

# 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: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

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: \_\_\_\_\_

School Administrator's Email: \_\_\_\_\_

## 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 18 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:

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If no, please provide a justification for your application and description of what other outdoor activities (not listed above) students will participate in:

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Date of field trip (if a date has not been finalized, please give a month):

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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?

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## BUDGET DETAILS

Total cost of field trip: \_\_\_\_\_

Requested amount - \$2,500 cap on campus / \$3,000 cap off-campus (please note we can award an additional \$1,000 per day for overnight field trips, up to a cap of \$5,000):

\_\_\_\_\_

What specific items will the GO Grant fund?

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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, with the exception of approved overnight field trips):

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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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SUB-W9

Have you received a grant from us in the last 2 years?

Yes

No

If no, please have your finance department complete the attached blank Sub-W9.

# GUIDELINES AGREEMENT

Please ensure you have read and understood our guidelines in full (\*GO Grant Amendment Forms and Guidelines can be found on the “Apply for a GO Grant” page of our website) then review the following in full and initial where indicated to show your agreement:

- A GO Grant Application must be completed in its entirety; no sections shall be left blank. Failure to complete the application in full will result in rejection.
- Applications **must** be signed and dated by both the applicant and the witness.
- 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 the Commission.
- **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 the Commission.
- Grant funds will be sent directly to the school system and made available within 45 days of the program/project date.
- An outdoor learning center/structure must be able to accommodate an entire class.
- Shipping costs **must not** exceed more than 5% of the total amount requested.
- Charter bus costs **must not** exceed \$1,000 (except for approved overnight field trips).
- Grant funds **must not** be spent on items that were not approved by the Grant Selection Committee in the original GO Grant application or in a GO Grant Amendment. If a GO Grant recipient spends grant funds improperly, the Commission 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 please complete a GO Grant Amendment Form.
- **Within 30 days of GO Grant project completion, the recipient must submit proof of payment to the Commission showing that grant funds have been paid out and have been used for purchases approved in the GO Grant Application or GO Grant Amendment. The Commission cannot accept invoices, order forms, or email correspondence alone as proof of purchase. Accepted documentation includes:**
  - 1. A copy of a check stub and/or account transaction summary for each purchase AND**
  - 2. A receipt, invoice, or purchase order for each purchase.**
- Within 30 days of GO Grant project completion, the recipient must return all unspent funds to the Commission. Unspent grant funds are to be sent by check made payable to:

**N.C. Youth Outdoor Engagement Commission  
1715 Mail Service Center  
Raleigh, NC 27699-1715**

- Within 30 days of GO Grant project completion, the recipient must submit photos of the project to GoOutside@nc.gov. Please note by initialing below you agree that any submitted photos may be used by the N.C. Youth Outdoor Engagement Commission for promotional purposes, including on print materials, social media, and associated websites.
- Please note, we do not accept applications for programs/projects that have already been completed and will not reimburse past programs/projects.

Initial: \_\_\_\_\_

## 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 Youth Outdoor Engagement Commission, 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 Youth Outdoor Engagement Commission before I proceed with any changes to this original application. Additionally, I acknowledge that all unspent funds will be returned to the North Carolina Youth Outdoor Engagement Commission within 30 days of completion of the project. Furthermore, I acknowledge I have read, understand, and agree to comply with the North Carolina Youth Outdoor Engagement Commission GO Grant Eligibility and Guidelines located on the Commission'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. Youth Outdoor Engagement Commission  
1715 Mail Service Center  
Raleigh, NC 27699-1715

OR

GoOutside@nc.gov

For additional information, please contact:

919-707-4030  
GoOutside@nc.gov  
www.GoOutside.nc.gov



**STATE OF NORTH CAROLINA**  
**SUBSTITUTE W-9 FORM**  
**Request for Taxpayer Identification Number**



NC Office of the  
 State Controller  
 (IRS Form W-9 will not be  
 accepted in lieu of this form)  
**\*Denotes a Required Field**

