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.

**Application Schedule**

PRISM Opens for Applications.................................................................August 10, 2020
Applications Due .................................................................March 1, 2021
RCO’s Staff Review .................................................................March 1-31, 2021
Evaluation Period (Written Reviews–Tier 1 and 2)...............................April 1-May 14, 2021
Evaluation Period, In Person Presentations (Tier 3)............................May 12-May 14, 2021
Projects Approved .................................................................June, 2021
RCO Issues Project Agreements .......................................................July 1, 2021 (Estimate)
Project Completion Date ..............................................................June 30, 2023

**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](#)
- [Manual 8, Project Reimbursements](#)
Step 3: Application Due March 1, 2021 (Pre-Applications Due November 1, 2020)

Applications must be submitted by March 1, 2021 by 11:59 PM. RCO staff reviews the application for eligibility, completeness, and clarity. Applications deemed incomplete may be removed from the competition.

Pre-applications are required to be started in the PRISM system by November 1, 2020.

**PRISM Data Fields**

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, Tier 2, or Tier 3) grant program. 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.

- **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 youth participants are 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.

Step 4: Evaluators Score Projects– April 1-May 14, 2021

RCO provides Tier 1 and Tier 2 applications to the evaluators for review and scoring. Evaluators typically are given 6 weeks to score the projects.

Tier 3 applicants present their projects in front of an advisory committee, which will review and score the application. RCO will schedule time for you to make a presentation to the advisory committee.

- Attach your PowerPoint presentation and presentation notes to your application in PRISM Online at least 7 days before the scheduled evaluation.
Present your project to the advisory committee. Evaluation sessions for this category are 25 minutes long. You will have up to 15 minutes to present your project. The remaining 10 minutes are reserved for questions and deliberation by the advisory committee.

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 present the ranked list to the director of Washington State Parks for approval. Once approved, RCO will announce the results of the evaluation and post the preliminary ranked list on its Web Site.

Grants are distributed to projects on the list, in ranked order, when funding is approved by the Legislature.

**Step 6: RCO Issues Agreements–July 2021**

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