

Manual 23

No Child Left Inside

December 2015



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Section 1: Introduction

In this section, you will learn about:

- ✓ The purpose and history of the grants
- ✓ The Recreation and Conservation Office
- ✓ Where to get information
- ✓ The grant process and timeline

No Child Left Inside Program

In 2007, the Washington State Legislature funded the Outdoor Education and Recreation Program, commonly called the No Child Left Inside (NCLI) grant program. This program was to be administered by the Washington State Parks and Recreation Commission with the goal of providing under-served students with quality opportunities to experience the natural world.

State Parks accepted grant proposals in 2008 and funded 26 projects around the state, providing more than 20,000 children with an opportunity to experience the outdoors. In 2015, the Washington State Legislature allotted \$1 million to State Parks for this program. State Parks has teamed up with the Washington State Recreation and Conservation Office (RCO) to offer the grants in 2016.

Grants are available for outdoor environmental, ecological, agricultural, or other natural resource-based education and recreation programs serving youth through the age of 18 or those enrolled in high school or a General Education Development (GED) programs.

This grant program is intended to empower local communities to engage students in outdoor education and recreation experiences and focuses on serving students with the greatest needs. Students work to improve their overall academic performance, self-esteem, personal responsibility, community involvement, personal health, and understanding of nature. Programs should:

- Make use of research-based, effective environmental, ecological, agricultural, or other natural resource-based education curriculum.

- Contribute to healthy lifestyles through outdoor recreation and sound nutrition.
- Provide students with opportunities to directly experience and understand nature and the natural world.

About the Washington State Parks and Recreation Commission

Mission

The Washington State Parks and Recreation Commission cares for Washington's most treasured lands, waters, and historic places. State Parks connect all Washingtonians to their diverse natural and cultural heritage and provide memorable recreational and educational experiences that enhance their lives.

Vision

Washington's state parks will be cherished destinations with natural, cultural, recreational, artistic, and interpretive experiences that all Washingtonians enjoy, appreciate, and proudly support.

Core Values

The agency has adopted the following core values:

- Commitment to stewardship that transmits high quality park assets to future generations.
- Dedication to outdoor recreation and public enjoyment that welcomes all our citizens to their public parks.
- Excellence in all we do.
- Involving the public in our policy development and decision making.
- Support for one another as we translate our mission into reality.

About the Recreation and Conservation Office

RCO is a small state agency that manages grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and farmland, and help return salmon from near extinction. The office supports the following organizations:

- Recreation and Conservation Funding Board
- Salmon Recovery Funding Board

- Invasive Species Council
- Governor’s Salmon Recovery Office
- Habitat and Recreation Lands Coordinating Group

Together, this collection of boards and offices provide leadership, funding, and technical assistance

This document provides basic information on procedures and policies used to administer this program.

Where to Get Information

Recreation and Conservation Office
Natural Resources Building
1111 Washington Street
Olympia, WA 98501
E-mail: info@rco.wa.gov

Telephone: (360) 902-3000
FAX: (360) 902-3026
TTD: (360) 902-1996
Web site: www.rco.wa.gov

Mailing Address

PO Box 40917
Olympia, WA 98504-0917

Grant Process and Timeline

The grant process, from application to grant award, spans about 4 months, and is outlined below. While the order of the steps in this process remains consistent, for precise dates, visit the RCO Web site.

Successful applicants have until June 30, 2017 to complete their projects.

December 2015 – Entering Applications. RCO strongly encourages applicants to start the online application early. Applicants log into PRISM Online and select the “Get Started/Start a New Application” button to enter grant application information. RCO uses this information to assign an outdoor grants manager. The grants manager guides applicants through the process, reviews application materials, helps determine whether proposals are eligible, and may visit the project site to discuss site-specific details.

February 2015 – Applications Due. Applications are due February 16, 2016. The application includes the data entered into PRISM and all required attachments. Applicants should “submit” their applications before the deadline. The “Check Application for Errors” button on the Submit Application screen will indicate which pages are incomplete. Incomplete applications and applications received after the deadline will not be considered.

March-April 2016 – Application Evaluation (A written process). An advisory committee reviews the grant applications and the applicants' written responses to the evaluation questions and scores the proposals against a set of questions approved by State Parks.

