



Successful Environmental Education Grant Writing Strategies

December 14, 2018

Tom Wolf, Governor

Patrick McDonnell, Secretary

Background

- **Established by the Environmental Education Act of 1993**
- **Funded by 5% of fines and penalties**
- **Mandated DEP responsibility**
- **For twenty-five years, awarded more than \$12 million to further environmental education in Pennsylvania**
- **Purpose of EE Grants**
 - General grants for large scale, high impact regional or statewide initiatives
 - Mini-grants



General Grants Vs. Mini Grants

What are General Grants and
Mini Grants?

Can I apply for both?

YES YOU CAN!

Overview

- Grant tracks
 - General Grants
 - Apply for up to \$25,000 for a one-year project
 - July 1, 2019 – June 30, 2020 grant year
 - Focus on priority topics
 - High impact, large scale regional or statewide initiative
 - Project features with specific components
 - 20% match
 - Reimbursement only program
 - Funds must be spent in budgeted fiscal year; cannot “roll over” funds.
 - Progress report required by December 15, 2019

Overview

- Grant tracks
 - Mini Grants
 - Apply for up to \$3,000 for a one-year project
 - July 1, 2019 – June 30, 2020 grant year
 - Localized project focus
 - Any size project eligible – i.e. school field trip
 - Match not required
 - Eligible for advanced payment
 - Final report only

What are the Priority Topics?



Priority Topics:

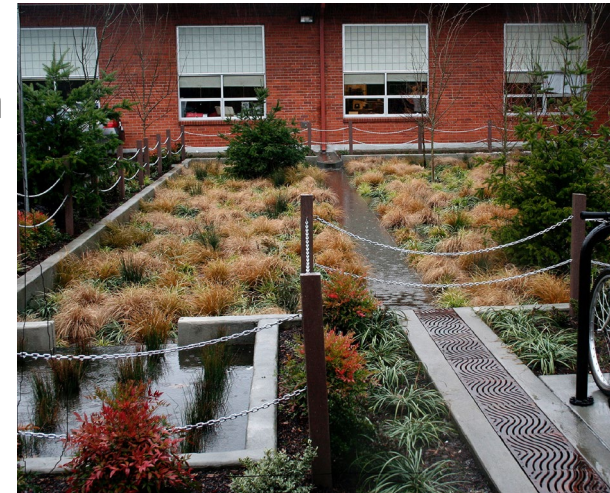
- Climate Change
- Water
- Environmental Justice

Priority Topics

- Climate Change
 - Public education campaigns, emissions, and public health
 - Education projects demonstrate and encourage
 - Reducing engine idling
 - Conserving energy
 - Sustainable schools
 - Alternative fuel transportation
 - Renewable energy
 - Climate adaptation projects
 - Tree/riparian buffer plantings
 - Water quality monitoring

Priority Topics

- Water
 - Reducing non-point source pollution and other
 - Agricultural nutrient management
 - Abandoned mine drainage/reclamation
 - Water conservation
 - Storm water management
 - Private water wells/groundwater
 - Road salt
 - Citizen's science/volunteer water quality monitoring
 - Cold water habitats and fisheries
 - Habitat restoration, etc.



Priority Topics

- Environmental Justice
 - Proper HHW disposal and green cleaning
 - Promote alternative transportation.
 - Demonstration projects
 - Citizen involvement projects/EACs
 - Storm water education/improving water quality
 - How-to trainings about DEP and public participation
 - Connect to nature and urban environment for inner-city students/hands-on stewardship projects



Eligibility

Is my organization eligible to
apply?

Eligible Applicants



- Public and private schools/school districts (K-12)
- Colleges and universities
- Intermediate units
- Environmental education centers
- Nonprofit conservation/education organizations and businesses
- County conservation districts

▶ When Do I Find Out if I'm Funded?



Timeline

- **November 2, 2018**
 - Grant round opened; applications submitted before this date will not be considered
- **December 7, 2018**
 - Optional one-page email summary due
 - RA-epEEgrants@pa.gov
- **January 11, 2019 by 11:59 p.m.**
 - Applications must be submitted by this date
- **April 22, 2019**
 - Awards announced on or around Earth Day
- **July 1, 2019**
 - Grant start date
- **December 15, 2019**
 - General grant progress report due by this date
- **June 30, 2020**
 - General grants complete. No time extensions.
 - Mini-grants complete. No time extensions.

