



# **2020 DEP Environmental Education Grants Program**

**Presented by the Environmental Education & Information Center**

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**Tom Wolf, Governor**

**Patrick McDonnell, Secretary**

# 2020 EE Grants Program

Funding provided for education projects that foster an ***understanding*** of natural world functions and cultivate ***critical thinking*** and ***actions*** that promote environmental protection and sustainable resource management.



# Environmental Education Principles

- Lifelong process
- Opportunities to engage in meaningful, hand-on experiences
- Promote positive environmental actions
- Learner driven, presented in a sequential framework, addressing learner's needs and concerns
- Non-formal programs provide a path for citizens to make informed decisions that balance community needs with environmental protection
- Formal programs (K-12) address Academic Standards and Science, Technology, Engineering and Mathematics (STEM)



# Background

- Environmental Education Act of 1993
- 5% of DEP fines and penalties
- Mandated DEP responsibility
- For twenty-five years, more than \$12 million awarded to further environmental education in Pennsylvania
- EE Grants Program
  - Formal and Non-formal projects
  - Address Priorities
  - Expand understanding, develop skills for informed decisions and responsible actions





# Background

- 2020 Grant Program Project period:  
July 1, 2020 – June 30, 2021
- Projects must occur in Pennsylvania
- Projects may engage *any* audience (youth, teachers, municipal officials, farmers, developers, businesses, homeowners, etc.)
- 2020 Funding available for Mini and General Grants



# Eligibility

Is my organization eligible to  
apply?



# Eligible Applicants



- Public and private schools/school districts (K-12), including Intermediate Units and Charter Schools
- Incorporated conservation and education organizations and institutions
- Colleges and universities
- Incorporated Nonprofit organizations
- Businesses
- County conservation districts

# General Grants Vs. Mini Grants

## What are General Grants and Mini Grants?

Can I apply for both?

**YES YOU CAN!**



# Overview

## Mini Grants

- Up to \$3,000
- Local (school, county, municipality) projects
- Any size project eligible—i.e. school field study
- Match and Partners encouraged (not required)
- May request Advance payment (Midterm Progress report will be required)
- Draft evaluation tool due January 15, 2021
- Project funding ends June 30, 2021. Final report due July 15, 2021



# Overview

## General Grants

**Level I (\$3,001-\$20,000)** Large scale regional or statewide projects

**Level II (\$20,001-\$85,000)** Widely\* engages teachers and youth at county, state and national levels

- \*Direct participation from at least 60 Pennsylvania counties
- 30% from Environmental Justice communities
- Reimbursement program only
- 20% Match and Partners required
- Midterm Progress report and draft evaluation tool due January 15, 2021
- Project funding ends June 30, 2021. Final report due July 15, 2021



# EE Grant Program Priorities



What are the EE  
Grant Program  
Priorities?

# EE Program Priorities

## Climate Change

Education to help reduce greenhouse gas emissions and climate change impacts including floods, pests, groundwater changes, agricultural disruptions and potential threats to human health.

- Public education campaigns to reduce emissions and improve public health
- Community projects promoting water resource management, water conservation, and stormwater (BMPs)
- Education tours and demonstration projects
- Green School Initiatives
- Climate adaptation projects
  - Tree/riparian buffer plantings
  - Water quality monitoring





# EE Program Priorities

## Water

Education programs, workshops, and tours promoting effective ways to reduce non-point source and source water pollution to improve water quality.

- Agricultural nutrient management
- Abandoned mine drainage/reclamation
- Water conservation
- Storm water management
- Private water wells/Groundwater
- Road treatment
- Citizen's science/volunteer water quality monitoring
- Cold water habitats and fisheries
- Habitat restoration, etc.



