Applicant's To-Do List
No Child Left Inside (NCLI)

This to-do list is designed to help you prepare and submit a grant application for the No Child Left Inside grant program.

Grant funds are available for outdoor environmental, ecological, agricultural, or other natural resource-based education and recreation programs serving youth.

You must submit the information required through PRISM Online, our online project data system. These steps will guide you through the Recreation and Conservation Office (RCO) application process. If you don't have a PRISM user account, complete the online form and submit to RCO to request a user account.

2015 Application Schedule

Item	Date
PRISM Opens for Applications	December 15, 2015
Applications Due	February 16, 2016
RCO's Staff Review	February 16-February 29, 2016
Evaluation Period	March 1-April 8, 2016
Preliminary Project Ranking	April 22, 2016
RCO Issues Project Agreements	Starting May 1, 2016

Step 1: Applicant Establishes Eligibility

Eligible applicants: Cities, counties, park districts, Native American tribes, and qualified non-profit organizations, formal and informal school program and other community-based programs in Washington.

Step 2: Applicant Reviews Materials

Review and download application material sand RCO manual for this grant project:

- *Manual 23, No Child Left Inside*

- *Evaluation Template*

- *Expanded Budget Template*

PRISM Data Fields

PRISM is open. To start your grant application, go to PRISM Online to access the Application Wizard and select "Get Started/Start New Application." Select the No Child Left Inside (Tier 1 or Tier 2) grant program. You then will be prompted to fill out several screens of information about your project. On-screen instructions, tool tips, and links are available as you navigate through PRISM.

PRISM Attachments

There is an "Attachments" screen in the PRISM Online application and you must attach the following documents before you may submit your application. Include the applicant name, project name, and RCO grant number on each attachment. Maps also must include a north arrow, scale, and labels for any major highways, roads, cities, water bodies, etc.

❑ **NCLI Evaluation Template.** This template includes your responses to the evaluation questions. Refer to the complete evaluation criteria in Section 4: Project Evaluation in Manual 23 to help you address the evaluation questions. Evaluators will use the template along with select application materials to score your project proposal.

❑ **NCLI Budget Worksheet.** This worksheet should depict your estimated project costs in detail. The budget worksheet total should match the total you entered into the PRISM data system. The budget worksheet is intended to illustrate how the grant funds/match will be utilized.

❑ **Map: Service Area.** One, single-sided page that shows the location(s) of the project in a geographic region of the state. Identify where your organization is located, and where participants are derived from. Also, identify any additional field locations where your education project will take place.

❑ **Photograph**. Every application requires at least one project photograph in .jpg format. This photograph will be presented on the project snapshot page that will be used by evaluators. The photograph should characterize the project.

Note that letters and other documented expressions of project support submitted with the application will be made available to the evaluators. Applicants also must summarize this support when responding to the Project Support and Partnerships question. **All support letters must be combined into one PDF and attached to the project in PRISM.**

Also note that your application and most attachments will be available for review by RCO staff, evaluators, and the public, as soon as you start entering data into PRISM.

Step 4: Technical Review

RCO staff reviews the application for eligibility, completeness, and clarity. Applications deemed incomplete may be removed from the competition.

Step 5: Evaluators Score Projects

RCO provides applications to the evaluators for review and scoring. Evaluators are typically given 3 to 4 weeks to score the projects.

RCO staff tabulates the results and meets with the evaluators to validate the results, establish their funding recommendation, identify any "Do Not Fund" recommendations, and discuss any proposed process or policy changes.

RCO will then present the ranked list to the Director of Washington State Park for approval. Once approved, RCO will announce the results of the evaluation and posts the preliminary ranked lists on its Web Site.

Step 6: Applicants Submit Pre-Agreement Materials by May 1, 2016

❑ Provide a Certification of Applicant Match to show what amounts and sources of match you have in hand for the project. Attach this document to your application in PRISM Online.

❑ Provide any other requested pre-agreement materials as required by RCO.

Step 7: RCO Issues Agreements

- RCO works with you to execute a project agreement before work begins.

- Participate in a Successful Applicant Webinar; then complete your project.