Natural Resource Stewardship Career Pathways Grants

By working with partners across California, we can help strengthen our state park's systems to ensure that parks are stewarded for generations to come. To meet the pressing challenges faced by our landscapes, we need more trained stewards, at all professional levels across the state to implement climate-resilient solutions. To grow and strengthen our workforce, we seek to increase access and broaden career pathways to reflect the rich diversity of California's growing population. Bringing diverse perspectives, lived experiences, and Indigenous knowledge into landscape stewardship builds strength to the treasured places we share.

Through this grant program, we seek to support and learn from natural resources training and career development programs across the state that also share our commitment to create opportunities for all in the environmental stewardship field.

ELIGIBILITY CRITERIA:

Do you seek to broaden access, mentorship, and training to communities that have been traditionally underrepresented in the natural resource field? Does your org provide practical professional experience and job training skills that lead to meaningful careers in natural resources? That offer exposure to the types of impactful jobs that support environmental stewardship of our California State Parks? You may be eligible for our *Natural Resource Stewardship Career Pathways* Grants program.

For this first round of funding, we are seeking proposals that address the following criteria:
- Provide job training skills, mentorship, and/or career exposure in the natural resources field
- Recruit from traditionally underrepresented communities
- Currently collaborate with California State Parks for natural resources training/workforce development program implementation
- Have active 2021 summer or fall program offering
- Show interest in participating in peer-exchange with other grantees and Parks California to share best practices and identify key barriers and opportunities for strengthening and building more pathways to natural resource careers in parks. Commitment includes participating in two 90-minute workshops in summer and fall 2021.
- Preference will be given to proposals that are also actively participating in regional landscape stewardship collaboratives or networks

Under this grant cycle, Parks California anticipates grant awards will average $20,000, with a maximum award amount of $30,000. Applicants should apply for projects that start May 1, 2021 with an intention of completion by January 31, 2022. Groups that are engaged in tribal partnerships are encouraged to apply.

APPLICANT RESOURCES:

Informational Webinar: Parks California will hold a webinar on February 11, 2021 at 1pm to discuss grant goals and address common questions regarding the application process. A recording will be made available at parkscalifornia.org/pathways. Register here.

To Apply: Proposals are due by 5 p.m. PST on March 12, 2021. Apply by completing the online grant application and sending required attachments to grants@parkscalifornia.org. Required attachments are listed in Section 5 of the application below.

2021 GRANT CYCLE AND IMPORTANT DATES

Grant Guidelines Released	Monday, February 1, 2021
Informational Grant Proposal Webinar	Thursday, February 11, 2021 at 1pm. Register here. Parks California will hold a webinar to review this RFP and proposal process. Parties interested in submitting a proposal are encouraged to attend. The webinar will also be recorded and posted to parkscalifornia.org/pathways.
"Office Hours"	Staff will be available during "office hours" from 10am - 12pm to answer questions by phone on Feb 16 and 18, 2021.
	To schedule a 15-minute meeting during "office hours", please email grants@parkscalifornia.org. Meetings will be accepted and confirmed after the February 11.
Proposals Due	Friday, March 12, 2021 at 5pm PST
Grant Awardees Notified	Friday, April 2, 2021
Grant Agreements Due	Friday April 16, 2021
Grant Awards Received by Awardees	Friday April 30, 2021
Grantee Welcome Call (1 hr)	TBD, May 2021
Peer Exchange Workshop (1.5 hr):	TBD, August/September 2021
Peer Exchange Workshop (1.5 hr):	TBD, October/November 2021
Final Report Due	January 31, 2022

Natural Resource Stewardship Career Pathways
Grants Proposal Application Form

Please submit your application through the <u>online form</u>. The questions on the application are previewed below.

Proposals will only be considered complete once all the required information and attachments are provided. Unfortunately, you cannot save progress on the online application as you go. We apologize for this inconvenience and suggest preparing your responses prior to transferring to this online form. A receipt of your responses will be emailed to you when you submit the form.

In addition to completing the online application, supporting attachments must also be emailed to grants@parkscalifornia.org. Section 5 further describes the required attachments for this application and provides file naming conventions.

Section 1: Applicant Information

1. Proposal Name:
2. Organization Name:
3. Program/Project Location:
4. Program Contact Name:
5. Program Contact Email:
6. Program Contact Position Title:
7. Amount requested:
8. Organization Type. *Please check all that apply.*
   ☐ 501(c)(3) nonprofit organization
   ☐ Government agency
   ☐ Other.
9. If other, please specify:
10. Organizational Mission:
11. Organizational website:
12. List number and location(s) of office(s).
13. Number of full-time employees:
14. Number of seasonal employees:

Section 2: Project Proposal

15. Please provide a project description and specific needs that the Natural Resource Stewardship Career Pathways grant will help support in 4000 characters less.

