

2015 DEP Environmental Education Grants Program Manual and Forms



*Funding environmental education
projects across Pennsylvania*



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

For more information, visit www.dep.state.pa.us

Keyword: EE Grants

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What's New

Changes to the 2015 Environmental Education Grants Program (EEGP) include:

Application Due Date: Applications must be postmarked to DEP no later than **Dec. 19, 2014**. Applications from ineligible organizations, faxes, emails and late submissions will not be accepted.

Timeline: All awards will be announced on or around Earth Day, April 22, 2015. Awarded projects may begin on or after July 1, 2015. All projects must be completed by June 30, 2016. Final reports must be submitted by July 15, 2016. No time extensions will be granted.

Grant Amount: Organizations may apply for up to \$3,000. All projects are eligible for advance payment upon request.

Keystone Energy Education Program (KEEP) Track: Schools may apply for energy education staff development workshops and hands-on energy kits. Please see page 3 for more information.

Financially Distressed Municipalities Act of 1987: Preference will be given to applicants that are approved distressed municipalities under Act 47, Financially Distressed Municipalities Act of 1987. Such a municipality must be identified on the Department of Community and Economic Development's website to be eligible.

EE Guiding Principles

The goal of environmental education (EE) is to have an environmentally literate culture, prepared to make wise, informed decisions and take positive action on behalf of the environment. The conservation of state resources for future generations depends on the effectiveness of the environmental literacy of its citizens. The focus of EE should be on local and regional issues. It is crucial for students and adults to understand their neighborhoods, focusing on local and regional issues before taking on global environmental problems like deforestation in tropical rainforests.

EE is a lifelong learning process concerned with the interrelationships among components of the natural and human-made world. Key to this process is awareness and understanding the effects that human-driven processes, such as agriculture, mining, energy production, economics, legislative procedures and more have on the environment's ecology. It includes a vast array of conceptual learning, critical thinking, values clarification, issues investigation, effective leadership, group interaction, environmental research methods and general problem solving, which leads to taking positive action on behalf of the environment.

Positive environmental actions may be changes in an individual's lifestyle or joint efforts at the community, state or national level.

EE programs should focus on the level of the learner. For example, the focus for younger children should be on awareness activities where they begin to learn concepts at an age-appropriate level so they can practice the simplest of skills. Older students should be well versed on concepts enabling them to concentrate on more complicated skills. They can practice taking complex, positive, group action on behalf of the environment. Non-formal and adult education should inform the public about current and local environmental issues leading to informed decision making as it relates to the natural and built aspects of a community.

EE programs should focus heavily on science, technology, engineering and mathematics (STEM) education. STEM is a nationally recognized cornerstone of K-12 education. It is also becoming a primary focus of higher education.

What is the Environmental Education Grants Program?

It is the intent of the Pennsylvania Environmental Education Act to promote EE principles to encourage the public to promote a healthy environment; foster an understanding of the natural world functioning; and promote an understanding of the necessity for environmental protection and sound resource management. Through funding and supporting identified needs and enhancing current EE in the state, it is Department of Environmental Protection's (DEP) hope that the public will carry these guiding principles into their everyday lives.

Eligible Applicants (submissions by ineligible organizations will not be considered)

- Public schools and school districts (K-12) (includes Intermediate Units)
- Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Municipalities and municipal authorities
- Businesses

Grant Amount

- Up to \$3,000 may be requested.
- A match is not required, although organizations are strongly encouraged to submit a match, which may be cash or an in-kind contribution.

Timeline

10/6/14	The grant round opens. Information is emailed to the organizations listed in the existing database and will be posted to DEP's website with the 2015 Environmental Education Grants Program (EEGP) Manual.
11/7/14	Applicants submitting an optional one-page proposal summary must email it on or before this date.
12/19/14	Applications must be sent to DEP's Grants Center no later than this postmark date. Late submissions will not be considered.
4/22/15	Awards announced by DEP on or about this date in conjunction with Earth Day.
6/01/15	Signed grant agreements due to DEP on or before this date.
7/01/15	Awarded projects may begin on or after this date.
6/30/16	Awarded Projects must be completed by this date.
7/15/16	Final report and reimbursement request and bank statement, if applicable, are due.

