



## YOUTH CAMPING PROGRAM GRANT APPLICATION INSTRUCTIONS 2023

TENTATIVE CAMP OPERATION DATES: 6/16/23 TO 9/17/23

CLOSED 9/2/23 – 9/4/23

The Lassen Park Foundation (LPF) and Lassen Volcanic National Park (LVNP) have been introducing youth (ages 6 to 18 years) to the joys of camping in a national park since 1996. This summer enrichment program provides facilities and resources for youth groups from Northern California and beyond to camp in the park, learn and explore. By supporting outdoor learning and environmental education, the Foundation hopes to provide a catalyst for change in the lives of a new generation of national park stewards. In partnership with LVNP, LPF provides grant funding to nonprofit youth organizations, government entities, and schools to facilitate camping trips for underserved youth.

***Organizations that do not require funding should not submit a grant application. They may apply to use the Volcano Adventure Camp through a separate reservation application that will be available online May 1, 2023.***

### YOUTH CAMPING PROGRAM GOALS

1. Educational excursions provide opportunities for participants to step into Lassen's rich natural and cultural history.
2. Through exploration of Lassen Volcanic's mountain ecosystems, participants discover their connection to the complex web of life.
3. Specially designed ranger-led activities emphasizing teamwork and cooperation enable participants to safely experience the great outdoors.
4. Participants experience the reward of outdoor activities that encourage healthier lifestyles.
5. Unforgettable experiences in the great outdoors foster stewardship for our national parks.

### ELIGIBILITY GUIDELINES

For a group trip to be considered eligible they must meet the following guidelines:

1. Group must be a 501(c)3 non-profit, or public school, or government entity, or have a 501(c)3 fiscal sponsor.
2. Group size should be a minimum of 6, maximum of 104, and be comprised primarily of youth between the ages of 6 –18.
3. Camping trips must be a minimum of three days (two nights) and not to exceed seven days (six nights).
4. Camping trip must be scheduled between June 16, 2023 – September 17, 2023.

### ONLINE APPLICATION INSTRUCTIONS – BEFORE BEGINNING

Youth Camping Grant applications are available as an online form. Before beginning an application, Applicants need to visit the LPF website ([www.lassenparkfoundation.org/volcano-adventure-camp/grant-application](http://www.lassenparkfoundation.org/volcano-adventure-camp/grant-application)) and download a copy of the **Narrative Questions**. They will need to complete these and have the completed file ready to upload on the form along with a copy of the applying **organization's current certificate of insurance**. Applicants will also need to know their organization's **taxpayer ID** or their fiscal sponsor's taxpayer ID. Additional information required is the organization's **estimated annual budget amount, estimated camping trip costs, and how much grant funding** the organization is applying for (maximum \$1,000). For trip request, Applicants should know their **first and second choices for camping dates** (3 - 7 days), and **how many adults and youth** in the group (groups must be comprised primarily of youth).

***Please note that online applications cannot be saved mid-progress.*** They must be completed and submitted during the same session. For this reason, ***Applicants should have all necessary information compiled before applying.***



## VOLCANO ADVENTURE CAMP (VAC) – FACILITY CAPACITY INFORMATION

To the extent possible, all 2023 youth groups will be housed in the Volcano Adventure Camp (VAC) facility. The VAC will be open from June – September, weather permitting. The VAC facility is designed to accommodate one very large group, two medium groups, and up to four small groups at a time. The buildings are grouped into two sections with each section consisting of five tent-cabins each with eight bunks, one group fire pit, and one screened picnic pavilion. There are also four tent sites for small groups, which require the groups to bring their own tents and may not include access to the picnic pavilions. The maximum capacity for the facility is 104 people (80 people in tent-cabins and 24 in tent sites).

### *MEDIUM & LARGE GROUPS- TENT-CABINS (15 – 80 PEOPLE)*

- 1 tent cabin = 1 adult/supervisor & 7 youth (8 people total)
- Medium group capacity (5 tent cabins) = 5 adult/supervisors & 35 youth (40 people total)
- Large group capacity = 10 adult/supervisors & 70 youth (80 people total)

### *SMALL GROUPS- TENT SITES (6 – 24 PEOPLE)*

- Tent site capacity = 1 adult/supervisor & 6 youth (seven people total)
- 1 small group capacity (2 tent sites) = 2 adult/supervisors & 12 youth (14 people total)

### *BACKPACKING GROUPS*

There are groups that prefer to go on overnight backpack trips through the park. These groups will not be utilizing the VAC facility. These groups are still eligible for the program and grant funding, provided they meet the minimum group size of six (6).

## ACTIVITIES & COORDINATION

Groups are required to schedule their camping trip with a park ranger who guides them through the process. Each group is required to participate in a ranger-led orientation upon arrival and a ranger-led closing discussion at the end of their trip. Failure to attend either the orientation or closing discussion may eliminate the group from eligibility of future funding.

Additional ranger-led activities are offered to groups during the planning phases of the trip. Groups may elect to participate in as many ranger-led activities as they deem appropriate, and at no additional cost. The Foundation highly encourages groups to participate in additional ranger-led educational and explorative activities during their camping trip.