April 2016 – Post-Evaluation Conference. After project evaluations, RCO staff tabulate the scores and share the results with the advisory committee. The committee discusses the preliminary ranked list and the application and evaluation processes. The public may join this advisory committee conference call; however, to ensure a fair and equitable process; guests may not testify. Shortly after the conference call, staff post the preliminary ranked lists on RCO's Web site. The resulting ranked list of projects is the basis for the funding recommendation to the State Parks director.

May 2016 – Washington State Parks Director Approves Project List. The ranked list of projects is submitted to the Washington State Parks director, who awards the grants.

Pre-agreement Materials. After grant awards, applicants have 30 days to submit pre-agreement documents (checklist provided by outdoor grants managers.) RCO staff then prepare and issue grant contracts, called project agreements. Applicants must return the signed agreements within 60 days. Once the agreements are signed, the applicants, now referred to as project sponsors, may begin their projects, according to the terms written in the project agreements. RCO staff monitor the projects for compliance with the agreements.

Pre-agreement Costs. RCO will pay only for work performed after project agreements have been signed by both RCO and project sponsors.

Successful Applicants' Webinar. After funding, RCO hosts a workshop for successful grant applicants.

Project Implementation. Grant recipients must complete projects promptly. To help ensure reasonable and timely project completion, accountability, and the proper use of funds, applicants will:

- Submit only projects that will be completed within the allowable time for grant awards:
 - All projects must be completed by June 15, 2017 and final bills received by July 15, 2017.
- Develop milestones and a timeline for project implementation.
- Begin project implementation quickly and aggressively to show measurable progress towards meeting project milestones.
- Submit progress reports at intervals as designated by the RCO project agreement.

RCO may terminate projects that do not meet critical milestones established in the project agreement.

Project Completion. When a project is completed, sponsors have 90 days to submit their final bills, final reports, and supporting documents needed to close the projects. If the bills and documentations are not submitted within 30 days of the end date of the agreement, RCO may terminate the project without payment.

Section 2: Policies

In this section, you'll learn about:

- ✓ Eligible applicants
- ✓ Eligible program and costs
- ✓ Ineligible programs and costs
- ✓ Other programs costs
- ✓ Requirements and other things to know

Eligible Applicants

The following organizations may apply for NCLI grants:

- Educational institutions
- Federal government agencies
- Formal school programs and informal after school programs
- Local governments (cities, towns, counties, port districts, park and recreation districts, etc.)
- Non-profit organizations (501(c)3, 501(c)1, or 501(c)4 tax exempt organizations)
- Private entities including individuals, businesses, non-political groups, community-based programs in Washington State
- Religious groups only if non-religious activities are planned
- State agencies
- Tribal governments

If awarded funding, grant recipients must obtain a statewide vendor number through the Washington State Department of Enterprise Services.

Eligible Programs and Costs

Eligible Programs

Programs that serve youth through the age of 18 include, but are not limited to:

- Backpacking
- Camping
- Canoe and kayaking
- Environmental outdoor education
- Fishing
- Hiking
- Hunting
- Orienteering
- Outdoor cooking
- Rock climbing

Eligible Items

Eligible items include, but are not limited to the following:

- Cameras, photography supplies, film processing
- Electronic devices (and associated software) such as Global Positioning Systems (GPS), tablets, etc., if used as part of the program
- Camping equipment and supplies
- Chaperones, teacher stipends
- Computer and computer supplies if used as part of the program
- Fees for park entry and camping
- Fishing equipment and supplies
- Food and non-alcoholic beverages

- Hunting and archery equipment and supplies
- Leasing transportation, mileage, and gasoline
- Lodging and facility rentals
- Staffing
- Trailers and transporting supplies
- T-shirts and awards
- Recreational vehicle rental
- Non-motorized boats

Ineligible Programs and Costs

Ineligible Program

Ineligible programs include, but are not limited to:

- Programs that are primarily targeted to participants older than 18
- Facility construction projects
- Annual community festivals, expositions, promotional or fundraising events
- Teacher training programs that do not include hands-on student participation
- Organized traditional team sports such as soccer, baseball, basketball, etc.

