WASHINGTON STATE RECREATION AND CONSERVATION OFFICE (RCO)
NO CHILD LEFT INSIDE
Outdoor Education and Recreation Grant Program

FREQUENTLY ASKED QUESTIONS
Updated February 1, 2016

APPLICATION PROCESS:

Q: The grant application deadline says February 16, 2016. What needs to be turned in by this date?
A: By 11:59 pm on February 16, 2016 your project needs to be in submitted status in the PRISM data system.   In order to submit the grant, you must have completed your online PRISM application, and have attached the required documents (evaluation and budget temple, map and a photo). We suggest submitting your application as soon as possible so that if you encounter problems we can assist you.

Q: Do I have to use the provided templates for my application?
A: Applicants must use the provided Evaluation Template and Budget Worksheet.   These documents must be attached to your PRISM project application before you submit.   If you encounter technical issues with the documents, contact our office.

Q: If I have attached documents to PRISM can I edit or change them?
A: No. Documents in PRISM cannot be edited. If you need to make a change to a document, you will delete the older version and upload a new version. You can delete/add documents in PRISM through February 16. If you need assistance, contact the NCLI Administrative Assistant.

Q: Evaluation questions, #6 Partnerships & #14 Match, have a column asking if the partnership or match is certified. What does this mean?
A: The No Child Left Inside program encourages funding projects that demonstrate partnerships and provide matching resources.   Since evaluators will be scoring your project based upon the information you provide, we are want you to demonstrate whether or not you have secured your match or have documented support for your project. Answer **"yes"** in the certified column if you can **document in writing** the match or project support.   Attach supporting documents in PRISM. Email correspondence, formal letters, formal grant awards and/or council or board resolutions all suffice.

Q: What is the difference between a Tier 1 and Tier 2 grant application? A:
The only difference between a Tier 1 and a Tier 2 project is the amount of grant funds you can request. Tier 1 projects cannot exceed $50,000 in grant request, while Tier 2 projects cannot exceed $125,000 in request. The evaluation instrument is the same for both Tiers. We intend to split the available funds split equally between the two. At this time, we are anticipating grant requests to exceed funds available in both Tiers.

WHAT CAN MY GRANT BE USED FOR?

Q: Can these funds be used for construction?
A: No. Construction/facility development projects are not eligible in this program.

Q: Can I include indirect costs in my application?
A: No, in alignment with other state grant programs administered by RCO, indirect costs are not eligible within the No Child Left Inside Program.

Q: Can I purchase equipment, supplies and materials?
A: Yes. You may purchase equipment, supplies and materials as part of your grant funded program. However, projects **must have an outdoor education or recreation activity** in order acquire equipment, tools, or supplies as part of the grant.

Q: Can I use the grant to develop software or curriculum?
A: All grant applications must have an outdoor education or recreation component. Curriculum or software development as a stand-alone project is not eligible. If these items are an integral part of your program and are included in your outdoor activities, then some or all of the cost may be eligible.

Q: Can staff salaries be included for funding?
A: Yes. If you want to include staff salaries as part of your application, you can choose to either list them as part of the grant request (in which you will get reimbursed for) or as match.

Q: Can funds be used for organized sports programs such as a soccer team?
A: No.

Q: Our program has adults participating in the outdoor education or recreation activities. Is this eligible?
A: Yes. The NCLI program is primarily focused on serving youth through the age of 18 or those enrolled in high school or a General Education Development (GED) programs. We recognize that some adult participation may be necessary due to the age, ability or cultural practices of your participants. However, the primary participants in your program should be youth.

Q: Can I use donated equipment and supplies as match for my project? If so, how do I value them?
A: Yes. Donated equipment, materials and supplies are eligible as match for your project. The maximum rate allowable for donated equipment may not exceed the rental rate for comparable equipment or tools in the project area. For materials and supplies; the reported value of donated materials is the market value of the materials or supplies at the time used. More information on this policy can be found on page 10 of RCO Manual #8.

Q: Can I use donated labor as match for my project? If so, how do I value it?
A: Yes. Donated labor is time provided by a person without compensation. You must maintain record of the volunteer hours spent on a project. Refer to pages 8-9 of RCO Manual #8 for specific instructions.   Standard donated labor rates can be found on the RCO webpage or you can refer to the Washington Employment Security Workforce Explorer for a list of professional skilled labor rates. You must document and retain your labor rate justification.

HOW IS MY PROJECT EVALUATED?
Q: How are the projects scored?
A: RCO and State Parks have recruited an independent Advisory Committee that will evaluate the applications. The committee will score each project against the set of criteria/questions adopted by State Parks. 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.

Q: What if my program does not meet all of the primary purposes listed in the evaluation criteria?
A: The evaluation questions were created from the statutory requirements of the program. You must fill out all of the application questions. If a particular criteria does not apply to your program, you may put "Not Applicable". A range of points are available for each evaluation criteria. Points will be assessed on how well you program meets each criteria.

WHAT HAPPENS AFTER EVALUTION?
Q: When will award notification take place?
A: Award notification will commence the end of April 2016. Applicants will receive notice via email.

Q: If I am awarded a grant what happens next?
If awarded funding, you will work with RCO staff to provide any materials needed to be issued a contract.   This will include a Certification of Applicant Match to show what amounts and sources of match you have in hand for the project.

Q: What happens if my application is not funded?
A: All eligible project applications will be evaluated by the advisory committee.   All projects will be scored and ranked. Funds will be distributed based upon the ranked

project list. If your project does not fall within the available funding levels, you will remain on the ranked list. If a project above you is unable to proceed, we may offer grants funds to lower ranked projects.

Q: Do we receive the award at the beginning or is the grant for reimbursement only? How do I get paid?
A: Funds are paid out on a reimbursement basis. All reimbursement requests are processed through our online PRISM data system. You are required to have a statewide vendor number to receive payments. You can be paid by check or electronic fund transfer (EFT). To register, visit the Department of Enterprise Services Web.

Q: Can the funds be used for a two year program?
A: No. All grant funds must be expended no later than June 30, 2017. RCO does not have the ability to provide time extensions for this program.

HELPFUL HYPERLINKS:
- **Grant Application To-Do List:** A comprehensive tool that will walk you through the grant application process
- **Manual 23: No Child Left Inside:** Detailed program information and full evaluation instrument
- **NCLI Application Template and Budget Worksheet:** Download these two documents from our website
- **RCO Grants Managers:** Contact information for RCO Grant Management Staff

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