

# 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 [info@johnmuiraward.org](mailto:info@johnmuiraward.org).

The name of the person who we will 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 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.

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.

Which level are you working towards? We recommend starting at Discovery level. Once successfully completed, discuss how to progress to the next. For more info about progressing through levels [click here](#).

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

The time commitment for each Award level is a minimum. Feel free to commit more time than this.

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

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

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.

**John Muir Award: Proposal Form**  
www.johnmuiraward.org

This form helps you plan and deliver a John Muir Award at your chosen level. It enables you to offer support and advice, and helps ensure that your plans lead to successful completion of your Award.

Submitting this form please ensure:  
You and/or your group is suitable for the John Muir Award and will be able to meet its criteria.  
You have planned activities for all four John Muir Award challenges.  
You send this to us at least two weeks before starting Award activity to confirm your Award registration.

Please email [info@johnmuiraward.org](mailto:info@johnmuiraward.org) in word document format. (If sending by post please print clearly)  
Please tick here if you would like to hear from us   
We send occasional emails about the John Muir Award that may be of interest to you. We will not share details with any third parties.

About you/your organisation:

Contact person:	Date form sent: (dd/mm/yyyy)
Group/organisation or individual/family:	
Address:	
Contact phone number:	Email:

About your Award:

Award level:	<input type="checkbox"/> Discovery 4 days (or 25+ hours equivalent) minimum	<input type="checkbox"/> Explorer 8 days (or 50+ hours equivalent) minimum	<input type="checkbox"/> Conservator 20 days (or 125+ hours equivalent) minimum
Number of participants:	Please indicate number of Welsh and Gaelic participants, if applicable:		
Start date: (dd/mm/yyyy)	Finish date: (dd/mm/yyyy)	Breakdown of time commitment: E.g. number of days, hours spent per week, residential length.	

Summary of Award Proposal: Outline the main themes/aims of what you plan to do. What is/are your main reasons for using the John Muir Award? Is any evaluation taking place for this activity/work/project? Are any organisations or partners helping towards this Award?

Group background: Include details such as who the group is, age ranges, referral process, other relevant information.

Optional Resources  
Record Books: Download print version from our [website](#) or email [info@johnmuiraward.org](mailto:info@johnmuiraward.org) to request hard copies at £1 each.  
Record eBooks: This is a free digital resource to help participants capture and share John Muir Award experiences. Take a look [here](#) and contact your Award Manager to create an account.

\*By completing this form you are consenting to the data being held by John Muir Trust and partners for the registration of your Award and ongoing support. To view our Privacy Policy please go to [www.johnmuirtrust.org/privacy-policy](http://www.johnmuirtrust.org/privacy-policy). Partners include Cairngorms NPA & Lake District NPA. Responsibility for ensuring adequate health & safety, legal and insurance arrangements lies with the group/organisation (or individual/family) that is setting up any activity towards achieving John Muir Awards.

# 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 you could write ‘(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, resource guides, ideas and case studies. Consider how you will introduce John Muir into your Award activity.

<p><b>Discover a wild place</b> Where/what is your wild place (or places)? 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> 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)? 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> How will you care for your wild place(s), take some personal responsibility, make a difference, put something back? 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. Make sustainable choices and take climate action.</p>	<p>PUT BACK</p>	<p>SHARE</p>	<p><b>Share your experiences</b> Tell others about what you've done – experiences, achievements, feelings, what's been learned. Celebrate! Reflect, review and discuss your adventures and experiences in wild places – do this during as well as after, informally or more formally. Share an increased awareness of John Muir. Use <a href="http://discoverjohnmuir.com">discoverjohnmuir.com</a> 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 #JohnMuirAward.</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.