Project Options

- **Keystone Energy Education Program (KEEP):** Form or enhance an energy team with teachers, students, building facility managers and administrators with the goal to reduce the school building's energy use. Applying schools will coordinate energy education workshops focusing on energy basics, electricity generation and usage, efficiency and conservation, sustainability, alternative transportation fuels, career development, Energy Star Portfolio Manager benchmarking; purchase hands-on energy education classroom kits; and develop and implement school-centered energy conservation plans, including student-led energy audits. Schools may partner with colleges or universities, non-profit environmental education centers, STEM organizations, math and science collaboratives or other organizations.
- **Curriculum Integration Projects:** Articulate the Academic Standards for Environment and Ecology into the formal K-12 curriculum for the entire school district, private school or charter school. Schools may coordinate workshops to be attended by representatives from all schools and grade levels within the school district or private school. Any tentative workshop dates must be included in the application. Remember, the goal of this project is for permanent change.
- **Curriculum Revision Projects:** Revise current (or write new) lesson plans or units to meet the changes identified in the alignment to the Environment and Ecology Standards, Energy Education and provide a means for classroom assessment. Applying schools will use their district's fully-aligned matrix to revise or write new lesson plans to integrate the Environment and Ecology Standards into the school's curriculum. Assessment of the integration is required. The district's fully-aligned matrix must be submitted with the application.
- **Outdoor Learning Resource Projects:** Develop resources such as trails, agricultural demonstration areas, energy demonstration areas, ponds, wetland areas, sheltered learning stations, etc., as well as similar nearby community resources as a framework from which students can learn about natural systems and the interrelationship among natural and man-made communities. All activities must be on one or more of the following topics and be integrated with the formal curriculum: **watersheds** including abandoned mine drainage, non-point source pollution and water conservation; **Chesapeake Bay Watershed education** with a focus on reducing nutrient and sediment loads and non-point source pollution; **air quality** including ground level ozone, transportation and electric generation issues; **brownfields** transforming small brownfield sites, such as a vacant lot adjacent to a school, into green, open outdoor learning areas; **energy education** including energy efficiency and conservation as well as biomass, natural gas, coal, wind, solar and other energy sources and technologies; **natural landscaping and trees** development of educational programs on landscaping with native plants, the social, economic and environmental benefits of trees, and invasive plant management; **connecting children to nature** align science, environment and ecology and resource learning with immersive activities in the out-of-doors; or other topics relating to the **Academic Standards for Environment and Ecology; STEM Education and Assessment Anchors** as listed on PDE's website at <http://www.pdesas.org/standard/StandardsBrowser>.
- **Environmental Literacy Planning and Programming:** Engage educators and stakeholders in content standards and field-based EE. Areas of specific focus should include: graduation requirements, professional development on EE content knowledge and field-based pedagogy, assessment and evaluation, partnering to build capacity, identifying existing resources and sustainability of programs. Additionally, projects may focus on high performing green schools and buildings; providing high quality programming for children, youth and/or adults (programs to include STEM, outdoor education, service learning and ensuring access for participants with disabilities); professional development for formal and non-formal educators; environmental service learning programs for youth and adults; and environmental careers/green jobs.
- **Field Trips and Hands-on Activity Supplies:** Schools can conduct projects and are able to purchase EE hands-on activity supplies and/or coordinate field trips for student learning, or by conducting teacher education/in-service programs.

- **Other EE Projects:** EE for any target audience with the focus on any of the topics mentioned above. In addition to, formal and non-formal EE Certification to develop and implement institutionalized and community-based certification programs designed for teachers, naturalists and educators working in schools and environmental education facilities at parks, county conservation districts, nature/EE centers, conservancies and more. It gives educators in these arenas access to a formal credential that standardizes and upgrades professional development, allowing educators to address academic standards in a meaningful and relevant way.

General Information

Planned programs may not begin before July 1, 2015. This means that neither the major event nor the preparations (buying equipment or engaging in any activity associated with the proposed budget) may begin before July 1, 2015, if incurring expenses.

Reimbursement Program

The EEGP is primarily a reimbursement program, however, grantees may apply to receive a 100 percent upfront, advance payment. Participating grantees must deposit and maintain the funds in a separate, interest-bearing account. Grantees will need to account for all expenses at the end of the grant and return any unused funds and unused interest. A bank statement will be required to verify the unused grant funds/interest.