Ineligible Items

Ineligible items include but are not limited to:

- Computer games
- Curriculum development
- Exhibits, displays
- Property leasing
- Purchase of automobiles, vehicles, or boats with motors
- Preparation of this grant application

- Religious activities
- Software development for the purposes of indoor activities
- Teacher training only

Other Programs Costs

Capital Equipment Costs

Capital equipment purchases are eligible. Capital equipment is defined as an individual item that costs more than \$1,000. Grant recipients must maintain records of all capital equipment purchased and comply with RCO's equipment management policies as outlined below and in the project agreement.

Direct Supervisory Costs

Supervisory activities, including the direct management of and planning for in-field work, are eligible for reimbursement. This usually includes scheduling, coordinating equipment and tools, directly supervising field crews and work, and managing timesheets and bills for field work.

Requirements and Other Things to Know

Equipment Management

This section provides guidelines for the use, management, and disposition of equipment and tools purchased under an agreement.

Use

The sponsor shall use the equipment or tools for the purposes authorized in the agreement for as long as needed, whether or not the program continues to be supported by RCO. When no longer needed for the original project, the equipment or tools may be used for similar outdoor educational or recreational activities supported by your organization.

The sponsor may make the equipment and tools available for use in other projects as long as such use does not interfere with the work on the originally authorized project. The cost or use value of equipment and tools acquired with grant assistance may not be used as match in other or subsequent grants.

The sponsor may not use the equipment or tools to provide services for a fee to compete unfairly with private companies providing equivalent services, unless specifically permitted by statute.

Section 3: Money Matters

In this section, you'll learn about:

- ✓ Matching resources
- ✓ Match requirements
- ✓ Types of match
- ✓ Grant limits
- ✓ Important things to know

Matching Resources

Many RCO programs require sponsors to match grants with either cash or in-kind contributions. All applicants that include match in grant applications must provide proof of the availability of matching funds by the match certification deadline.

Eligible Match

A sponsor's matching share may include one or a combination of the following:

- Appropriations and cash
- Bonds – council or voter
- Donations – the value of using cash, equipment use, labor, materials, or services (see note below)
- Force account – the value of using sponsor's equipment, labor, or materials (see note below)
- Grants – federal, state, local, or private

Not Allowed as Match

- Existing grant applicant assets, including real property and developments

- Costs that are double counted (that is, any cost included in more than one project)
- Anything considered an ineligible cost or activity.

Match Requirements

Match is the project sponsor's contribution to a project. Although match is not required for the NCLI program, applicants are strongly encouraged to provide matching resources to demonstrate a local commitment to the project and to make funds available to more projects. To qualify, a match must be composed of elements that would be eligible for the funded NCLI program. Project scores are weighted to reward projects that include match.

All matching resources must be:

- An integral and necessary part of the approved project
- Part of the work identified in the application and project agreement
- Committed to the project

Match Availability and Certification

To help ensure projects are ready for implementation upon approval, applicants must have matching funds available for expenditure before grant agreements are issued. All applicants are required to sign and submit certification of match forms. This certification is due as part of your complete applications. RCO may declare projects ineligible if there are no guarantees that matching funds are available, and those projects may be passed over in favor of projects with the match in place.

Types of Match

Donations and Force Account

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out of pocket expenses. Valuing donations of equipment, labor (including community service labor, and volunteers), and material is discussed in [Manual 8, Reimbursements](#). RCO strongly encourages applicants to secure written confirmation of all donations they plan to use as match and attach the donation letters to their PRISM Online applications.

Force account refers to use of a sponsor's staff (labor), equipment, or materials. These contributions are treated as expenditures.

Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as its match. Other grants are eligible as long as the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project.

The eligibility of federal funds to be used as a match may be governed by federal requirements and thus will vary with individual program policies.

Applicants must clearly identify in the grant application all grants to be used as match.

Grant Limits

Tier 1 \$5,000-50,000 per project

Tier 2 \$50,001-125,000 per project

Important Things to Know

You Have to Pay First

RCO pays grants through reimbursement. Grant recipients may request reimbursement only after they have paid their employees and vendors. RCO does not provide money before vendors are paid.

Audits and Keeping Records

All records relevant to projects funded by RCO must be on file with the grant recipient and are subject to audit by the state and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to RCO.

