

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.

The Recreation and Conservation Office (RCO) administers NCLI on behalf of the Washington State Parks and Recreation Commission. To score well in this highly competitive grant program, the proposed project must provide quality opportunities for underserved, underrepresented, and historically excluded youth to learn, play, and experience the outdoors.

RCO's application process is through PRISM Online. PRISM will guide applicants step-by-step through the grant proposal process. New applicants must request both a [SecureAccess Washington](#) account and a [PRISM account](#).

Application Schedule

Agreements for this reimbursement-based grant will be issued to successful applicants mid-summer 2025. Eligible costs cannot be incurred before the agreement is in place.

PRISM Opens for Applications.....	August 8, 2024
Applications Due	October 31, 2024
RCO Staff Review.....	November 1 to December 31, 2024
Evaluation Period.....	January 7 to March 7, 2025
Tier Two and Three Pre-scores Due	February 21, 2025
Tiers Two and Three Question and Answer Meetings with Evaluators via Zoom.....	March 3-7, 2025
Projects Approved by State Parks Director	May 30, 2025 (estimate)
RCO Issues Grant Agreements.....	July 31, 2025 (estimate)
Project Completion Date	June 30, 2027

Step 1: Applicant Reviews Materials and Prepares for August 8 Opening of Grant Round

- Review RCO manuals for this grant project:
 - [Manual 23: No Child Left Inside](#)
 - [Manual 8: Project Reimbursements](#) **This is a reimbursement-based grant.*
- If new to RCO grants, set up a PRISM account by following all of Step 2, here. Everyone working on an application should have a separate account.
- Visit the NCLI website and return periodically for announcements.
- An applicant conducting any restoration or stewardship activities must contact a grants manager to discuss eligibility.

Step 2: Write and Submit Application in PRISM

To start a grant application, go to PRISM Online to access the Application Wizard and select *+New Application*. Select the No Child Left Inside grant program and Tier One, Two, or Three (information about the tiers is in the NCLI manual, link above).

PRISM Application Tips

- Please read the application instructions on each PRISM page. They are there to help!
- To switch tiers during the process, please reach out to a grants manager. Do not begin a new application.
- 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 it.
- All questions must be answered on the *Evaluation Criteria* page. The answers will be used by evaluators to score projects.
- Use the *i* icon next to each evaluation criteria to expand the question.
- On the *Metrics* pages, click the yellow notepad icon next to text fields to add additional information. Notes should always be added if *Other* is selected.

- If pasting in text from a Word document, be sure to proofread the entry because PRISM will sometimes alter the formatting and punctuation of pasted material.
- Character limits include spaces and punctuation.
- 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, so the embedded terms throughout the application may differ from typical education programming vocabulary.

PRISM Attachments

There is an *Attachments* page in the PRISM Online application where every applicant must attach the following material:

Budget Worksheet

- Enter your project’s budget in an excel spreadsheet using this [template](#).
- Ensure numbers are consistent with the *Metrics* and *Cost* pages of the PRISM Online application.
- See *Example Entries* tab in the spreadsheet for examples.
- Tier Three applicants only: the budget worksheet should include the grant request amount and 25 percent match
- Successful grant recipients must attend one meeting in person in Olympia and travel costs are eligible for reimbursement. List associated costs in the subtotal area of budget worksheet and in *Other* text field of *Project Costs* in PRISM application.

Photographs

- One photo representing the application must be attached; more than one is allowed.
- Photographs must be in .jpg format.
- Photographs will be displayed on the Project Snapshot page of RCO’s website. Please have photograph releases for images of any children shown.
- Once uploaded, hover over each thumbnail and use arrows to rotate sideways

photographs.

Letters

- All letters must be combined into a single PDF. Evaluators will not open multiple letter attachments.
- Evaluators will review letters of commitment and letters of partnership to help them score the project.
- Letters should outline commitments from direct partners. Do not include general letters of support from participants, parents, etc.
- These letters are optional attachments but are strongly encouraged.

Step 3: Application Due October 31, 2024

The application must be submitted by October 31, 2024, by 11:59 p.m. RCO staff then will review the application for eligibility, completeness, and clarity. An application deemed incomplete may be removed from the competition.

RCO strongly encourages the applicant to submit at least a few days ahead of the deadline to ensure a smooth process. Staff will not be available in the evening to help with submission issues.

Grants managers are available to offer feedback about applications and requests should be made well in advance of the due date.

Step 4: Evaluators Score Projects–January to March 7, 2025

Evaluators will review and score the PRISM application along with supporting attachments (budget worksheet, photographs, and one pdf with letters of commitment) in early 2025.

Tier Two and Three applicants will be pre-scored by February 21, 2025. Only the top 50 percent of the projects (based on the advisory committee pre-scores) in both tiers will participate in a mandatory question and answer session with evaluators live over Zoom. Each Tier Two and Three applicant will be scheduled for a ten-minute question and answer session during the week of March 3.

Once evaluators have scored the project, RCO staff will create a ranked list and present it to the director of Washington State Parks for approval. Next, RCO will announce the results of the evaluation and post the preliminary ranked list on its [NCLI web page](#)

under Grant Award History.

Funding will be awarded to projects on the list, in ranked order, after funding is approved by the state Legislature.

Step 5: RCO Issues Agreements–July 2025 (estimated)

RCO staff will issue grant agreements to funded projects in the summer or early fall of 2025. The agreement must be in place before work can begin and costs are not eligible for reimbursement before that time.

RCO strongly encouraged all funded project sponsors to participate in the Successful Applicant Webinar during the summer of 2025. Watch the grant program web page for the date.