**Section 1 – Taxpayer Identification**

<p><b>*1.</b> Social Security Number (SSN),          OR          Employer Identification Number (EIN),          OR          Individual Taxpayer Identification Number (ITIN)</p> <p><b>*2.</b></p> <p align="center"><b>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</b></p>	<p>Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.</p>		
<p><b>*4. Legal Name</b> (as shown on your income tax return):</p>	<p><b>3. Dunn &amp; Bradstreet Universal Numbering System (DUNS)</b> (see instructions)</p>		
<p><b>5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:</b></p>	<p align="center"><b>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</b></p>		
<b>Contact Information</b>			
<p><b>*6. Legal Address</b>  <b>(DO NOT TYPE OR WRITE IN THIS FIELD)</b></p>		<p><b>7. Remittance Address</b> (Location specifically used for payment that is different from Legal Address, if applicable)</p>	
<p><b>*Address Line 1:</b></p>		<p><b>Address Line 1:</b></p>	
<p><b>Address Line 2:</b></p>		<p><b>Address Line 2:</b></p>	
<p><b>*City</b></p>	<p><b>*State</b></p>	<p><b>*Zip (9 digit)</b></p>	<p><b>City</b>      <b>State</b>      <b>Zip (9 digit)</b></p>
<p><b>*County</b></p>		<p><b>County</b></p>	
<p><b>*8. Contact Name:</b></p>			
<p><b>*9. Phone Number:</b></p>			
<p><b>10. Fax Number:</b></p>			
<p><b>11. Email Address:</b></p>			
<b>*12. Entity Type</b>		<b>*13. Entity Classification</b>	<b>14. Exemptions (see instructions)</b>
<p>Individual/Sole Proprietor/Single-member LLC      C-Corporation      S-Corporation</p> <p>Partnership      Trust/Estate      Other _____</p> <p>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____</p>		<p>Medical Services</p> <p>Legal/Attorney Services</p> <p>NC Local Govt</p> <p>Federal Govt</p> <p>NC State Agency</p> <p>Other Govt</p> <p>Other (specify)</p>	<p>Exempt payee code (if any):</p>
<p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p>			<p>Exemption from FATCA reporting code (if any):</p>

**Section 2 - Certification**

<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. citizen or other U.S. person (defined later in general instructions), and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol>			
<p>Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website (<a href="https://www.irs.gov/">https://www.irs.gov/</a>):</p>			
<p><b>*Printed Name:</b></p>		<p><b>*Printed Title:</b></p>	
<p><b>*Authorized U.S. Signature:</b></p>		<p><b>* Date:</b></p>	

Please complete the "Modification to Existing Vendor Records" section below if there have been any changes to the following: Tax Identification Number (TIN), Legal Name, Business Name, Remittance Address

Return to the NC State Agency from which you are requesting payment.



# GO GRANTS QUICKGUIDE

## FOR APPLICANTS & BOOKKEEPERS

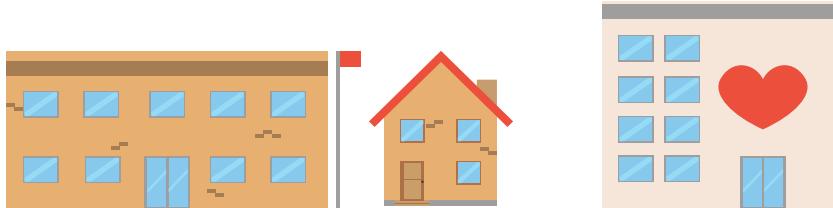
Our mission is to encourage and strengthen young North Carolinians' connection to nature by providing opportunities to engage with the outdoors.

### OUR IMPACT

Go Outside (GO) Grants have impacted students across North Carolina, providing opportunities for outdoor experiences and hands-on learning.

- 270,000+ students impacted
- 96 counties served
- 980+ grants awarded
- \$5,985,000+ awarded to schools and nonprofits  
(data from July 2019-August 2023)

### WHO CAN APPLY?



Schools (public and private), home school associations, and 501(c)(3) organizations.

Remember: we accept applications on a rolling basis!

# WHAT DO WE FUND?

There are four categories of GO Grant that you can apply for!

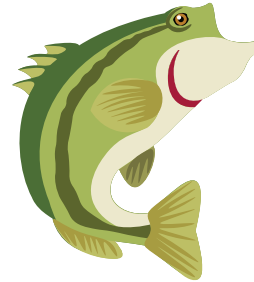
## CATEGORY 1

Up to \$20,000 for advanced outdoor on campus structures:



### AGRICULTURAL STRUCTURES

Animal barns with livestock, mini farms, greenhouses with aquaponic/hydroponic systems for plant propagation.



### AQUATIC ACTIVITIES STRUCTURES

Docks for fishing and/or canoeing/kayaking activities. May include the purchase of fishing rods and canoes/kayaks.



### ARCHERY RANGES

Outdoor archery lanes which may include the purchase of targets, bows, and arrows.

