



Ohio Department of Natural Resources Division of Wildlife



DNR9009 (R0619)

WILDLIFE EDUCATION GRANT GUIDELINES

The ODNR Division of Wildlife offers **WILDLIFE EDUCATION** grants to local schools, government agencies, non-profit organizations and other education-oriented facilities. These grants are designed to provide funding for materials, equipment and activities that are otherwise unaffordable to the school or organization; grants can fund multiple projects at one location, but only one grant is permitted each fiscal year (July 1-June 30). This application packet is designed to facilitate the application process, and to make these grants easily accessible to all schools and organizations.

• **WHAT IS THE WILDLIFE EDUCATION GRANT PROGRAM?**

WILDLIFE EDUCATION is considered any project or program that focuses on and benefits Ohio's wildlife and their habitats. **WILDLIFE EDUCATION** projects and programs function within the premise that every school or organization, regardless of size and location, can provide wildlife-related opportunities that can and should be part of an integrated education program. **WILDLIFE EDUCATION** programs include Project WILD, an international supplemental curriculum that is administered by the ODNR Division of Wildlife. *The grant project coordinator(s) must have attended a Project WILD, Aquatic WILD, Growing Up WILD, Curious KIDSS, or Science and Civics workshop to be eligible for funding.* **WILDLIFE EDUCATION** projects and programs provide opportunities for students to apply learned concepts and use what they know.

The **goals** of this grant program are to 1) encourage the youth of Ohio to progress from awareness and knowledge to the development of skills and attitudes required to facilitate responsible action for the benefit of people, wildlife, and the environment; 2) provide financial support for educators and youth to develop wildlife-related projects and programs for use with school curricula and organizational programming; and 3) promote cooperation between schools, youth organizations, community groups and agencies in implementing projects and programs that foster wildlife conservation and environmental stewardship.

• **WHO IS ELIGIBLE TO APPLY FOR THE WILDLIFE EDUCATION GRANT?**

Public, Private or Parochial Pre-school, Elementary, Middle, and High Schools, School Districts, County Educational Service Centers or any agency (SWCD, Park District, etc) or non-profit community organization with established (and continual) youth programming.

The following criteria must be met:

1. Projects and programs must be integrated into classroom curriculum and organizational programming. Correlations to educational standards and programming must be shown.
2. Students/youth must be involved in the planning, design, implementation, maintenance and/or monitoring of any habitat improvement projects. Wildlife-related programs are required to be factual and science-based and must focus on native Ohio wildlife species.
3. Project coordinator(s) must have attended a Project WILD-related workshop.
4. Project coordinator(s) must return a final report of the project or program, including expenditures and hours spent planning, conducting and completing the project or program.

NOTE: Private individuals are not eligible. A federal tax identification number is required to process payment.

- **HOW MUCH MONEY IS AVAILABLE?**

Each grant proposal must equal \$500.00. Up to 40 grants will be awarded each grant cycle. Funding for **WILDLIFE EDUCATION** grants is made possible by the sale of hunting and fishing licenses in the state of Ohio.

- **WHEN IS THE APPLICATION DEADLINE?**

Applications for **WILDLIFE EDUCATION** grants are accepted from July 1 to June 30 each state fiscal year, pending available funding. Funding is granted on a first-come, first-serve basis, provided criteria are met.

- **HOW LONG DOES THE GRANT PROCESS TAKE?**

Applicants must allow a minimum of 90 days to receive funds from the ODNR Division of Wildlife. Grants cannot be awarded for projects that have already taken place.

- **HOW OFTEN CAN AN AGENCY OR ORGANIZATION APPLY?**

Only one grant per facility/site is permitted each State of Ohio fiscal year, which is July 1-June 30. A school district or organization can receive multiple grants per fiscal year if they have multiple sites. These grants are competitive in nature and are awarded based on merit. The ODNR Division of Wildlife reserves the right to limit the number of grants to a school district or organization in order to reach new communities or audiences elsewhere in the state.

- **WHAT ARE SOME SUGGESTED ACTIVITIES THAT ARE ELIGIBLE FOR FUNDING?**

Projects that improve habitat for wildlife on school sites or a designated area on community property or property with community and school access. Examples: planting trees, flowers, shrubs, or putting up nesting boxes in a school, park, or playground; planting a bird or pollinator garden in a schoolyard; installing a pond for aquatic habitat; establishing bird feeding stations; developing access trails to a wildlife habitat area for use in environmental studies; enhancing an area for environmental education programs in areas where habitat already exists.

Programs that increase the awareness and knowledge of students and visitors about Ohio wildlife. Examples: developing signage for nature trails; supplies and materials to enhance the study of wildlife on the school grounds or nearby nature areas (i.e. binoculars, spotting scopes, field investigation supplies, cameras and scientific equipment under \$200, etc.); professional development for educators that focuses on native wildlife and habitat; field trips for wildlife-related programs.

