

Manual 23

No Child Left Inside

August 2024



No Child Left Inside



A handwritten signature in black ink, which appears to read "Diana Dupuis". The signature is fluid and cursive.

Diana Dupuis, Washington State Parks Director
July 2024

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At a Glance

No Child Left Inside

Purpose	This grant program provides quality opportunities for underserved, underrepresented, and historically excluded youth to learn, play, and experience the outdoors.		
Who may apply?	Only organizations that benefit youth in Washington State may apply. <ul style="list-style-type: none"> Community-based organizations Local agencies Native American tribes 	<ul style="list-style-type: none"> Nonprofit organizations Schools and school districts Special purpose districts, such as park and recreation districts State agencies 	
	Tier One	Tier Two	Tier Three
What are the grant limits?	\$5,000-\$25,000	\$5,000-\$75,000	\$75,001-\$150,000
What must the applicant contribute?	No match is required.	No match is required	25 percent
What are the funding tiers?	Only available to programs and organizations that have never received NCLI grants	All eligible applicants listed above	All eligible applicants listed above
How is the project evaluated?	Advisory committee reviews and scores written application.	Advisory committee scores written application and applicant participates in a question and answer session.	Advisory committee scores written application and applicant participates in a question and answer session.
When is the application due?	October 31, 2024		
When is the grant awarded?	July 1, 2025 (estimated) Project must be completed by June 30, 2027.		
How much will be available?¹	\$1,000,000	\$2,100,000	\$3,900,000

¹Projected amounts are based on a legislative appropriation of \$7 million and do not include agency administrative costs. The State Parks director may adjust the amount of money in each tier based on the number of applications. In the 2023-2025 grant cycle, an equal percentage of projects was funded in each tier.

Section 1: Introduction

This section covers the following:

- ✓ The purpose and history of the grants
- ✓ The State Parks and Recreation Commission
- ✓ The Recreation and Conservation Office
- ✓ Where to get information
- ✓ The grant process and timeline

No Child Left Inside Program

In 2007, the Washington State Legislature funded the Outdoor Education and Recreation Program, commonly called the No Child Left Inside (NCLI) grant program. This program was to be administered by the Washington State Parks and Recreation Commission with the goal of providing underserved youth with quality opportunities to experience the natural world.

State Parks teamed up with the Washington State Recreation and Conservation Office (RCO) to administer the grant program in 2015.

Grants are available for outdoor environmental, ecological, agricultural, or other natural resource-based education and recreation programs serving youth through the age of eighteen or those enrolled in high school or General Education Development (GED) programs.

This grant program intends to maximize the number of Washington State youth who are provided quality outdoor experiences and empower local communities to engage youth in outdoor education and recreation, focusing on youth with the greatest need. Students work to improve their overall academic performance, self-esteem, personal responsibility, community involvement, health, and understanding of nature.

Categories

Tier One

Grants in this category are open only to programs and organizations that have never received NCLI funding. Grant requests must be between \$5,000 and \$25,000. Match is not required.

Tier Two

Grants in this category are open to new and existing programs and expansion of programs. Grant requests must be between \$5,000 and \$75,000. Match is not required.

Tier Three

Grants in this category are open to new and existing programs and expansion of programs. Grant requests must be between \$75,001 and \$150,000. A 25 percent match is required.

About the Washington State Parks and Recreation Commission

Mission

The Washington State Parks and Recreation Commission cares for Washington's most treasured lands, waters, and historic places. State parks connect all Washingtonians to their diverse natural and cultural heritage and provide memorable recreational and educational experiences that enhance their lives.

Vision

Washington's state parks will be cherished destinations with natural, cultural, recreational, artistic, and interpretive experiences that all Washingtonians enjoy, appreciate, and proudly support.

Core Values

The agency has adopted the following core values:

- Commitment to stewardship that transmits high quality park assets to future generations.
- Dedication to outdoor recreation and public enjoyment that welcomes all our citizens to their public parks.

- Excellence in all we do.
- Involving the public in our policy development and decision-making.
- Support for one another as we translate our mission into reality.

Manual Authority

This document provides basic information on procedures and policies used to administer this program.