Match Component

There is no match requirement, although organizations are encouraged to submit a match, which may be cash or an in-kind contribution. If submitting match, the budget sheet must display an amount that is more than grant money requested. The cash or in-kind services match will come from the organization or one of its partners. Matching funds may not be met with other state agency money or through state agency supplied services or materials.

Multiple Applications

Multiple applications may be submitted from the same organization, but *each application must stand alone* - and be feasible - if awarded.

Multi-Year Projects

While all projects must be completed within one year, applicants can apply for a second year of funding in a later grant round for projects with a larger scope of work. However, future funding is not guaranteed. No more than two years of funding can be awarded for a single project.

Partnerships

Partnerships are encouraged and can be made among school districts, private schools, universities, county conservation districts and other organizations to draw on the strengths of each entity.

If any organization, other than the grantee, supplies any of the matching funds or is responsible for assisting or completing some of the activities, the organization must fill out and sign the partnering form that is included with the application.

If a grantee plans to partner with another organization, the grantee will be legally responsible for the scope of work, maintaining records and submitting progress reports and expense reimbursement requests. Reimbursement or advance payments will only be payable to the grantee.

Subcontracts

Entering into a subcontract with another organization is different from partnering, because a subcontract usually involves a legal document between two entities. If a grantee enters into a subcontract with another organization, DEP retains the right to approve the subcontractor.

Product Ownership and Sharing

Any educational materials, curricula, training manuals, technology tool or other products of EEGP-funded programs must be made available in the public domain. DEP will retain a copy of all materials produced. Copyrighting is discouraged, but if absolutely necessary, the Commonwealth of Pennsylvania will hold the copyright.

** Grant applications are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the state to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary. Grant scoring sheets, scores, grant rater information and related information is confidential and will not be released to applicants.*

Act 48 Requirements for Teachers

Act 48 requires teachers to obtain 180 professional development hours in a given five-year period. Organizations interested in teacher professional development may become an approved Act 48 provider, which will greatly enhance program recruitment. For information on Act 48 Providers, visit PDE's website at www.pde.state.pa.us; select "Act 48 - Continuing Professional Education."

Completing the Grant Application

Preparing the Application

Proposal Summary: Applicants, particularly those who are new to the EEGP, are encouraged to email a one-page proposal summary with the total grant request amount requested to RA-epEEgrants@pa.gov by Nov.7, 2014. DEP will respond with comments to the applicant within seven days of email receipt. The final grant application should address any feedback or comments that DEP provided in the review process.

Permits: Projects involving construction, such as installing a foot trail, may require permits. The grantee is responsible for securing any permits that may be necessary. For information about DEP's permits, visit the Permit Application Consultation Tool (PACT) at <http://www.ahs.dep.pa.gov/PACT/>.

Proof of proper permits must be on file prior to beginning the project. The following information serves as a guideline only:

- **Building permits** – Contact the project location municipality. Copy of the permit must be on file, or have a statement from the municipality stating that none is required.
- **Drinking water supply** – Contact DEP's Bureau of Point and Non-Point Source Management at the Regional Offices, or at P.O. Box 8467, Harrisburg, PA 17105-5017, or 717-787-8184.
- **Erosion/sedimentation control projects** – Contact the appropriate local county conservation district.
- **Projects located in a 100-year floodway** – Contact the appropriate local municipality.
- **Sewage permits** (includes a comfort station) – Contact the appropriate municipality for an On-Lot Sewage Disposal System Permit.
- **Trails that cross local highways** – Contact appropriate municipality. An approval letter must be on file.

- **Trails that cross railroads, gas lines, power lines, or other utility rights-of-way** – Contact the appropriate office. Obtain a letter to keep on file that the project was approved.
- **Trails that cross state roads** – Contact Pennsylvania Department of Transportation District Office. An approval letter must be on file.
- **Water obstruction, wetlands and encroachment projects** – This includes constructing, operating, maintaining, enlarging or abandoning any obstruction (bridge, channel change, etc.) that will affect a watercourse, its 100-year floodway, any lake, pond, reservoir, swamp, marsh, or wetlands. Examples include stream dredging, changing stream channels, building a pier, working on stream restoration project, filling in wetlands, etc. Contact DEP Regional Offices for permit information.

