

Thank you for your interest in serving as a host state for the 2025 Military Teen Adventure Camps!

Military Teen Adventure Camps Overview

This pre-award proposal is administered by Purdue University and funded by NIFA/USDA. The funding is made available through a partnership between the Department of Defense, Military Community and Family Policy, Office of Military Family Readiness Policy, Children, Youth, and Families and USDA/NIFA for Adventure Camp opportunities designed for military youth, ages 13-18 of Active Duty, Guard, Reserve and Retired personnel at regional locations around the U.S. and its territories.

The camp experiences will be research-based with an evaluation component, and will include coordination of all registration and logistics, including travel for the teens registered to attend. The design of the camp programs should be high energy, high adventure, and high experience, while engaging youth in a unique outdoor experience that allows them to build leadership, self-confidence, mental well-being, and teamwork skills.

Camping experiences must be offered at minimal charge and made available to all military youth regardless of where they live. We anticipate having approximately \$1,000,000 available and plan to allocate funding across 5-6 awards. Camps should be scheduled between May 1, 2025, and August 31, 2025, with limited exceptions. We are currently investigating the possibility of funding winter camps for 2025-26. If funding winter camps becomes an option, we will amend the RFA with an updated project window.

Due to overhead charged against each award, we will not be able to consider proposals that do not include multiple camp opportunities except in very limited situations. We may consider camps shortly outside these dates in limited situations based on universities' ability to submit invoices within the restrictions for reimbursement. Those institutions which are able to minimize the overhead costs will be considered. A key component to the evaluation of responses to the RFA includes the return on investment and the total cost per camper.

Our desire via this funding opportunity and proposal review process is to provide a variety of camp experiences in a variety of locations across the nation. Indirect costs are an allowable expense and should be budgeted in accordance with the applicant institutions federally negotiated indirect cost rate. If indirect costs are budgeted, we require a copy of your current indirect cost rate agreement with the RFA response. During the review process, we may contact individual PIs to make proposal adjustments which may require resubmission of proposal documents.

We have created the following Proposal Check Sheet to provide guidance for responding to the RFA. **RFAs are due by Friday, November 22 at 12:00 p.m. Eastern Time.** RFA's will be accepted from any Land Grant University, including 1862 public

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universities; 1890 historically black colleges and universities; and 1994 tribal colleges and universities. Purdue University reserves the right to adjust the RFA in accordance with USDA-NIFA policies should additional clarification be needed.

For camp and programmatic questions, the PI/Co-PI should contact:

Brad Myers
765-494-8422 (EST)
myers114@purdue.edu

For grant/contract/financial questions the AOR should contact the Purdue Grant Administrator:

Deb Hula
765-494-8434 (EST)
dhula@purdue.edu

EXTENSION-MILITARY COLLABORATION Military Teen Adventure Camp Application and Proposal Check Sheet

This document will help when drafting and editing your proposal for the 2024 Military Teen Adventure Camps. It includes details and instructions for completing each section of the proposal. We have also provided general comments/suggestions based on experience gained from Purdue University's facilitation of prior sub-awards and review of previous camp proposals. Similarity in the format and language of the proposals will aid in expediting our review and selection of proposals to be forwarded through the NIFA review and approval process. This grant is a sub-award of Purdue University and therefore, is not listed on the Grants.gov website.

The following documents must be included in the final proposal and will be discussed individually:

1. Institutional Authorization Letter
2. Statement of Work
3. R&R Budget Form (found at <https://www.grants.gov/forms/r-r-family.html>)
4. Budget Narrative
5. Curriculum Vitae/Resume for Key Personnel and Consultants
6. Current and Pending for Key Personnel
7. Conflicts of Interest for Key Personnel
8. Consultant Letters of Collaboration
9. Camp marketing information (included on marketing brochure form)

IMPORTANT NOTE:

The above documents should be put into one PDF file **EXCEPT FOR** the R&R Budget Form. Attach the PDF file to the R&R Budget Form Line L "Budget Justification" and save as {**YOURSTATE AdventureCamp 2025**}.

1. Institutional Authorization Letter (IAL)

The IAL should be addressed to Casey D. Mull, Assistant Director of Extension, 4-H Youth Development, AGAD Bldg., 615 Mitch Daniels Blvd., West Lafayette, IN 47907 and must be signed by the designated individual who has the authority to commit the institution to this grant (example: a University Business Office, Office of Sponsored Programs, etc.). The PI/Co-PI generally does not have the authority to sign the authorization letter.