Reports

| General Grants | Mini Grants |
|--|--|
| Progress Reports <ul style="list-style-type: none">December 15, 2019 | No Progress Reports Required |
| Final Report <ul style="list-style-type: none">July 15, 2020 | Final Report <ul style="list-style-type: none">July 15, 2020 |

Project Options

Non-Formal EE Projects

- Any target audience
- Priority topics
- Youth programs—academic standards and STEM
- General Grant Applicants
 - Promote project at statewide conference
 - Include strong technology component
 - Plan to sustain project after funding ends
 - Partnerships
 - Evaluation component to assess impact and metrics
- Mini Grant Applicants
 - Hands-on supplies
 - Field trips, EE projects on priority topics

Project Options

Formal EE Projects

- Formal K-12 school setting
- Priority topics
- Academic standards and STEM
- General Grant Applicants
 - Teacher professional development
 - Integrate into curriculum
 - Student-led action project; local issue
 - Multiple field experiences
 - Career development
 - Promote project at statewide conference
 - Include strong technology aspect (STEM)
 - Plan to sustain project
 - Strong partnerships
 - Strong evaluation component

K-12 Schools Project Options

Sustainable Schools

- Reduce environmental impact
- School health
- Outdoor classrooms
- Topics
 - Energy efficiency and conservation
 - Water quality and conservation
 - Sustainable school transportation
 - Waste and recycling
 - Climate change
 - Air quality, radon, IPM
- Energy teams, Energy Star's Portfolio Manager
- Energy conservation plans with audits

K-12 Schools Project Options

Curriculum Integration

- Articulation of the EE standards into K–12 curriculum for school district, charter, cyber school or private school.
- Goal is for permanent change.

Curriculum Revision

- Revise or write lessons plans/units to meet changes in the approved alignment and provide classroom assessment

