



Weston County  
Natural Resource District

## 2024 Outdoor Education Assistance Grant Program Guidelines

Providing leadership in conserving the natural resources of Weston County by providing information, education, and technical assistance to meet the needs of our users

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### **Purpose**

For over 60 years Weston County Natural Resource District (WCNRD) has promoted the conservation of our natural resources through education and project implementation. A vital component of this is working with the youth of Weston County. WCNRD is offering grants to assist with hands-on outdoor learning experiences for youth that focus on natural resources and/or agricultural activities. This unique opportunity is available to school and youth organizations within Weston County.

### **Key Information**

1. Education events must be hands-on and natural resource, conservation or agricultural-based. Please provide detail within the narrative as to how and what the students will learn within the criteria, as well as the hands-on activities they will be participating in
2. Grants must be used for youth group outdoor learning experiences, such as educational materials, camp expenses or fees, lodging, meals, or student transportation
3. Grant cannot be used to cover consulting fees, salaries, indirect administrative costs, shipping costs, or electronic equipment.
4. Funds **cannot** be used for events that have already occurred
5. Locations of day camps/field days must be within Weston County. Locations outside of Weston County will be considered on a case-by-case basis
6. Applicant must be a school or organization, not an individual name
7. Applicants can apply for grant funds up to \$500 per event
8. Applicants will be notified if the application was approved or denied the week following the next monthly WCNRD board meeting.
9. Upon completion of the event, the WCNRD requests that the recipient provide digital images of the event, as well as a short write-up of the outcome of the event
10. Grant funds are dispersed upon submission of receipts. Funds are available in advance upon special request. **Funds must be used by June 30th of each fiscal year.** If an extension is needed, please contact the WCNRD by the first of June to request an extension of funds.

### **Eligible Participants**

Weston County schools and youth programs. The recipient must be an accredited or registered entity. Applicants are free to partner with other organizations to fund the event. The primary responsibility for reporting will lie with the applying organization. The Grant recipient is eligible to receive one grant per fiscal year. A fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>

## **Application**

Grants are available on a first come first serve basis. Each application will be carefully reviewed at the upcoming monthly board meeting. Board meetings are on the second Tuesday of every month.

**The application must be received two weeks prior to the board meeting.** Applicants will be notified the following week if their application was approved or denied.

The Weston County board of supervisors will review each application and determination of the event or activity meets the natural resource goals of the Conservation District and the purpose of this grant.

*Appropriate permission requests must accompany applications where private or public lands are involved*

### **Please submit the enclosed application form along with the following information:**

- I. Narrative: All applications must include an event narrative. Decisions regarding the event funding will be based in large upon your narrative. The following points should be addressed in your narrative.
  - A. Description of the event and how it relates to natural resources, agriculture, or conservation education.
  - B. Describe what the students will gain from the event in regard to natural resources, agriculture, and conservation.



# 2024 Outdoor Education Assistance Grant

Application & Agreement Forms

1225 Washington Blvd. Suite 3, Newcastle, WY 82701

307-746-3263 x4      westoncountynrd.org

## **Part I: Applicant Information**

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
School/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
State

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

### **Summer Contact Information (if different from above)**

\_\_\_\_\_  
Address

\_\_\_\_\_  
State

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Alternate Email

## **Part II: Project Overview**

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Event Title

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Date and Time

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Location

If on public or private land, a letter must accompany application stating approval. If required, is the letter included? Yes\_\_\_ No\_\_\_

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Grade level(s) involved

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If awarded, make the grant check payable to

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Amount requested

How will funds be used?

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List of other agencies/ individuals involved in implementing this event:

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List presenters for the event

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## 2024 Outdoor Education Assistance Grant Reimbursement Worksheet

*Fill out and return with invoices and receipts in order receive  
a refund on project expenses, once project is completed*

Applicant

Date

Event Name

Items/Service	Vendor	Cost
<b>Total Expenses:</b>		

Applicant Signature

Date

Reviewed by District Staff

Date