In addition to the IAL, a letter of commitment from each of the camp partners is required and should be signed by an individual with the authority to make the commitment for the organization.

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2. Statement of Work

The Statement of Work must define the work activities, deliverables and timeline. The Statement of Work must include the following:

- a) **Camp titles, projected dates, camp(s) description and number of slots available for campers.** The camps should not be viewed as “state camps” but rather, as regional or national camps. Our experiences from prior years demonstrate that youth from across the country (and beyond) have an interest in attending despite the travel distance.
- b) **Travel arrangements for youth to and from the camp.** Per this RFA, these camps are intended to be offered at minimal cost to military youth, so it is required that travel funds to and from camps and other program costs be included in the budget (see part 4). A modest deposit may be requested with registration to reserve a camper slot, but should not exceed \$25.00-\$50.00 per person. This registration fee may be allocated to travel expense or may be refunded to the family upon their arrival at the camp. Airfare for campers is an allowable expense under this award.
- c) **Recruitment plans.**
 - Describe specific recruitment efforts that will:
 - a) Recruit campers who have not experienced a Military Teen Adventure Camp previously; and
 - b) Increase the diversity of participants attending the MTAC’s.
 - A local webpage should be developed to advertise camps and register campers. This should include contact information, camp details, and registration information.
 - A Facebook page and other social media platforms are strongly encouraged.
 - We request these web applications and other marketing efforts be distinguished from any ongoing military or 4-H camp efforts funded by other sources.
- d) **The length of each camp** (# of days engaged in camp activities) and draft schedule. Camps are intended to be residential in nature and must include at least three days and 2 nights.
- e) **Support objectives.** Each camp should fulfill one or more of the following goals through fun and engaging experiential-based learning strategies:
 - Take responsibility for own actions (Self-responsibility)
 - Find answers to questions (Decision-making)
 - Adapt to change (Resiliency)
 - Listen to the opinions of others (Cooperation)
 - Live and work with others (Responsible Citizenship)
 - Find solutions to problems (Problem-solving)
- f) **Mental Health and Well-being.** In addition to the above objectives, each camp should target the mental health and well-being of the campers. Describe components of each camp that will support and enhance the mental wellness of each camper.

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- g) **Partner involvement.** (See Section 8 Partners/Consultants)
- h) **Safety and emergency plan.** A safety and emergency plan for each camp facility is required. Include projected health plan for pandemic-related issues.
- i) **Commitment to required evaluation component and the collection of camp participant demographic data.** We will utilize the American Camp Association Youth Outcomes Battery (YOB) which is designed to measure developmental outcomes in youth programs.
- j) **Contingency plans** describing how adjustments will be made to the proposal and camping experiences based upon unforeseen circumstances (e.g. pandemic-related restrictions, partner involvement changes, etc). Include efforts to minimize expenses resulting from postponed or cancelled camps.
- k) **Other information** as appropriate for the proposal to meet initiative intent.

3. R&R Budget Form

Section A: “Senior/Key Personnel”

- Must have individual name(s) listed. Terms such as “TBA”, “Individual” or “Mentor” are not acceptable.
- PI/Co-PI must be listed. If utilizing a Co-PI, this individual must be a university employee and you will submit identical documentation as is required of the PI.
- Any individual listed in Section A must have a CV, Conflict of Interest, and Current and Pending form. Link to Current/Pending and Conflict of Interest forms <https://www.purdue.edu/business/sps/preaward/resources/3.templates/nifa.html>
- Rate of pay must always be identified whether hourly rate or % FTE. Fringe benefit costs must also be indicated. Please include a copy of your institution’s Fringe Benefit documentation.
- Camp counselors, clerical and students should be listed in **Section B** “Other Personnel” (if required beyond a typical camp registration fee) and therefore will not need a CV, Conflict of Interest, or Current and Pending form.
- NOTE: It is not necessary to have individuals employed in full time positions to support the work funded by this award.

4. Budget Justification

The Budget Justification must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project as well as fringe benefit calculation for each Sr./Key Personnel. Hourly/monthly rate for grad students, camp counselors and other personnel must also be provided. The budget must present a complete and detailed itemization of all proposed costs for proposed activities.

In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, and why particular items of equipment or supplies must be purchased.