Americans with Disabilities Act (ADA)

All proposed programs should take into consideration the needs of persons with disabilities, in accordance with the Americans with Disabilities Act of 1990. The applying organization must obtain the particular ADA information pertinent to its own project.

Subcontracting

Should an applicant choose to enter into a subcontract with another organization, DEP retains the right to approve the subcontractor.

Step One – Completing the Cover Page

1. Applying organization official name

The official name of the organization is the one that conducts the legal business. Therefore, if the applicant is an elementary teacher writing a grant for a classroom or school, this organization would be the school district. If unsure of the official name, check with the organization’s business office. **Be sure to not use a fictitious name.**

2. Applying organization EIN (Employer Identification Number) and SAP Vendor # if applicable.

The applying organization’s business office has this nine-digit number. The EIN **must** be the applying organization’s number.

3. Applying Organization Information Section

- **Organization name:** Indicate the official name of the organization. **Address, city, state, zip code:** Complete. If the project is funded, the grant agreement will be executed with this organization. If the applicant currently has an SAP vendor number, this information must match the SAP information.
- **Municipality:** Indicate the township, city, borough or town in which the organization is located. If the organization spans several municipalities, use the municipality where the main office is located.
- **County:** Indicate the county where the main office is located.
- **Chief officer’s name:** The person in charge of the daily operation of the workplace, i.e. school principal, executive director or county conservation district manager.
- **Email address, phone number and fax number:** Complete.

4. Project director information and location section

If the project is funded, the project director will coordinate the grant activities. This person will be contacted for budget information and program details. Indicate the official name of the organization. In some cases this may be a different organization. Indicate the project director, including the director’s phone and fax

numbers and email address. Establish lines of communication within the organization about the grant. **Indicate the actual project location including county and municipality.**

5. Topic area

Check off all topics that are the focus of proposal.

6. River basin/watershed location

Indicate the watershed where your project is located. Find the watershed at <http://www.pawaterplan.dep.state.pa.us/StateWaterPlan/DWA/DWAMain.aspx>.

7. Project title and description

Complete.

8. Certification

The person in charge of the daily operation of the workplace, i.e. school principal, executive director or conservation district director must sign the application. This signature attests that the organization is supportive of the proposal and that the grant funds will not supplant existing funds.

9. Funding

Fill in the total grant amount requested and the total matching amount provided as shown at the bottom of the budget sheet.

10. Start and end dates

For contractual purposes, the proposal must have a start date and end date. The start date will be July 1, 2015. The end date will be June 30, 2016. No time extensions will be granted.

11. Grant linkage

Is the application linked to another application or grant award if the scope of work is similar and integral to the same project? Is the application linked to another application from another organization? Is the proposal linked to any other DEP grant? If applications from the same organization are not linked at all, please state. Use the space provided to explain, continue on the reverse side of the form, if necessary.

12. Indicate if the organization is submitting more than one proposal.

Multiple applications may be submitted from the same organization, but *each application must stand alone* – and be feasible – if awarded.

Step Two – Writing the Narrative

Narrative

The narrative should paint a clear picture of the proposed project. Be sure to address the following items in the narrative in **seven pages or less**:

- Briefly describe the applying organization and its history of providing EE programming. If the applicant is a school district, private school or charter school, include a list or chart containing the number of individual schools in the district, the school names and the grade levels in each.
- List the project steps or activities. Label each step or activity with Activity Letters (A, B, C, etc. which will represent the activities that will be accomplished). Activity Letters also must be inserted on the project time line and budget sheet.