This manual is created under the authority granted to the Washington State Parks and Recreation Commission in NCLI's enabling legislation, Revised Code of Washington 79A.05.351, and Washington Administrative Code 352-80.

About the Recreation and Conservation Office

RCO is a small state agency that manages grant programs for youth outdoor programs, development of outdoor recreation facilities, protection of critical habitat and working lands, and salmon and orca recovery.

Where to Get Information

RCO

Natural Resources Building
1111 Washington Street
Olympia, WA 98501

[Email](#)

Telephone: (360) 902-3000

FAX: (360) 902-3026

Relay Service for the Hearing Impaired, call 711

[Website](#)

Mailing Address

PO Box 40917

Olympia, WA 98504-0917

RCO outdoor grants managers are available to answer questions about this manual and the grant program. Contact information, forms, and other materials referenced in this manual are on the [NCLI grant page](#).

Other Grant Manuals Needed

- [Manual 8: Reimbursements](#) provides additional information for grants and is available on the RCO website. It can be made available in an alternative format.

Grant Process and Timeline

The grant process, from application to grant award, spans about a year and is outlined below. While the order of the steps in this process remains consistent, visit the RCO website for precise dates.

Entering Applications. RCO strongly encourages the applicant to start the online application early. PRISM Online usually opens in early August.

To enter an application, the applicant must sign up for a [SecureAccess Washington](#) account and submit a [PRISM account form](#). When using either of these databases for the first time, the applicant must complete a double sign-in.

1. Using SecureAccess Washington credentials, login to PRISM.
2. When redirected to the SecureAccess login page, enter the SecureAccess credentials.
3. When redirected to a one-time PRISM sign-in page, enter the PRISM login credentials.
4. The applicant will be directed back to the PRISM home page.

This double sign-in will happen only once. After completing the double sign-in, the applicant will use SecureAccess Washington credentials to log into PRISM.

To begin an application, log into [PRISM Online](#) and select the + *New Application* button to enter grant application information. RCO uses this information to assign an outdoor grants manager. This manager is available to guide the applicant through the process, reviews application materials, helps determine whether a proposal is eligible, and may visit the project site to discuss site-specific details. More information about [PRISM's components and technical requirements](#) may be found online.

Applications Due. RCO recommends the applicant submit the application before the deadline, which is **11:59 p.m. October 31, 2024**. Before submitting, the applicant must click the *Check Application for Errors* button on the *Submit Application* screen, which will indicate if any pages are incomplete. Once the application is clear of errors, click the *Submit* button. An incomplete application and an application received after the deadline will be rejected unless RCO's director has approved a late submission in advance. **For step-by-step instructions, follow the [Applicant's To Do List](#).**

Project Evaluation for Tier One–Written Process. The advisory committee members score the application against a set of evaluation criteria approved by the State Parks and Recreation Commission (see "Evaluation Criteria" section of this manual).

Project Evaluation for Tier Two and Tier Three. The advisory committee members score the application against a set of evaluation criteria approved by the State Parks and Recreation Commission (see “Evaluation Criteria” section of this manual). The applicant also participates in a virtual question and answer session with the advisory committee.

Director Awards Grants. Once the application is scored, RCO submits the ranked list of projects to the Washington State Parks director, who awards the grants based on available funds.

Grant Agreements Issued. After grant awards, RCO staff prepare and route the grant agreement for signature. Once signed, the applicant, now referred to as a project sponsor, may begin the project, according to the terms of the grant agreement.

Sponsor Webinar. After State Parks approves grants, RCO will host an online webinar for project sponsors. This webinar covers the sponsors’ responsibilities to comply with the grant agreements, issues that might come up when implementing projects, billing procedures, amendments for changes, closing project procedures, and long-term compliance.

Project Implementation. The sponsor must complete the project promptly. To help ensure reasonable and timely project completion, accountability, and the proper use of funds, the sponsor will do the following:

- Develop milestones for project implementation that ensures timely completion by **June 30, 2027**. RCO may terminate a project that does not meet critical milestones established in the grant agreement.
- Begin project implementation to show measurable progress towards meeting project milestones.
- Submit progress reports at intervals as designated by the RCO grant agreement.

