase orders)*** for all one-time only *Nature Unleashed* approved materials and for actual bus transportation costs.



MATERIALS FUNDED BY GRANT

- This grant allows for a one-time only amount of \$1,000 for approved items. These items may be purchased in any combination or number based on a school's need. All purchases must be reflected on clear and legible original OR clear and legible copies of dated detailed receipts showing proof of payment.
- **Only items on this list are eligible for reimbursement.* No substitutions. Keep all dated detailed receipts clearly showing proof of payment.**

Equipment/Supplies

- Aquatic nets
- Binoculars
- Bird feeders*
- Bird seed
- Bleach
- Butterfly/insect nets
- Clipboards
- Cloth (muslin, white sheets, or pillowcases)
- Dissection probes
- Dowel rods
- Duct tape
- Electric tape
- Field guides relevant to the *Nature Unleashed* unit
- Forceps
- Hula hoops
- Jars, vials, or other containers for field observation
- Magnifiers, hand lenses, or loupes
- Materials for outdoor observation areas — seed packets, potted plants, shrubs, or trees native to Missouri (or annual plants known to attract specific Missouri wildlife and approved by your local Conservation Educator); soil; garden hand tools; plastic liner or plastic pond form; pond plants native to Missouri; pond pump
- Orientation compasses
- Owl pellets
- Plastic containers (2, 18 gal. or smaller)
- Shepherd hooks
- Skulls (or replicas) from mammals native to Missouri
- Thermometers
- Wire (heavy)

* Activities encourage teachers to have students design and create birdfeeders from recycled materials rather than purchase them with grant funds. However, one or two purchased feeders would be an acceptable purchase to implement the unit.

*** NOTE:** Not all materials required to complete *Nature Unleashed* activities are funded by this grant.



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NATURE UNLEASHED FIELD EXPERIENCE GUIDELINES

REQUIREMENTS

In order to qualify for reimbursement of transportation costs for field experiences taken in conjunction with the *Nature Unleashed* unit, field experiences:

- Must have a connection to the *Nature Unleashed* unit
- Must occur at a natural, outdoor area or ecosystem
- Must provide students with opportunities to apply inquiry and field investigation skills and knowledge gained through activities in the *Nature Unleashed* unit such as collecting, investigating, and documenting data using science notebooks and science tools as referenced in the introductory section of the Teacher Guide (i.e. thermometers, magnifying glasses, insect nets, field guides, etc.)

Meaningful opportunities for students to apply the knowledge and skills fully to the field experience include:

- Pre-trip discussion for students to learn more about the field experience destination and develop questions that relate to curriculum themes covered in the *Nature Unleashed* unit
- Ample time for students to conduct simple, hands-on field investigations that allow students to:
 - Observe the living and non-living components of the ecosystem and the interactions among those components
 - Collect data related to and in support of their questions
- Ample post-trip time for students to:
 - Organize their data
 - Prepare and present short class presentations on their field investigations and findings/conclusions

Examples of destinations include:

- Conservation area
- State park
- National forest
- City or county park
- Private property with areas representative of Missouri's ecosystems included in the *Nature Unleashed* student book