



# Farm Field Trip Grant

## NARRATIVE FORM

This form must be completed and submitted to Erica Steinhart at [erica.steinhart@dc.gov](mailto:erica.steinhart@dc.gov) before **5:00 PM EST on May 23<sup>rd</sup>, 2014**. This form must be in PDF format and attached to an email with the subject line "FieldTripGrant14\_Schoolname\_narrative". Note that the Documents Form is the other required form and can be found on the [Farm Field Trip Grant webpage](#).

### General Information

1. Name of school:
2. Address of school:
3. Contact name:
4. Contact phone number:
5. Contact position within the school:
6. Name of farm you would like to visit:
7. Grade(s) attending the field trip:
8. Number of students attending the field trip (subject to change):
9. Proposed date of the field trip (subject to change):

### Needs Assessment

1. Please provide a needs assessment that adequately addresses your student population.



Field Trip Implementation Plan

1. Please explain how this field trip will benefit your students. Include how lessons learned on the field trip will be incorporated into the lessons learned in the classroom.

2. Please explain why this farm was chosen.



Follow-Up Activity Implementation Plan

1. Please describe the follow-up activity that will be implemented after the farm field trip.

2. Please list all of the materials to be purchased (without prices) and indicate the way in which they will be used.

Sustainability

1. Please describe how you will use the materials purchased in future activities after the grant period ends.



Budget

1. Cost of transportation (dollar amount):

2. Cost of field trip (dollar amount):

3. Other costs associated with the field trip (dollar amount):

4. If you indicated other costs above please explain them here.

5. Please list all items that will be purchased for the follow up activity, including curriculum, materials, and equipment. NOTE: Must amount to at least 30% of funding.

Item	Cost

6. Total cost of follow up activities:

7. Total funds requested (#1 + #2 + #3 + #6):

8. Name of Fiscal Sponsor, if applicable:

9. If a Fiscal Sponsor is named, please attach a W9 and Master Collection Form to your application.