K-12 Schools Project Options

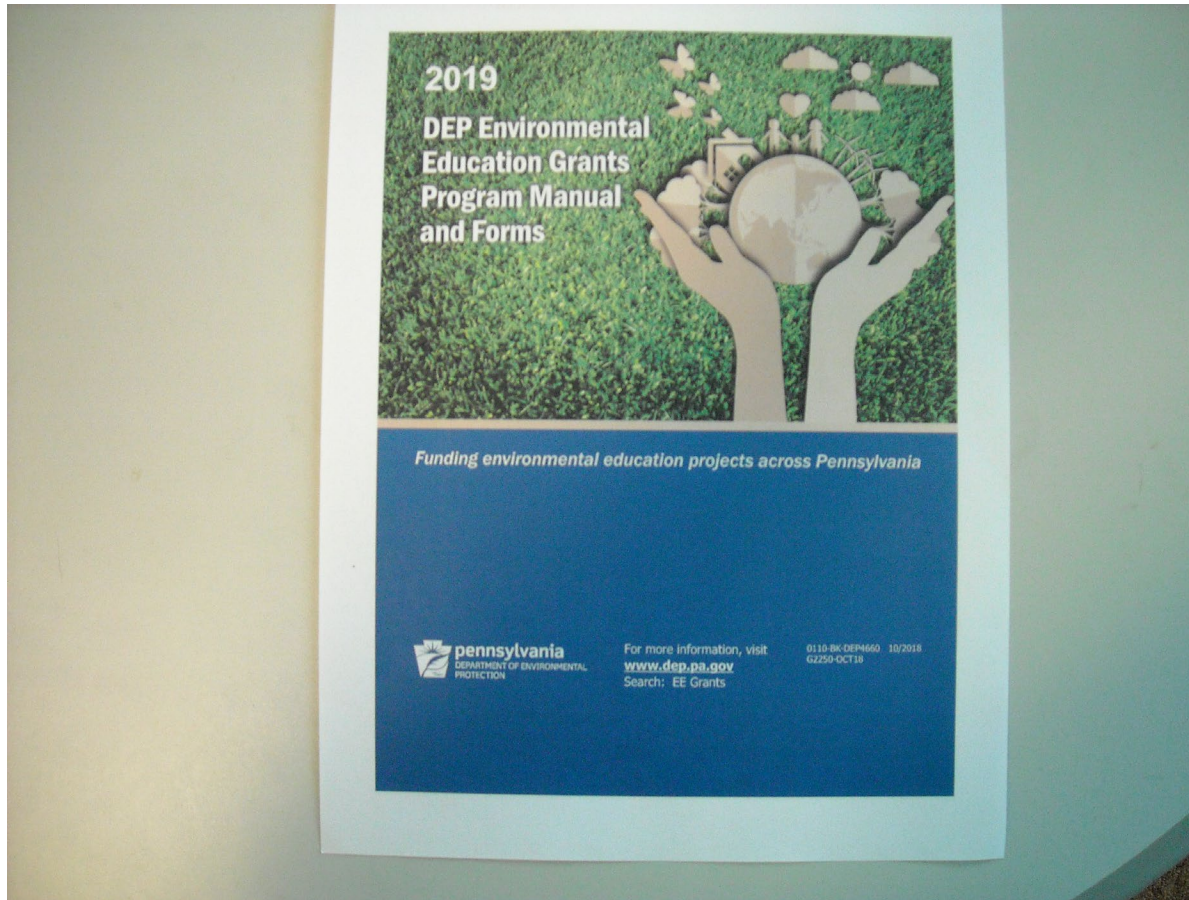
Mini Grant Applicants

- Hands-on activity supplies
- Field trips
- Teacher education/professional development
- EE projects on priority topics

Ineligible Criteria

- Non-EE or out of state projects
- Basic research
- Beautification/landscaping
- Defaulted on prior EE grants
- Large scale construction activities
- Real estate acquisitions
- Fundraising/membership drives
- Political advocacy
- Ineligible budget items

How to Obtain a Grant



Key Points

- Related to environmental topics and/or standards
- Clear goals and objectives
- Well thought out activity steps that lead to goals and objectives
- Reasonable budget
- Addresses all components
- Reasonable timeline
- Project recruitment
- Key people highly qualified

How Do I Submit an Application?



E-Grants System

EE Grants webpage: http://dep.pa.gov/EE_Grants

The screenshot shows the login page of the EE Grants System. At the top left is the PA logo. Below it are links for 'Help' and 'Contact Us'. The main heading is 'Login'. Underneath, there's a 'What's New?' section with a link to 'Help'. The login form consists of two input fields: 'User Name' and 'Password', followed by a yellow 'LOGIN' button. To the left of the form, there is an 'Important Note' and a 'REGISTER' button. Below that is a 'FORGOT PASSWORD' button. At the bottom, there is a 'Pennsylvania Home Site' logo and a link to the 'Commonwealth of PA Privacy Statement'. The footer contains 'Contact Us | Help | Program Finder | New PA | Commonwealth of PA |'.

The screenshot shows the 'Program Finder' page. At the top left is the PA logo. Below it are links for 'Home', 'Help', 'Save', 'Print', 'Contact Us', and 'Logout'. The main heading is 'Program'. Below this, there is information about the 'Agency: Pennsylvania Department of Community and Economic Development' and 'Web Application #: 8101615'. The section is titled 'Select Program' and includes a search instruction. There is a search box containing 'Environmental Education Grants Program' and a 'Sort By' dropdown menu set to 'Program Name'. Below the search box are 'SEARCH' and 'PROGRAM FINDER' buttons. The results section shows '1 results' and a 'Search Results' heading. Below this is a detailed description of the 'Environmental Education Grants Program', including an 'Apply' button, a note about cash or in-kind contributions, and a list of 'Eligible Applicants'. The footer contains 'Additional Information: Program Fact Sheet'.

E-Grants System

Contact Information

Customer Service: (800) 379-7448

Hours: 8:30am-5:30pm

OR

ra-dcedcs@pa.gov

Deadline to apply: 11:59 PM January 11, 2019

More detailed instructions on the application process can be found in the 2019 Environmental Education Grants Program Manual.