Applicants may contact the ODNR Division of Wildlife's Education Coordinator at 1-800-WILDLIFE or at outdoor.education@dnr.state.oh.us before applying to confirm eligibility of a project. Note: projects and programs should be integrated into the classroom curriculum, state education standards and/or organizational programming. Applicants must demonstrate student/youth involvement in the planning, design, implementation and maintenance/monitoring of all habitat projects. Grant money **cannot** be used to cover labor or administrative costs, or to hire personnel. The ODNR Division of Wildlife reserves the right to audit the use of the grant monies.

- **WHAT ARE THE JUDGING CRITERIA?**

Each project will be evaluated for its: (1) clarity, feasibility and time-line; (2) benefit to wildlife directly and through education; (3) benefits to students/youth participants in understanding the needs of wildlife in Ohio; (4) correlation of project to age group, school curricula/state education standards and/or organizational programming; (5) involvement of students; (6) involvement of teachers, staff, parents and community; (7) budget; (8) project/program sustainability; (9) potential benefits to other students/youth groups in the community; and (10) alignment to the ODNR Division of Wildlife's goals, as stated on the previous page.

- **IN ADDITION TO FUNDING, WHAT OTHER SUPPORT CAN THE ODNR DIVISION OF WILDLIFE OFFER?**

- Technical support, including on-site consultation and certification as a WILD School Site.
- Educational and planning materials.
- Workshops on how to plan a WILD School Site.
- Workshops on Project WILD, Aquatic WILD, Growing Up WILD, and Curious KIDSS.

NOTE: *Above items are subject to availability.*

- **WHAT DOESN'T THE ODNR DIVISION OF WILDLIFE PROVIDE?**

- Staffing and/or labor for a project.
- Physical/landscape materials for projects, outside of those purchased with grant funds.

- **WHO IS RESPONSIBLE FOR COORDINATION OF SAFETY AND RISK MGT. CONCERNS?**

The grant recipient is responsible for all safety and risk management concerns. The ODNR Division of Wildlife does not accept liability for any damage or injury resulting from activities supported through the **WILDLIFE EDUCATION** grants.

- **IN ADDITION TO THE COMPLETED APPLICATION, WHAT ELSE IS REQUIRED?**

In addition to a completed grant application, please include a dated, numbered, and signed invoice on your organization or district letterhead for \$500. Go to the Ohio Shared Services website at <https://oesupplier.fin.oaks.ohio.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=DEFAULT> to check if your district or organization is currently in the state purchasing system. Click on "Find out if my company is registered" and enter your group's Federal Tax Identification Number to see if your group is already in the state purchasing system. Be sure the invoice has the same address that is in the state purchasing system to ensure a faster payment process. Applications without this component will not be accepted.

You must include a written time line and description of your project, including your planned budget.

A final report form must be submitted within 30 days of the completion of the project. Please include any and all expenditures and hours spent preparing, conducting, and finalizing your project or program, including receipts, and inventory numbers for any equipment purchased with grant funds. Failure to return a final report could make your district or organization ineligible for future funding.

THIS APPLICATION PACKET INCLUDES: Grant Application, Final Report Form, Sample Invoice, and Authorization for Direct Deposit Form.





Ohio Department of Natural Resources
Division of Wildlife



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WILDLIFE EDUCATION GRANT APPLICATION

PLEASE PRINT OR TYPE

NAME OF DISTRICT OR ORGANIZATION: _____

MAILING ADDRESS: _____

CITY / STATE / ZIP CODE: _____

PHONE (INCLUDING AREA CODE): (_____) _____ COUNTY: _____

EMAIL ADDRESS: _____

CONTACT PERSON(S) NAME, TITLE & PHONE NUMBER: _____

TAX IDENTIFICATION NUMBER (required): _____

HAVE YOU RECEIVED A WILDLIFE EDUCATION GRANT FROM THE DIVISION OF WILDLIFE IN THE PAST?

NO YES IF YES, WHEN: _____

NAME OF PRIOR PROJECT: _____

HAS A MEMBER OF YOUR PLANNING COMMITTEE ATTENDED A PROJECT WILD WORKSHOP?

NO YES: IF YES, NAME: _____ APPROX. DATE: _____

TITLE AND LOCATION OF PROPOSED PROJECT: _____

(INCLUDE PHYSICAL ADDRESS IF DIFFERENT FROM ABOVE MAILING ADDRESS)

Please double check the following BEFORE submitting your application:

DESCRIPTION OF PROJECT: PLEASE INCLUDE PHOTOS, MAPS, AND OTHER DOCUMENTATION OF PROJECT.

TIMELINE OF PROJECT: PLEASE INCLUDE AN ESTIMATE OF THE DURATION OF PROJECT.

ARE YOU IN THE STATE PURCHASING SYSTEM-OAKS? IF SO, WHAT IS YOUR SUPPLIER ID #? _____

DID YOU INCLUDE A SIGNED, DATED INVOICE WITH THE APPROPRIATE MAILING ADDRESS?

