

# The John Muir Award Proposal Form

We use a Proposal Form to learn about your plans, discuss any queries you may have, and create the best possible picture of what each John Muir Award will encompass. It's a really useful reference for us, and for you: as a planning tool with colleagues, for discussing with those getting involved, and for reviewing your John Muir Award activity at the end of your proposed time period.

Importantly, it's NOT an application form - it doesn't have to be perfect when first submitted. It can be a starting point for dialogue and sharing ideas. It forms the basis of our agreement with each Award Provider, showing what will be done by each participant to achieve their own John Muir Award.

The best reference point for more guidance is our Information Handbook, available to download from [www.johnmuiraward.org](http://www.johnmuiraward.org). Remember, if you are unsure of what to put on the Proposal Form you can contact your regional John Muir Award Manager.



**JOHN  
MUIR  
AWARD**

wild places:  
DISCOVER  
EXPLORE  
CONSERVE  
SHARE

## John Muir Award Proposal Form

**Outline your activity and describe how you will meet the Four John Muir Award Challenges**

This Proposal Form is an aid to your planning and delivery of a John Muir Award, at Discovery, Explorer or Conserver Level. It enables Award staff to offer support and advice, and helps ensure that your Proposal will lead to successful completion of Awards.

Responsibility for ensuring adequate health & safety, legal and insurance arrangements lies with the group/organisation (or individual/ family) that is setting up activity towards achieving John Muir Awards.

Refer to the key documents page at [johnmuiraward.org](http://johnmuiraward.org) for Information Handbook and Award criteria.

Send a copy of your Proposal Form to your appropriate regional Award contact at least **2 weeks** before starting. If not known, please click on the contact page at [johnmuiraward.org](http://johnmuiraward.org). Alternatively, send to [info@johnmuiraward.org](mailto:info@johnmuiraward.org), or John Muir Award, 41 Commercial Street, Edinburgh EH6 6JD

<b>contact person</b>	<b>date</b>
<b>group/organisation or individual/family address</b>	
	<b>postcode</b>
<b>phone</b>	<b>e-mail</b>
<b>mobile</b>	<b>web</b>

**Are any organisations or partners helping towards this Award?**

<b>Summary of Award Proposal</b>	<b>Select Award level</b>	Discovery / Explorer / Conserver
Outline the main aims and themes of what you plan to do. What is/are your main reason/s for using the John Muir Award?		

**Group background**  
Include details such as: who the group is, age ranges, group size, any referral process, other relevant points.

<b>Start date</b>	<b>Finish date</b>
<b>Estimated time commitment</b>	E.g. number of days, hours spent per week, residential length

**Is any evaluation taking place for this activity/work/project?**

**How many people are participating?**  participants  leaders/staff

**Record books:** 1: Download print-ready PDF from website key documents page for free **OR** 2: Request  number hard copies (£1 per copy)

Who we can liaise with throughout your John Muir Award activity. It should be the person who can discuss your plans and understands why and how your group is choosing to use the John Muir Award.

Give a brief overview of your plans (there's room for detail on page 2). Importantly, tell us why you are using the John Muir Award.

Who will be taking part? What might they get from the experience? Include leaders, teachers and families here. Be inclusive!

Submit your Proposal Form at least 2 weeks before you wish to start. This gives us opportunity to discuss any issues with you, confirm Criteria will be met by this Proposal, and register your group. Your finish date can move, so long as minimum time requirements are met – an estimated date is fine.

Will using the John Muir Award have an impact on your work, and are you evaluating this? We're interested to know more if you are.

Give your organisation or project name, or just restate an individual or family name if you are doing a self-guided Award. This is how we will list you on our registration system – it should be the key party with responsibility for delivery of the John Muir Award. The date is when you submit the form.

Note any other groups supporting your activity here. It could be a local ranger team, an outdoor centre, or a National Park Authority.

Which level are you working towards? We recommend starting at Discovery level. Once successfully completed, discuss how to progress to the next.

The time commitment for each Award level is a minimum. Feel free to commit more time than this. You can be flexible – your activity might take the form of a continuous experience (residential, expedition), or may be a series of short sessions over a longer period of time.

# Top Tips

- Use the prompts and questions as a guide for what should be included.
- Be clear: Say what your proposed activities are, rather than 'we will do a range of activities.'
- If unsure, that's fine, we can help.
- Be concise with detail: Use bullet points, no need for long paragraphs.
- No need to repeat: Some activities relate to more than one Challenge. Write it in one box and cross reference e.g. Surveys can be ways to Explore, Conserve, Share – describe activity under Conserve, then put (also Explore, Share)
- Introducing John Muir: See Information Handbook p39-40. Go to [www.discoverjohnmuir.com](http://www.discoverjohnmuir.com) for information, examples and activity ideas. Include this in Explore (increasing awareness) or Share (collaborating, sharing information).

Outline the PLACE(S) you are using. Say why you have chosen it/them as locations.

What kind of ACTIVITIES will you do? Be creative, use our resources, look at examples, ask us questions...

Outline how you plan for all individuals involved to meet the Four John Muir Award Challenges. See [johnmuiraward.org](http://johnmuiraward.org) for information, resources, ideas and case studies. Consider how you will introduce John Muir into your Award activity.

<p><b>Discover a wild place</b>  <b>Where/what is your wild place (or places)?</b>          This can be school grounds, local park, beach, woods, river, mountain or national park...          Briefly:          Where will your activity take place? (Note all the places you will visit).          What is the natural character of your chosen place(s)?          What makes it special for you/your group?          Why is it a suitable place for your Award activity?</p>	<p>PLACE</p>	<p>ACTIVITIES</p>	<p><b>Explore it</b>  <b>Tell us what you'll do to increase your awareness and understanding. How will you experience, enjoy and find out more about your wild place(s)?</b>          You might:          Visit it at different times of day and night, in different seasons, alone or with others.          Travel extensively – walk, camp, bike, canoe.          Sit, look, listen - engage senses.          Identify and find out more about landscapes, habitats and living things (biodiversity), and how they connect.          Make maps. Take photographs.          Research local geology, natural and cultural history.</p>
<p><b>Conserve it</b>  <b>How will you care for your wild place(s), take some personal responsibility, make a difference, put something back?</b>          Take practical action for nature - wildlife or pollution surveys, litter picks and audits, tree or shrub planting, grow plants for wildlife or clear invasive plants, create or monitor habitats...          Campaign and inform others to highlight an environmental issue or help protect a wild place.          Apply minimum impact approaches to your activity.</p>	<p>PUT BACK</p>	<p>SHARE</p>	<p><b>Share your experiences</b>  <b>Tell others about what you've done – experiences, achievements, feelings, what's been learned. Celebrate!</b>          Reflect, review and discuss your adventures and experiences in wild places – do this during as well as after, informally or more formally.          You might:          Make a display of photos, drawings, stories, poems, artwork.          Make a group diary – as a book, wall display or film.          Organise a presentation.          Lead a guided walk around your wild place(s).          Use newsletters, websites and social media.</p>

Include some ACTION here, that each individual will contribute to. Look at our Resource Guides and Conserve Audit 2015 for context, ideas and what all this activity adds up to.

Include informal sharing such as discussions. Think of suitable audiences to involve.