



GO GRANT APPLICATION FORM

FIELD TRIPS & VISITING PROGRAMS

Please note:

- We will not accept photos (JPG/PNG files) of your GO Grant application.
- Applicants must complete and submit the original document or PDF copy.
- Please ensure that you have read and understood our guidelines before submission.

APPLICANT INFORMATION

Name of School: _____

County: _____

School District (if applicable): _____

Name of Applicant: _____

School Mailing Address: _____

School Billing Address (if different): _____

Telephone: _____

Email: _____

Name of School Bookkeeper: _____

School Bookkeeper's Telephone: _____

School Bookkeeper's Email: _____

Name of School Administrator: _____

School Administrator's Telephone: _____

GO GRANT BENEFICIARIES

Grade(s) of Students: _____

Number of participating classes: _____

Number of participating students: _____

Number of participating adults: _____

What course subjects will it benefit? _____

DETAILED DESCRIPTION

Field trip destination(s): _____

Summary of field trip activities: _____

How will the field trip support your curriculum and benefit the students:

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

Yes

No

If yes, please identify which 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 timeframe):

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 trip previously?

BUDGET DETAILS

Total cost of field trip: _____

Requested amount (\$2,500 cap on campus) / \$3,000 cap off campus): _____

What specific items will the GO Grant fund? _____

Which transportation option will you be using for this field trip?

Activity Bus

Charter Bus

Train

Other:

If you selected charter bus, please explain why the extra expense for a charter bus is required (please note we will only fund up to \$1,000 for charter buses):

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 will receive one? _____

BUDGET DETAILS CONTINUED

Please provide a breakdown of the field trip costs:

Travel (e.g. gas, train tickets):	\$ _____	Total	Per Student
Activity (e.g. passes, tickets):	\$ _____	Total	Per Student
Materials:	\$ _____	Total	Per Student
Food:	\$ _____	Total	Per Student
Lodging:	\$ _____	Total	Per Student
Other:	\$ _____	Total	Per Student
TOTAL:		\$ _____	

Please attach any supporting documentation for the expenses listed above.

Additional comments or information: _____

GUIDELINES AGREEMENT

Please ensure you have read and understood our guidelines (*GO Grant Amendment Forms and Guidelines can found on the “Apply” page of our website) then 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, recipients **must not** spend grant funds until the amendment has been approved by the Council.

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 project. Recipient schools **must not** spend grant funds until the amendment has been approved by the Council.

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 Form*. **If a recipient spends funds improperly, the Council will require the recipient school to return all misspent 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 TWO documents showing proof of purchase** that grant funds have been used appropriately. **The Council cannot accept invoices, order forms, quotes, or email correspondence as proof of purchase.** We require receipts, check stubs, and/or account transaction statements as proof of purchase. The Council is not responsible for contacting businesses, organizations, or central school offices for said proof of purchase.

Within 30 days of GO Grant project completion the recipient school **must** return all unspent funds to the Council. Within 30 days of GO Grant project completion the recipient school **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 to this original application. Additionally, I acknowledge that all unspent funds will be returned to the North Carolina Outdoor Heritage Advisory Council within 30 days of completion of the project. Furthermore, I acknowledge I have read, understand, and agree to comply with the North Carolina Outdoor Heritage Advisory Council GO Grant Eligibility and Guidelines located on the Council's website.

Signature of Applicant: _____

Date: _____

Applicant's Position: _____

Signature of Witness: _____

Date: _____

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

N.C. Outdoor Heritage Advisory Council
1715 Mail Service Center
Raleigh, NC 27699-1715

OR GoOutside@nc.gov

For additional information, please contact:

Natalia Almeida, Grants Manager
919-707-4036
GoOutside@nc.gov
www.GoOutside.nc.gov