- Identify the key people within the organization who will be completing the project. Describe their qualifications (no resumes) and duties.
- Create a seasonal time line that is easy to follow, and briefly describe the activity (listing the applicable Activity Letter A, B, C, etc.).
- Describe the specific goals and objectives. Remember, the goals focus on what the applicant intends to achieve. The objectives are the specific steps it will take to reach the goals.
- List the project topics, Assessment Anchors and/or Academic Standards for Environment and Ecology, STEM (STEM standards only if the program is for children or youth).
- Identify the target audience. If the target audience is students, learning must be hands-on.
- Describe the project promotion to ensure program attendance.
- Describe the program evaluation and any follow up assessment.
- Topic-specific information may be required for the following projects:
 - **KEEP** – Applying will coordinate energy education workshops focusing on energy basics, electricity generation and usage, efficiency and conservation, sustainability, alternative transportation fuels, career development, Energy Star Portfolio Manager benchmarking; purchase hands-on energy education classroom kits; and develop and implement school-centered energy conservation plans, including student-led energy audits. Schools may partner with colleges or universities, non-profit environmental education centers, STEM organizations, math and science collaboratives or other organizations.
 - **Curriculum integration projects** – Applying schools will articulate the Academic Standards into the curriculum. Schools may coordinate workshops to be attended by representatives from all schools and grade levels within the school district or private school. Any tentative workshop dates must be included in the application. Remember, the goal of this project is for permanent change.
 - **Curriculum revision projects** – Applying schools will use their district’s fully-aligned matrix to revise or write new lesson plans to integrate the Environment and Ecology Standards into the school’s curriculum. Assessment of the integration is required. The district’s fully-aligned matrix must be submitted with the application.
 - **Outdoor learning resource projects** – Applying schools develop outdoor learning projects for student learning (*see page 3 for more information*). Project must include student involvement. The lessons, using the outdoor learning area, must be aligned with the Academic Standards for Environment and Ecology and Science and Technology and Engineering Education. A curriculum matrix showing how the learning area is/will be integrated into the curriculum must be provided with the application, as well as an assessment; maintenance plan (including during the summer months); landscape photos of the site; an aerial photo or map of the school referencing the site; and illustration(s) or schematic of the outdoor learning area site and the proposed plans. Also include the latitude and longitude decimal coordinates for the outdoor learning area.

Step Three – Completing the Detailed Budget Sheet (*see page 13 for more details*)

When completing the Detailed Budget Sheet, be sure that the following items are addressed.

- All line-item details must be provided. Applicants must complete all of the columns for each line item-quantity, unit costs, number of people, number of hours and activity letters.
- Line items must be whole numbers (fifty cents or greater, round up to the nearest dollar; less than fifty cents, round down). Each line item must have mathematical integrity, including any matching funds.
- Activity letters must correlate with the narrative and the amount spent on a specific task or item.

- If more space is needed than the Detailed Budget Sheet provides, please use another copy of the form and indicate page 1 of 4, page 2 of 4, etc.

The EEGP staff has the right to negotiate or deny any line item during the grant contracting process.

Eligible Grant Expenditures

Please follow these category guidelines when completing the detailed budget sheet.

People Costs

- Stipends for school teachers and administrators for work done outside the normal work day. Do not pro-rate their salary for work done on this grant.
- Staff time (number of hours).
- Clerical support (number of hours).
- Substitute teacher pay.

Travel Costs

- Personal mileage at the current GSA rate. The rate for 2014 was \$.56 per mile.
- Transportation costs at a flat fee rate.

Resource Costs

- Educational resources, such as: books, library/research resources, software, test kits, field guides, native plants and trees, mulch, shovels, hoes, garden trowels, gloves, building materials, signage, nets.
- Equipment, such as: microscopes, binoculars, handheld GPS units, weather stations, structures and equipment, such as energy audit equipment.
- Laboratory equipment (details are required): if more than \$1,500 is proposed for equipment, include: where the item(s) will be located and how the item(s) will be used after proposed program ends.

Other Costs

- Photocopying, printing, binding, graphic layout
- Phone charges
- Facility rental (other than awardee)
- Advertising/marketing
- Website
- Postage costs

Ineligible Grant Expenditures

- Food or beverages
- Lodging or airfare
- Computer hardware for general office use (i.e., laptops, iPads/tablet computers)
- Award items (certificates, plaques)
- Administrative fees, overhead fees or fringe benefits
- Boats and canoes (to purchase or rent)

- Cameras
- Clothing (t-shirts, hats)
- Lawn mowers and other power equipment
- Furniture for general office use

Step Four – Completing the Partnering Form

If an organization other than the applicant/grantee, supplies any of the matching funds or is responsible for assisting or completing some of the activities, this must be included on the partnering form. This includes subcontracting organizations.