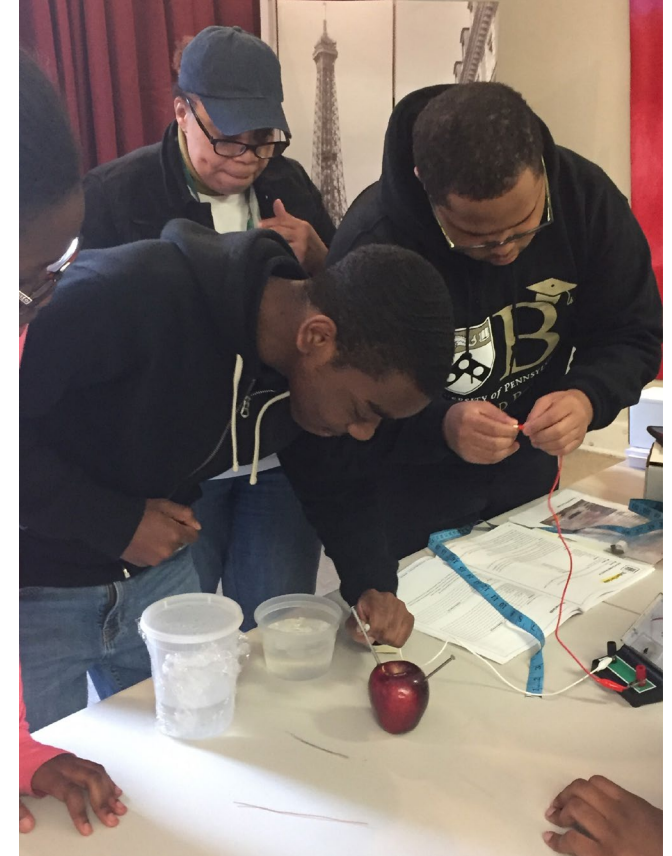


# EE Program Priorities

## Environmental Justice

Education programs engaging communities located within Environmental Justice Areas, develop meaningful solutions to address local environmental issues and public health concerns:

- Proper waste disposal and green alternatives
- Vehicle idling/alternative transportation
- Demonstration and hands-on stewardship projects
- Workforce development
- Storm water education/improving water quality
- Trainings about DEP and public participation



# What is Environmental Justice?

- Environmental Justice (EJ) is the **fair treatment** and **meaningful involvement** of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.
- In PA, **Environmental Justice Areas** are those census tracts (soon to be block groups) that are 30% minority and/or 20% low income.
- Go to the EJ Viewer [www.dep.pa.gov/ejviewer](http://www.dep.pa.gov/ejviewer) to determine whether a location is in an EJ Area.

# Project Options

## Non-Formal EE Projects

- Environmental education programs implemented outside of formal, K-12 school settings
- Any target audience
- Delivered through a variety of venues such as afterschool activities, summer camps, 4-H programs, FFA, faith-based forums, and community workshops and special events



# Project Options

## Formal EE Projects

- Formal K-12 school setting (Academic standards and STEM)
- Local context (i.e. schoolyard, neighborhood, town, or community)
- Learner-driven: Students define a local issue and potential solution(s)
- One or more outdoor field experiences
- Stewardship and/or Civic Action projects
- Environmental career opportunities
- Teacher collaboration and professional development
- Diverse partnerships (municipalities, non-profits, higher education, businesses, etc.)
- Technology (social media, mobile apps, web and/or other appropriate tools.)





# K-12 Schools Project Options

## Sustainable Schools

- Reduce environmental impacts
- School health
- Outdoor classrooms
- Energy teams, Energy Star's Portfolio
- Energy conservation plans with audits

## Topics

- Energy efficiency and conservation
- Water quality and conservation
- Sustainable school transportation
- Waste and recycling
- Climate change
- Air quality, Radon, IPM



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION



# K-12 Schools Project Options

## Curriculum Integration

- Articulation of the E&E standards into K–12 curriculum for school district, charter, cyber or private schools
- Project goal is for a permanent change

## Curriculum Revision

- Revise or write lesson plans/units that integrate E&E Standards
- Provide classroom assessment



# Eligible Project Expenses

## People Costs (up to 35% of grant funds)

- Wages and benefits directly related to project implementation
- Private consultants
- Stipends for school teachers and administrators for work done *outside of the normal work day*
- Substitute teacher pay, at the current daily rate

## Travel Costs

- Personal mileage at the current GSA rate
- Transportation costs at a flat fee rate



# Eligible Project Expenses

## Resource Costs

- Education resources
- Supplies
- Equipment
- Laboratory equipment. (**More than \$1,500:** Proposal must designate where the item(s) will be stored and how they will be used after the project ends.)



