

# MIAMI COUNTY PARK DISTRICT



Administration Office  
2645 E. St. Rt. 41  
Troy, OH 45373  
Phone: 937-335-6273

## Board of Park Commissioners:

Dr. Robert Malarkey  
Elizabeth Gutmann  
Jay Meyer

J. Scott Myers – Executive Director

## Miami County Park District Environmental Education Grant Application for June 2025 – June 2026

### Timeline

May 6, 2025	Grant Application due
June 24, 2025	Board Approves Grants Recipients notified following approval

**Complete by**  
**May 6, 2025**

email pages 2-5 to Mandy Martin at:  
[mmartin@miamicountyparks.com](mailto:mmartin@miamicountyparks.com)

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Charleston Falls Preserve,  
Farrington Reserve, FL Blankenship Riverside  
Sanctuary, Garbry Big Woods Reserve & Sanctuary,  
Great Miami River Recreational Trail, Goode Prairie Reserve & Preserve,  
Greenville Falls State Scenic River Area, Honey Creek Preserve, Hobart Urban Nature Preserve, Lost Creek Reserve &  
Knoop Agricultural Center, Maple Ridge, Stillwater Prairie Reserve, Twin Arch Reserve, John A. Wannemacher Nature Reserve



## MIAMI COUNTY PARK DISTRICT ENVIRONMENTAL EDUCATION GRANT PROGRAM General Information and Program Requirements

The Miami County Park District Environmental Education Grant Program was approved by the Board of Park Commissioners during the levy campaign in 1992. Although not made a part of the campaign, the idea of developing an educational grant program to foster educational opportunities for county residents has remained a goal of the Park Commission.

It was the consensus of the Board that the most equitable use of allocated funds would be for a program of community wide assistance. This type of program provides for a larger community benefit from tax dollar by assuring greater opportunities of participation in environmental education programming in the parks. The intent of the grant program is to provide “quality” environmental programming to as many residents as possible. The program shall provide opportunities for all segments of the population to visit one of the parks in the county-wide park system.

1. **Applicant Eligibility** – Only political subdivisions of the State of Ohio (cities, villages, townships, joint recreation districts, the county, including school districts and other similar organizations created under the provisions of the Ohio Revised Code) are eligible to apply for funding. Only one resolution is required per political subdivision governing board. If you have questions about eligibility, call the Park District School Program Coordinator, Susan Condy at 937-657-8823.
2. **Program Eligibility** – The program must be conducted in a park area owned or leased by the Miami County Park District and may extend to programs outside of the Park District boundaries to promote the Park District image in the community. Programs outside of the Park boundaries must incorporate a visit to a park of their choice as a part of this grant program. The grant may pay for those direct expenses in the development of the program and the implementation at a park site. Special permission must be given by the Park Board for grant money to be spent on off-site education projects. No administrative or normal operating expenses will be eligible. An official grant application must be completed and on file with the district Executive Director before program review can begin. All grant expenditures must be included in the grant proposal.

**No additional funds, above the amount agreed upon for your grant, will be allotted due to economic changes during the grant year.**

Not all programs which meet “program eligibility” and other requirements will be funded. Final determination on funding will rest with the Miami County Park District Board of Park Commissioners. The Board will base its funding decisions on program proposal merit, need for funding, funding availability, and other factors which it may also choose to consider. Decisions of the Board of Park Commissioners with regard to program approval may not be appealed. However, a program may be resubmitted for consideration during the following budget year.

4. **Compliance with Federal, State, and Local Laws** – Federal, state and local laws pertaining to non-discrimination in employment and area use, minimum wage legislation, public bidding requirements, building codes, health regulations, conflict-of-interest rules, and other similar matters must be met at all times.

These requirements remain the responsibility of the recipient of the grant funds. Miami County Park District shall bear responsibility for the proceeding regulations only when grant programs have been approved for direct payment to the supplier and/or contractor(s).

5. **Additional Requirements** – Only Miami County governmental agencies are eligible. All written materials used in the program become the property of the Miami County Park District. All equipment purchased shall become the property of the Miami County Park District unless otherwise stated. All advertising of programs shall include as part of the advertising that the program was made possible by an environmental education grant from the Miami County Park District.
  
6. **Program Requirements** – A summary of the accomplishments of each grant awarded must be sent to the Park District by the end of that grant year. No agency will be awarded a new grant without completion of this documentation. The final summary report for your 2024-2025 grant activities is due in the Park District Office no later than **June 3, 2026**. Recommended to be included in the final summary are:
  1. Photos of the class trip to the park.
  2. Photos of classroom follow-up activities.
  3. Writings from the students about their trip; what they saw, heard, smelled, felt at the park.
  4. Writings by the students telling what they remember as the best part of the trip.
  5. Writings by the students about what they learned at the park.
  6. Drawings of their park experience.
  7. Complete on-line survey by teacher/instructor.
  