- Fill in the organization’s name and appropriate information for each partner.
- Secure a signature from either the chief officer of this organization, or the signature of someone within the organization who can speak for the organization from a fiscal and/or programming perspective.
- Explain what role this organization will play in the proposed program. Summarize the organization’s commitment.
- If entering into a subcontract with this organization, please note.
- If any of the resources that the grantee intends to purchase is going to be housed with this partner organization, this will need to be mentioned as well.

Step Five – Assembling and Submitting the Application

The finished application must include:

- Application cover page (first page)
- Narrative
- Seasonal Time Line (to indicate when each step of the project will take place)
- Detailed Budget Sheet
- Partnering Form (if applicable)
- Curriculum Matrix (if applicable)

The pages should be two-sided and stapled in the upper left hand corner. Cover letters, binders/folders and letters of support *are discarded immediately*.

Mail the original and four copies to the address below. Applications must postmarked by Dec. 19, 2014. Mail to:

DEP Grants Center Rachel Carson State Office Building P.O. Box 8776 Harrisburg, PA 17105-8776
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Award Requirements

Applications delivered in person must be received by **4:00 p.m. on Dec. 19, 2014. Fax, email and late submissions will not be accepted.**

Retain this manual and a copy of the application for future reference.

Awarded organizations will be notified on or about **April 22, 2015, in conjunction with Earth Day**. The EEGP reserves the right to make decisions about grant awards. DEP's Grants Center will email instructions, Scope of Work Benchmarks and Budget, Detailed Budget Sheet and a DEP Grant Agreement (contract) to the individuals listed as the Chief Officer and Project Director on the Application cover page as soon as possible after that date. Please note that it takes approximately six weeks for the agreement to be fully executed after it is returned with the appropriate signatures. Advance payments are processed after the grant agreement is fully executed.

Since awarded projects may not begin work prior to **July 1, 2015**, it is possible that awarded organizations will not have an executed agreement until late summer of 2015. Work may begin without a fully executed agreement, but the grantee does so at its own risk. Please check the organization's policy for beginning work without an executed agreement.

If awarded, grantees will receive a DEP Grant Agreement to be signed.

Questions may be directed to:

Department of Environmental Protection
EE Grants Program
EE Center, First Floor, RCSOB
P.O. Box 2063
Harrisburg, PA 17105-2063
Phone: 717-772-1644
Fax: 717-705-4093
AT&T Relay Service for the Deaf: 800-654-5984 (TDD)