Project Completion. When a project is completed, the sponsor must submit the final bills, final reports, and supporting documents needed to close the project as specified in the agreement.² If the bills and documentation are not submitted by the deadline, RCO may terminate the agreement without payment.

²Washington Administrative Code 286.13.040(7)

Section 2: Policies

This section covers the following:

- ✓ Eligible applicants
- ✓ Eligible projects and costs
- ✓ Equipment policy

Eligible Applicants

The following organizations may apply for grants:

- Educational institutions
- Federal government agencies
- Formal school programs and informal after school programs
- Local governments including cities, towns, counties, port districts, park and recreation districts, etc.
- Nonprofit organizations (501(c)3, 501(c)1, or 501(c)4 tax-exempt organizations)
- Private entities including individuals, businesses, non-political groups, and community-based organizations in Washington State
- Religious groups, only if non-religious activities are planned. Grants may not be used to pay for activities of religious worship or instruction.
- State agencies
- Tribal governments
- Veteran's organizations

If awarded funding, a grant sponsor must obtain a statewide vendor number through the Washington State Department of Enterprise Services.

Eligible Projects and Costs

Eligible Projects

Projects include, but are not limited to, the following:

- Backpacking
- Camping
- Canoe and kayaking
- Career-connected learning and experiences
- Environmental outdoor education
- Fishing
- Habitat restoration (planting, invasive plant removal, etc.) and stewardship projects (trail maintenance, fencing, etc.) Activities may not take place in archaeological sites. The project sponsor must provide appropriate consultation documentation with the Department of Archaeology and Historic Preservation and affected Native American tribes before student involvement in restoration activities may occur. The applicant must reach out to an RCO grants manager when applying to ensure that the habitat restoration or stewardship activities are eligible.
- Hiking
- Horseback riding and therapeutic use
- Hunting
- Intergenerational and family programming
- Outdoor environmental education, natural history, and STEAM (science, technology, engineering, art, and mathematics) activities
- Outdoor-based after school programs and camps
- Outdoor cooking
- Rock climbing

Eligible Costs

Eligible costs include the following:

- Background checks for staff.
- Cameras, photography supplies, film processing.
- Electronic devices (and associated software) such as Global Positioning Systems (GPS), avalanche beacons, tablets, if used as part of the program.
- Camping equipment and supplies.
- Chaperones, teacher stipends.
- Computers and computer supplies, if used as part of the program.
- Educational materials.
- Fees for park entry and camping.
- Fishing equipment and supplies.
- Food and non-alcoholic beverages.
- Hunting and archery equipment and supplies.
- Indirect costs up to 10 percent.
- In-state transportation and travel including to bordering counties and cities in Oregon and Idaho.
- Lodging and facility rentals.
- Mileage.
- Mobility devices.
- Non-motorized boats.
- Outdoor science or recreation equipment and gear.
- Staff compensation.
- Staff training and certifications, which may include first aid training; social emotional learning and trauma-informed care; diversity, equity and inclusion; lifeguarding, etc.

- Student stipends.
- Supervisory activities, including the direct management of the project. This usually includes scheduling, coordinating activities, and fiscal management of direct costs associated with the project.
- Purchase of trailers for transporting supplies.
- Translation services.
- T-shirts and awards
- Vehicle rentals (cars, vans, etc.)

Ineligible Projects

Ineligible programs include the following:

- Annual community festivals, expositions, promotional or fundraising events.
- Facility construction projects.
- Organized youth sports such as a community league or school team.
- Programs that are targeted primarily to participants older than eighteen.
- Projects that do not primarily include outdoor youth programming. For example, an application cannot be equipment-only or teacher training only.

Ineligible Costs

Ineligible costs include the following:

- Computer games, software development, curriculum development, exhibits and displays (as stand-alone projects that do not have an outdoor component).
- Out-of-state student travel except for travel to bordering counties and cities in Oregon and Idaho.
- Purchase of automobiles, vehicles, or motorboats.
- Pre-agreement costs. RCO will pay only for work performed after a grant agreement has been signed by both RCO and the project sponsor.
- Preparation of this grant application.
- Property leasing.

- Religious activities.

