



WYOMING YOUTH FOR NATURAL RESOURCES



Application Instructions

Wyoming Youth for Natural Resources (WYNR) is a program designed to encourage Wyoming youth to develop imaginative wildlife and natural resources conservation projects that incorporate education, technology, volunteering and service to others. The program is a collaborative effort of the Wyoming Community Foundation and Wyoming Agriculture in the Classroom.

Grant funds are generated from an endowment created in 1999 by former Governor Jim Geringer. He established the endowment fund through the donation of proceeds from the sale of the Governor's complimentary hunting licenses as they are defined by Wyoming State Statute 23-1-705(a).

Eligible Organizations

Grants may be made to public schools, youth organizations or other nonprofit organizations exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code and, on occasion, to public/governmental agencies. Grants are not made to individuals. ***Generally, an organization may apply only once within a twelve-month period. Applications from organizations that did not submit final reports from prior grants will not be considered.***

Application Deadline

Proposals are reviewed annually. The deadline date is November 1.

Criteria

The program is designed to encourage Wyoming youth to learn about Wyoming's natural resources, about science and technology and their application to the well being of Wyoming's citizens. Proposals should include at least one of the following elements:

- address at least one wildlife or natural resource conservation issue (for example, habitat and open space enhancement and protection, or the relationship of industrial development to habitat, or non-consumptive wildlife management);
- serve as a catalyst to initiate conservation and/or best practices in the areas of wildlife and natural resources;
- encourage the involvement of young people in volunteer activities centered around natural resources;
- apply new technologies (for example, geographic information systems or remote sensing to classroom learning); and
- consider sustainability of the proposed project once grant funding has ended.

In addition to evaluating each proposal against the above elements, the WYNR Advisory Committee asks the following questions about each grant request:

- Is the proposed project youth centered?
- Do youth have active participation in the project?

- Does the proposal emphasize the project rather than simply requesting funds for equipment?
- Does the proposed project have measurable outcomes and objectives?
- Does the proposed project collaborate with other agencies, organizations or businesses?
- Does the proposed project have other funding sources?

Awards generally range in amounts between **\$500** and **\$5,000**. Grants of greater or lesser amounts will be considered.

Application Forms

As outlined in the Application Format section, there are required forms that must accompany your application. If you received a hardcopy of these instructions, the forms should be in this packet. If you are downloading the information from the WYCF website, you will find the link for these forms on the same webpage as these instructions.

Application Format

1. Application Cover Sheet

Complete *WYNR Application Cover Sheet*. Please note the following:

- Public Schools: please note if you are applying through a public school. The applicant organization is the school district. The application cover sheet should be completed with information specific to the school district and signed by an individual authorized to sign on behalf of the school district. All correspondence will be mailed to the school district.
- Youth Organizations: if you are applying on behalf of an unincorporated youth organization, you must have a fiscal sponsor that has a 501(c)(3) or is otherwise tax exempt. The cover page should be completed with information specific to the fiscal sponsor, as they are the applicant agency. All correspondence will be mailed to the fiscal sponsor.
- City or government agencies: municipalities and government agencies may apply for funds. Please note that the cover sheet must be signed by an individual that is authorized to sign on behalf of the city (Mayor) or agency director.

2. Application Narrative

Use the following outline and **do not omit any headers**.

- Purpose of the Grant
 - The problem or opportunity addressed and how that focus was determined
 - Specific activities for which you seek monies, including:
 - What you plan to do?
 - Who will carry out those activities?
 - When you plan to carry out those activities?
 - How does your proposal meet the Wyoming Youth for Natural Resources criteria?
 - Please list other cooperating partner/s participating in the activity, if any and explain their role/s.
- Evaluation
 - The expected results during and after the funding period
 - How success will be defined and measured
 - Who will be involved in the evaluation process?
- Continuation
 - Is this a one-time or a continuing project?
 - If continuing, how will you support the project after this grant has been expended?

3. Financial Information

- a. Expense and revenue budget for program/project (**use *WYNR Project Budget form***)
- b. Agency budget for current fiscal year and for most recently complete fiscal year. (governmental agencies or public entities please disregard)

4. Attachments

- a. Letters of support from any cooperating partners (as indicated in section 2. a. iv.) and others, if applicable
- b. Copy of 501(c)(3) determination letter from the Internal Revenue Service (governmental agencies or public entities please disregard)
- c. Final report for previously funded grant, if applicable

Instructions for Submitting an Application

Mail one (1) copy of the complete application, including all attachments, to the address below by **5:00 PM on NOVEMBER 1**. Please do not bind your proposal. Applications will not be accepted by fax or email.

Wyoming Community Foundation
Program Officer
313 S. 2nd Street
Laramie, WY 82070

If you need clarification of these instructions or have other questions, please call us at 1-866-708-7878 or 307-721-8300.

Review Process

The Wyoming Community Foundation acknowledges by mail all proposals received. After initial staff screening to make sure that a proposal meets required criteria, proposals will be forwarded to the Education Coordinator of Wyoming Ag in the Classroom. The WAIC Education Coordinator is responsible for the second screening and distribution of all applications to the WYNR Advisory Committee. The WYNR Advisory Committee will review, evaluate and make recommendations on all proposals. On occasion, the advisory committee will seek more information from applicants during the review process by either making a site visit or phone call. Notification to applicants will be released by January 31.

