



Partner Support Program

Technical Assistance with Funding SAMPLE

Application **Although fake place names have been used, much of the text for this sample is provided by an applicant who applied for a similar funding opportunity and is used here with permission.*

Instructions: Complete all sections as completely and concisely as possible.

The responses to Items 4 to 11 will be used to prioritize proposals and assign Trail staff to assist with selected projects. **Length limits:** Item 4, 1500 words; Items 5-10, 500 words per section.

Upload completed applications to Grants.gov

<p>1. Project/Program Title or Name:</p>	<p>Discovering the Science of Lewis and Clark through Outdoor Interactive Education Stations at the <i>Anywhere State Historical Museum in Mystery, Icansew.</i></p>							
<p>2. Contacts: Organization Name</p>	<p>Mr. I. Will Bethere</p>							
<p>2a. Name[s]</p>	<p>(Primary Contact Name)</p>	<p>(Secondary Contact Name)</p>						
<p>2b. Mail address</p>	<p>Make sure this section is complete and accurate. The contact person should be the individual who knows most about the project and who will be available for questions at the numbers/emails provided.</p>							
<p>2c. Telephone number[s]</p>								
<p>2d. E-mail address[es]</p>								
<p>2e. Is your organization a nonprofit, educational, local, state, or tribal organization?</p>	<p>Yes</p>	<p>No</p>						
<p>3. Indicate the nature of this request:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"> <p>Technical assistance, plus funding of:</p> </td> <td style="width: 40%; text-align: right;"> <p>\$ 5,000 to \$ 9,999</p> </td> </tr> <tr> <td> <p>If you are applying for funding, please choose the box that most closely aligns with how you will use these funds for your project as opposed to choosing one to formulate a budget around.</p> </td> <td style="text-align: right;"> <p>\$10,000 to \$14,999</p> </td> </tr> <tr> <td></td> <td style="text-align: right;"> <p>\$15,000 to \$20,000</p> </td> </tr> </table>			<p>Technical assistance, plus funding of:</p>	<p>\$ 5,000 to \$ 9,999</p>	<p>If you are applying for funding, please choose the box that most closely aligns with how you will use these funds for your project as opposed to choosing one to formulate a budget around.</p>	<p>\$10,000 to \$14,999</p>		<p>\$15,000 to \$20,000</p>
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If your application does not include a request for funding, go to <http://www.nps.gov/lecl> for information on the technical assistance (only) application process.

NOTE: Technical assistance offered subject to availability of staff time and schedules.

NOTE: Funding subject to availability, as based on federal and Trail budget.

- 4. Project or Program Description:** Provide a detailed summary of the project, program or issue. Articulate clearly and specifically the who, what, where, when and how of the program (include anticipated program products or actions, timelines, locations, benchmarks, budget, essential personnel involved, etc.)(1500 word limit)

The *Anywhere Historical Society* is seeking funds to complete the interpretive and landscaping elements for the Lewis & Clark Scientific Discovery Trail next to the state museum in *Mystery, Icansew*. The trail is designed to teach visitors about the scientific aspects of the expedition through a combination of information panels, hands-on interpretive stations, native plants, and sculptural elements. The exhibit is free and open during normal museum hours.

The Scientific Discovery Trail uses science as a unique way to interpret the history of the expedition. Not only will visitors experience the fascinating story of the expedition and its mission, but they also will learn the basics about the related scientific disciplines and their methods of inquiry. Joining two areas of study like history and science can strengthen the learning process by appealing to multiple interests.

We estimate this project will be completed within six months using the following timeline with benchmarks:

December 1st: Staff reviews original kiosk and sign plans and makes any necessary changes

January 1st 20XX: Staff presents text to reviewers for comment (due in three weeks).

February 1st: Staff completes final text draft for interpretive panels

February 14th: Staff sends kiosk designs and panel to fabricators

April 1st: Landscapers install irrigation system

May 1st: Purchase and install final plants

May 16th: Install kiosks and signs

Budget

Sign fabrication: 2 X \$X

Sign stands: 2 X \$X

Hands-on elements: \$X,XXX (sextant) + \$X,XXX (weather station)

The timeline and budget estimates are great. Be as realistic as possible and use real numbers, not "guesstimates;" do your research. A bit more specificity is needed to describe how this program will meet its goal. How will having these interpretive stations ensure that the scientific principals and discoveries of the expedition are learned?