Section 3: Project Background and Details

16. Which of the following describes the type of natural resource stewardship training and/or professional experience that participants receive? Check all that apply.
    a. Resource inventory/ monitoring
    b. Planning/ assessments
    c. Research/ analysis
    d. Active land management (fuels reduction, invasive plant removal, etc.)
    e. Riparian/watershed restoration
    f. Traditional ecological knowledge integration into stewardship projects
    g. Other

17. If other, please specify.

18. Will the participants receive any certifications through the proposed program? (YES/NO)

19. If Yes, list the certifications that participants receive through the proposed program.

20. Does your program support participants in career advancement after they complete the program? (YES/NO)

21. If Yes, describe how your program supports participants in career advancement after they complete the program.

22. Describe the history of the program and how your program has/will expanded career pathways in the natural resources field. Please describe the past results of the program, if applicable.

23. Tell us about the participant's experience in your program. Describe the duration of program (e.g., 5-weeks, overnight, weeklong, monthly workshops, etc.), describe the types of trainings and mentorship the participant will receive, and the natural resource management activities that the participants will perform. Click or tap here to enter text.

24. What strategies do you employ to increase access for individuals from traditionally underrepresented communities to participate in the program (e.g., summer housing, transportation support, recruitment activities)?

25. Does the program have an existing collaboration with California State Parks (YES/NO)?

26. Select which Districts you have an existing collaboration in with California State Parks. If you are not sure, use this link to find your District: https://tinyurl.com/CSPdistricts

- ☐ Angeles District
- ☐ Bay Area District
- ☐ Capital District
- ☐ Central Valley District
- ☐ Channel Coast District
- ☐ Colorado Desert District
- ☐ Diablo Range District
- ☐ Gold Fields District
- ☐ Great Basin District
- ☐ Inland Empire District
- ☐ Monterey District
- ☐ North Coast Redwoods District
- ☐ Northern Buttes District
- ☐ Oceano Dunes District
- ☐ Ocotillo Wells District
- ☐ Orange Coast District
- ☐ San Diego Coast District
- ☐ San Luis Obispo District
- ☐ Santa Cruz District
- ☐ Sierra District
- ☐ Sonoma-Mendocino Coast District

27. Describe how the program has collaborated with California State Parks in the past and how the program is working with California State Parks in 2021 (e.g., State Parks staff are attending program career fair, participants are engaged in stewardship activities within a California State Park, etc.). Please include the specific park units where relevant.

28. List your California State Park contact(s) that will be involved in this program and describe their involvement. Please also include their contact information. Include Name, Title, and Email.

29. Sustainability**:** How will the project be sustained beyond the duration of this grant?

30. List of Principal Staff. Provide a list of the principal staff that will be responsible for administering the grant funds and implementing the proposal, including a brief description of their background, qualifications, and role on the project.

31. Key Partners. Who will be the key partners and/or organizations who will collaborating on this project and what role they will play? If you are involved in any regional stewardship collaboratives or partnerships, please also list here.

32. This grant program offers opportunities for peer-exchange among practitioners in this space. We seek to capture case studies, exchange best practices, and identify statewide opportunities for accelerating and broadening access for a more diverse natural resources workforce at all levels. As a part of the program, we will host a welcome call for grantees to make introductions, and then convene two 90-minute workshops through the grant period. List or describe specific topics that your organization would like to further explore through these peer-exchange workshops.

Section 4: Project Goals, Outputs and Outcomes

33. What are your program goals?
Goals are defined as long-term desired impacts or results of an effort. An example of a goal could be increased BIPOC representation in the natural resources field.

34. List the program outputs by providing estimates for the following, if applicable:
a. Number of Participants:
b. Mentorship/Training Hours:
c. Stewardship Hours:
d. Other: Please specify: _____ Estimated number: _____
e.

35. Describe the program's intended outcomes for participants. How will success be measured?
Please provide any program evaluation or data collection tools currently used to measure participant outcomes as an attachment. If your organization does not currently collect information on participant outcomes, please indicate.
Outcomes are defined as a change in program participants' knowledge, attitude, or behavior that results from your efforts, and with partner organizations if relevant. For example, a participant outcome could be increased knowledge of careers in the natural resources field.