- Consultants are listed in **Section B** of the budget. The individual must be named and will need to provide a letter of collaboration and a CV. NOTE: NIFA/USDA’s policy is that daily rates of pay should not exceed an Executive Level IV salary range of \$600/day (this rate is based on an 8-hour day regardless if the number of hours is less than 8). If a consultant’s daily rate of pay exceeds \$600/day, then supporting documentation will be needed to show that this is their normal rate of pay. Invoices and pay statements are acceptable. Please see Section 8 for additional information regarding the use of consultants.
- Military Family Life Consultants (MFLC) may be utilized, but are not required. If you plan to request an MFLC, you must plan for that individual’s camp expenses in your budget. Please include the dates the MFLC is requested and the anticipated role of the MFLC at the camp. MFLC requests will be submitted by Purdue to the Department of Defense for review.

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You must provide a budget including a transportation allowance for the participants for each individual, proposed camp. Transportation expenses may include partial airline flight reimbursement to families and/or mileage to camp or to a central pick-up point. It is understood that travel costs will be an estimate based on the number of youth, so that should be reflected in the narrative with an explanation of how the estimated cost of travel per camper was calculated.

Following is an example of a travel budget for the budget justification (Figure 1) Notice how it corresponds to Section D of the budget form. All dollar amounts listed on Section D of the budget form must be itemized.

Section D, Travel = \$2,918	
	Travel for staff working on the project
a.	Mileage for staff participating in camp activities \$0.51 per mile for 1200 miles = \$612
b.	Lodging for staff during Camp at PLACE OF RESIDENCE– 4 rooms, 2 nights at \$50 a room = \$400
c.	Lodging for travel days for staff – 4 staff, 3 rooms at \$189/night for 2 nights = \$1,134
d.	Per diem for staff for travel days – 4 staff x 2 days x \$44/day = \$352
e.	Airfare for staff from CITY NAME to CITY NAME = \$420

Figure 1 Example Travel Portion of a Budget Justification

Suggested Language for Camper Travel: Travel allowance per person up to and not exceeding \$ _____ X # _____ campers. (Depending on distance and method of transportation for individual campers, families personally bear a portion of the travel expense should they exceed the specified dollar amount).

Uploading Documents for Submission

The entire Budget Justification should be created in a word document and *converted to a PDF document with all other required documents. Please number the pages.* The PDF is attached to Section L “Budget Justification” of the R & R budget form. R&R Budget Form is located at <https://www.grants.gov/forms/r-r-family.html>. Please see OMB Number 4040-0001; Research & Related Budget.

NOTE: Only one document may be attached to Section L; therefore, everything must be included in one PDF document and uploaded. For example, if multiple camps are being proposed, individual budgets (and justification) for each camp should be included in the PDF and attached to Section L of the budget form.

Section E: INSURANCE IS REQUIRED FOR THE YOUTH CAMPERS. Evidence of appropriate accident and medical coverage for participants is required. (This may be the insurance commonly utilized for camps supported by the state 4-H program).

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Any additional participant costs should be included in Participant/Trainee Support Costs.

The budget should include an amount for subsistence and not receipts. This number is based on a federal rate for the state in which the camp is located (so if a camper/staff from Illinois is/are traveling to a camp in Michigan, you would utilize the rate for Michigan, because that is where the camp is located). This state per diem rate is available at <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>

Section F: Be as specific as possible for “General Costs”. A line-item list and cost of any materials/supplies that are programmatic in nature and that directly affect the outcome of a camp objective (e.g. pedometers, journals, pens, postage, etc.) are required. Equipment & Facility Rental/User Fee is acceptable and should be included as a line item. If there is an outside service provider expense, it can be listed here. The grant will not support the purchase of fixed equipment, physical improvements to facility, or office supplies to restock the camp office. Personal items may not be purchased for campers unless the items are needed for camp activities (i.e., water bottles for wilderness excursions, t-shirt uniforms to distinguish campers from counselors, compasses, etc.). Nametags (if they are needed) should be included in the budget with the following recommended justification: “Nametags are needed to easily identify camp counselors, campers and staff at camp, especially when counselors are in close age proximity to the campers and multiple groups may be present at the camp.”

If funds are budgeted for subcontract costs, the following subcontract information must be included: Statement of Work, R&R Budget Form, Budget Narrative, and Letter of Collaboration.

