

Applicant's To-Do List

No Child Left Inside (NCLI)

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

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

Applicants must submit the information required through [PRISM Online](#), an online project data system. PRISM will guide the applicant step-by-step through the Recreation and Conservation Office (RCO) application process. Applicants must request both a [SecureAccess Washington](#) account and a [PRISM account](#).

Please note, the terms "project" and "program" may be used interchangeably when referring to the applicant's educational program in need of funding. PRISM is designed to be used for many types of funding programs, including development, acquisition, and restoration projects, so the embedded terms throughout the application may differ from typical education programming vocabulary.

Application Schedule

PRISM Opens for Applications.....	August 10, 2022
Applications Due	November 1, 2022
RCO Staff Review.....	November 1-30, 2022
Evaluation Period (Written Reviews–Tiers 1 and 2).....	January 27-March 10, 2023
Evaluation Period, (In-person Presentations–Tier 3).....	February 8-10, 2023
Projects Approved	June 2023
RCO Issues Grant Agreements.....	July 1, 2023 (Estimate)
Project Completion Date	June 30, 2025

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 the following RCO manuals for this grant project:

- [Manual 23: No Child Left Inside](#)
- [Manual 8: Project Reimbursements](#)

Step 3: Application Due November 1, 2022

Applications must be submitted by November 1, 2022 by 11:59 p.m. RCO staff review the application for eligibility, completeness, and clarity. Applications deemed incomplete may be removed from the competition.

PRISM Data Fields

To start a grant application, be sure to complete the account set up steps listed on page 1, then go to PRISM Online to access the Application Wizard and select "+New Application." Select the No Child Left Inside grant program and the tier the application is for (Tier 1, Tier 2, or Tier 3).

PRISM Application Tips

- Please read the application instructions on each PRISM page. They are there to help!
- Follow the order of the application pages when making initial entries. If a page in the application is blank, that is probably because information wasn't entered on a previous page to populate the following pages.
- All questions must be answered on the Evaluation Criteria page. The answers will be used by the evaluators to score projects.
 - Tier 3 applicants: the Evaluation Criteria plus the presentation is how projects will be scored. Make sure the PowerPoint slides follow the same

order as the criteria in the application.

- Use the “i” icon next to each Evaluation Criteria to expand the question.
- On the Metrics pages, click on the yellow notepad icon next to text fields to add additional information. Notes should be added if “Other” was selected.
- If pasting in text from a Word document, be sure to proofread the entry because PRISM will sometimes alter the formatting and punctuation.

PRISM Attachments

There is an Attachments page in the PRISM Online application where every applicant must attach at least one project photograph in .jpg format. This photograph will be presented on the project snapshot page that is accessible to the public. Once uploaded, hover over each thumbnail and use access arrows to rotate sideways photographs. Applicants may upload more than one photograph; however, please have photograph release for images of any children.

While general letters of support are helpful, letters of commitment are better and these are what evaluators look for in their reviews of projects. Letters of commitment from direct partners will strengthen an application. These letters are optional attachments but are strongly encouraged. Please combine letters into one PDF and attach to PRISM.

Step 4: Evaluators Score Projects–January 27 to March 10, 2023

RCO provides Tier 1 and Tier 2 applications to the evaluators for review and scoring. Evaluators typically have 4-5 weeks to score the projects.

Tier 3 applicants: Presentations will be held February 8-10, 2023. Applicants will present their projects in front of an advisory committee, which will review and score the applications. RCO will schedule time for applicants to make presentations to the advisory committee.

Evaluation sessions for this category are 25 minutes long. Applicants will have up to 15 minutes to present a project. The remaining 10 minutes are reserved for questions and deliberation by the advisory committee.

Following evaluation, RCO staff will tabulate the scores and meet with the evaluators to validate the results, establish the 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 NCLI Web page under Grant Award History.

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

Step 5: RCO Issues Agreements–July 2023 (estimated)

RCO staff will issue grant agreements to funded projects in the summer or early fall of 2023. An agreement must be in place before work can begin.

All funded project sponsors are strongly encouraged to participate in the Successful Applicant Webinar during the summer of 2023. Watch the grant program Web page for the date.