## Other Costs

- Photocopying, printing, binding, graphic layout
- Project phone and postage charges
- Facility rental (other than awardee)
- Advertising/marketing/website

# Ineligible Project Expenses

- People (greater than 35% of total grant award)
- Food or beverages
- Lodging and Airfare
- Computer hardware for general office use (i.e., laptops, iPads/tablet computers)
  - No more than 10 % of the entire grant can be used to purchase program-specific technology
- Out of state travel
- Award items (certificates, plaques)
- Indirect costs, including general operations or overhead such as rent, utilities, monthly phone, or website hosting fees
- Boats, kayaks, paddle boards and canoes (to purchase or rent)
- Cameras, including go-pros and drones
- Clothing (t-shirts, hats)

# Ineligible Project Expenses

- Lawn mowers and other power equipment
- Furniture for general office use
- Grants, scholarships, or fellowships to be given by the grant recipient to a third party
- Graduate or other continuing education credits
- Pass-through cash or incentive prizes to project participants
  - Example: Grant funds may not be used to provide services (such as septic system cleanouts) at a discounted cost to project participants
- Promotional items, such as stress balls, laser pointers, magnets, pins, etc.
- Reimbursement for expenses incurred prior to the July 1, the EE Grant Program's effective start date



# Grant Proposals

## Narratives reflect:

- One or more EE Program priorities
- Key people highly qualified
- Clear goals and expected outcomes
- Type of project (formal or non-formal)
- Target audience and project location(s)
- Project timeline with specific benchmarks
- An assessment strategy
- Eligible budget expenses
- Project promotion and sharing “lessons learned”
- A plan to sustain project after grant ends



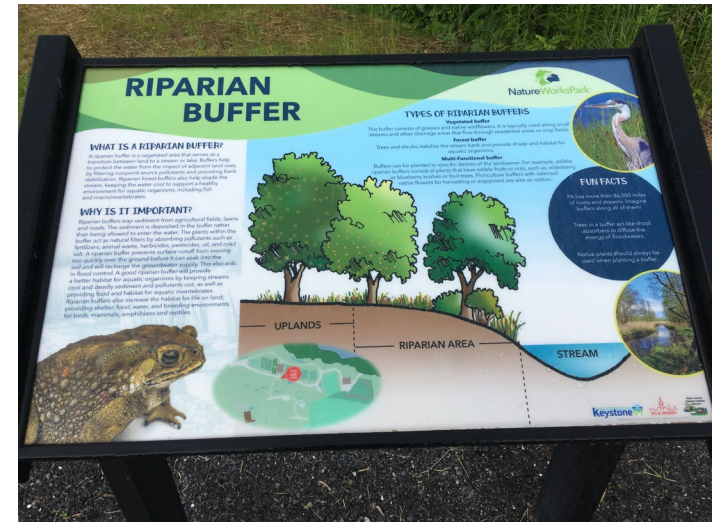
# Grant Proposals

## All General Grant narratives must reflect:

- A strong technology component, integrating use of social media, web-based applications or other technological tools

## General Grant Level II narratives must:

- Explain how the proposed program will widely\* engage teachers and youth at the county, state and national levels. (\*At least 60 Pennsylvania counties); and
- Demonstrate at least 30% of program participants are members of an Environmental Justice Area



# When Do I Find Out if I'm Funded?





# Timeline

**October 31, 2019**

Grant round opens

**December 31, 2019 at 11:59 p.m.**

Electronic application deadline

**April 22, 2020**

Baring unforeseen circumstances, awards announced on or around Earth Day

**July 1, 2020**

Awarded projects may begin

**January 15, 2021**

Draft assessment tools and applicable Midterm Progress reports due

**June 30, 2021**

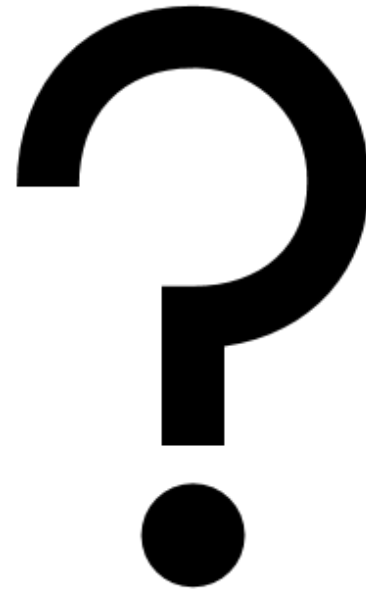
Completion date for all projects. *No time extensions*

