2021 Environmental Education Grants Program

October 14, 2020
Live Webinar Highlights

EE Grant projects should address one or more of the DEP EE Grant Program priorities: Water, Climate Change and/or Environmental Justice (Grants Manual pages 2-3)

How do I identify Environmental Justice Areas?
Use the EJ Areas Viewer:
http://padepmaps.arcgis.com/apps/webappviewer/index.html?id=f31a188de122467691cae93c3339469c
If you need additional assistance, please contact John Brakeall at DEP's Environmental Justice Office at jbrakeall@pa.gov or (717) 783-9731.

Eligible Applicants (Grants Manual pages 3-4)

Are cities, town, municipalities and/or authorities eligible for the grant program?
No. Entities, including municipalities, that do not appear on the Eligible Applicants listing cannot receive 2021 Environmental Education Program funds. Ineligible applicants are encouraged to partner with an eligible applicant to deliver environmental education programs.

Are there other grants available through DEP for municipalities?
Yes. To view the full listing of available DEP Grants and Rebates please visit:
https://www.dep.pa.gov/Citizens/GrantsLoansRebates/Pages/default.aspx

Grant Proposals Narrative (Grants Manual page 4)

Credentials Explain the credentials of the applying Organization, Project Leader and others, including partners and subcontractors, involved with the project's implementation.

Does the Project Director have to have a PhD?
Not necessarily. Project Leader credentials must be adequate to successfully implement the proposed project.

Timeline with specific project benchmarks (Activity Letters). (Grants Manual page 4, Narrative tab and Detailed Budget)

What are the Activity Letters that need to be entered on the Detailed Budget Sheet?

Activity letters correspond to the project's benchmark steps. For example:

Narrative tab: Benchmarks with identified Activity Letters

As soon as the grant is awarded Planning (A), Scheduling (B) and Advertising (C) will begin. Draft evaluation tools will be submitted in August 2020 (D). Workshops will be held in September 2020-June 30, 2021 (E). Following each workshop, the committee will assess and modify the future workshop agendas, based on the participants' post-test results and feedback (F). Final Progress report, including evaluation results, will be submitted by July 15, 2021 (G).

Detailed Budget Sheet: Enter Benchmark Activity Letters

Identify the Grant Request Amount, using Activity Letters that correspond with the project's benchmark steps. For example:

Organization Name:	Friends of Pennsylvania's Environment (FPE)
Project Director Name:	Jan Smith
Project Title:	Addressing Climate Change through Hands-On Public Workshops

PEOPLE COSTS (Itemize below:)	Activity Letter	# of People	# of Hours	Grant Request Amount
FPE Environmental Educator	A-G	1.00	52.50	$ 1,050.00
				$ -
			Total	$ 1,050.00

TRAVEL COSTS (i.e.# of miles x standard mileage rate) Include Reason for Traveling	Activity Letter	Grant Request Amount
Rental vans for local tours (3 tours @ $100.00 each)	E	$ 300.00
		$ -
	Total	$ 300.00

RESOURCE COSTS (Itemize Below:)	Activity Letter	Unit # (Quantity)	Unit Cost	Grant Request Amount
Waterproof pens (50 per pack)	E	2.00	$ 25.00	$ 50.00
10' x 12' Tarp for Climate Action activity	E	1.00	$ 25.00	$ 25.00
Energy and Waste audit kit materials	E	15.00	$100.00	$ 1,500.00
				$ -
			Total	$ 1,575.00

OTHER COSTS (Itemize Below:)	Activity Letter	Grant Request Amount
Facility rental (3 workshops @ $25 each)	E	$ 75.00
	Total	$ 75.00

Project Assessment/Evaluation

An Assessment Tool will be due for review and feedback 6-8 weeks prior to audience implementation, but no later than January 15, 2022 Please clarify.

Guidelines for submitting draft Assessment Tools:

Project will engage the audience	Submit draft Evaluation Tool for review and feedback
July-August 2020	July 2020 or ASAP prior to audience delivery
September-October 2020	August 2020
November-December 2020	September 2020
January 2021	October 2020
February 2020	November 2020
March-June 2021	January 15, 2021

Project Partners (Grants Manual page 8)

Partners are required of General grant awards and encouraged for Mini-grant awards. Partnerships can be made among school districts, private schools, universities, county conservation districts and other organizations to draw on the strengths of each entity. The Partners' contribution must be substantiated on a completed and *signed* Partnering form.

If submitting an application for a K-8 school does the district need to sign a partner form?
A partnering form is required for entities other than the applying organization (legal entity). Please speak with your school administrator to determine the legal entity that is applying for the grant.

Project Match (Grants Manual page 8)

Partners are required of General grant awards and encouraged for Mini-grant awards. Partnerships can be made among school districts, private schools, universities, county conservation districts and other organizations to draw on the strengths of each entity. The Partners' contribution must be substantiated on a completed and *signed* Partnering form.

Can ineligible expenses be used as a Project Match?
No. Ineligible expenses cannot be used as project Match.
Note: Although only up to 35% of People costs is eligible for funding, People costs exceeding 35% can be used as Match.

Eligible/Non-Eligible Expenses (Grants Manual pages 10-11)

Examples of eligible and non-eligible expenses are provided. Funded items must be directly related to the project and substantiated in the project's proposal.

Can grant funds cover costs of PPE for instructors, such as face masks and hand sanitizer?
Supplies, including PPE, may be considered eligible Other Costs if they are directly related to project implementation.

Project Changes/Termination (Grants Manual pages 11-12)

What to do if there are needed changes to the Project, such as switching from In-Person to Virtual Delivery or vice versa?

Please contact the Environmental Education & Information Center (EEIC) as soon as possible, should you need to request project revisions. (Scope of Work, Budget, Project Leader, Partners, Budget, Contact information, etc.).

Should you need to terminate the Project Agreement (contract): Submit written notification to the EEIC indicating the reason for contract termination. Upon review of the notification the Department, at its sole discretion, will determine if a partial/full reimbursement for completed benchmarks will be provided.

Project Period July 1, 2021-June 30, 2022 (Grants Manual page 13)

Can planning begin prior to July 1, 2020?
Yes. Planning can begin prior to the project period. However, expenses incurred prior to July 1, 2021 are not eligible for reimbursement.

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PROTECTION