



# Boone County Conservation District

6028 Camp Ernst Road, Burlington, KY 41005  
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[www.bccdky.org](http://www.bccdky.org)

## **Executive Committee and Supervisors**

**Chair:** Kristin Scott  
**Vice Chair:** Rebecca Ortwein  
**Treasurer:** Victor Vanover

Debra Waller  
Loren Hand  
Jason Roberts  
Karen Hlauacek

## **Staff**

Mark Jacobs, *Watershed Project Manager*  
Megan Clere, *District Administrative Secretary*  
Susan Brown, *Conservation Education Specialist*  
J.T. McMullen, *Regional NWQI Coordinator*

## **2018-2019 Education Grant Application**

The Boone County Conservation District (BCCDKY) is offering grants to assist schools and education organizations within Boone County in fostering learning about conservation and our environment. The district anticipates funding several grants this year, from \$200 to \$1,000 each. Grants will be awarded on an ongoing basis until funds are depleted.

Grant funds may be used for a variety of projects related to conservation education. Examples include outdoor classrooms, tree plantings, environmental education supplies, pollinator gardens, and recycling programs. In addition to funding, the grantee will have access to technical advice and support for project implementation.

Grants are reviewed monthly at BCCDKY board meetings. Our Board of Supervisors feel that educating people is the best way to conserve and protect our natural resources.

For questions or further information, contact our Conservation Education Specialist, Susan Brown at [susanbrown@bccdky.org](mailto:susanbrown@bccdky.org) or 859-568-6277.

To submit a grant application, please review the information provided and return a completed Cover Sheet, Project Description, and Budget Request via US Postal Service, e-mail, or in person to:

Susan Brown  
BCCDKY  
6028 Camp Ernst Road  
Burlington, KY 41005

or

[susanbrown@bccdky.org](mailto:susanbrown@bccdky.org)

## **2018-2019 Education Grant Requirements**

1. Project must align with BCCDKY's mission of Promoting the protection and wise use of natural resources through education and service to the citizens of Boone County.
2. Purchase requests should not conflict with school district responsibilities or purchase plans. The signature of the superintendent of schools is required for any grant projects involving improvements to school grounds such as establishment of outdoor learning areas, tree and other permanent plantings, etc.
3. Grant money must be used to accomplish the approved project.
4. Grant money must be spent within one year. A project report will be required at the end of the school year or six months after completion. Failure to submit a final report will result in your school being ineligible for future grants. The report must include:
  - a. An evaluation of the project including program outcomes
  - b. Details on how funds were spent, including receipts
5. Applicants or applicant schools who have received grants in the past and have not met the reporting or other requirements to complete the grant will not be eligible for consideration. BCCDKY reserves the right to have grant money returned to the district if these requirements are not met.
6. Joint proposals from a team of teachers are welcome. If grants are written by students, they must be accompanied by a letter of endorsement from the teacher sponsoring the project.
7. Individuals may submit more than one proposal.
8. Proposals for the expansion of existing programs will be considered.
9. Proposals for equipment, speakers, and/or field trips will not be prioritized but will be considered if the item is an integral part of a larger strategy.
10. Proposals need not be limited to the academic calendar.
11. The Board may offer a partial or full funding of a worthy proposal. The applicant will have the option of accepting or rejecting the funding offered.
12. Strong consideration will be given to groups that will use additional materials, labor, or dollars for this project (i.e., donations, volunteer labor, other grants, PTA involvement school funds).

13. Grant recipients may be requested to furnish information and/or make a presentation about their project for the district's annual awards dinner and other district-sponsored functions and publications.
14. Applicant will be contacted after the following board meeting concerning the status of your request or to provide additional details.
15. Application must include:
  - Cover Sheet
  - Project Description
  - Budget Request
16. Applications may be submitted electronically, mailed, or hand delivered to the Conservation District office during regular office hours Monday – Friday, 8 a.m. to 4:30 p.m.



# Grant Application Cover Sheet

**Applicant Name:**

**Job Title:**

**Phone Number:**

**Email:**

**School/Organization:**

**School Phone:**

**School Address:**

**City:**

**State:**

**Zip Code:**

**Project Title:**

**Total Budget Request \$:**

**In the space below, provide a brief summary statement about your project:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent (required for projects involving improvements to school grounds) Date

## **Grant Application Project Description**

- A. What classroom or student need, problem or opportunity does the proposed project address? These should be related to environmental or conservation activities.
- B. Is this a new initiative or an expansion of existing project?
- C. What are your objectives? Please be specific.
- D. How does this project correlate with Kentucky Academic Standards?
- E. Approximately how many students will be affected by this project? Explain your numbers.
- F. Does this project involve the entire school or is it a joint project with one or more teachers? Please explain.
- G. Will the project also benefit the community? If so, how?
- H. Have you or your school ever applied for BCCDKY Education Grant in the past? If so, were you awarded the grant?

## **Grant Application Budget Request**

- A. What is the specific dollar amount requested?
- B. Will you consider accepting a partial grant if the total amount requested is unavailable? How would you scale back or adapt the project?
- C. Describe any commitments of money, volunteer labor, donations, or grants from other sources.
- D. How do you intend to sustain this project into the future?
- E. If it is to continue, how will it be funded?