Statewide Vendor Number

Grant recipients must have a statewide vendor number to receive payments. They can be paid by check or electronic fund transfer (EFT). To register, visit the Department of Enterprise Services Web site at www.des.wa.gov/services/IT/SystemSupport/Accounting/Pages/swps.aspx.

Tax Related Information (1099-MISC)

Federal tax regulations may require RCO to issue an annual 1099-misc tax form to all individuals, partnerships, sole proprietors, and attorneys who receive more than \$600 a calendar year in RCO funding.

Section 4: Project Evaluation

In this section, you'll learn about:

- ✓ Project evaluation
- ✓ Advisory committees

How Project Evaluation Works

Project evaluation is based on a set of questions adopted by State Parks. The questions are created from the statutory requirements of the program. The evaluation questions may be found below.

There are two sections to the evaluation criteria: Advisory committee-scored questions and staff-scored questions. In the first section, the NCLI Advisory Committee uses subjective criteria (see below) to score each project. Scores are based on applicants' responses to evaluation questions and summary application material made available in advance of the projects' evaluations.

In the second section, RCO staff scores the projects using objective measures, such as matching share, location, etc. Scores are based on material submitted by applicants.

Scores from both sections are combined for a project's total evaluation score.

Letters of Support

Letters and other documented expressions of project support will be available to the NCLI Advisory Committee. Applicants should summarize this support when responding to the evaluation criteria.

Advisory Committee

The agencies manage the NCLI program with the assistance of a standing advisory committee. The advisory committee's role is to recommend policies and procedures to RCO for administering grant funds and to review, evaluate, and score grant applications.

In recruiting members for the advisory committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of education and outdoor recreation in Washington.

The State Parks director may appoint ex officio members to the advisory committee to provide additional representation and expertise. Check RCO’s Web site for membership and other details.

Evaluation Criteria

Applicants must provide written responses to evaluation criteria (1-16).

Summary of Questions and Scores						
Scored by	#	Title	Range	Max Points	Multiplier	Max Total
Advisory Committee	1	Need	0-5	5	1	5
Advisory Committee	2	Mission-vision	0-5	5	1	5
Advisory Committee	3	Contributions to healthy lifestyles	0-5	5	1	5
Advisory Committee	4	Reduction of academic failure	0-5	5	2	10
Advisory Committee	5	Quality experience	0-5	5	1	5
Advisory Committee	6	Partnerships	0-5	5	1	5
Advisory Committee	7	Opportunities to experience and understand nature	0-5	5	2	10
Advisory Committee	8	Program evaluation	0-5	5	1	5
Advisory Committee	9	Aligned with state learning standards	0-5	5	1	5
Advisory Committee	10	Serves youth at risk	0-5	5	2	10
Advisory Committee	11	Serves low income youth	0-5	5	1	5
Advisory Committee	12	Outdoor recreation and natural resources	0-5	5	1	5
Advisory Committee	13	Educational goals and objectives	0-5	5	1	5
RCO Staff	14	Matching shares	0-5	5	1	5
RCO Staff	15	Uses Washington State Parks	0-1	1	1	1
RCO Staff	16	Veterans	1-4	4	1	4

Total possible points = 90

Advisory Committee Scored

For each question scored by the advisory committee, descriptive text and bullets are provided to help applicants and evaluators. A successful proposal need not address each consideration, nor is the list all inclusive. Each application submitted shall include no more than seven, singled-sided pages.

1. Need. What is the need for this project? (Applicants respond only to bulleted items clearly relevant to your project.)

- Type of program to be funded.
- Service area, either in square miles or in a radius by miles.
- The population of the service area, youth and adult (estimated or actual) and how the numbers were determined.
- Cite any publicly reviewed and adopted plans or strategies that support the need for the project by name, location, or type.
- Describe why receiving NCLI funds is critical to the implementation of the project
- Describe similar opportunities now available in the local area.
- Describe the need for new, ongoing or expanded programs in the service area. For example, are there overcrowding issues? Is this a unique recreational experience?
- Describe any un-served or under-served user groups.

▲ Point Range: 0-5 points.

- | | |
|------------|---|
| 0 points | No or very weak need established. |
| 1-2 points | Fair to moderate need established. |
| 3 points | Strong need established. |
| 4-5 points | Very high to exceptional need, established in several ways. |

2. Mission-Vision: How does the mission and vision of your program align with the mission and vision of the legislative intent of the NCLI program?