**July 15, 2021**

Final reports and supporting documentation due



# How Do I Submit Application?





# DEP EE Grants website

## Prepare:

2020 EE Grants Program: Manual, Forms, Online application instructions and the eGrants application link

### 2020 EE Grants Program

- [Environmental Education Grants Program Fact Sheet](#) (PDF)
- [2020 Environmental Education Grants Program Manual](#) (PDF)

## Apply

Applications must be submitted online. To submit, please visit the [e-grants application](#).

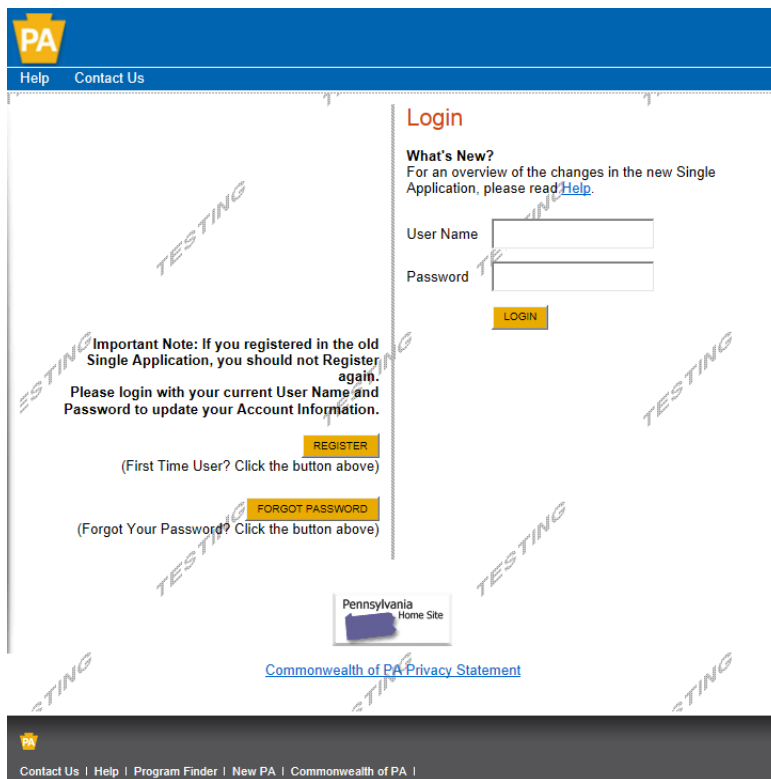
[Click here for online application instructions](#).

### Applicants must also complete these forms:

- [Detailed Budget Sheet](#) (Excel)
- [Partnering Form](#) (Word)

# eGrants System

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



The screenshot shows the login page of the eGrants System. At the top, there is a blue header with the PA logo and navigation links: Help, Contact Us, Home, Help, Save, Print, Contact Us, and Logout. The main content area is divided into two columns. The left column contains a 'Login' section with a 'What's New?' link, a 'User Name' field, a 'Password' field, and a 'LOGIN' button. Below this is an 'Important Note' about registering in the old Single Application, followed by 'REGISTER' and 'FORGOT PASSWORD' buttons. The right column contains a 'Commonwealth of PA Privacy Statement' link. The footer includes the PA logo and contact information: Contact Us | Help | Program Finder | New PA | Commonwealth of PA |.