7. **Award Allowances** – It is possible that your trip might not be fully funded. Allowed mileage is calculated by the distance from the school to the Park and back to the school based on Google Maps. It is limited to one round trip. This distance is awarded at up to \$1.00/mile. The allowed amount for bus driver cost is limited to \$18.00/hour. The number of hours that can be charged is limited to the length of time it takes to get from the school to the Park and back to the school based on Google Maps, plus the length of the program (4 hours or 2 hours) while the bus stays at the Park.
  
8. **Deadline – The Environmental Education Grant Applications must be received by Mandy Martin at [mmartin@miamicountyparks.com](mailto:mmartin@miamicountyparks.com) no later than 4:00 p.m. on May 6, 2025.**
  
9. **Final Approval** – The Board of Park Commissioners will approve grant awards at their June board meeting. Grant recipients will be notified following Board approval.
  
10. **Completion** – The contact person for each awarded grant program will be contacted and interviews may be scheduled. One meeting may be scheduled for all agencies submitting grants to review grant program.

**I have read and accept the general information and program requirements**



Name

School



MIAMI COUNTY PARK DISTRICT  
ENVIRONMENTAL EDUCATION GRANT PROGRAM

MATERIALS REQUEST

\*All materials will be purchased by, and remain the property of, the Miami County Park District unless other arrangements are made. Use additional sheets if necessary.

**Materials:**

Name of Company: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

- 1. Item Click or tap here to enter text.
- 2. Catalog Pg.# Click or tap here to enter text.
- 3. How Many Click or tap here to enter text.
- 4. Total Cost Click or tap here to enter text.

Name of Company: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

- 1. Item Click or tap here to enter text.
- 2. Catalog Pg.# Click or tap here to enter text.
- 3. How Many Click or tap here to enter text.
- 4. Total Cost Click or tap here to enter text.

Name of Company: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

- 1. Item Click or tap here to enter text.
- 2. Catalog Pg.# Click or tap here to enter text.
- 3. How Many Click or tap here to enter text.
- 4. Total Cost Click or tap here to enter text.

CONTRACTUAL SERVICES REQUEST

**\*For personnel other than Miami County Park District Staff**

**Contractual Services:**

Name: Click or tap here to enter text.

Occupation: Click or tap here to enter text.

Service(s) to be rendered: Click or tap here to enter text.

Why is this person necessary for the success of your program: Click or tap here to enter text.

Total Cost (or per hour cost) for Services: Click or tap here to enter text.



**MIAMI COUNTY PARK DISTRICT  
ENVIRONMENTAL EDUCATION GRANT PROGRAM  
TRANSPORTATION REQUEST FORM**

School:  Click or tap here to enter text. Contact Teacher:  Click or tap here to enter text.  
 Grade:  Click or tap here to enter text. Email:  Click or tap here to enter text.  
 Number of Students:  Click or tap here to enter text. Phone:  Click or tap here to enter text.  
 Other teachers participating  Click or tap here to enter text.

It is possible that your trip might not be fully funded.

Allowed mileage is based on Google Maps and is calculated by the distance from the school to the Park and back to the school. It is limited to one round trip. This distance is awarded at up to \$1.00/mile.

The allowed amount for bus driver cost is limited to \$18.00/hour. The number of hours that can be charged is limited to the length of time it takes to get from the school to the Park and back to the school based on Google Maps plus the length of the program (4 hours or 2 hours) while the bus stays at the Park.

**FILL IN THE INFORMATION BELOW FOR EACH FIELD TRIP**

Program request **BANANA SLUG FESTIVAL**

Cost per bus (4 hr. program):  Choose an item.  
 Number of busses:  Choose an item. Total Cost:  Click or tap here to enter text.

Program request  Choose an item.  
 Program request if not on the list  Click or tap here to enter text.  
 Cost per bus (4 hr. program):  Choose an item.  
 Cost per bus (2 hr. program):  Choose an item.  
 Number of busses:  Choose an item. Total Cost:  Click or tap here to enter text.

Program request  Choose an item.  
 Program request if not on the list  Click or tap here to enter text.  
 Cost per bus (4 hr. program):  Choose an item.  
 Cost per bus (2 hr. program):  Choose an item.  
 Number of busses:  Choose an item. Total Cost:  Click or tap here to enter text.

Program request  Choose an item.  
 Program request if not on the list  Click or tap here to enter text.  
 Cost per bus (4 hr. program):  Choose an item.  
 Cost per bus (2 hr. program):  Choose an item.  
 Number of busses:  Choose an item. Total Cost:  Click or tap here to enter text.