Concrete pads and installation: 2 X \$XXX

Irrigation/sprinkler system: \$X,XXX

Plants: \$XXX

Total: \$X,XXX

The completion of this project will take collaboration from many sectors of the community: *Anywhere Historical Museum's* Education Specialist will be an essential person involved in this project as well as other museum staff, *Mystery Park* and Recreation staff, members of the Friends of the Historical Museum, professors from *Mystery State University*, experts from *Mystery Astronomical Society*, expertise from Lewis and Clark National Historic Trail, and others.

- 5. Projects must demonstrate a clear connection to the Lewis and Clark National Historic Trail and its mission, which is:**
Lewis and Clark National Historic Trail will work in partnership to protect the Trail for the enjoyment, education, and inspiration of all people.
Detail how assistance from the National Park Service will help meet both your organization's mission and the mission of the Lewis and Clark National Historic Trail. (500 word limit)

The town of *Mystery* is not located on the Lewis and Clark Trail, but we believe the museum has an important role to play in interpreting the expedition's story. *Icansew* is a very rural state, with huge expanses of wilderness covering much of its area. Most visitors to *Icansew* use *Mystery* as a transportation hub and base for exploring the rest of the state. In addition, *Mystery* and the surrounding suburbs house the bulk of the state's population including its two largest school districts. With that in mind, assistance from the National Park Service will reinforce the *Anywhere State Historical Museum's* role in promoting this national story in the state with the Scientific Discovery Trail as its voice, meeting the needs of residents and out-of-state visitors interested in the trail.

Although not necessary that projects be located "on" the Lewis and Clark National Historic Trail, they MUST have a compatible mission. In this example *Anywhere State Historical Museum* exists to preserve its state history, which Lewis and Clark is a part.

6a. Describe how the proposed project or program meets an unmet public purpose or need. (Relate to local, regional or national levels.)(500 word limit)

The Scientific Discovery Trail features a series of winding paths that lead through a garden of native plants and educational kiosks. Visitors exploring the exhibit encounter hands-on activities related to ethnography & anthropology, botany, geology, zoology, and navigation. Unfortunately, due the downturn in the economy, the museum was unable to finish all of the planned elements in the exhibit. This leaves a gap in the interpretive story. Two of the sciences important to President Jefferson and the Corps, meteorology and cartography, are not currently represented.

Assistance would help the Historical Society add the last two hands-on kiosks and finish our landscaping. Since this would be the last addition to a large project most of the work has already been accomplished. Basic design schematics, garden layout, and interpretive text have already been completed. The first kiosk would describe the tools and methods the expedition used to measure the weather. Visitors would be invited to observe current weather conditions with the naked eye and a series of attached scientific instruments (thermometer, anemometer, and barometer). These observations would then be recorded at the station through a series of movable dials and flip cards. The second kiosk would describe the important contribution the expedition made in mapping the west. Connected to the station would be a simplified sextant. Visitors could peer through the instrument and try to measure the height of a simulated North Star in the distance. The visitors may then use the angle of the object off the horizon to calculate their current latitude. We would use the landscaping funds to finish our irrigation system and add plants to the garden.

Identify the NEED...for instance, “a gap in the interpretive story”; Provide evidence that there is a need: In this example this program was part of the overall museum interpretive plan, which was never completed; it also includes content not available elsewhere through this method of delivery; This example describes well how this need will be met but could be stronger by sharing the consequences of it not being met.

6b. Identify groups, organizations, or sectors of the public that will benefit from the successful completion of the proposed program or action. Describe the beneficial outcomes to these groups and the general public. (500 word limit)

The *Anywhere State Historical Museum* is very popular with elementary school age classes studying *Icansew History*. It is also very popular with families. With this in mind, the museum targeted our hands-on activities in the Scientific Discovery Trail at a 3rd-6th grade level. We believe though that the exhibit has much wider appeal. For example, many of the activities would also be appealing to a younger audience with adult guidance and older visitors are often intrigued by hands-on activities even if they are designed for a younger demographic. Finally, we believe our unique interpretive perspective will satisfy history buffs, who already know a great deal about Lewis and Clark, as well as act as a hook, to capture the interest of a visitor who might be more interested in science than history.

This example does a good job of explaining who will benefit from the addition of these interpretive exhibits, but is lacking in its description of the outcomes. What is it these groups are benefitting from? Is it greater depth and understanding of the story? Whatever the outcome is, it is important to state it here.