36. Tell us about the population served by the program. Does your program serve a specific population such as a racial/ethnic group, veterans, LGBTQ, specific gender, etc.? If so, what population(s)?

37. Race/Ethnicity: Which group(s) of participants do you intend to reach with this program? Please estimate participant racial/ethnic demographic breakdown by percentage. Total should add up to roughly 100%.

i. Race/Ethnicity:	☐White: ☐Black or African American: ☐Native American and Indigenous: ☐Asian: ☐Hispanic or Latinx: ☐Multi-Racial: ☐Other:

38. Age Ranges: Which group(s) of participants do you intend to reach with this program? Please estimate participant age range demographic breakdown by percentage. Total should add up to roughly 100%.

ii. Age Ranges	☐ 16-18 y/old
	☐ 18-24 y/old
	☐ 25-35 y/old
	☐ 35-44 y/old
	☐ 45-54 y/old
	☐ 55+ y/old

39. What prior qualifications, training and experience do you require of incoming participants entering your program (e.g., vocational training, GED, bachelor or advanced degrees, years of relevant professional or lived experience, no experience necessary, etc.)? Please list or describe.

40. What potential challenges (internal and/or external) may your organization encounter when implementing this project/program and what are potential strategies for overcoming them? What are your contingency plans to meet safety guidelines regarding the COVID-19 pandemic?

Section 5: Required Attachments

Required Attachments:

For a complete application that is eligible for review, please email the following attachments to grants@parkscalifornia.org, using "Pathways Grant_[Org Name]" as the email subject line.

Attachment 1: Budgets. Please download and populate the Project and Organizational budget template here.
1. Project Budget. Provide a detailed budget statement for the proposed project. The statement should set forth all project expenses, specifying how Parks California funds will be used.
    f. Include a detailed project budget
    g. Include the percentage of staff time allocated to this program
    h. Identify other funding sources for this project/program
2. Organizational Budget. Include a detailed organization budget for the current fiscal year.
    Please attach as an excel file.

Attachment 2: Program Timeline. Provide a program timeline that includes start and end dates, milestones, deadlines, and deliverables.

Attachment 3: Evaluation tools. We want to understand current evaluation tools being used by organizations in this space to align final reporting metrics. Please include any survey instruments or data collection methods used to measure participant outcomes.

Attachment 4: Financial Statements. Provide current audited financial statements, or equivalent documentation (showing assets/liabilities and revenues/expenses), **AND** a copy of the organization's most recent IRS Form 990.

Attachment 5: IRS Letter. Provide the Internal Revenue Service letter confirming that the applicant is a 501(c)3 organization (if appropriate).

Attachment 6: Photo and Liability Release. Provide a copy of your participant photo release form. Parks California may request photos of your program for reporting, marketing and/or storytelling purposes.

Attachment 7: List of Board Members. Provide a list of board members, with title and affiliation of each.

41. Check all options to acknowledge the following attachments have been emailed to grants@parkscalifornia.org. **Please use the naming conventions below when attaching your files.**
   ☐ 1_Budgets_[Org Name]   (Please upload as an excel file)
   ☐ 2_Program Timeline_[Org Name]
   ☐ 3_Eval Tools_[Org Name]
   ☐ 4_Financial Statements_[Org Name]
   ☐ 5_IRS Letter_[Org Name]
   ☐ 6_Photo Release_[Org Name]
   ☐ 7_Board Members_[Org Name]

42. Proposals with missing attachments will be considered incomplete. Please provide an explanation if certain documents not available or if there is a major variance between the IRS Form 990 and current audited financial statements (optional).

FAQ | Before you apply:

1. **Who is eligible to apply for this grant?**
   Nonprofits*, tribes, local government (counties, special districts, etc.) that meet the following criteria:
   o Provide job training skills, mentorship, and/or career exposure in the natural resources field
   o Provide programming for participants from traditionally underrepresented communities
   o Have an existing partnership with California State Parks for natural resources training/workforce development program implementation
   o Have an active 2021 summer or fall program offering
   o Show interest in participating in a peer-exchange with other grantees and Parks California to share best practices and identify key barriers and opportunities for natural resources workforce development. Commitment includes participating in two 90-minute workshops in summer and fall 2021.
   • *Eligibility of nonprofit organizations must exist under the provisions of Section 501c3 of the International Revenue Code.