MIAMI COUNTY PARK DISTRICT  
ENVIRONMENTAL EDUCATION PROGRAM

SUMMARY FIGURES

Please enter subtotal costs:

Materials (Form 1) [Click or tap here to enter text.](#)

Contractual Services Form 1) [Click or tap here to enter text.](#)

Transportation (2-A) (Enter each field trip total separately)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

**Subtotal:** [Click or tap here to enter text.](#)

Less Materials: [Click or tap here to enter text.](#)

**Total Grant Request:** [Click or tap here to enter text.](#)

Source of any local funds or in-kind services: [Click or tap here to enter text.](#)

Total Donated: [Click or tap here to enter text.](#)

Applicant: [Click or tap here to enter text.](#) Title: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Contact person for notification of Grant Award: [Click or tap here to enter text.](#)

Email of Contact person: [Click or tap here to enter text.](#)

Below is the formula used for transportation costs per bus.

Allowed mileage is based on Google Maps and is calculated by the distance from the school to the Park and back to the school. It is limited to one round trip. This distance is awarded at up to \$1.00/mile.

The allowed amount for bus driver cost is limited to \$18.00/hour. The number of hours that can be charged is limited to the length of time it takes to get from the school to the Park and back to the school based on Google Maps plus the length of the program (4 hours or 2 hours) while the bus stays at the Park.

**Invoices are to be mailed to our Park District Office:**

Miami County Park District  
 2645 E. St. Rt. 41  
 Troy Ohio, 45373

CF = Charleston Falls Preserve  
 LC = Lost Creek Reserve  
 SPR = Stillwater Prairie Reserve

School	Park	Miles from school to Park and back @ \$1.00/mile	Minutes of bus travel time from school to Park and back	Bus travel time @ \$18.00/hr	Hours of program	Hours of program @ \$18.00/hr	Mileage cost plus Bus travel time cost plus hours of program cost
Bethel (2 hr)	CF	\$8.00	15	\$4.50	2	\$36.00	\$48.50
Bethel (2 hr)	SPR	\$60.00	84	\$25.20	2	\$36.00	\$121.20
Bethel	CF	\$8.00	15	\$4.50	4	\$72.00	\$84.50
Bethel	LC	\$11.00	28	\$8.40	4	\$72.00	\$91.40
Bethel	SPR	\$60.00	84	\$25.20	4	\$72.00	\$157.20
Bradford (2 hr)	CF	\$62.00	80	\$24.00	2	\$36.00	\$122.00
Bradford (2 hr)	SPR	\$8.00	12	\$3.60	2	\$36.00	\$47.60
Bradford	CF	\$62.00	80	\$24.00	4	\$72.00	\$158.00
Bradford	LC	\$37.00	64	\$19.20	4	\$72.00	\$128.20
Bradford	SPR	\$8.00	12	\$3.60	4	\$72.00	\$83.60
Broadway	CF	\$10.00	16	\$4.80	4	\$72.00	\$86.80
Broadway	LC	\$13.00	22	\$6.60	4	\$72.00	\$91.60
Broadway	SPR	\$42.00	54	\$16.20	4	\$72.00	\$130.20
Concord (2 hr)	CF	\$30.00	44	\$13.20	2	\$36.00	\$79.20
Concord (2 hr)	SPR	\$28.00	38	\$11.40	2	\$36.00	\$75.40
Concord	CF	\$30.00	44	\$13.20	4	\$72.00	\$115.20
Concord	LC	\$24.00	24	\$7.20	4	\$72.00	\$103.20
Concord	SPR	\$28.00	38	\$11.40	4	\$72.00	\$111.40
Cookson (2 hr)	CF	\$22.00	30	\$9.00	2	\$36.00	\$67.00