- 7. Identify partners who have committed to help accomplish this project:** Identify any organizations, agencies, or tribal groups involved in the project's progress or completion. Describe partner roles and responsibilities, including personnel, actions planned or completed, financial support for this project, and history of successful completion of similar projects. (500 word limit)

The Museum has partnered with the *City of Mystery Parks and Recreation* department on design review of the original layout of the surrounding garden and will continue to work with the department throughout the final landscaping. In addition, the museum staff has worked with members of three area Indian tribes, *X, Y, and Z*, as well as professors from *Mystery State University* to complete interpretation for the Scientific Discovery Trail. For final review of our last two panels we hope to partner with the staff of the Lewis and Clark National Trail overall review), *The Mystery Astronomical Society* (on the sextant mapmaking kiosk) and *Professor Comet Star of Stellar State University* (on the meteorology kiosk).

Start early and get commitments from partners for your project. If you don't have commitments then at least identify who you would like to see as part of your project. It is critical also to envision how these partners will contribute to the project; as seen here: "landscaping, interpretation, review," etc.

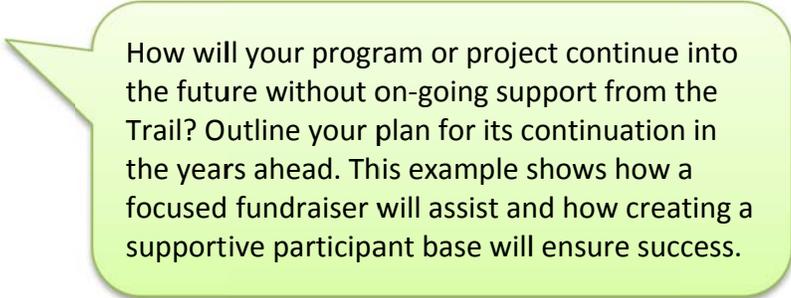
- 8a. What contributions will you make to assure successful completion of the project/program?** (Describe available resources including personnel, actions planned or completed, and financial support.) (500 word limit)

This project has already been partially funded by the *Icansew Governor's Lewis & Clark Trail Committee, Clarksy 2008, Friends' of the Historical Museum*, the National Park Service, and other private foundations. Most of the work has already been accomplished: Basic design schematics, garden layout, and interpretive text have already been completed. The plans are in place to add two outdoor kiosks to finish this interpretive trail. Partners are ready to assist with its completion. The museum's dedicated staff is ready to invest time and expertise to work collaboratively with partners on this project.

Detail what your organization will do to have a successful project. What does it take? How will this happen?

8b. How will the project or program be sustained after Trail technical assistance is completed? (Address staffing, maintenance, financial, and other aspects of long-term management of the project or program.) (500 word limit)

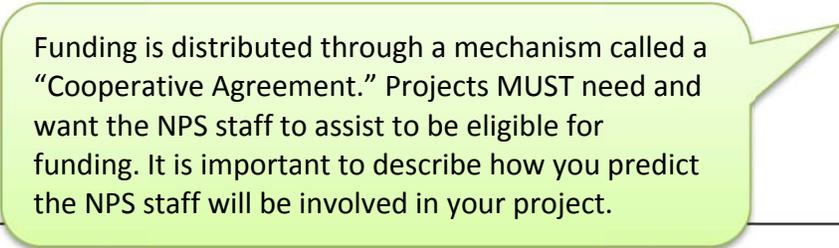
The sustainability of this trail will come from the audiences it intends to reach. The Education Specialist will work with classroom teachers and youth group leaders to develop curricula that can be complemented by this trail. Increasing the trail's worth to the education community will motivate the community to ensure its existence. The museum will also work to recruit a volunteer cadre that will lead guided interpretive and education tours of the trail and who will be keen observers of the needs of the trail so these will be immediately tended to by museum maintenance staff. The museum will work with its Friends group to have a focused fundraiser for trail awareness, upkeep and ongoing education activities.



How will your program or project continue into the future without on-going support from the Trail? Outline your plan for its continuation in the years ahead. This example shows how a focused fundraiser will assist and how creating a supportive participant base will ensure success.