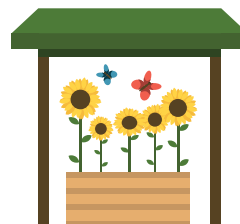
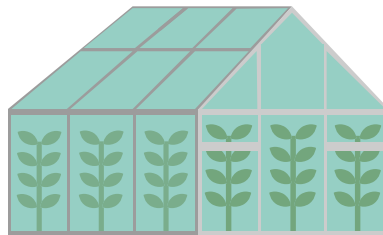


### EDUCATIONAL NATURE TRAILS

Construction of hiking trails, may include the building of footbridges and interpretive signage.

## CATEGORY 2

Up to \$15,000 for standard outdoor on campus structures:

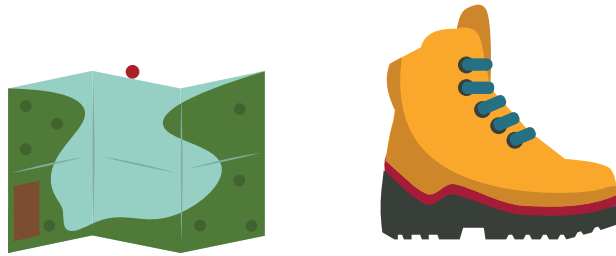


Includes basic greenhouses, pollinator gardens, vegetable gardens, and outdoor classroom structures with seating.

### CATEGORY 3

Up to \$3,000/\$5,000\* for outdoor field trips:

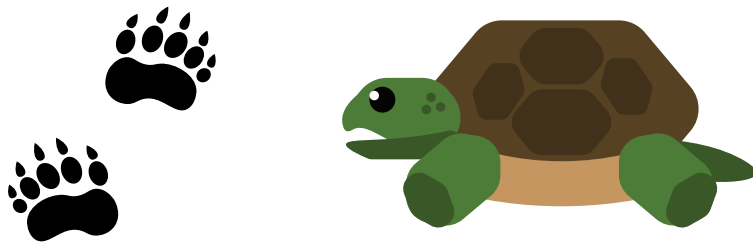
\*There is a raised cap of \$5,000 for multi-day field trips.



Outdoor field trips that may include activities such as hiking, camping, fishing, wildlife watching or visits to State Parks, outdoor educational and recreation centers.

### CATEGORY 4

Up to \$2,500 for on campus outdoor programs:



Visiting educational programs from museums, zoos, aquariums, and STEM learning centers.

## WHAT DON'T WE FUND?



Sports equipment, electronics\*, playgrounds

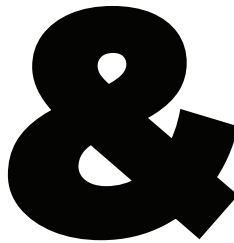
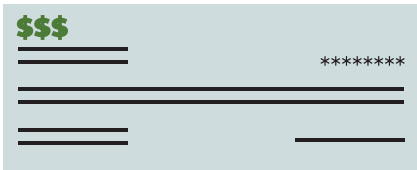
\*Except where integral to outdoor learning activities e.g., trail cameras and greenhouse equipment.

# CHECKLIST FOR APPLICANTS/BOOKKEEPERS

Once you've completed your field trip or structure, this is what we'll need to close out.

Remember: You have 30 days from your completion date to send this documentation to [GoOutside.nc.gov](http://GoOutside.nc.gov)

1. We require TWO FORMS of proof of payment for EACH PURCHASE:



A copy of a check stub and/or account transaction summary.

A receipt, invoice, or purchase order.

What if my school was awarded a GO Grant but the original applicant has left the school, my timeline has changed, or costs have changed?



Please download our Amendment Form from the grants page at [www.GoOutside.nc.gov](http://www.GoOutside.nc.gov). Fill the document in with your request and email it to [GoOutside@nc.gov](mailto:GoOutside@nc.gov). It will be reviewed by our team and you'll be notified of the outcome.

Important! Please do not spend any funds until you have received confirmation that the amendment request has been approved.



2. Funds leftover? Please return unspent funds to us by check made payable to:

N.C. Youth Outdoor Engagement Commission  
1715 Mail Service Center  
Raleigh, NC 27699



3. We love to share what our grant recipients have achieved (and it's also part of our reporting process!)

Please send photos of your field trip or structure to [GoOutside@nc.gov](mailto:GoOutside@nc.gov)

## QUESTIONS?

See our full guideline on the grants application page “Apply for a GO Grant” at:

[www.GoOutside.nc.gov](http://www.GoOutside.nc.gov)

For further questions, please email:

[GoOutside.nc.gov](mailto:GoOutside.nc.gov)

