



Environmental Education Grant Program Application Package

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The 2010-2011 Environmental Education Grant Program is designed to engage Maryland students and citizens in activities that raise public awareness and participation in the restoration and protection of the Chesapeake Bay and its rivers.

In this Application Package:

Section 1: Program Overview

Section 2: Grant Program Criteria

Section 3: Application Instructions

Deadlines:

5 pm, September 17, 2010 – Letter of Intent for Environmental Literacy Track only

5 pm, October 29, 2010 – Full Proposals for all tracks

Decisions made February 2011

NEXT DEADLINE: October, 2011

Application Tracks:

Environmental Literacy Program:

\$35K-\$50K per yr for 3 yrs

Meaningful Watershed Educational Experiences:

\$35,000 for 1 year

Green School Grounds:

\$20,000 for 1 year

Submit Your Application on-line at www.cbtrustgrants.org.



www.bayplate.org

Introduction

The Chesapeake Bay Trust promotes public awareness and participation in the restoration and protection of the Chesapeake Bay and its rivers. Since 1985, the Trust has awarded \$30 million in grants to schools, nonprofit organizations, and public agencies throughout Maryland.

The Trust is supported by purchases of the *Treasure the Chesapeake* license plates, the Chesapeake Bay Fund tax check-off option on the Maryland State income tax form, partnerships, and donations from individuals and corporations. The Trust greatly appreciates your support which makes our programs possible.

Goals of the Environmental Education Grant Program

The Trust believes the recovery of the Bay – the future health of our environment, economy, and communities – depends on an environmentally literate and engaged citizenry. The Trust seeks to increase environmental stewardship through environmental education and community engagement by providing grants that build and expand K through 12 environmental education programs and increase student access to Meaningful Watershed Experiences. For more information on Meaningful Watershed Experiences, please see:

http://www.chesapeakebay.net/content/publications/cbp_12256.pdf

As part of the Trust's effort to build capacity to implement comprehensive Environmental Education programs for all Maryland students, we encourage applicants to target underserved school districts or communities.

As a member and supporter of the Governor's Children in Nature Partnership, charged with the implementation of plans to increase student environmental literacy and opportunities to experience the outdoors, the Trust continues to evaluate its programs and applications for funding to assess how they can help implement the Partnership's recommendations.

Funding Availability

The Trust has made available \$475,000 for this grant program in Fiscal Year 2011. Individual applications may be submitted to one of the three tracks as listed below and defined in the next section. Applicants are strongly encouraged to contact Trust staff to discuss proposals prior to the deadline.

Environmental Literacy Program Track: Applicants may request from **\$35,000 to \$50,000 per year for three years (\$105,000 to \$150,000 total)** The Trust anticipates making 1-2 awards in this track.

Meaningful Watershed Educational Experience Track: Applicants may request up to **\$35,000 for one year.** The Trust anticipates making 5-10 awards in this track.

Green School Grounds Track: Applicants may request up to **\$20,000 for one year.** The Trust anticipates making 2-3 awards in this track.

The NOAA Bay Watershed Education and Training program is currently accepting applications to support the implementation and expansion of Meaningful Watershed Educational Experiences throughout the Chesapeake Bay watershed. The Trust's October 29th deadline falls shortly after the NOAA BWET Program deadline (October 15, 2010), enabling applicants and reviewers to better coordinate program requests and reviews. Applicants are encouraged to learn more about the NOAA BWET program and assess potential relevance for their project ideas by visiting <http://chesapeakebay.noaa.gov/bwet>.

Timeline and review

Environmental Literacy Track only:

Applicants to the Environmental Literacy Track must submit a letter of intent by **September 17, 2010**, and meet with Trust staff to review their proposed program. Please contact Jamie Baxter at jbaxter@cbtrust.org for letter of intent instructions. Applicants chosen to submit full proposals will be notified via a letter from the Trust by October 1, 2010. Applicants that have not been invited to apply can submit applications to the other tracks. The Trust anticipates making 1-2 awards in this track.

All Tracks:

Deadline for submission of all applications for the MWEE and Green School Tracks, and for invited full proposals to the Environmental Literacy Track, is 5:00 pm, October 29, 2010. Decisions will be made in February, 2011, with programs/projects beginning spring/summer 2011 and continuing through the 2011-2012 school year. For Environmental Literacy awards, programs should continue through the 2013-2014 school year. Funding for years 2 and 3 of these awards will be contingent upon review of annual progress reports.

The Trust evaluates each proposal on a case by case basis. The Trust reserves the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

All applicants will receive a notification stating the Trust's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send a grant agreement letter with grant conditions and due dates of status and final reports. Grantees must sign and return the grant agreement letter with original signatures. The Trust will mail the check to the requesting organization following (a) the Trust's receipt of the signed grant agreement and (b) satisfaction of any award contingencies. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee.