Equipment Policy

Equipment

Buying equipment necessary to implement an approved program is permissible when included in the agreement. "Equipment" means capital equipment³ and small and attractive assets⁴ necessary for program implementation, as determined by RCO.

Capital equipment: Equipment that cost \$5,000 or more per unit (including ancillary costs⁵) and has a useful life of more than one year.

Small and attractive asset: An item that costs less than \$5,000 per unit (including ancillary costs⁶), has a useful life of more than one year, and is vulnerable to loss. RCO has determined that the following shall be considered small and attractive assets and are subject to the following equipment requirements and management:

- Laptops, notebook computers, and tablets with unit costs of \$500 or more.
- Binoculars, telescopes, microscopes, underwater remotely operated vehicles (ROVs), drones, cameras and photographic projection equipment with unit costs of \$500 or more.
- Recreation equipment and gear; bicycles; human-powered watercraft; mobility devices with unit costs of \$500 or more.

Management and Use

A sponsor must maintain a record of all equipment purchased with a grant. The sponsor, not RCO, always takes title. This inventory record begins with the list of any equipment purchases proposed in the grant application. Upon approval of the project, this listing is entered into the grant agreement.

A sponsor's equipment records shall include, at a minimum, the following:

- A description of the equipment

³Office of Financial Management State Administrative and Accounting Manual Chapter 30

⁴Office of Financial Management State Administrative and Accounting Manual Chapter 30.40.20

⁵Costs that are attributable directly to asset acquisition, such as freight and transportation costs, site preparation costs, and professional fees, that are necessary to place a capital asset into its intended state of operation

⁶Costs that are attributable directly to asset acquisition, such as freight and transportation costs, site preparation costs, and professional fees, that are necessary to place a capital asset into its intended state of operation

- Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment)
- Source of the equipment, including grant or other agreement number
- Acquisition date and cost
- Location, use, and condition of the equipment and the date the information was reported
- Ultimate disposition data, including date of disposal and sale price, including the method used to determine current fair market value when a sponsor compensates RCO for its share, if sold

The sponsor shall establish adequate maintenance procedures to keep the equipment in good condition. The sponsor also shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft shall be investigated and fully documented. The sponsor shall promptly notify RCO of any such occurrence.

The sponsor may use the equipment for the purposes authorized in the agreement for as long as needed after the agreement ends, whether or not the program continues to be supported by RCO. After the grant agreement ends, the equipment may be used for continued or similar outdoor educational or recreational activities supported by the grant applicant's organization without liquidation. The equipment is subject to periodic inventory reporting requirements until the equipment is liquidated.

The sponsor may make the equipment available for use in other projects as long as such use does not interfere with the work on the originally authorized project. The cost or use value of equipment acquired with a grant may not be included in other or subsequent grants.

The sponsor may not use the equipment for personal use or to provide services for a fee to compete unfairly with private companies providing equivalent services.

Inventory

For grant-assisted equipment, the sponsor shall conduct a physical inventory of equipment and reconcile the results with previous records at least once every two years. This should continue until final liquidation has been made. Inventory records must be maintained for audits.

Any differences in this physical inspection and those shown in the accounting records shall be investigated by the sponsor to determine the causes of the difference. In connection with the inventory, the sponsor shall verify the existence, current use, and

continued need for the equipment. A detailed written report on the results of this inventory shall be provided to RCO upon request.

Equipment Liquidation and Disposal

When the sponsor discontinues use of the equipment (assets) for the purpose for which it was funded, the following liquidation procedures shall apply:

