

Get-A-Grant Request User Guide

The Get-A-Grant Toolbox was designed as a guide to request funding from local businesses and organizations. Other formats may be required for formal or corporate grant proposals. Some may require the same elements listed below, but there can be a lot of variation in what funders want to know about the activities you seek to fund. In some cases, funders welcome phone calls in advance. Contact information for the person to whom the letter should be addressed can often be found on a website.

Areas shaded in gray in the template can be replaced with information specific to your situation and request. Below are tips for writing your request:

[Date] - allow a local business at least two months to respond to your proposal. The time frame is varied for foundations and corporate support applications and will be found on their websites.

[Contact Name] – make sure you address the request to a specific person.

[Evidence of Need] **Example:** *The California Standards Tests, the major component of the STAR program, were given to approximately 4.7 million students in grades two through eleven in 2013. Students attain one of five levels of performance for each subject tested: advanced, proficient, basic, below basic, and far below basic. The State Board of Education has established the "proficient" level as the desired achievement goal for all students. That level represents a point at which students demonstrate a competent and adequate understanding of the knowledge and skills measured by the assessment at a particular grade, in a particular content area.*

In science education in 2013 only 59.1 percent of all California students scored proficient or above. Science achievement by minority students is even lower. Deep cuts in education budgets have hit particularly hard and teachers are left to find other solutions to funding science activities.

(Information specific to your school or class situation may be customized here. Need can be described as hardships resulting from school program or personnel cuts, or the financial challenges of the student body and/or the community. If Marine Science Institute programs have been included in class activities in the past, describe their impact on students.)

[Program Description] – Enter a description of the MSI program(s) you hope to fund. These programs are currently available for San Francisco Bay area students:

1. **Discovery Voyage:** Students spend a half-day as scientists aboard our 90-foot marine research vessel on San Francisco Bay. They use a trawl net to catch fishes including sharks and rays, collect and examine plankton, run hydrology tests, and delve through mud samples to discover fascinating invertebrates. A variation of this program focuses on delta ecosystems. (4 hours)
2. **Shoreside Program:** This is a land-based version of the Discovery Voyage that takes place at MSI's oyster shell beach, pier and fully equipped Discovery Lab on the shore of the Bay. (3 hours)
3. **Inland Voyage:** This outreach program brings the Bay and Pacific Ocean to students in the classroom. Hands-on learning activities feature sharks, fish, crab and other live marine animals and students learn about estuary and marine environments.
4. **Ocean Lab:** This land-based program for older students introduces the concepts of scientific classification and taxonomy. (2.5 hours)
5. **Tidepool Expedition:** Students explore the rocky shore ecosystem at Pillar Point tide pools in Half Moon Bay. (2.5 hours)
6. **Marsh and Beach Exploration:** – Pescadero State Beach is the backdrop for students to investigate sandy beach, marsh, and mudflat ecology. (2.5 hours)
7. **Canoes in Sloughs:** This canoe expedition introduces students to wetland ecosystems and their importance to human and animal life. (5 hours)
8. **Biomimicry:** This multiple-exposure program teaches students to imitate nature's designs and strategies to meet human needs in a sustainable way. Students examine the different adaptations of San Francisco Bay marine life in an introductory classroom session, followed by a Discovery Voyage that culminates in a design challenge. (5.5 hours)
9. **Scientific Method Combination:** Students experience the entire scientific method in a series of three hands-on programs in which they collect environmental monitoring data from one of three habitats: the San Francisco Bay, Pescadero State Beach, or Pillar Point Tidepools. (4-5.5 hours)

In 2014-2016, the Marine Science Institute plans three new **multiple-exposure offerings**:

- **Classroom Biomimicry:** A new version of our Biomimicry program will take place in one or two successive classroom sessions providing a more cost-efficient format that is a better scheduling option for older students.
- **Wonders of Watersheds:** Students will learn about human impact issues on water quality in three field trip exposures: a classroom introduction to watersheds; a trip to Arroyo Ojo de Agua creek to conduct water tests; and a Canoes in Sloughs program in Redwood Creek.
- **Habitat Combination:** These duos combine a habitat-focused classroom visit with a field trip to that same habitat:

- a) Rocky Shore Combination - Rocky Shore Inland Voyage followed by a Tidepool Expedition.
- b) Beach Combination - Sandy Beach Inland Voyage followed by a Beach Exploration.
- c) Marsh Combination - Marshes and Mudflats Inland Voyage followed by a Marsh Exploration
- d) Coastal Waters Combination - Ocean Fish and Invertebrates Inland Voyage followed by a Shoreside program.

[Closing Paragraph]: This is where a final appeal for funding can be summarized and important information can be inserted

[Nonprofit Entity] – the name of the nonprofit organization to receive funding on behalf of your class. It may be your school, your Parent-Teacher Organization, an educational foundation linked to your school, etc. The funder may also send a check directly to the Marine Science Institute, referencing your MSI program transaction number. To choose this option call MSI in advance to get a transaction number, so that the donation is properly credited to your class. Include the nonprofit’s primary contact person, email address and physical address in case the funder has questions about activities detailed in the proposal. Funding can be mailed directly to MSI at:

Marine Science Institute
RE: Transaction #[enter your program’s transaction number]
500 Discovery Parkway
Redwood City, CA 94063

[EIN#] – The nonprofit organization receiving funds often must supply an Employer Identification Number (EIN) which identifies an entity as a nonprofit organization with tax-exempt status that is eligible to receive tax-deductible donations. If you request that funds be sent to MSI, please use MSI’s EIN: 94-1719649.