

# **UMRCC Field Trip Fund Application Information**

The Upper Mississippi River Conservation Committee (UMRCC) Field Trip Fund program is a grant initiative designed to help schools, or school associated organizations in Minnesota, Wisconsin, Iowa, Illinois and Missouri fund field trips to the Mississippi River. Grants will not exceed \$250 and two grants per state are available each school year.

The goal is to enable students to develop knowledge of, appreciation for, and a sense of stewardship of the Mississippi river, the fish and wildlife and their habitat. Meeting this goal may include varied activities such as studying water quality and the Mississippi River watershed, engagement in outdoor related recreational opportunities as well as post trip classwork activities such as writing, mapping or art activities.

The UMRCC was established in 1943 with the goal to: "Promote the preservation and wise utilization of the natural and recreational resources of the Upper Mississippi River and to formulate policies, plans and programs for conducting cooperative studies." The UMRCC is an organization of Upper Mississippi River states. Members include staff from federal, state and non-profit organizations from Minnesota, Wisconsin, Iowa, Illinois and Missouri. For more information go to: [www.umrcc.org](http://www.umrcc.org)

## **Who is eligible?**

Teachers who are conducting a field trip for 15 or more students to the Upper Mississippi River and meet one of the following criteria for providing Mississippi River expertise as a field trip component:

- Teachers who have attended a river related teacher workshop.
- Teachers with experience working with biologists/educators from state or federal agencies to learn more about Mississippi River fish and wildlife. Please provide agency name and experience.
- The event or tour is sponsored by, or will involve, staff from state or federal agencies or a private facility (for ex. Wabasha National Eagle Center). Please provide the field trip's title and location, or the agency representative's name and agency on the application.

## **Where should I send the completed application?**

Send an email with a completed application as an attachment to: UMRCC Coordinator, Neal Jackson at: [neal\\_jackson@fws.gov](mailto:neal_jackson@fws.gov)

**Grant deadline:** Applications are accepted until funds are exhausted.

## **How are grant recipients selected?**

Grants will be reviewed by a Field Trip committee made up of members of the Outreach, Recreation, Environmental Education & Interpretation Technical Section and the UMRCC Coordinator. Two grants per state will be awarded but only one grant will be awarded per year to any given applicant. Applications that include funding from other sources or staff/volunteer time are encouraged. Grants selection will be made on a first-requested, first-awarded basis. To allow time for grant approval and processing please submit the application no less than 45 days before the date of the field trip.

## **How will I be notified if I have or have not been awarded a grant?**

The UMRCC Coordinator will notify applicants of their award status by email. Once funds are depleted, the grant cycle will end and notification will be posted on the UMRCC website.

## **How are grants paid?**

Grant recipients will receive a check made payable to the school or transportation company. Checks will be sent by the U.S. Mail. Grant funds will be paid after the field trip is completed and upon submission of a narrative and copies of actual receipts. Photos are appreciated. Only the amount incurred up to the awarded amount will be reimbursed.

## **When must grants be used?**

Grants must be used for field trip costs incurred during the current school year when applied.

**UMRCC Field Trip Fund Application Form**

**Date of Field Trip:**

**Teacher's name:**

**River Experience:**

**River related teacher workshops attended: Include date and the instructor's names.**

**River experience with agency personnel**

**School:**

**Grades of students:**

**Street Address:**

**City/State/Zip:**

**Phone:**

**E-mail:**

**Field trip destination and purpose: Briefly describe how this trip will fit into your curriculum, for example- are pre or post-trip classroom activities planned?**

**Number of students participating:**

**Field trip cost estimate:**

Please provide a detailed description of how the funds will be used. You may include transportation costs which may include driver's wages, fuel costs, and/or substitute teacher costs.

**Amount requested from UMRCC:** (not to exceed \$250)

Who should check be made out to: (School or transportation company)

**Agreement:**

I certify that the information in this application is correct to the best of my knowledge. My school assumes all liability associated with the field trip. If I am selected to be a recipient, I give permission to UMRCC to use my name and information regarding the field trip for publicity purposes. I will submit a written report that summarizes how the trip helped students develop knowledge of, appreciation for, and a sense of stewardship of the Mississippi River (examples are welcome along with photos) to the UMRCC Coordinator within 30 days of the field trip.

**Applicant's signature:**

**Date:**

**Would you like to receive the UMRCC Newsletter?**  Yes  No

**Would you like a "River Expert" to assist you with your field trip?**  Yes  No, but I would like a contact for possible future field trips or "Stay-trips" in our classroom?

If you have further questions or comments, you may contact the UMRCC Coordinator Neal Jackson at [neal\\_jackson@fws.gov](mailto:neal_jackson@fws.gov) or at 618/579-3129