

# Applicant's To-Do List

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## 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.

### 2017-18 Application Schedule

Item	Date
PRISM Opens for Applications	November 17, 2017
Applications Due	January 17, 2018
RCO's Staff Review	January 17-February 7, 2018
Evaluation Period	March-April 2018
Pre-agreement Materials	By April 2, 2018
Projects Approved	April 2018
RCO Issues Project Agreements	Starting May 1, 2018
Project Completion Date	June 15, 2019

### Step 1: Applicant Establishes Eligibility

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

### Step 2: Applicant Reviews Materials

**Review and download application materials and RCO manual for this grant project:**

- [Manual 23, No Child Left Inside](#)
- [Budget Worksheet](#)

## Step 3: Applicant Submits an Application by January 17, 2018

### 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.

- ❑ **Evaluation: Written Criteria Responses.** The NCLI evaluation criteria is in Section 4, Project Evaluation in [Manual 23](#). Applicants must provide written responses to Evaluation Criteria 1-4 and attach them to their application in PRISM.
  - Use white, 8½ x 11-inch paper, with 1-inch margins.
  - Use Times New Roman, 12 point font.
  - At the top of each page, print the applicant name, project name, and date written.
  - The total of all evaluation responses must not exceed three, single-sided pages.
  - In order, print the criteria's number, followed by the criteria title, and then the response. Each criteria must have its own separate answer.
  - Do not respond to Criteria 5 and 6 (Matching Shares, State Lands). RCO will score these criteria based on information submitted in the application.
- ❑ **NCLI Budget Worksheet.** The [budget worksheet](#) is a detailed cost breakdown that is intended to illustrate how the grant and match will be used. The budget worksheet total must match the total you entered in PRISM Online.
- ❑ **Map: Service Area.** One, single-sided page that shows the location 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 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 evaluation criteria. **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–January 17-February 7, 2018**

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

#### **Step 5: Evaluators Score Projects–March-April 2018**

RCO provides applications to the evaluators for review and scoring. Evaluators typically are 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. Tier 1 and Tier 2 projects will be evaluated by separate teams, and two funding lists will be developed.

Grant funds will be distributed to projects on each list, in ranked order, based upon their total evaluated score. The first \$500,000 will be awarded to projects that have opted to qualify under the Preference for Employing Veteran’s proviso.

RCO then will present the ranked list to the director of Washington State Parks 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 April 2, 2018**

- ❑ 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](#).
- ❑ Applicants who plan to use veterans to implement their project must submit the [Employing Veterans Certification Form](#) and satisfactory evidence of the veteran’s eligibility.

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

### **Step 7: RCO Issues Agreements–May 2018**

- RCO works with you to execute a project agreement before work begins.
- Participate in a Successful Applicant Webinar; then complete your project.