Advertising costs need not be budgeted, as Purdue University will handle the on-line published registration information for all camps. Advertising will be facilitated via the Military Teen Adventure Camps Website and will link all sub-contractor registration information to this website: <https://extension.purdue.edu/4-H/get-involved/military-teen-adventure-camps/index.html>

Section H: Indirect costs are an allowable expense and should be budgeted in accordance with the applicant institution’s federally negotiated indirect cost rate. If indirect costs are budgeted, please provide a copy of your current indirect cost rate agreement. Note: indirect costs may not be charged against participant support expenses (e.g., camper experience expenses such as lodging, food, etc.).

5. Curriculum Vitae for each Key Personnel

A CV **MUST** be provided for anyone listed in “Section A. Senior/Key Personnel” of the budget form. If consultants are being utilized, you must provide a CV/Resumé.

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6. Current and Pending for each Key Personnel

For the purposes of this grant, please complete the C&P for this project and include it in the pending section of the form as shown below:

NAME (List/PI #1 first)	SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER	TOTAL \$ AMOUNT	EFFECTIVE AND EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
<i>Your name (also list Co-PI)</i>	USDA-NIFA	<i>Dependent upon your proposal</i>	<i>3/1/2023 8/31/2023</i>	<i>Dependent upon your proposal</i>	Military Teen Adventure Camp

7. Conflicts of Interest for each Key Personnel

A conflict-of-interest form is required for each individual listed as Key Personnel and must be included in PDF format. Consultants do not need to complete a C/I.

8. Camp Partners/Consultants Letters of Collaboration

A letter of commitment from each of the camp partners (or consultants who will be utilized) is required and should be signed by an individual with the authority to make the commitment for the organization. University employees may not be listed as a consultant. If a consultant is utilized from an outside organization, a CV will need to be submitted in addition to the letter of collaboration. A conflict of interest form is not required for consultants.

9. Statement of Experience Designing, Implementing, Evaluating Similar Teen Camp Opportunities

Please complete and include a statement and description of the PI's expertise and experience with the design, implementation and evaluation of similar teen camp opportunities including experience with military connected teens.

10. Camp Marketing Information (included on marketing brochure form)

Please complete and attach a completed marketing brochure form for each camp opportunity included in your proposal. You will find this form on p. 9 of this document.

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General Comments

- Please remember that the effective date for this grant funding is 3/1/2025. For camps that will be held in the summer months, applicants should plan for a project period of 3/1/2025-8/31/2025.
- Please number the pages you will be placing into the pdf before attaching to the R & R Budget Form.
- Double check spelling and math in your proposal.
- We do expect that once successful awardees have been selected, there may be a need to request additional information.
- Marketing and advertising for camps will be coordinated by Purdue University with each successful awardee institution assisting with these efforts.

Due date: Friday, November 22 at 12:00 p.m. Eastern – A return email receipt will be provided within 2 business days of proposal receipt.

Email to: Brad Myers
Myers114@purdue.edu
(765) 494-8422 (EST)

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Marketing Information

Information from this form will be published on-line if your camp(s) is/are funded. Wording should be geared towards a teen audience. The contact is the individual whose information will be published in the adventure camps online marketing and should be appropriate for parents to contact for registration and general camp questions. At the bottom of this page, you will find a sample we utilized for 2022-2023 camps.

For publication in the online marketing (this may be the PI or another designated individual):

Primary Contact Name

Phone Number

Email

Please provide the following information that will be included in the Military Teen Adventure Camps online marketing:

Name of Camp:

Dates of Camp:

Number of Participants:

Primary Activities (i.e. camping, hiking, kayaking, etc.):

Teen-friendly description (120 words or less):

URL (this should be a direct link for camper registration):

Example:

Name of Camp: Cutty Sark Sailing Adventure

Dates of Camp: June 1-6, 2023 July 1-6, 2023

Number of Participants: 30 per trip

Primary Activities: Sailing, camping, hiking, beach and tidal pool exploration, and games.

Description: The Cutty Sark Sailing Adventure allows participants to embark on an adventure of a lifetime as the crew of this magnificent ship. The Cutty Sark is a 52-foot wooden sailing vessel complete with all the latest technology and modern navigational tools and instruments. The captain provides in-depth opportunities for teens to learn how to navigate using both ancient sailing knowledge and current technology. The ship sets anchor on one of the several uninhabited islands in San Juan where they set up camp, prepare meals, and spend quality time exploring the islands' beaches and enjoying time spent with their peers around the campfire after the sun drops into the horizon.

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