- Program demonstrates an understanding of the benefits of educating youth outside to enhance educational experience.
- Program demonstrates an understanding of the health benefits for youth engaged in outside play.
- Program offers curriculum intended to be an alternative to indoor class i.e. environmental project outdoors for which students receive credit.
- Program has formal agreement with school system.

▲ Point Range: 0-5 points

0 points No or weak evidence of alignment with NCLI mission and vision.

1-2 points Fair to moderate evidence.

3 points Strong evidence.

4-5 points Very high to exceptional evidence

3. Describe how the program contributes to healthy lifestyles through outdoor education and sound nutrition. Evaluates participant's physical health before and after participating in program activities.

- Evaluates participants emotional health before and after participating in program activities.
- Program provides healthy food choices for any meals or snacks provided.
- Program encourages youth to engage in outdoor activities that increase their physical fitness.
- Provides a variety of outdoor recreation experiences that may not otherwise be accessible.
- Teaches the benefits of outdoor activities.
- Provides gateway experiences to youth and encourages family engagement in ongoing outdoor recreation activities.
- Incorporates sound nutritional practices as part of the programming.

- Participants acquire the knowledge and skills necessary to maintain an active life: Movement, physical fitness, and nutrition.
- Participants understand relationship of nutrition and food nutrients to body composition and physical performance.

▲ Point Range: 0-5 points

- 0 points Poor evidence presented that the program addresses healthy lifestyles through outdoor education, activities, or sound nutrition.
- 1-2 points Below average to moderate evidence that program considers healthy lifestyles through outdoor education, activities, or sound nutrition.
- 3 points Good evidence that program incorporates components relating to healthy lifestyles through outdoor education, activities, or sound nutrition. Introduces participants to the benefits of healthy lifestyles and why sound nutrition is important.
- 4-5 points Very good to excellent incorporation of educational components that encourage participants to stay in school and demonstrates mechanism to improve test scores by participating in program.

4. Describe how the program contributes to the reduction of academic failure or dropping out.

- Evaluates participants' academic achievement before and after participating in program activities.
- Evaluates participants' propensity to drop out of school before and after participating in program activities.
- Evaluates participants' willingness before and after participating in program activities to return to school if not enrolled.
- Program has educational component.

▲ Point Range: 0-5 points, which staff later multiplies by 2.

- 0 points Evidence is vague that the program addresses academic performance or dropout rates of participants.
- 1-2 points Fair to moderate evidence that program considers academic achievement or dropout rates of participants.

- 3 points Good evidence that program understands academic performance of participants and includes a component to enhance their understanding of why education is important.
- 4-5 points Very good to excellent evidence that the program has exceptional incorporation of an educational component that encourages participants to stay in school and demonstrates mechanism or ability to improve test scores by participating in this program.

5. List and briefly describe how the maximum number of participants will be served without sacrificing quality experience.

- Program defines the number of participants that will be served.
- Program provides an estimate of the number of contact hours per youth.
- Program identifies the trade-off between numbers of students served versus the amount of time each student is exposed to the program.
- Program quantifies the instructor/leader to student ratio.

Participant Numbers	Number
Participants served	
Contact hours per youth	
Number of instructors or leaders per youth	

▲ Point Range: 0-5 points

- 0 points Low numbers low or contact hours.
- 1-2 points Fair to moderate contact hours.
- 3-4 points Strong evidence of high contact hours.
- 5 points Very high or exceptional numbers of youth and high contact hours.

6. Describe any documented partnerships with public or private entities that encourage community involvement.

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type. In scoring this question, evaluators consider the type of support that is most relevant. Examples of support or endorsement include, but are not limited to:

- Voter-approved initiatives and bond issues.
- Donations to help complete the project: Labor, equipment, money, or materials.
- Advisory or school board approval, completion of a public planning process that endorsed this project.
- Positive letters, oral testimony at public meetings, or support from friends or user groups.
- Positive (or the absence of extensive negative) media coverage.

If letters of support or other documents were submitted, remember to attach them to the application in PRISM. Letters of support, donation statements, and other partnership information should be attached to the project in PRISM as one document.