- **The sponsor wishes to keep the equipment.** It may be used for other activities as follows:
 - Original cost of \$5,000 or less: The sponsor may use the equipment for other activities without reimbursement to RCO.
 - Original cost of more than \$5,000: The sponsor may retain the capital equipment for other uses provided compensation is made to RCO. The amount of compensation shall be computed by applying the percentage of program participation in the cost of the original project, as specified in the grant agreement, to the current fair market value of the equipment.
- **The sponsor does not wish to keep the equipment.** If the sponsor has no need for the equipment but it still has value, the sponsor shall request disposition instructions from RCO. When the sponsor disposes of the equipment, procedures that provide for fair competition, to the extent practicable, and result in the highest possible return, shall be established. RCO may instruct the sponsor to transfer title to a third party named by RCO who is eligible under existing statutes. In such cases, the sponsor will be compensated in the amount equal to its share of the current fair market value of the equipment.
 - Original cost is \$5,000 or less: The sponsor may sell the equipment and return the proceeds to RCO.
 - Original cost of more than \$5,000: The sponsor shall sell the equipment and reimburse RCO an amount computed by applying to the sales proceeds the percentage of program participation in the cost of the original project as recorded in the signed grant agreement.
- **The equipment has no value.** This occurs when the equipment has lost value or has outlived its useful life, not due to lack of maintenance. The sponsor may notify RCO and if RCO concurs, the equipment may be removed from equipment inventory reporting requirements.

Section 3:

Money Matters

This section covers the following:

- ✓ Grant limits
- ✓ Match
- ✓ Types of match
- ✓ Important things to know

Grant Limits

Tier One: \$5,000-\$25,000 per project

Tier Two: \$5,000-\$75,000 per project

Tier Tree: \$75,001-\$150,000 per project

Match

Matching Share

Tier One: No match is required

Tier Two: No match is required

Tier Three: 25 percent match required

Match is the project sponsor's contribution to a project. To qualify, a match must be composed of elements that would be eligible in the NCLI program.

In Tier Three, a grant applicant must contribute matching resources equal to 25 percent of total project cost. For example, if a total project cost is \$100,000, the applicant must contribute \$25,000. This is called providing a 25 percent matching share.

All matching resources must meet the following criteria:

- Be an integral and necessary part of the approved project.
- Be part of the work identified in the application and grant agreement.
- Be committed to the project.

Match Availability and Certification

A successful Tier Three applicant must provide proof of the availability of matching funds by submitting the [Certification of Applicant Match Form](#) by May 30, 2025. The total amount of match listed on the form must be the same total listed in the application.

Eligible Match

A sponsor's matching share may include one or a combination of the following:

- Appropriations and cash
- Donations—the value of using cash, equipment use, labor (volunteer hours), materials, or services (see "Donations" below)
- Force account—the value of using the sponsor's equipment, labor, or materials. These contributions are treated as expenditures.
- Grants—federal, state, local, or private

Not Allowed as Match

- Costs that are double counted (that is, any cost included in more than one project)
- Anything considered an ineligible cost or activity.
- Costs that are not necessary or integral parts of the project scope.

Types of Match

Donations

Donations are eligible only as matching funds and are not reimbursable. This means RCO will not pay more than the sponsor's out-of-pocket expenses. Valuing donations of equipment, labor (including court-mandated community service and volunteers), and material is discussed in [Manual 8: Reimbursements](#). RCO strongly encourages an

applicant to secure written confirmation of all donations planned for use as match and attach the donation letters to the PRISM Online application.

Rates for donated labor may be found on the [RCO billing web page](#).

Other Grants

In some cases, a sponsor may use funds awarded from a separate grant program as match. Other grants are eligible if the purposes are similar and grant sources do not restrict or diminish the use, availability, or value of the project.

The eligibility of federal funds to be used as a match may be governed by federal and state requirements and thus will vary with individual program policies.

The applicant must clearly identify in the grant application all secured grants to be used as match.

Important Things to Know

Number of Grant Proposals Allowed

In general, RCO does not limit the number of grant proposals from a single applicant during the biennial grant cycle. However, each proposal must be for a different scope of work. Each application must stand alone on its own merits with a viable, outdoor program experience and not be dependent on other projects or future phases of work.

Grant Sponsor Must Pay First

RCO pays grants through reimbursement. A sponsor may request reimbursement only after paying employees and vendors. RCO does not provide money before vendors are paid. RCO will pay only at the percentage identified in the grant agreement after the sponsor has presented an invoice documenting cost incurred and compliance with the provisions of the grant agreement.

RCO will not pay more than the sponsor's out-of-pocket costs.

Billing procedures are explained further in [Manual 8: Reimbursements](#).

Audits and Keeping Records

All records relevant to a project funded by RCO must be on file with the grant sponsor and are subject to audit by the State and inspection by RCO. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount must be made to RCO.