When the project is complete, grantees are required to complete final reports. Organizations with outstanding final reports will not be awarded additional grants.

Environmental Literacy Program Track - Criteria

Successful proposals will support development and implementation of a comprehensive, systemic, and sustainable program that provides multiple outdoor learning experiences and increases environmental literacy for participating students. Applicants to this track should be local school systems or non-profit organizations working in partnership with local school systems. Environmental Literacy Programs must include professional development; field based, issues-driven investigations; a plan to meet Maryland's [environmental literacy standards](#) for a large percentage of enrolled students; and a demonstrated commitment from school system officials to support and sustain the program beyond the term of the grant. Additional criteria are provided below.

Specific criteria include:

- Commitment to support and sustain the program during and beyond the grant period from school system superintendents, their staff, school principals, and other relevant partners;
- Demonstrated ability to reach the entire student and/or teacher population in at least one grade and preferably multiple grades with in a school system by the end of the grant period;
- Evidence of a plan to provide professional development that supports issue investigation/project based learning instruction and the use of local communities, watersheds and Chesapeake Bay as a context for learning to all participating teachers;
- Commitment to development and implementation of a plan to provide multiple meaningful outdoor experiences to all students in the targeted grade level(s), ultimately working toward a goal of providing one experience per student per grade;
- Ability to coordinate and track instruction of [Maryland's Environmental Literacy Standards](#) across the curriculum and grade levels;
- Program includes an assessment of student learning and/or behavior change. Assessment tools may include pre- and post-activity tests, MD state assessments, or other tools developed by the school and/or service provider. Assessment plans should be described in the proposal;
- Integration of environmental literacy programs with student service learning requirements, STEM programs, reading/language arts initiatives, career and technology education programs, or other programs that support interdisciplinary instruction;
- Potential for program to serve as a state and national environmental literacy program model

Meaningful Watershed Educational Experience Track - Criteria

Successful proposals to this track will support the development, expansion, and implementation of comprehensive programs to provide Meaningful Watershed Educational Experiences (MWEEs) for students. These experiences should meet the [definition of MWEEs](#), be investigative and project oriented, provide at least two outdoor learning experiences, be integrated with classroom instruction, and be part of a sustained program or activity for participating students. Programs that are part of or contributing to the development of environmental literacy programs in local school systems are preferred. Requests for professional development to support MWEE's are welcome and encouraged in this track.

Specific criteria include:

- Proposed program includes, or is part of a broader program that includes professional development for the teachers of the students participating in the MWEEs
- Program has a direct link to classroom curriculum and state environmental literacy standards
- Program works collaboratively or in partnership with local school systems and school administrators
- Programs include an assessment of student learning and/or behavior change. Assessment tools may include pre- and post-activity tests, MD state assessments, or other tools developed by the school and/or service provider. Assessment plans should be described in the proposal.
- Experiences provided to students include preparation, action and reflection components and meet the definition of a MWEE. E.g.

- Experiences are investigative and project-oriented, centered around questions, problems and issues that guide field activities
 - Experiences are part of a sustained program or activity that stimulates learning in students from the beginning to the end
 - Experiences consider the watershed as a system, that includes the local community and nearby streams and rivers and the Chesapeake Bay
 - Involvement of technical experts, natural resource professionals and community leaders is encouraged where appropriate.
- For professional development requests, evidence that the trainings and workshops will support issue investigation/project based instruction and the use of local communities, watersheds and the Chesapeake Bay as a context for learning
 - Evidence of how professional development provided to teachers will lead to increased MWEs for students
 - For professional development requests existence of a plan or draft list of teachers by subject and grade level that are targeted to attend the trainings with an explanation of why these teachers were selected for the training.

Green School Grounds Track - Criteria

Successful proposals will support the implementation of large scale projects to green school grounds, restore habitat, improve water quality, and establish outdoor classrooms and/or nature trails to be used by the school and community. Proposed projects should be part of sustained activities in the school to achieve or maintain Maryland Green School status, involve students, teachers, and the community in planning and implementation, and the project must have a plan for continued use of the project area as an outdoor classroom beyond the term of the grant.

