



# **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

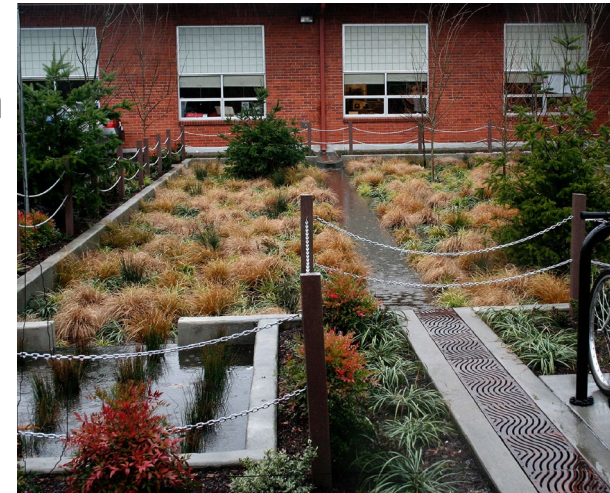
# Priority Topics

- 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"><li>December 15, 2019</li></ul>	No Progress Reports Required
Final Report <ul style="list-style-type: none"><li>July 15, 2020</li></ul>	Final Report <ul style="list-style-type: none"><li>July 15, 2020</li></ul>



# 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

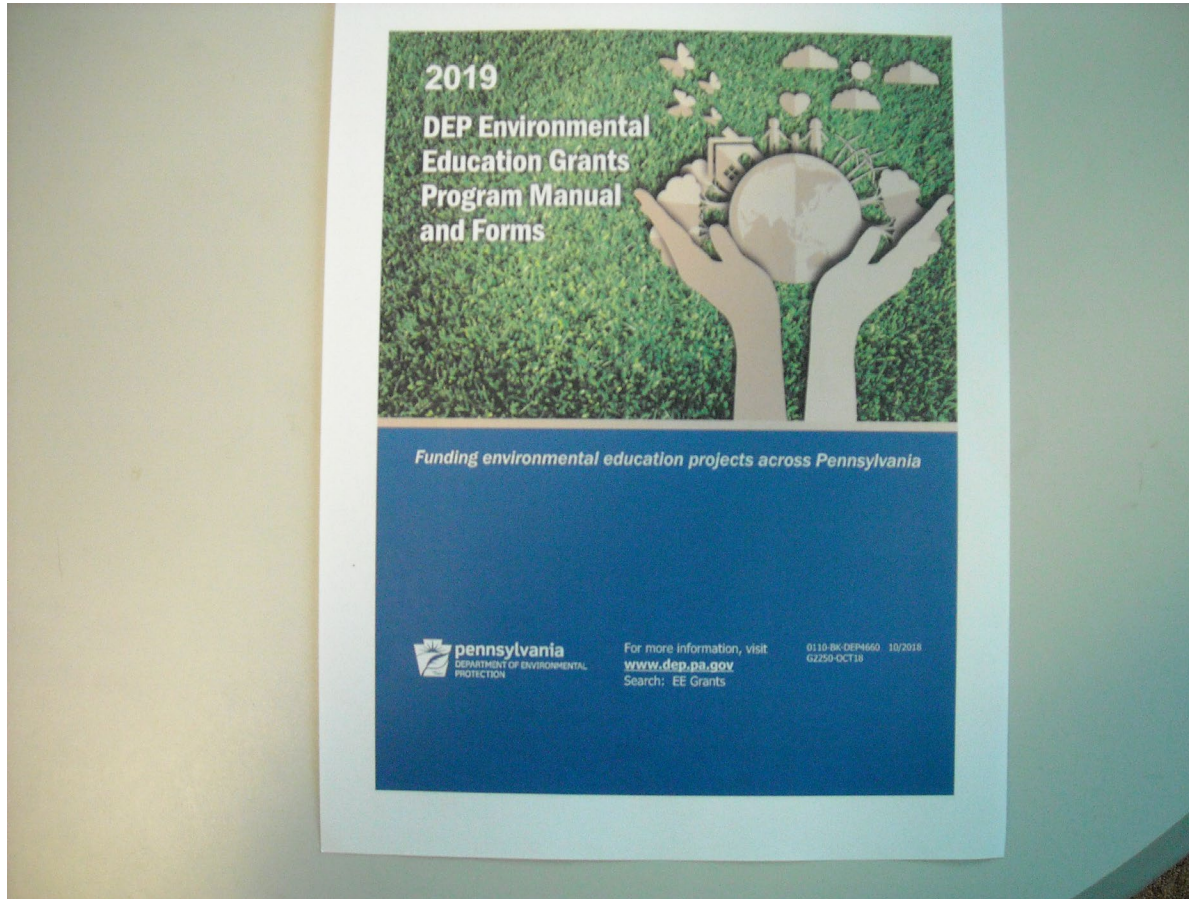
## Mini Grant Applicants

- 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

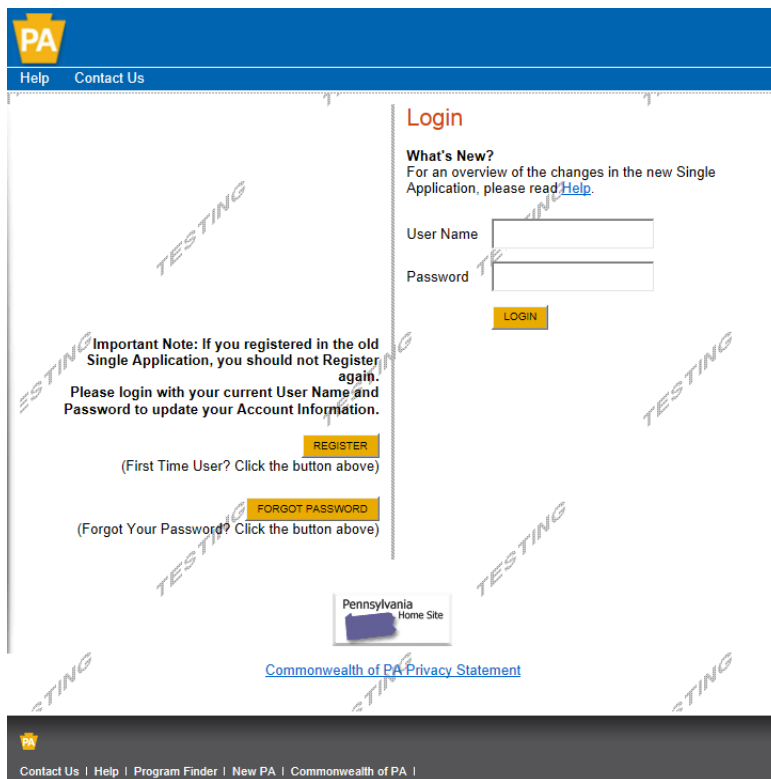


# How Do I Submit an Application?



# E-Grants System

EE Grants webpage: [http://dep.pa.gov/EE\\_Grants](http://dep.pa.gov/EE_Grants)



The screenshot shows the login page of the EE Grants System. At the top is a blue header with the PA logo and navigation links: Help, Contact Us. Below the header, the page is divided into two main sections. The left section contains an 'Important Note' about registering in the old Single Application, followed by a 'Please login with your current User Name and Password to update your Account Information.' message. Below this are buttons for 'REGISTER' (with a note for first-time users) and 'FORGOT PASSWORD' (with a note for password resets). The right section is titled 'Login' and includes a 'What's New?' link. Below this are input fields for 'User Name' and 'Password', followed by a 'LOGIN' button. At the bottom, there is a 'Pennsylvania Home Site' logo and a link to the 'Commonwealth of PA Privacy Statement'.