www.dep.state.pa.us, keyword: EE Grants



**2015 ENVIRONMENTAL EDUCATION GRANTS PROGRAM
APPLICATION COVER PAGE**

Applying Organization's Official Name	WATERLOO EDUCATIONAL CENTER		
Applying Organization EIN# and SAP Vendor #	2 5 - 1 1 2 2 3 3 4 /123456		
EE Grant \$3,000 Maximum			
APPLYING ORGANIZATION INFORMATION		PROJECT DIRECTOR INFORMATION AND LOCATION	
Organization Name <u>Waterloo Educational Center</u>		Organization Name <u>Land Developers Assoc.</u>	
Address <u>111 ABC Road</u>		Address <u>222 DEF Road</u>	
City <u>Anyplace</u> State <u>PA</u> Zip Code <u>99999-1111</u>		City <u>Anyplace</u> State <u>PA</u> Zip Code <u>99999-2222</u>	
Municipality <u>Special Township</u>		Municipality <u>Special Township</u>	
County <u>Dauphin</u>		County <u>Dauphin</u>	
Chief Officer Name <u>Lilly Doe</u>		Project Director Name <u>Dale Stapler</u>	
E-mail Address <u>lillyd@state.pa.us</u>		E-mail Address <u>dstap@state.pa.us</u>	
Phone Number <u>(717) 555-4343</u> Ext. <u>201</u>		Phone Number <u>(717) 555-4545</u> Ext. <u>202</u>	
Fax Number <u>(717) 555-4242</u>		Fax Number <u>(717) 555-4646</u>	
TOPIC AREA (check all that apply)			
<input checked="" type="checkbox"/> Watersheds <input checked="" type="checkbox"/> Chesapeake Bay Watershed Education <input type="checkbox"/> Air Quality <input type="checkbox"/> Brownfields <input type="checkbox"/> Energy Education <input type="checkbox"/> Environmental Literacy <input type="checkbox"/> Formal and Non-Formal EE Certification <input type="checkbox"/> KEEP <input checked="" type="checkbox"/> STEM <input type="checkbox"/> Other (please write out): _____			
WHERE IS THE PROJECT LOCATED? (select appropriate river basin)			
http://www.pawaterplan.dep.state.pa.us/statewaterplan/docroot/default.aspx <input type="checkbox"/> Erie Basin <input type="checkbox"/> Ohio Basin <input type="checkbox"/> Genesee Basin <input type="checkbox"/> Potomac Basin <input checked="" type="checkbox"/> Susquehanna Basin <input type="checkbox"/> Delaware Basin			
LIST WATERSHED WHERE PROJECT IS LOCATED: <u>Swatara Creek</u>			
PROJECT TITLE: <u>Water Quality Education Workshop Series</u>			
PROJECT DESCRIPTION: <u>The Land Developers Association will conduct a series of five Water Quality Education Workshops for Land Developers and Municipal Zoning Officers about improving water quality through stormwater management best management practices.</u>			
CERTIFICATION: The undersigned agrees to participate in the Pennsylvania Environmental Education Grants Program, and certifies that no grant funding will supplant existing funding and that any required matching funds will be met.			
<u>Noah Copy, President</u>		<u>Noah Copy</u>	<u>11/01/2013</u>
Print or Type Name of Chief Officer		Signature of Chief Officer	Date
FUNDING: Grant Request <u>\$3,000</u>		Matching Funds (if applicable) Match is <u>20</u> % of Grant Request <u>\$600</u>	
Project Start Date: <u>July 1, 2015</u>		Project End Date: <u>June 30, 2016</u>	
GRANT LINKAGE (for more information, see item 11, page 4)		Explain (use other side if necessary)	
<input checked="" type="checkbox"/> None <input type="checkbox"/> Another DEP EE Grant proposal this round <input type="checkbox"/> DEP Growing Greener Grant <input type="checkbox"/> Currently-funded or formerly-funded DEP EE Grant <input type="checkbox"/> Another Grant Program			



DETAILED BUDGET SHEET

Applying Organization Name Waterloo Educational Center					Project Director: Dale Stapler		
Budget Category					Grant Request Amount	Matching Funds Amount	Matching Funds Source
PEOPLE COSTS	# of People	# Hours	Activity Letter				
Environmental Educators	2	60	A-E	\$ 1,000	\$ 600	Waterloo	
Watershed Specialist	1	40	A-E	\$ 500	\$		
Land Dev. Assoc. Clerical	1	20	B-C	\$ 100	\$		
Clerical	1	20	A-C	\$ 100	\$		
				\$	\$		
Subtotal				\$ 1,700	\$ 600		
TRAVEL COSTS (i.e., number of miles X 0.56/mile) Include Reason for Traveling.			Activity Letter	168			
5 Evening Workshops (2 hrs. each)			C				
<ul style="list-style-type: none"> • Educator • Watershed Specialist 2 people x 5 x 30 x .56/mile							
Subtotal				\$ 168	\$		
RESOURCE COSTS	Units (Qty.) #	Unit Cost	Activity Letter				
Rain Barrels	23	29.83	D	\$ 686	\$		
Water Conservation DVDs	40	2.50	D	\$ 100	\$		
Stormwater management materials for workshop attendees	40	2.50	D	\$ 100	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
Subtotal				\$ 886	\$		
OTHER COSTS			Activity Letter				
Printing (2,920 at \$.05)			A-E	\$ 146	\$		
Facility Rental (5 Locations away from Dist. Office) \$20 per workshop			C	\$ 100	\$		
				\$	\$		
				\$	\$		
Subtotal				\$ 246	\$		
GRAND TOTAL				\$ 3,000	\$ 600		

PARTNERING FORM

Each of the undersigned certifies agreement to lend support for this proposed environmental education program, if awarded.

Applying Organization Name
Waterloo Educational Center

Partnering Organization(s)

Partner Name <u>Land Developers Assoc.</u>	Telephone <u>(717) 555-4545</u>
Summary of Partner's Commitment: Representatives from this organization will assist by providing a database of the names and addresses of its members, who are architects, land developers, municipal zoning officers and others. One set of resource materials will be housed in their office to be used by its members.	<i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ <u>x</u> Programming Assistance _____ <u>x</u> Will there be a Subcontract? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature <i>Nellie Loon</i>	

Example

Partnering Organization(s)

Partner Name _____	Telephone (____) _____
Summary of Partner's Commitment:	<i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontract? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature	

Use a duplicate of this form if more than two partners will be involved.