9. Describe the technical assistance requested: Refer to the descriptions below for the general areas of technical assistance available. Describe the type of technical assistance requested including subject matter or area of expertise. Explain how Lewis and Clark staff will support the project (for example: provide consultation or assistance with specific subject matter area, participate on a planning team, program or project scoping, coordination with other organizations, etc.). Describe when and for how long Lewis and Clark staff involvement in the project or program is needed. (500 word limit)

We anticipate Lewis and Clark staff being involved in this project from start to finish. We foresee the Education Specialist assisting in the development and review of curriculum-based programming for the Scientific Discovery Trail, the Interpretive Specialist helping to review and write text for the kiosks and determining the best locations for the outdoor displays. We intend to work with the Volunteer Specialist to assist with recruitment efforts.



Funding is distributed through a mechanism called a "Cooperative Agreement." Projects MUST need and want the NPS staff to assist to be eligible for funding. It is important to describe how you predict the NPS staff will be involved in your project.

10a. Describe as completely as possible the consideration given to include tribes or tribal consultation in the project. (500 word limit)

The museum staff has worked with members of three area Indian tribes, *X, Y, and Z*, to develop text for the exhibits thus far on the interpretive trail. We hope to gain their perspectives again for the last two kiosk exhibit installations.

We understand that tribes will determine for themselves any involvement in your project. We want to know if you have considered how tribes could be involved and if you have consulted with tribes to find out if they have an interest, desire or preference about how to be involved in your project.

10b. Describe environmentally responsible practices that will be implemented during the course of the project. (For example: repurposing materials, Green purchases or alternatives, recycling of wastes, etc.) (500 word limit)

The display kiosks will be made from recycled plastic milk jugs, the banners from recycled vinyl, the trail itself is a permeable surface of pavers.

Are you printing brochures on recycled paper with soy ink? Powering your technology with solar energy? Providing a workshop with minimal handouts? Let us know!

11a. Describe anticipated effects to the surrounding environment as a result of the proposed project or program, such as ground disturbance, historic building alterations, and impacts on plants, wildlife or habitats. (500 word limit)

The kiosks will be placed in the ground in the same area where the Scientific Discovery Trail exists now. It is part of an already planned landscape outside of the museum on museum property.

It is important to demonstrate serious consideration of potential environmental impacts from the project. It is better to list actions that may impact than not list them, even if the impacts may be minor.

11b. How might the project limit public access or impact commercial enterprises? (500 word limit)

This project actually creates more public access to an outdoor area and helps to connect other museum sites in *Mystery*.

The use of federal funds requires complying with federal laws. Answers to these questions help NPS staff determine if you need guidance meeting environmental and historic preservation laws.

The vision of the Partner Support Program is to have staff and partners work together to protect resources, communicate the stories, and enhance the visitor experience; leaving a legacy for future generations. To further this goal, the Trail staff provides a broad spectrum of support to partners. Such support includes but is not limited to the following:

Technical assistance:

- Consultation on subjects and in areas of individual staff expertise (see below)
- Facilitation of meetings, planning processes, and similar activities in support of program development
- Training on subjects and areas supportive of the Trail and partner missions
- Liaisonship and network development
- Customer service, such as a source of information, or short-term assistance
- Limited funding; subject to availability, as based on federal and Trail budget

Staff positions and subject areas

Cultural Resource Specialist	Identify and protect cultural resources and historic sites significant to Trail and Lewis and Clark story; National Historic Preservation Act compliance
Education Specialist	Curriculum development and educational programming development and consultation for formal and informal educators; inclusion of tribal perspective in educational materials.
Environmental Protection Specialist	Environmental law, regulation and compliance; environmental planning, impact analysis, mitigation and collaboration.
Geographer	GIS and remote sensing-based natural resource inventory and analysis, landscape modeling and visualization, cultural geography, historical geography, cultural landscapes, and public lands
Interpretive Specialist	Planning and implementing interpretive exhibits, media, and programs; guides interpretive planning and production; publication design and development
Natural Resource Specialist	Identify, enhance and protect natural and scenic resources significant to Trail and Lewis and Clark story; collaboration with multiple land management agencies
Outdoor Recreation Planner	Recreation planning, recreational trails, water trails, public parks, ADA, public access, public use capacity, recreational opportunities
Volunteer Program Manager	Planning, development and management of volunteer programs; identifying needs for volunteers; determine recruitment methods



This is a simple description of the expertise we have on the Trail Partner Support Program Team. Please call us if you have a question regarding the extent of our knowledge in any particular area.