**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.

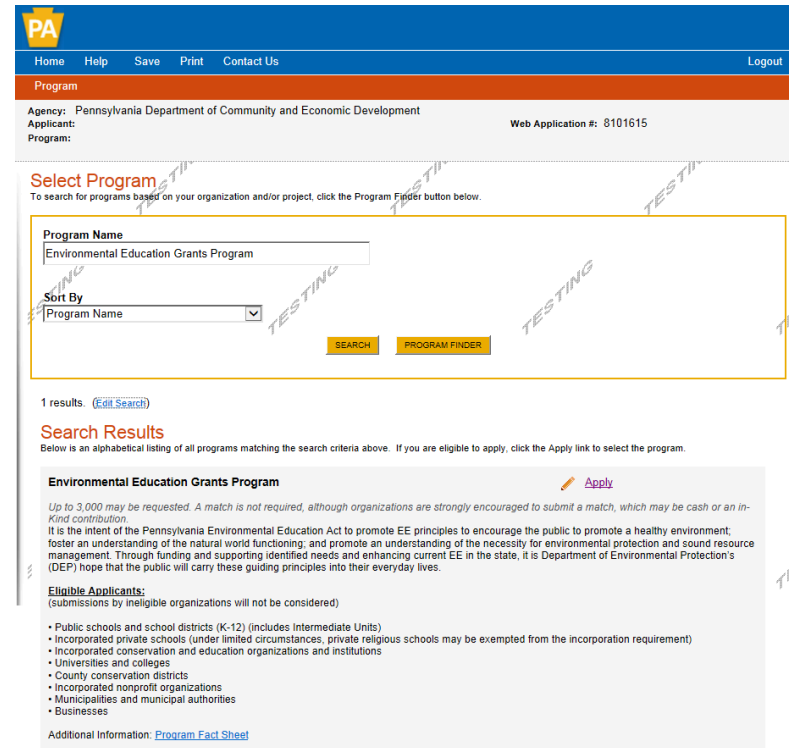
**REGISTER**  
(First Time User? Click the button above)

**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 'Select Program' page of the eGrants System. At the top, there is a blue header with the PA logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. The main content area is divided into two columns. The left column contains a 'Program' section with the following information: Agency: Pennsylvania Department of Community and Economic Development, Applicant: (blank), Program: (blank), and Web Application #: 8101615. The right column contains a 'Select Program' section with a search bar, a 'Sort By' dropdown menu, and 'SEARCH' and 'PROGRAM FINDER' buttons. Below this is a 'Search Results' section with a list of results. The first result is 'Environmental Education Grants Program' with an 'Apply' button. The page also includes a 'Privacy Statement' link and a footer with the PA logo and contact information: Contact Us | Help | Program Finder | New PA | Commonwealth of PA |.

**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](#)

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

# Project Narrative

## Identified Problem, Project Outcomes and Benchmarks

### Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

#### Identified Problem ♦

Provide a concise (2-3 sentence) description of the project.

Example: The (applying organization) will hold three elementary education workshops (grades 4-6), providing base knowledge about climate change as it relates to local water issues. The workshops will provide PA E&E standards-based, hands on activities. Participants will be formal and non-formal educators who primarily teach Environmental Justice community members.

Character Count: 0/3000 characters.

#### Project Outcomes ♦

What do you plan to accomplish with this project?

Example: At least 15 Formal, Non-formal and/or Preservice educators will attend the each workshop. Content knowledge will increase, as reflected in Pre and Post evaluations. At least 80% of educators will incorporate content into their classrooms or other teaching venues, as reflected by Post-workshop surveys.

Character Count: 0/4000 characters.

#### Project Benchmarks ♦

Provide a sequential explanation of the project steps with Activity Letters (A, B, C, etc.) that represent the benchmark tasks to be accomplished.

Example: As soon as the grant is awarded, planning (A), Scheduling (B) and advertising (C) will begin. Draft evaluation tools will be submitted in August 2019 (D). Workshops will be held September 2019-March 2020 (E). The committee will meet following each workshop to assess and modify, based on post test results and participant feedback (F). Final Progress report, including evaluation results will be submitted by July 15, 2020 (G).

Character Count: 0/4000 characters.

