

Indiana NASP® Grant Application

Indiana National Archery in the Schools Program



Please read these instructions before completing the application.

Eligible Applicants

Public and private schools in Indiana may apply through school personnel.

Eligible Projects

Applicants are applying for a grant which will be awarded in the form of archery equipment. This equipment must be used to teach archery as a component of physical education (or other class) during the school day for a minimum of ten (10) days per school year for a minimum of five (5) years.

Applications

Incomplete applications will not be considered. Grant funds will generally be provided on a first-come, first-served basis; however, if insufficient funds exist to fund all applications, Indiana NASP® reserves the right to rank applicants according to need, past participation in Indiana NASP® activities, or other criteria solely in the discretion of Indiana NASP®. Applications may be submitted at any time via mail or e-mail. However, the signed original copy must be received for the grant to be finalized. **Submission of this Application constitutes acceptance of all the terms contained herein.**

Standard NASP® Equipment Package

The typical NASP® equipment package consists of the following:

- 12 Genesis Bows (9 right, 3 left)
- 5 dozen Easton Arrows
- 5 Targets
- 1 Archery Netting and Hanging
- Carabiners
- 1 Bow Rack
- 1 Toolbox
- Training for 4 staff/volunteers
- Indiana NASP® Flip Cards and lanyard
- NASP® whistle
- Banners
- 12 Quivers with carrying case

Eligible Costs

Funding requests must be exclusively for archery equipment approved by Indiana NASP®. A standard kit has been assembled to meet school needs. Components are not interchangeable.

Funding and Payment

Indiana NASP® administers the funding for your grant. The value of a complete training kit is approximately \$3,300.00. Your school is responsible for \$1,000.00 of this cost. Indiana NASP® may have other monies available from donors to offset a portion of this cost. The final cost to your school will be \$ _____.

Your payment is due following the approval of your grant and prior to delivery of your equipment. Your payment date is considered the anniversary date of your grant.

Project Time-Line

- Grant applications may be submitted at any time via mail or e-mail. However, the **signed original** copy must be received for the grant to be finalized
- A check payable to Indiana NASP® or a school issued Purchase Order **must** accompany the

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signed agreement to be considered valid

- Training will be scheduled either at your school or near your school upon receipt of your payment
- Delivery of equipment will be scheduled upon receipt of your payment

Training Attendance

Grantees agree that the appropriate staff/volunteers from their school will attend an Indiana NASP® training organized and approved by Indiana NASP® before using grant-funded equipment. This requirement may be waived by Indiana NASP® if the staff/volunteers is already a certified NASP® Basic Archery Instructor (BAI).

Reporting Requirements

National NASP® requires reporting for each certified Basic Archery Instructor (BAI) associated with your school for them to retain their certification. At least one BAI must report **in-school** archery lessons through this system to meet your in-school requirement and the requirement of this grant. This reporting should be completed by May 31. This reporting is done by BAI's only. Reporting of after school activity has no bearing on your grant.

During the life of this grant, we may request a report of the impact NASP® is having in your school. It may include any, or all, of the following:

- **Student involvement:** When and how many students were involved in archery during the school year.
- **Education programming:** How grant-funded equipment was used to enhance the educational experiences of students. Integration of other subjects or education programs with activities which used grant-funded equipment. Curriculum developed to use grant-funded equipment for educational purposes. The number of teachers that used grant-funded equipment, including their areas of instruction (physical education, math, English, science, social studies, etc.)
- **Equipment maintenance record**
- **Community involvement:** How members of the local community or other governmental organizations contributed to matching funds and the amount of matching funds (both for your initial investment and for ongoing expenses)
- **Expansion:** Whether or not expansion of archery-related activities is expected, i.e. addition of an after-school program, competition, bowhunting, etc.

Completion of any other surveys or requests initiated by Indiana NASP® or National NASP® may be requested on a voluntary basis.

Publicity

Grantees will be required to acknowledge Indiana NASP® and the Indiana Department of Natural Resources, Law Enforcement Division in any project publicity or printed materials produced. Grantees agree to forward to Indiana NASP® any media coverage, including copies of newspaper clippings, regarding awarded projects if requested.

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Maintenance of Equipment and Activities

If Grantee fails to meet grant requirements, Indiana NASP® will remove all NASP® equipment from the school, with no refund.

