

The School Forest Education Plan Sample Proposal is designed to serve as a starting point for your Wisconsin Environmental Education Board (WEEB) grant writing efforts. Obviously each school district is unique. Project directors should contemplate how to best utilize existing and future resources *to meet the educational needs of students*; and adjust the provided sample proposal as warranted. [Submitted proposals are *not* required to duplicate any of the sample text provided.] Proposals submitted within the education plan category may only include activities that develop, enhance or modify an educational plan. The plan should account for the educational needs of all the district's students. Note: The education plan may also account for the educational needs of staff and/or community members.

It is anticipated the project director will alter the sample budget in order to meet district needs. The maximum award is \$5,000. Project director may request \$5,000 or any lesser amount. Grant funds requested *must* directly facilitate the development, enhancement or modification of a school forest education plan. Grant funds may *not* be used for any other purpose including the implementation of a school forest education plan. Implementation proposals must be submitted within the school forest category and are only available to districts that have approved school forest education and school forest management plans on file with the School Forest Education Specialist.

To receive full consideration, make sure the minimum criteria for funding summarized in the *Quality Assurance Checklist* are met.

Before submitting a proposal, districts are strongly encouraged to conduct a school forest needs assessment(s) to determine what may be preventing students (and potentially teachers and community members) from receiving the full educational benefits of the school forest. Suggestions for areas to assess include:

- Current student environmental education literacy levels
- Training issues (e.g., content knowledge and teaching methods repertoire of staff)
- Administrative support
- Community support
- Logistical issues (e.g., scheduling, chaperones/supervision, distance from other district facilities (travel time))
- Equipment/Resource Support issues (e.g., availability and condition of field equipment)
- Facility issues (e.g., toilets, shelter from inclement weather, trails, parking)
- Transportation/access issues (including access for those with disabilities and liability issues if site is used by outside groups)

Project directors are strongly encouraged to include specific results from needs assessment(s) within the *Need and Evidence of Need* section of the proposal. Suggested areas to address include:

- Student EE literacy levels
- Current school forest use patterns and levels
- Barriers to full utilization of the school forest

It is expected, at a minimum, the project director will update the sample proposal so the items highlighted in yellow reflect district specific information. (In other words, the proposal will be strengthened by the identification and inclusion of district specific information.)

**For assistance contact:**

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