



North Carolina Schools Go Outside Grant

GO Grant Application Form – Field Trips

Please note: We will not accept photos (.jpg or .png files) of your GO Grant application. Applicants must complete and submit the original document or a PDF copy.

Applicant Information

Name of School: _____

County: _____ School District (If Applicable): _____

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____ (Day) _____ (Evening)

E-mail: _____

Name of School Bookkeeper/Treasurer: _____

Telephone Number for Bookkeeper/Treasurer: _____

E-mail for Bookkeeper/Treasurer: _____

Name of School Administrator: _____

E-mail of School Administrator: _____

GO Grant Beneficiaries

Grade(s) of students: _____

Number of participating classes: _____

Course subject of the class(es) that will benefit: _____

Number of participating students: _____

Number of participating teachers/adults: _____

Field Trip Description

Field trip destination(s):

Summary of field trip activities:

How will the field trip address topics being taught in class and benefit the students:

Will the field trip provide for the expansion of opportunities for students age 16 and under to engage in outdoor recreational activities, including but not limited to, hiking, horseback riding, boating, sport shooting and archery, bird watching and wildlife watching, camping, swimming, hunting, trapping, or fishing:

YES

NO

If yes, please identify which of the activities:

What other outdoor activities not listed above will the students participate in:

Date of field trip. If a date has not been finalized, please give a general time frame:

Is this field trip an annual or inaugural activity for the class:

Annual

Inaugural

If this is an annual field trip, how did your class/school fund this field trip in years past:

Budget Details

Total cost of field trip: _____

Amount requesting: _____

List out the specific items the GO Grant will fund:

Which of the following will be used for transportation to the filed-trip destination:

Activity Bus Charter Bus Train Other:

If you checked charter bus, please explain why the extra expense for renting a charter bus is necessary or required:

If awarded will these funds be used to:

Lower the cost of the field trip for all students.

Provide scholarships for a limited number of students who otherwise wouldn't be able to afford to go on the field trip.

If you checked scholarships, how many students do you expect to receive the funds: _____

Please provide a breakout of the cost by the following categories:

| | | | |
|--|----------|-------|-------------|
| Travel Cost (e.g. gas, train tickets): | \$ _____ | Total | Per Student |
| Activity Cost (e.g. passes, tickets): | \$ _____ | Total | Per Student |
| Material Cost: | \$ _____ | Total | Per Student |
| Food Cost: | \$ _____ | Total | Per Student |
| Lodging Cost: | \$ _____ | Total | Per Student |
| Other Cost: | \$ _____ | Total | Per Student |

(Please attach any supporting documentation for the expenditures listed above.)

Additional comments or information:

Guidelines Agreement

Please review the following in full and initial where indicated to show your agreement:

- Should changes need to be made to the original application (before or after a grant has been awarded) applicants **must** complete a GO Grant Amendment Form. If funds have already been awarded, grant recipients **must not** spend grant funds until the amendment has been approved by OHAC.

- If the applicant teacher leaves the recipient school, the school **must** complete a GO Grant Amendment form detailing which teacher will be taking over the program/field trip/structure project. Recipient schools **must not** spend grant funds until the amendment has been approved by OHAC.

- Shipping costs **must not** exceed more than 5% of the total amount requested.

- Grant funds **must not** be spent on items that were not approved by the Council in the original GO Grant Application or in a GO Grant Amendment. If a GO Grant recipient spends grant funds improperly, OHAC will require the recipient to return all improperly spent funds.

- GO Grant funds **must** be expended by the recipient within 60 days of receipt. Should a recipient need to adjust their project timeline, the applicant **must** complete a GO Grant Amendment Form.

- Within 30 days of GO Grant project completion, the recipient **must** submit receipts to OHAC (receipt, bank statement, copy of canceled check) showing that grant funds have been paid out and have been used for purchases approved in the GO Grant Application of GO Grant Amendment. **OHAC cannot accept invoices, order forms, or email correspondence as proof of purchase.**

- Within 30 days of GO Grant project completion, the recipient **must return** all unspent funds to OHAC.

- Within 30 days of GO Grant project completion, the recipient **must** submit photos of the project to OHAC.grants@nc.gov

Disclaimer and Signature

I acknowledge that this application was completed with true and accurate information. If the applicant and school are successful in receiving funding from the North Carolina Outdoor Heritage Advisory Council, we will use the funds in accordance with our outlined project plan and budget. Should we need to make changes to the application, I understand a GO Grant Amendment form must be completed and approved by the North Carolina Outdoor Heritage Advisory Council before I proceed with any changes contained within this application. Additionally, I acknowledge that all unexpended funds awarded will be returned to the North Carolina Outdoor Heritage Advisory Council within 30 days of completion of the field trip. Furthermore, I acknowledge I have read, understand, and agree to comply with the North Carolina Outdoor Heritage Advisory Council GO Grant Eligibility and Guidelines.

Signature of Applicant: _____

Date: _____ Applicant's Position: _____

Signature of Witness: _____

Date: _____

Please return this completed application along with any additional supporting documentation to:

The North Carolina Outdoor Heritage Advisory Council
1715 Mail Service Center
Raleigh, NC 27699-1715
OR
E-mail to OHAC.grants@nc.gov

For additional information, please contact:

Natalia Almeida
Grants Manager
919-707-4036
OHAC.grants@nc.gov
www.OutdoorHeritage.nc.gov

[Revised November 2022]