Cookson (2 hr)	SPR	\$34.00	54	\$16.20	2	\$36.00	\$86.20
Cookson	CF	\$22.00	30	\$9.00	4	\$72.00	\$103.00
Cookson	LC	\$5.80	10	\$3.00	4	\$72.00	\$80.80
Cookson	SPR	\$34.00	54	\$16.20	4	\$72.00	\$122.20
Covington (2 hr)	CF	\$42.00	66	\$19.80	2	\$36.00	\$97.80
Covington (2 hr)	SPR	\$10.00	18	\$5.40	2	\$36.00	\$51.40
Covington	CF	\$42.00	66	\$19.80	4	\$72.00	\$133.80
Covington	LC	\$26.00	50	\$15.00	4	\$72.00	\$113.00
Covington	SPR	\$10.00	18	\$5.40	4	\$72.00	\$87.40
Forest (2 hr)	CF	\$26.00	36	\$10.80	2	\$36.00	\$72.80
Forest (2 hr)	SPR	\$30.00	48	\$14.40	2	\$36.00	\$80.40
Forest	CF	\$26.00	36	\$10.80	4	\$72.00	\$108.80
Forest	LC	\$5.00	10	\$3.00	4	\$72.00	\$80.00
Forest	SPR	\$30.00	48	\$14.40	4	\$72.00	\$116.40
Heywood (2 hr)	CF	\$28.00	36	\$10.80	2	\$36.00	\$74.80
Heywood (2 hr)	SPR	\$28.00	42	\$12.60	2	\$36.00	\$76.60
Heywood	CF	\$28.00	36	\$10.80	4	\$72.00	\$110.80
Heywood	LC	\$7.60	18	\$5.40	4	\$72.00	\$85.00
Heywood	SPR	\$28.00	42	\$12.60	4	\$72.00	\$112.60
Hook (2 hr)	CF	\$38.00	32	\$9.60	2	\$36.00	\$83.60
Hook (2 hr)	SPR	\$28.00	40	\$12.00	2	\$36.00	\$76.00
Hook	CF	\$38.00	32	\$9.60	4	\$72.00	\$119.60
Hook	LC	\$9.00	20	\$6.00	4	\$72.00	\$87.00
Hook	SPR	\$28.00	40	\$12.00	4	\$72.00	\$112.00
Kyle (2 hr)	CF	\$28.00	36	\$10.80	2	\$36.00	\$74.80
Kyle (2 hr)	SPR	\$32.00	44	\$13.20	2	\$36.00	\$81.20
Kyle	CF	\$28.00	36	\$10.80	4	\$72.00	\$110.80
Kyle	LC	\$7.00	14	\$4.20	4	\$72.00	\$83.20
Kyle	SPR	\$32.00	44	\$13.20	4	\$72.00	\$117.20
L.T. Ball	CF	\$14.00	24	\$7.20	4	\$72.00	\$93.20
L.T. Ball	LC	\$15.00	26	\$7.80	4	\$72.00	\$94.80
L.T. Ball	SPR	\$42.00	58	\$17.40	4	\$72.00	\$131.40
Miami East (2hr)	CF	\$38.00	50	\$15.00	2	\$36.00	\$89.00
Miami East (2hr)	SPR	\$38.00	54	\$16.20	2	\$36.00	\$90.20
Miami East	CF	\$38.00	50	\$15.00	4	\$72.00	\$125.00
Miami East	LC	\$13.00	22	\$6.60	4	\$72.00	\$91.60
Miami East	SPR	\$38.00	54	\$16.20	4	\$72.00	\$126.20
Milton Union (2 hr)	CF	\$30.00	48	\$14.40	2	\$36.00	\$80.40
Milton Union (2 hr)	SPR	\$38.00	52	\$15.60	2	\$36.00	\$89.60
Milton Union	CF	\$30.00	48	\$14.40	4	\$72.00	\$116.40
Milton Union	LC	\$28.00	48	\$14.40	4	\$72.00	\$114.40
Milton Union	SPR	\$38.00	52	\$15.60	4	\$72.00	\$125.60
Newton (2 hr)	CF	\$38.00	54	\$16.20	2	\$36.00	\$90.20
Newton (2 hr)	SPR	\$18.00	26	\$7.80	2	\$36.00	\$61.80
Newton	CF	\$38.00	54	\$16.20	4	\$72.00	\$126.20
Newton	LC	\$22.00	40	\$12.00	4	\$72.00	\$106.00
Newton	SPR	\$18.00	26	\$7.80	4	\$72.00	\$97.80
Piqua Central	CF	\$46.00	60	\$18.00	4	\$72.00	\$136.00
Piqua Central	LC	\$26.00	48	\$14.40	4	\$72.00	\$112.40



Piqua Central	SPR	\$16.00	24	\$7.20	4	\$72.00	\$95.20
Springcreek (2 hr)	CF	\$46.00	52	\$15.60	2	\$36.00	\$97.60
Springcreek (2 hr)	SPR	\$22.00	40	\$12.00	2	\$36.00	\$70.00
Springcreek	CF	\$46.00	52	\$15.60	4	\$72.00	\$133.60
Springcreek	LC	\$26.00	40	\$12.00	4	\$72.00	\$110.00
Springcreek	SPR	\$22.00	40	\$12.00	4	\$72.00	\$106.00
Van Cleve	CF	\$26.00	38	\$11.40	4	\$72.00	\$109.40
Van Cleve	LC	\$5.00	10	\$3.00	4	\$72.00	\$80.00
Van Cleve	SPR	\$30.00	46	\$13.80	4	\$72.00	\$115.80
Washington (2 hr)	CF	\$48.00	62	\$18.60	2	\$36.00	\$102.60
Washington (2 hr)	SPR	\$14.00	18	\$5.40	2	\$36.00	\$55.40
Washington	CF	\$48.00	62	\$18.60	4	\$72.00	\$138.60
Washington	LC	\$28.00	50	\$15.00	4	\$72.00	\$115.00
Washington	SPR	\$14.00	18	\$5.40	4	\$72.00	\$91.40