2. **Does the program have to take place within California State Parks and State Beaches, or can my program also include job training and workforce development opportunities outside of California State Parks?**
   For this initial round of funding, the grants only support projects that work directly in collaboration with California State Parks. Not all program activities need occur within California State Parks, but California State Parks must be a key partner to the program. Through this pilot program, Parks California seeks to both support and learn from existing collaborations with California State Parks, with a long-term goal to support new and emerging collaborations in the future.

3. **What kind of program activities are permitted under this grant?** Both program operation costs (admin, personnel, stipends, equipment, supplies, PPE, travel, meals, participant housing, etc) and program development costs (not limited to curriculum and training module development, evaluation, certifications, and partnership trainings) that support natural resource stewardship workforce development activities are permitted under this grant. "Natural resource stewardship" may include skills development and experience in areas such as: resource inventory and monitoring, environmental assessments and planning, scientific research, integrating traditional ecological knowledge into stewardship projects, land management and restoration activities, and reporting. While we value the critical role that environmental education programs play in growing the next generation of park stewards, environmental education programs are not funded under this grant program.

4. **What are considered ineligible costs under this grant?** Fundraising, grant writing, lobbying, costs outside grant performance period and costs outside the approved grant scope.

5. **Are indirect expenses allowed in this grant?** Indirect expenses will be considered as part of grant proposals and should be clearly outlined in the budget template and narrative.

6. **Who is this grant program intended to serve?**
This grant program is intended to provide career exposure, job training, and workforce development opportunities to serve communities who have been historically underrepresented in the natural resources field.

7. **What happens if we are still under quarantine or if quarantine measures resurface later in the year due to COVID-19 impacts?** Our goal with Natural Resource Stewardship Career Pathways programs is to financially support programs that create vital connections between people and natural resources job training opportunities. We also understand that our world is facing unprecedented and unpredictable challenges due to COVID-19. It is our hope that the recipients of our grants will use these funds in the way we intended for their programs that they have designed. We will remain flexible to assess the situation when we are closer to the project start dates. We will collaborate with our grant awardees to adapt the project parameters to meet our collective goals within the scope of what is available to communities at that time aligned with state and national public health guidelines.

8. **How much are the grant awards?** Under this grant cycle, Parks California anticipates awards will average $20,000 per grantee. Parks California will base the size of the awards on project need, scale, and benefits to the community. Grantees will receive awards upfront upon signing the grant agreement. Awards will be capped at $30,000.

9. **Is this a one-year grant?** Grant awards will be for 9-months. Grant funds must be spent within the grant period.

10. **What are the reporting requirements?** A final narrative and financial report on the use of the funds are required to be submitted. Final report within 30 days upon conclusion of the funded activity. Grantees shall use the report template provided by Parks California.

11. **In addition to grant reporting, what else will grantees be asked to provide?** Parks California wants to illuminate the great work happening across the state. As funders, we will ask grantees to share information such as photos, quotes, interviews, etc. to highlight the collective impact on parks. These stories will be used for internal and external communications and marketing materials. As a part of the program, we will host a welcome call for grantees to make introductions, and then convene two 90-minute workshops through the grant period. Through this program, we also seek to capture case studies, exchange best practices, and identify statewide opportunities for accelerating and broadening access for a more diverse natural resources workforce at all levels.

12. **I typically collaborate with my local California State Park representative (i.e., environmental scientist). Can I list that individual as my California State Park contact in the application?** Yes, please list the California State Park representative who you work most closely with. We encourage all applicants to have conversations with local state park staff about the proposed project/program to ensure collaboration and partnership. For grant award finalists, we will reach out to the listed references to verify the collaboration stated in the application.

13. **Are career development programs that focus on cultural resources or interpretation eligible for this program?** Due to the funding source supporting this grant making program, we are focused initially on natural resources career development. We do intend to learn from this program and hope to expand our ability to provide grants that support career pathways in interpretation and cultural resources in the future.

14. **Who can I reach out to if I have questions about the grant guidelines?** We encourage applicants to view the informational webinar posted on parkscalifornia.org/pathways. Parks California will also host "office hours" from 10 a.m. – 12 p.m. on February 16 and February 18. To schedule a 15-minute meeting during "office hours", please email grants@parkscalifornia.org. You can also submit questions to grants@parkscalifornia.org.

About Parks California

As California State Park's statutory partner, we have a simple mission – to help strengthen parks and inspire all to experience these extraordinary places. We have a vision to create vibrant, healthy parks that welcome, engage and inspire – it's in our nature.

Learn more at parkscalifornia.org