PA

Help Contact Us

**Login**

**What's New?**  
For an overview of the changes in the new Single Application, please read [Help](#).

User Name

Password

**LOGIN**

**Important Note:** If you registered in the old Single Application, you should not Register again.  
Please login with your current User Name and Password to update your Account Information.

**REGISTER**  
(First Time User? Click the button above)

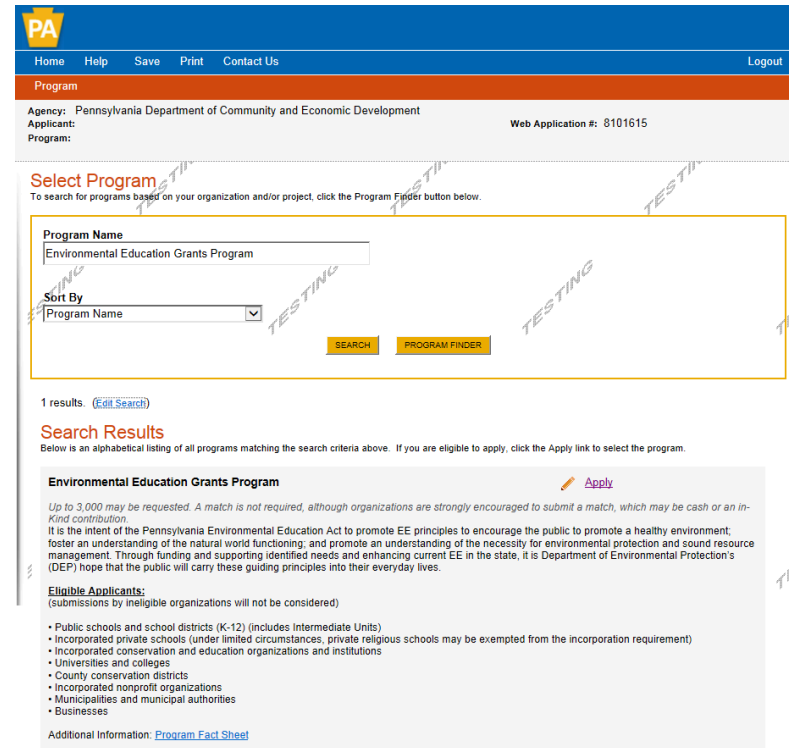
**FORGOT PASSWORD**  
(Forgot Your Password? Click the button above)

Pennsylvania Home Site

[Commonwealth of PA Privacy Statement](#)

PA

Contact Us | Help | Program Finder | New PA | Commonwealth of PA |



The screenshot shows the 'Program Finder' page of the EE Grants System. At the top is a blue header with the PA logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. Below the header, the page displays the 'Program' information: Agency: Pennsylvania Department of Community and Economic Development, Applicant: (blank), Program: (blank), and Web Application #: 8101615. The main section is titled 'Select Program' and includes a search instruction: 'To search for programs based on your organization and/or project, click the Program Finder button below.' Below this is a search form with a 'Program Name' input field (containing 'Environmental Education Grants Program'), a 'Sort By' dropdown menu (set to 'Program Name'), and 'SEARCH' and 'PROGRAM FINDER' buttons. The results section shows '1 results' and a link to 'Edit Search'. Below this is the 'Search Results' section, which includes a description of the 'Environmental Education Grants Program' and a list of 'Eligible Applicants'.

PA

Home Help Save Print Contact Us Logout

**Program**

Agency: Pennsylvania Department of Community and Economic Development  
Applicant:  
Program:  
Web Application #: 8101615

**Select Program**

To search for programs based on your organization and/or project, click the Program Finder button below.

**Program Name**

**Sort By**

**SEARCH** **PROGRAM FINDER**

1 results. ([Edit Search](#))

**Search Results**

Below is an alphabetical listing of all programs matching the search criteria above. If you are eligible to apply, click the Apply link to select the program.

**Environmental Education Grants Program** [Apply](#)

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.

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

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](mailto: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](mailto: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							
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) • Educator • Watershed Specialist			C				
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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**(717) 705-3767**