For additional information, contact:

Bert Myers, Director of Environmental Education

gimyers@pa.gov

717-705-3767

Stormwater Teacher Workshop

“Weathering the Storm” Mini Grant Project Timeline

September 2019 Develop workshop agenda (Activity A)

November 2019 Develop/print recruitment brochure and evaluation tool (Activity B)

December 2019 Send recruitment brochure and promote program to formal and non-formal educators (Activity C)

Applicants submitting the optional one-page proposal summary must e-mail it on or before this date

Stormwater Teacher Workshop

- | | |
|---------------|---|
| March 2019 | Conduct “Weathering the Storm” Stormwater Workshop (Activity D) |
| April 2019 | Conduct follow-up assessment with educators attending the workshop and summarize results (Activity E) |
| July 15, 2020 | Submit final report (Activity F) |

Sample Budget

Complete - number of people and hours included

| | | | | | | | |
|--|-----------------------|------------------|------------------------|--|------------------------------|------------------------------|--------|
| 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 0.565/mile) Include Reason for Traveling. | | | Activity Letter | 170 | | | |
| 5 Evening Workshops (2 hrs. each) | | | C | | | | |
| <ul style="list-style-type: none"> • Educator • Watershed Specialist | | | | | | | |
| 2 people x 5 x 30 miles x .565/mile | | | | | | | |
| Subtotal | | | | \$ 170 | \$ | | |
| RESOURCE COSTS | Units (Qty.) # | Unit Cost | Activity Letter | | | | |
| Rain Barrels | 23 | 29.74 | D | | | | \$ 684 |
| Water Conservation DVDs | 40 | 2.50 | D | | | | \$ 100 |
| Stormwater management materials for workshop attendees | 40 | 2.50 | D | | | | \$ 100 |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |
| Subtotal | | | | \$ 884 | \$ | | |
| 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 | | |

Activity letters

Correct budget categories

Match

Award Process and Responsibilities

- Agreement
- Benchmarks
- Reports
 - Report due
 - Reimbursements
 - Requests/budget changes (more than 10 percent)
 - Advance payment option (Mini grants)
 - Partial/return to EE Fund
- No time extensions

Benchmarks

REV. 04/12

**ATTACHMENT D
SCOPE OF WORK BENCHMARKS and
BUDGET**

Applying Organization: Waterloo Education Center EE#: 13-01
Project Contact: Ann Devine Project End Date: June 30, 2014
Email Address: adevine@pa.gov Phone Number: 717-772-1644

Mini projects are for the period beginning July 1, 2013, and ending June 30, 2014. Grants are not eligible for an extension to the contract project completion date. This provision takes precedence over Attachment C, Paragraph 7.

The following items will be considered as the one and only required report for this grant, and are due by July 15, 2013.

| Number | Benchmark | Completion Status (for DEP staff review only) |
|--------|--|---|
| 1 | Develop Handout—Handout will be given to participants; the handouts will focus on the benefits of rain barrels, and the effects on the reduction of non-point source pollution. A copy of the handout will be provided with the grant's July 15, 2014 final report. | |
| 2 | Construct Barrels—Barrels will be constructed based on the design done by the Snyder County Conservation District. Pictures of completed barrels will be provided with the grant's July 15, 2014 final report. | |
| 3 | Develop Presentation—The presentation will focus on rain barrel do's and don'ts, rain barrel benefits, myths and misconceptions, and then on construction of a rain barrel in three easy steps. A copy of the presentation will be provided with the grant's July 15, 2014 final report. | |
| 4 | Conduct Workshops—Workshops will be advertised via various sources of media, such as newspaper, newsletters, and radio. Copies of media for advertising, agenda, sign-in list and workshop evaluation results will be provided with the grant's July 15, 2014 final report. | |

SUBCONTRACTORS

List the name and FID# of all subcontractors to be utilized on this project:

| NAME | FID# |
|-------|-------|
| _____ | _____ |

BUDGET

| | |
|------------------------|----------------|
| Total Project Costs: | \$ 4,150 _____ |
| Grant Amount: | \$ 3,000 _____ |
| Grantee Share (Match): | \$ 1,150 _____ |

The DEP share shall not exceed the grant amount listed above.



“The land ethic simply enlarges the boundaries of the community to include soils, waters, plants, and animals, or collectively: the land... In short, a land ethic changes the role of Homo sapiens from conqueror of the land-community to plain member and citizen of it. It implies respect for his fellow-members, and also respect for the community as such.”

— Aldo Leopold

Bert Myers

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