- Grantee agrees to maintain grant-funded equipment. Grant funded equipment is subject to inspection by Indiana NASP® or its designee at any time during the five (5) year minimum time period and must be found to be in acceptable condition.
- Grantees agree to teach archery as a component of physical education or other appropriate class during the school day for a minimum of ten (10) days per school year for at least five (5) years after the execution of this grant agreement. Grantee agrees to reimburse the full purchase price to Indiana NASP® if they sell or dispose of grant-funded equipment.
- Grantee agrees to complete any, and all, required reporting requests annually by May 31.
- Grantee agrees to complete any, and all, inventory requests annually by May 31.
- If grantee fails to teach archery as a component of physical education or other appropriate class during the school day for a minimum of ten (10) days per school year during any given year in the five-year period, their equipment must be returned, in good condition, to Indiana NASP®.
- Grantees agree that Indiana NASP® shall have the power to determine, in its sole discretion, whether grant requirements have been met. If Indiana NASP® determines that, in its opinion, the grant requirements have not been met, it shall notify the Grantee of its opinion in writing, list the reasons for its opinion, and give the Grantee thirty days in which to cure the deficiencies noted. If the noted deficiencies are not cured within the thirty-day period, the Grantee is subject to Indiana NASP® action as noted above.

In summary, a school must:

- Complete all required National NASP® activity reporting annually by May 31
- Complete all Indiana NASP® required equipment inventories annually by May 31
- Teach NASP® a minimum of 10 days during the school year

Indiana NASP® Grant Program

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Submit the original application and all attachments.

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION.
Please use this as a fillable form

Grantee School: _____

Project Coordinator: _____
(MUST be a school employee)

Project Coordinator's Title: _____

School Address: _____ City: _____ ZIP: _____

Phone: _____ FAX: _____

Best Time to Call: _____

County: _____

Email Address: _____

Principal's Name: _____

Superintendent's Name: _____

Amount of Request _____

On separate paper, describe the proposed project by addressing each point

- How many students will be involved and at what age or grade levels?
- Do you use other Indiana Department of Natural Resources education programs in your school? And if so, which ones?
- Describe how do you anticipate the proposed project will affect your students?
- How you will educate the community about Indiana NASP® and its goals/objectives.
- What are the sources or anticipated sources of matching funds?
- Who will manage or maintain equipment during the school year and in subsequent years?
- Do you plan to share the equipment with another school(s) and if so, which one(s)?

Complete and include the following attached tax documents with your submission:

- ST105 – Indiana Sales Tax Exemption Certificate
- Federal Excise Exemption Form

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AGREEMENT

Execution of this application by the Grantee and Indiana NASP® constitutes a grant agreement and creates specific obligations on the part of the Grantee, including, but not limited to an understanding that: the awarding of all grants and the amount of any grant shall be subject to the sole discretion of Indiana NASP®; that applications and reports become the property of Indiana NASP® and Indiana NASP® shall have the right to assemble and use information provided. If awarded a grant, Grantee agrees that Indiana NASP® has a right to enter its property to inspect and/or recover equipment. Indiana NASP® and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant, and Grantee agrees to hold Indiana NASP® and its employees harmless. This agreement shall be governed by the laws of the State of Indiana. Grantee agrees to comply with all requirements of this grant application and complete any instruction forms, provided by Indiana NASP®, which are incorporated as part of this agreement. Any change in project coordinator must be reported to Indiana NASP® immediately.

Printed Name of School: _____

Printed Name of Project Coordinator: _____
(MUST be a school employee)

Project Coordinator Signature: _____ Date: _____

*I have reviewed the completed application and support this project to introduce NASP® Archery into this school. **Application will not be accepted without supervisory approval.***

Supervisory Approval: _____
(Signature of Superintendent or Principal)

Title _____ Date _____

FOR INDIANA NASP® USE ONLY

Date E-mailed Copy Received: _____ Date Signed Copy Received: _____

Date Acknowledged: _____

Approved _____ Rejected _____ Date school advised: _____

Date school copayment received (anniversary date of grant): _____

Amount: _____ Check number: _____

Received from: _____

Date Equipment delivered: _____

Date of training: _____ Number of teachers trained: _____