# Detailed Budget Sheet

## Detailed Budget Worksheet Instructions

1. The Detailed Budget Sheet has several tabs. (People Costs, Travel Costs, Resource Costs, Other Costs, Match Funds, Grand Total) Click on each tab and complete all sections, including Activity letters. **DO NOT DELETE SHEETS or attempt to insert/delete rows.**
2. **People Costs:** Enter the Organization name, Project Director's name and Project title. Enter people costs for each individual directly involved with the project. Note: People costs may not exceed 35% of Grant Funds.
3. **Travel Costs:** Enter the project's Travel expenses. To calculate mileage, use the rate of 0.58. Reimbursements will be compensated at the current GSA rate, as of the date of travel. For the current rate, visit: <http://www.gsa.gov/portal/content/100715>
4. **Resource Costs:** Enter the project's Resource expenses, including Unit Quantity and Unit Cost. The sheet will automatically calculate the Grant Request Amount.
5. **Other Costs:** Enter project costs that do not apply to the other budget categories.
6. **Match Funds:** Enter any Match Funds (cash or in-kind). A Partnering Form is required if Match funds will be provided by an entity other than the applying organization.
7. **Grand Total:** Review this section to confirm that the calculated Grant and Match Fund Subtotals accurately reflect the Project Proposal. Make modifications to the individual category sheets, if needed.
8. **Submit the Detailed Budget Sheet in Excel format only.** Note: A PDF version of the budget sheet will not be accepted.

## Detailed Budget: People

Organization Name:	
Project Director Name:	
Project Title:	

[illegible]



# Detailed Budget: Travel

TRAVEL COSTS (i.e. # of miles x standard mileage rate) Include Reason for Traveling	Activity Letter	Grant Request Amount
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
<b>Total</b>		-

## Detailed Budget: Resource

[illegible]

## Detailed Budget: Other

[illegible]

Detailed Budget: Match

PEOPLE COSTS					
Match Funds Source (Submit applicable Partnering Form)				Match Funds Amount	
				\$	
				\$	
				\$	
				\$	
Subtotal People					
TRAVEL COSTS					
Match Funds Source (Submit applicable Partnering Form)				Match Funds Amount	
				\$	
				\$	
				\$	
				\$	
Subtotal Travel					
RESOURCE COSTS					
Match Funds Source (Submit applicable Partnering Form)				Match Funds Amount	
				\$	
				\$	
				\$	
				\$	
Subtotal Resources					
OTHER COSTS					
Match Funds Source (Submit applicable Partnering Form)				Match Funds Amount	
				\$	

Instructions

People Costs

Travel Costs

Resource Costs

Other Costs

Match Funds

Grand Total

# Detailed Budget: Grand Total

	GRANT FUNDS	MATCH FUNDS
People Costs	\$0.00	\$0.00
Travel Costs	\$0.00	\$0.00
Resource Costs	\$0.00	\$0.00
Other Costs	\$0.00	\$0.00
Project Subtotal	\$0.00	\$0.00
Total Project Costs	\$0.00	



# eGrants System

## APPLICATION HELP IS AVAILABLE

### eGrants Customer Service:

Monday through Friday from 8:30 am – 5:30 pm call: (800) 379-7448 OR  
email: [Ra-dcedcs@state.pa.us](mailto:Ra-dcedcs@state.pa.us)

### Application Instructions:

Visit the DEP Environmental Education Grants website:

<https://www.dep.pa.gov/Citizens/EnvironmentalEducation/Grants/Pages/default.aspx>

# Award Process and Responsibilities

## Executed Grant Agreement

### Requirements:

- Detailed Budget
- Scope of Work with Project Benchmarks (month/year), including
  - July 1: All project begin
  - January 15: Draft Evaluation tool due
  - January 15: Midterm Progress report due (General Grants and Mini-grants that receive Advance payments)
  - June 30: All Projects end
  - July 15: Final Reports, including deliverables due
- Authorized signature and witness (Names, titles and email)
- SAP Vendor number/Pennsylvania Electronic Payment Program (PEPP) enrollment form

# Award Process and Responsibilities

## After Grant Agreements are fully executed:

### Financial

- Mini-grants Advance Payments may be requested
- General Grant requests for reimbursements (Must be accompanied by applicable Midterm and Final reports)

### Managing Your Grant: Contact the EE&IC

Changes to the Grant Agreement: (Budget, Scope of Work, Project Leader, Project Cancellation, etc.)

### Cancelled Projects:

Partial reimbursement and return of Advance payments to be determined at the Department's sole discretion

# QUESTIONS?

## 2020 Environmental Education Grants Program questions?

Please contact: [RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov)

We look forward to working with you!!