Specific criteria include:

- Demonstrates that the project is integrated into classroom curriculum, involves students and the community in its planning and implementation, and will serve as an active outdoor classroom for use by many students over multiple years.
- Projects are carefully planned and technically sound, and involves the assistance of qualified technical experts, agencies, or organizations.
- Preference will be given to those projects that link existing conservation areas and adjacent restoration projects directly or via instruction and field experiences.
- Preference will be given to projects that establish schoolyard habitats and integrated education programs where none exist.
- Project contributes to attainment or maintenance of Maryland Green School status. For more information on the MD Green School program see www.MAEOE.org.
- Project has a simple site plan, project design, photo of the planting/restoration site, native plant list and short and long term maintenance plan
- List of native plants that will be used in the project must be included with the proposal. Funds may be requested for native plant species only. Price ranges for native plant material typically funded by the Trust are \$2 to \$4 for plants and \$20 to \$30 for trees and shrubs. If requests differ from those amounts, please justify.

Additional Criteria for all Tracks

- Projects should contribute to students' understanding of the Chesapeake Bay and its rivers and watershed, as well as ecosystem processes and functions (age/grade-appropriate).
- Programs should promote hands-on, field, and issues-based learning experiences that develop awareness, increase knowledge and lead to positive action for the Bay and local communities.

- Preference will be given to those projects that show contributions of funds and in-kind services from project partners and other sources.
- Ability to evaluate the outputs and outcomes of the proposed project/program and track record of incorporating evaluation results into program design.
- Proposals should include a statement describing how the project supports the implementation of or is consistent with the new Maryland Literacy Plan contained within the Governor's Children in Nature Partnership. Information about this plan can be found at:
http://www.dnr.state.md.us/education/children_nature/thenews.asp

Eligible Applicants

The Trust welcomes requests from the following organizations:

- State and Local Education Agencies
- Public and Independent Higher Educational Institutions
- 501(c)3 Private Nonprofit Organizations

Funding Restrictions

The Trust does not fund the following:

- Endowments, deficit financing, individuals, building campaigns, annual giving, research, fund raising or venture capital.
- Mitigation or capital construction activities such as structural erosion control measures.
- Political lobbying.
- Reimbursement for a project that has been completed or materials that have been purchased.
- Projects and programs located outside of Maryland.
- Budget items that are considered secondary to the project's central objective. These items include, but are not limited to, food and refreshments, t-shirts and related materials, cash prizes, cameras and video equipment, and microscopes.
- Funding is generally restricted to projects on public property, property owned by non-profit organizations, community-owned property, and property with conservation easements, unless otherwise specified in a grant program.

Application Submission Instructions and Deadlines

Applicants must submit proposals using our new Online Grants System, located at www.cbtrustgrants.org by **5:00 pm on October 29, 2010**. Late applications will not be accepted, and the online funding opportunity will close promptly at 5:00 pm. To use this system, applicants must register at least 24 hours in advance of submitting an application. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Grant System technical assistance on the deadline date.

Environmental Literacy Track instructions:

1. **Contact Trust staff:** Any interested applicant should contact Trust staff to discuss your proposed program and obtain specific Letter of Intent instructions.
2. **Submission and review of letters of intent:** LOI's are due September 17, 2010. CBT will meet with potential applicants after submission of the LOI, review the proposed program and invite selected applicants to submit full proposals by October 1, 2010. Invitation will be via email with attached letter. **Full proposals are due by October 29, 2010**. Applicants who are not invited to apply to the Environmental Literacy Track may submit a proposal to the MWEE or Green School Grounds Tracks.

Grant awards will be announced in February 2011.

Application Instructions

The Online application process will ask for the following information:

Applicant Information

- 1) Mission of Organization
- 2) Name of Executive Officer of Requesting Organization
- 3) Title
- 4) Address, phone, email
- 5) Name of Project officer
- 6) Title
- 7) Address, phone, email
- 8) Address, phone, email

An Executive Officer and Project Leader must be identified for all proposals. Both individuals must be staff or board members of the applicant organization. Individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Grant Information:

- 1) Amount of Trust funding requested: (total for all years)
- 2) Grant Period: enter project start and end dates:
- 3) In which stream, river or watershed will the project be located?
- 4) In which county will the project be located?

Project Abstract:

In a text box, you will be asked to provide a brief (3-4 sentence) summary of the project, including details such type of project, location, and main objectives. Please make sure that the abstract does not exceed 500 characters. You may copy and paste from a word processing document, but please do not copy and paste any formatting (such as bullets, indentations, bold, etc.). You may format after pasting.

Project Timeline:

You will be asked to enter major tasks and their associated start and end dates below. You are limited to eight entries (though not required to use all eight), and are welcome to combine steps if necessary.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics, including number of students, teachers engaged, trees planted, etc.

Volunteer Involvement:

You will be asked to complete a form that includes the following:

Description of volunteer activities, total # of volunteers engaged in each activity and an estimated amount of hours contributed by those volunteers.

Project Partnerships and Qualifications

You will be asked to enter into a table, project partner organizations, individuals, their areas of expertise, and their role(s) in your project. Applicants are encouraged to upload a letter of support for the project from each partner outlining the partner's role in the project.