## TRIP PLANNING INFORMATION

*SUPERVISION*--Camping groups are responsible for the organization of the trip and must maintain their own supervision of youth. To that end, the VAC requires one adult supervisor be housed in each tent cabin. The Foundation does not provide supervisory personnel. The Foundation will assist in coordination of plans with park personnel.

*TRANSPORTATION*-- Due to the size of the park, many available activities are not within walking distance from the Volcano Adventure Camp. Organizations are highly encouraged to have their own private transportation available during their camping trips.



### GRANT AMOUNTS & USE OF FUNDS

Organizations can be granted up to \$1,000 per group trip. If an organization's plans include more than one group trip, a separate application may be submitted for each group trip. In order for multiple group trips to be considered, each group must schedule their trip at separate times.

Once an application has been approved, the amount of funds awarded will be based in part on the size of the group applying. Additionally, use of the Volcano Adventure Camp tent-cabins will be reserved first for groups of 15 or more. Small groups may be housed in the Volcano Adventure Camp tent pads. A trip cancellation or a significant reduction (15% or more) of attendees from the application to final actual attendance numbers may affect eligibility for future LPF grants.

Grant funds may be used only to offset camping trip direct costs including transportation, food, equipment costs or rental, and camping trip personnel costs. Funds may NOT be used for other administrative overhead costs including (but are not limited to) fiscal sponsor fees, check cashing fees, insurance, medical testing, staff and/or volunteer training, or mileage reimbursement.

### *INSURANCE*

Groups are required to submit their evidence of liability insurance coverage with their application.

### *OPTIONAL PHOTO RELEASES*

It is optional for grant recipients to submit photos of their trip experience as part of their closing grant documentation. Photos submitted will become the property of the National Park Service and LPF and may be used for educational and program promotional purposes. Group leaders should share this information with their participants' legal guardians as model release waivers must be signed for each person under the age of 18 depicted in the submitted photos.

### *GRANT AWARD SCHEDULE*

Applications will be reviewed and scored using the rubric on page 4 during the month of April with awards announced by April 30, 2023. Grant funds will be distributed prior to your camping trip dates once all grant documentation is complete and confirmed.

### APPLICATION SUBMISSION

All applications must be submitted electronically through our online web portal by **Friday, March 31, 2023**.

Please direct any questions by email to:

[ycp@lassenparkfoundation.org](mailto:ycp@lassenparkfoundation.org)

Additional information may be found online at:

[www.lassenparkfoundation.org/volcano-adventure-camp](http://www.lassenparkfoundation.org/volcano-adventure-camp)

### SPECIAL NOTE

At the time of this posting, LPF is crossing its fingers that there are no COVID restrictions in Summer 2023. Lassen Volcanic National Park may limit the numbers of campers using the VAC to protect its staff and the public visiting the Park in the event of a COVID resurgence. Groups may want to develop plans for any reduction in numbers that may be necessitated.



### Grant Scoring Rubric

In the past Lassen Park Foundation awarded grant funds to all applicants for the Youth Camping Program—until Summer 2020. In 2020, we had more applications than we had funds, plus the pandemic required us to reduce the numbers attending camp at any one time. To help us rank the grant applications in a more objective manner, we are implementing this scoring rubric. The rubric allows us to determine how your application supports the Foundation’s goals for the Youth Camp Program.

#### YOUTH CAMP PROGRAM GOALS

1. Educational excursions provide opportunities for participants to step into Lassen’s rich natural and cultural history.
2. Through exploration of Lassen Volcanic’s mountain ecosystems, participants discover their connection to the complex web of life.
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<b>Rubric Criteria –</b> Our narrative provides details according to Lassen Park Foundation’s Goals for their Youth Camping Program		<b>Possible Points</b>	<b>Score</b>
<b>Objectives</b>	Our narrative focuses on one or more of the Youth Camp Program Goals.	5	
<b>Preparation of the youth for their camping experience</b>	Our narrative details one or more ways our youth have joined in the preparation for their camping experience.	5	
<b>How grant funds make this experience possible for the organization</b>	Our narrative clearly describes what funding is necessary and how those funds support one or more Youth Camp Program Goals.	5	
	Our organization <b>primarily</b> serves underserved youth.	5	
<b>Results/evaluation</b>	Our narrative describes how we intend to evaluate the impact this experience has on our participants. What new skills might be gained through this experience? What impact might there be on group dynamics?	5	
<b>Reflection</b>	Our narrative describes a plan for reflection and learning from the camping experience, particularly the increased understanding of the role of national parks and public lands.	5	

5=clear and compelling; 4=clear; 3=incomplete; 2=vague; 1=no plan; 0=missing

<b>Eligibility Guidelines Checklist</b>	<b>YES</b>	<b>NO</b>	<b>Needs work</b>
<i>Our group is a 501(c)3 non-profit, or public school, or government agency, or we have a fiscal sponsor. Primarily underserved youth.</i>			
<i>Our group size has a minimum of 6, a maximum of 104, and is comprised primarily of youth between the ages of 6 – 18.</i>			
<i>Our planned trip is a minimum of three days (two nights) and does not exceed seven days (six nights).</i>			
<i>Our desired trip dates are between the posted dates for the current season.</i>			