Public Disclosure Rules

RCO records and files are public records that are subject to the Public Records Act.⁷ More information about [RCO's disclosure practices](#) is available on the website.

Statewide Vendor Number

A grant sponsor must have a statewide vendor number to receive payments. The sponsor can be paid by check or electronic fund transfer (EFT). Visit the Department of Enterprise Services website [to register](#).

Tax-related Information (1099-MISC)

Federal tax regulations may require RCO to issue an annual 1099-Miscellaneous Income Tax Form to all individuals, partnerships, sole proprietors, and attorneys who receive more than \$600 a calendar year in RCO funding.

⁷Revised Code of Washington 42.56

Section 4:

Project Evaluation

This section covers the following:

- ✓ How project evaluation works
- ✓ Evaluation criteria

How Project Evaluation Works

Project evaluation is the competitive process adopted by the State Parks director to guide grant awards. It is based on director-approved evaluation questions created from state law and other priorities and developed through a public process.

Advisory Committee

State Parks and RCO manage this grant program with the assistance of a standing advisory committee. The advisory committee recommends policies and procedures to RCO for administering grants and scores grant applications to determine which projects will be recommended for funding consideration.

In recruiting members for the advisory committee, RCO seeks to appoint people who possess a statewide perspective and are recognized for their experience and knowledge of education and outdoor recreation in Washington. Check RCO's website for [membership](#) and other details.

Tier One

A Tier One applicant must provide written responses to Evaluation Criteria 1-6 in the PRISM application and submit all required application materials in PRISM. Scores are based on the applicant's response to evaluation questions and summary application materials.

Tier Two and Tier Three

A Tier Two and Tier Three applicant must provide written responses to Evaluation Criteria 1-6 in the PRISM application and submit all required application materials in PRISM. RCO will schedule the applicant for a short questions and answer session with the advisory committee.

Scoring is confidential. Following the meeting, all scores are tabulated and compiled to establish a ranked list of projects.

Evaluation Criteria

Summary of Criteria

Criteria	Maximum Points Possible
1. Program	10 Points
2. Outcomes	5 Points
3. Youth and Community	20 Points
4. Organization and Partnerships	10 Points
5. Budget	5 Points
6. State Parks	3 Points
Total: 53 Points	

Detailed Evaluation Criteria

The applicant must address all the factors under each of the following evaluation criteria:

1. Program

- Describe the youth experience in the proposed program. What will participants do? Where will programming be held? What is the timeline for planned activities throughout the grant period?
- Describe how the program will be implemented. Who will plan and facilitate the program? How will youth be recruited to participate? Is this a new program, continuation of a program, or an expansion?

▲ Point Range: zero to five points, which are multiplied later by two.

2. Outcomes

- Describe the desired outcomes of the program? What does success look like? How will success be measured?

▲ Point Range: zero to five points.

3. Youth and Community

- Introduce the community being served and describe the youth who are underserved, underrepresented, or historically excluded in the programming that will be provided. Consider the broad spectrum of diversity and the factors that affect participation including but not limited to accessibility, socioeconomic status, race, ethnicity, gender, sex, etc.
- What barriers prevent or limit participants from outdoor programming?

▲ Point Range: zero to five points, which are multiplied later by four.

4. Organization and Partnerships.

- How does this proposal further the organization or program mission?
- How does the organization prioritize diversity, equity, and inclusion in outdoor education and recreation? Consider the following elements:
 - Organizational policies and practices
 - Staff representation reflecting the diversity of youth served
 - Staff training and education
- Describe the partnerships that support this program. Please upload letters of partnership to the *Attachments* page of the PRISM application (note: all letters must be combined into one complete pdf; multiple stand-alone uploaded letters will not be viewed by evaluators.)

▲ Point Range: zero to five points, which are multiplied later by two.

5. Budget

- How will this grant be used to support this program? What other resources will support the work? The applicant must complete this [budget worksheet](#) and upload it to the *Attachments* page of the PRISM application.

▲ Point Range: zero to five points.

6. State Parks and Public Lands

- If working with Washington State Parks, describe how it will participate in, or be a venue for, the program. Describe other public lands that are used in the implementation of the program.

▲ Point Range: zero to three points