ORGANIZATIONS THAT ARE NOT IN THE STATE PURCHASING SYSTEM SIGN UP THROUGH THE SUPPLIER PORTAL WEBSITE AT [HTTPS://SUPPLIER.OHIO.GOV](https://supplier.ohio.gov) HAVE YOU DONE THIS? IF SO, PLEASE WRITE YOUR ID # ABOVE.

--OVER--

BUDGET SUMMARY: PLEASE ATTACH IF YOU NEED MORE SPACE.

ITEM/CATEGORY	AMOUNT (In whole dollar amounts)
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
TOTAL \$ _____	
(Must equal \$500.00)	

Use of grant money for purposes other than those listed above is expressly prohibited. ODNR reserves the right to audit the Applicant's use of grant money. ODNR, at its sole discretion, may require reimbursement of misused grant money. The Applicant will not assign any of its rights nor delegate any of its duties or responsibilities without prior written consent of ODNR.

The applicant certifies by signing this application that they have read, fully understands, and agrees to all requirements explained in this document that this application is made in good faith with all statements made herein being true.

SIGNATURE: _____

TITLE/POSITION: _____ DATE: _____

Please Return To:
ODNR Division of Wildlife, Outdoor Education Section, Wildlife Education Grants
2045 Morse Rd., Bldg G1, Columbus, OH 43229-6693 or outdoor.education@dnr.ohio.gov

-- SAMPLE INVOICE --

INVOICE TO:

ODNR DIVISION OF WILDLIFE
2045 MORSE RD., BLDG G.
COLUMBUS, OH 43229-6693

**INVOICE #00-00-00
must include an
invoice number**

FROM:

WILDWOOD CITY SCHOOLS
WILDWOOD ELEMENTARY SCHOOL
425 WILDWOOD DR. N.
WILDWOOD, OH 43200

DATE: 01/01/2024 (must be a dated invoice)

Please remit \$500.00 for work to be accomplished under the WILDLIFE EDUCATION grant between the Wildwood Elementary School and the ODNR Division of Wildlife.

(Signature)

Dustin D. Wild
Principal
Wildwood Elementary School
Invoice must be signed

Payment Mailing Form:

The state payment system defaults to an electronic funds transfer (EFT) if your account includes the appropriate information. If you'd prefer a paper check be sent, please fill out the form below and include with your application.

Please mail the check to:

Organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Is this address in the state payment system? Yes No

*** Information regarding the W-9 and Supplier Information form:**

The W-9 and Supplier Information forms are required in order to process your grant payment. If your organization or district is already in the state purchasing system, you do not need either form. If you know your Supplier ID number, please include it at the bottom of the first page of the application.

If you are not in the state purchasing system or if you are not sure, visit <https://supplier.ohio.gov> to create an account. This must be completed BEFORE you apply. Please include your Supplier ID number at the bottom of the first page of the grant application.

Contact the Wildlife Education Coordinator for assistance or any questions at 1-800-WILDLIFE or 614-265-6316 or outdoor.education@dnr.ohio.gov



Ohio Department of Natural Resources
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WILDLIFE EDUCATION GRANT FINAL REPORT

(Must be returned within 30 days of completion of project)

GRANT RECIPIENT NAME: _____

GRANT PROJECT COORDINATOR(S): _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____ COUNTY _____

PHONE: (_____) _____ E-MAIL: _____

TITLE AND DATE OF PROJECT: _____

BRIEF DESCRIPTION OF PROJECT:

(Please attach a brief description along with any news articles, curriculum samples, photos, etc., for files.)

EXPENSES THAT UTILIZED GRANT FUNDS

AMOUNT

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

(Attach additional sheet if needed)

TOTAL \$ _____

HOW MANY PARTICIPANTS WERE INVOLVED? YOUTH _____ ADULTS _____

HOW MANY PARTICIPANTS IN THE FOLLOWING GROUPS? TOTAL: _____

WHITE ___; BLACK ___; HISPANIC ___; ASIAN/PACIFIC ISLANDER ___; NATIVE AMERICAN/ESKIMO ___;

6;E34>76 _____

GENDER: MALE _____; FEMALE _____;

TOTAL HOURS SPENT PREPAIRING/TEACHING BY PROJECT COORDINATOR _____

ASSIST. COORDINATOR _____ TOTAL HOURS _____

ASSIST. COORDINATOR _____ TOTAL HOURS _____

ASSIST. COORDINATOR _____ TOTAL HOURS _____

ASSIST. COORDINATOR _____ TOTAL HOURS _____

TOTAL HOURS _____

(Attach Additional Sheets if Needed. Every Hour of Work Toward This Grant Should Be Accounted For and Each Coordinator Must Sign This Form)

Signature _____ Date: _____

PLEASE RETURN TO:

ODNR Division of Wildlife, Outdoor Education Section, WILD School Site Grants

2045 Morse Road, Bldg. G, Columbus, OH 43229-6693 or outdoor.education@dnr.ohio.gov