Complete the table below indicating the type of organization and the number of partnerships with each type.

Organization Type	Number of Partnerships
Federal agencies	
State agencies	
County agencies	
Municipal agencies	
Private, for-profit companies	
Nonprofit agencies	
Not-for-profit corporations	
Community organizations	
Veterans groups	
Others	

▲ Point Range: 0-5 points

- 0 points Low
- 1-2 points Fair
- 3-4 points Strong
- 5 points Very high or exceptional

7. Describe how the program provides students with opportunities to directly experience and understand nature and the natural world.

- Evaluates participant’s academic achievement before and after participating in program activities.
- Minimum opportunity for direct outdoor experience, low number of field hours versus time spent in classroom.
- High percentage of field time or outdoor experiences guided by leaders compared to classroom and travel time.
- Field time vs classroom time.
- Entirely outdoor activity or experience with educational components.

Complete the table below indicating the type of activity and the number of hours spent in each category.

Program Activity	Class Hours	Travel Hours	Field Hours

▲ Point Range: 0-5 points, which staff later multiplies by 2.

- 0 points No evidence presented, little or no evidence of direct experience with nature or the natural environment.
- 1-2 points Minimum opportunity for direct outdoor experience, low number of field hours versus Classroom hours.
- 3-4 points Strong evidence high percentage of field time or outdoor experiences guided by leaders to classroom and travel time or.
- 5 points High percentage (greater than 75 percent) field time to classroom time guided by leaders. Or, entirely outdoor activity or experience

8. Explain how ongoing program evaluation, assessment, and reporting are incorporated.

- The program evaluates participant's academic achievement before and after participating in program activities.
- Organization uses cutting edge evaluation tools.
- Organization uses researched-based evaluation tools or methods.
- Organization is considering the impact on students' academic test scores.
- Organization promotes success of program through community forums or peer groups.

▲ Point Range: 0-5 points

- | | |
|------------|--|
| 0 points | No or very weak evidence that the program includes assessment, evaluation, or reporting. |
| 1-2 points | Minimal to fair evidence of assessment, evaluation, or reporting. |
| 3 points | Moderate to strong evidence of assessment, evaluation, or reporting. |
| 4-5 points | Exceptional to overwhelming evidence of assessment, evaluation, or reporting. |

9. Describe how the program makes use of research-based, effective environmental, ecological, agricultural, or other natural resource based curriculum that is aligned with state learning standards as defined by the Office of the Superintendent of Public Instruction. If using established curriculum, please list.

- Program works with school district to incorporate state learning standards into program curriculum.
- Program uses established education program such as project WILD, Project WET, or similar programs.
- Program has developed new program that fulfils the state learning requirements.
- Program uses professional experiential education staff for program components.

▲ Point Range: 0-5 points

- | | |
|------------|---|
| 0 points | No or very weak evidence of research-based, effective curriculum. |
| 1-2 points | Fair to moderate evidence of research-based, effective curriculum. |
| 3 points | Strong use of research-based, effective curriculum. |
| 4-5 points | Very high to exceptional use of research-based, effective curriculum. |

10. Describe how the program specifically serves youth at risk.

Considerations include but are not limited to:

- Program defines youth at risk.
- Program identifies risk factors.
- Program outlines how it addresses the risk factors it has identified.
- Program identifies how it reaches its target population.
- Program offers tutoring or mentoring.
- Program offers self-esteem building.
- Program offers career development.
- Program offers leadership development.

▲ Point Range: 0-5 points, which staff later multiplies by 2.

- | | |
|------------|---|
| 0 points | No or very weak definition of youth at risk or how the program will serve youth as it has defined them. |
| 1-2 points | Fair to moderate definition of youth at risk and how the program will serve them. |
| 3 points | Strong definition of youth at risk and how the program will serve them. |
| 4-5 points | Very high to exceptional definition of youth at risk and how the program will serve them. |

11. In a number or percentage of total populations served, describe the demographics of participants served by the program including whether the program serves low income youth.

Considerations include but are not limited to:

- Youth meeting eligibility for free or reduced lunch (as defined by the U.S. Department of Agriculture Food and Nutrition Service's Income Eligibility Guidelines for the Free and Reduced School Lunch Program).
- Participants eligible for TANF, Supplemental Security Income, the Special Supplemental Nutrition Program for Women, Infants, and Children, or other support programs such as heating assistance.
- Youth in foster care or alternative housing placement.
- Participants who are homeless.
- Participants who qualify for an income-based education assistance program such as Head Start or Early Head Start.