**2015 ENVIRONMENTAL EDUCATION GRANTS PROGRAM
 APPLICATION COVER PAGE**

Applying Organization's Official Name			
Applying Organization EIN# and SAP Vendor #	-	/	
EE Grant \$3,000 Maximum			
APPLYING ORGANIZATION INFORMATION		PROJECT DIRECTOR INFORMATION AND LOCATION	
Organization Name _____		Organization Name _____	
Address _____		Address _____	
City _____ State __ Zip Code _____		City _____ State __ Zip Code _____	
Municipality _____		Municipality _____	
County _____		County _____	
Chief Officer Name _____		Project Director Name _____	
Email Address _____		Email Address _____	
Phone Number _____ Ext. _____		Phone Number _____ Ext. _____	
Fax Number _____		Fax Number _____	
TOPIC AREA (check all that apply)			
<input type="checkbox"/> Watersheds <input type="checkbox"/> Chesapeake Bay Watershed Education <input type="checkbox"/> Air Quality <input type="checkbox"/> Brownfields <input type="checkbox"/> Energy Education <input type="checkbox"/> Environmental Literacy <input type="checkbox"/> Formal and Non-Formal EE Certification <input type="checkbox"/> Keep <input type="checkbox"/> STEM <input type="checkbox"/> Other (please write out): _____			
WHERE IS THE PROJECT LOCATED? (select appropriate river basin)			
http://www.pawaterplan.dep.state.pa.us/StateWaterPlan/DWA/DWAMain.aspx <input type="checkbox"/> Erie Basin <input type="checkbox"/> Ohio Basin <input type="checkbox"/> Genesee Basin <input type="checkbox"/> Potomac Basin <input type="checkbox"/> Susquehanna Basin <input type="checkbox"/> Delaware Basin			
LIST WATERSHED WHERE PROJECT IS LOCATED: _____			
PROJECT TITLE: _____			
PROJECT DESCRIPTION: _____ _____ _____			
CERTIFICATION: The undersigned agrees to participate in the Pennsylvania Environmental Education Grants Program, and certifies that no grant funding will supplant existing funding and that any required matching funds will be met.			
_____		_____	
Print or Type Name of Chief Officer		Signature of Chief Officer	
		Date	
FUNDING:			
Grant Request		Matching Funds (if applicable)	
\$ _____		Match is _____ % of Grant Request	
		\$ _____	
Project Start Date: July 1, 2015		Project End Date: June 30, 2016	
GRANT LINKAGE (for more information, see item 11, page 4)		Explain (use other side if necessary)	
<input type="checkbox"/> None <input type="checkbox"/> Another DEP EE Grant proposal this round <input type="checkbox"/> DEP Growing Greener Grant <input type="checkbox"/> Currently-funded or formerly-funded DEP EE Grant <input type="checkbox"/> Another Grant Program			



DETAILED BUDGET SHEET

Applying Organization Name					Project Director:		
Budget Category				Grant Request Amount		Matching Funds Amount	Matching Funds Source
PEOPLE COSTS	# of People	# Hours	Activity Letter				
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
Subtotal				\$		\$	
TRAVEL COSTS (i.e., number of miles X 0.56/mile)			Activity Letter				
Include Reason for Traveling.							
•							
•							
Subtotal				\$		\$	
RESOURCE COSTS	Units (Qty.) #	Unit Cost	Activity Letter				
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
Subtotal				\$		\$	
OTHER COSTS			Activity Letter				
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
				\$		\$	
Subtotal				\$		\$	
GRAND TOTAL				\$		\$	

PARTNERING FORM

Each of the undersigned certifies agreement to lend support for this proposed environmental education program, if awarded.

Applying Organization Name

Partnering Organization(s)

Partner Name _____ Summary of Partner's Commitment: 	Telephone (____) _____ <i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontract? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature	

Partnering Organization(s)

Partner Name _____ Summary of Partner's Commitment: 	Telephone (____) _____ <i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontract? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature	

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