▲ Point Range: 0-5 points

- | | |
|------------|---|
| 0 points | No or very weak evidence that the program will reach low income youth. |
| 1-2 points | Fair to moderate evidence that program will reach low income youth. |
| 3 points | Strong evidence that the program will serve low income youth. |
| 4-5 points | Very high to exceptional evidence that the program will serve low income youth or the majority of participants meet the definition of low income. |

12. How do the program activities relate to outdoor recreation and natural resources?

Considerations include but are not limited to:

- Program incorporates outdoor recreation into program such as; backpacking, fishing, boating, camping, hiking, etc.
- Program discusses recreation or natural resource employment opportunities.

- Program has recreation or natural resource staff give presentation to youth.
- Program participants attend a natural resource career fair.
- A natural resource or natural resource recreation professional directly participates in program.
- Program provides job shadowing of a natural resource professional.

▲ Point Range: 0-5 points

- 0 points No or very weak evidence that the program includes outdoor recreation or a natural resources emphasis.
- 1-2 points Fair to moderate evidence that program incorporates outdoor recreation or a natural resources emphasis.
- 3 points Strong evidence that the program incorporates outdoor recreation or a natural resources emphasis.
- 4-5 points Very high to exceptional evidence that the program incorporates outdoor recreation or a natural resources emphasis.

13. Discuss the program’s educational goals and objectives pertaining to the following:

- Awareness
- Knowledge, skills, abilities
- Critical thinking
- Behavioral change
- Environmental stewardship

Goal or Objective	Response
Awareness	
Knowledge, skills, abilities	
Critical thinking	
Behavioral change	
Environmental stewardship	

▲ Point Range: 0-5 points

- | | |
|------------|--|
| 0 points | No or very weak evidence that the education program will align with the critical goals and objectives of the program. |
| 1-2 points | Fair to moderate evidence that the education program will align with the critical goals and objectives of the program. |
| 3 points | Strong evidence that the education program will align with the critical goals and objectives of the program. |
| 4-5 points | Very high to exceptional evidence that the education program will align with the critical goals and objectives of the program. |

Scored by RCO Staff

14. What are the matching and in-kind resources committed to the program?

Considerations include but are not limited to:

- Funds from federal sources.
- Funds from state sources.
- Funds from private sources (corporate, private, non-profit, etc.)
- Labor from volunteers.
- Donated equipment or supplies.
- Existing equipment or supplies

▲ Point Range: 0-5 points

- | | |
|----------|---|
| 0 points | 0-10 percent of project's value will be contributed by the applicant. |
| 1 point | 10.01-20 percent of project's value will be contributed by the applicant. |
| 2 points | 20.01-30 percent of project's value will be contributed by the applicant. |
| 3 points | 30.01-40 percent of project's value will be contributed by the applicant. |

4 points 40.01-50 percent of project's value will be contributed by the applicant.

5 points More than 50 percent of project's value will be contributed by the applicant.

Complete the table below indicating the source of match, the amount, and whether there is written certification of the donation. RCO staff scores this question based on information provided in the application. Only elements considered reimbursable are eligible for use as an applicant's match

Match Type	Amount	Certification Yes/No

15. Does the program use Washington state parks as venues or use the state parks staff as a resource?

▲ Point Range: 0-1 point

1 point The program will use a state park or state park staff as a resource.

0 points The program does not use a state park or state park staff as a resource.

Complete the table below indicating the locations of your program and if you are using either a state park or state parks staff.

Location	State Park Venue (Yes/No)	State Park Staff (Yes/No)

16. In percentage, indicate the amount of time that a veteran (or veterans' organization) will be assisting in the program implementation or administration.

▲ Point Range: 1-4 points

1 point 0-25 percent

- 2 points 25.1-50 percent
- 3 points 50.1-75 percent
- 4 points 75.1-100 percent

Complete the table below indicating the veterans' group or individual, the work they will perform, and the percentage of total program time.

Veterans' Group of Individual's Name	Role	Percentage of Program Time