Project Narrative and Attachments

You will be asked to upload an MS Word or PDF file addressing the following points.

- 1) Identify the track to which you are applying: Environmental Literacy Program, Meaningful Watershed Educational Experiences, Green School Grounds
- 2) Describe the goals and objectives of the proposed program/project

- 3) Provide a description of how the proposed project/program will be implemented. The description should clearly address how the proposed project addresses the specific criteria for the applicable track detailed in the grant program description. Also be sure to describe how the following elements support the goals of your program or project.
 - a. Integration of meaningful watershed experiences for students
 - b. Teacher professional development
 - c. Evaluation and Assessment
- 4) Description of major milestones: Provide a summary of the program timeline with estimates of major programmatic outputs achieved. (e.g. # students/teachers engaged, green schools certified, project steps completed, etc)
- 5) Demographic Information: In light of the Trust's commitment to the advancement of diversity in its grant-making, please provide demographic information about the community or population involved in or served by the project/program. Will the project engage traditionally underrepresented groups and/or a wide audience regardless of ethnicity, nationality, origin, culture, education, or socioeconomic status? If so, describe how.
- 6) Describe how the project/program will be sustained beyond the term of the grant period. For Schoolyard habitat requests describe how the project will serve as an outdoor classroom for teachers and students for at least the next 3 years.
- 7) For Environmental Literacy applications please provide a summary of how the program, which includes professional development, MWEEs and integration with curriculum will be implemented and scaled up over the duration of the grant period. Include estimated numbers of teachers and students engaged and the percentage of student population reached by grade(s) for each year of the program.

Other Required Information:

- 1) For schoolyard habitat or restoration components, include: **(a)** a site plan and project design (site photos are also encouraged), **(b)** a maintenance plan, **(c)** a list of any native plants used (funding is restricted to native species only), **(d)** a letter from the school principal(s) stating that permission has been granted to construct the project and that there is commitment to maintain the project. We prefer that this information be included in the MS Word or PDF narrative document uploaded into the system; however, up to five separate uploaded files are permitted.
- 2) For Environmental Literacy Program and Meaningful Watershed Educational Experiences Track requests:
 - a) Letters of support from project partners, school system administrators and/or principals, and other relevant attachments that provide detail on proposed program. Again, we prefer that these letters are included in the uploaded MS Word or PDF narrative document uploaded into the system; however, these letters may be included in the up to five file limit.

Budget

You will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an excel file template. Copies of the form can be obtained in three ways:

- 1) from the "Attachments" section of the Online Funding Opportunity at www.cbtrustgrants.org;
- 2) by copying into your browser window the following link:
www.cbtrust.org/grantforms and clicking on "**Chesapeake Bay Trust Budget Form**;"
- 3) by visiting www.cbtrust.org, clicking on " Grants," the "Grant Forms", and downloading the file "**Chesapeake Bay Trust Budget Form**."

Budget Guidance:

- For requests under \$5,000, please consider applying for a Trust Mini Grant.
- For any staff cost requests, please list the percentage of overall time devoted to the project by each staff member in the budget item column, and provide a detailed description of staff responsibilities in the budget category information component and the separate budget justification section.

- Benefits may be requested for up to 20% of the salary request, and they must be included as a separate line (do not combine with salary).
- The Trust funds up to 1/2 of the expenses for student field trips (e.g. transportation, fees, substitute pay, etc).
- For those applicants applying to both the Trust and this year's NOAA BWET program for the same project please be sure to identify, for each budget item, the amount you are requesting from NOAA in the column identified as "NOAA BWET request." All other (non-NOAA BWET) cash match should be listed in the "Other cash match" column.
- Be sure to review carefully the "Funding Restrictions" section of the Application package (above).
- Do not evaluate volunteer hours in terms of dollars; instead, list them separately. Matching/leveraged resources are encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.

Budget Category Information

The final online grant program component will ask applicants to enter budget category totals. These totals will have been automatically calculated in the **Chesapeake Bay Trust Budget Form**. If personnel and/or contractual costs are requested, use the personnel/ consultant request description table to provide detailed information about the scope(s) of work. Err on the side of providing too much detail. You are limited to 15 entries. For additional tasks, use the Additional Budget Justification Box. Use the budget justification section to provide a several paragraph budget narrative. The narrative should include, in addition to general budget justification information, (a) detailed justification for staff cost requests, if requested, including a specific scope of work, specific tasks, and hours associated with those tasks and (b) the source of any construction cost estimates. Staff cost requests that are not fully justified will not be funded.

Contact information

For Environmental Education Grants Information or questions about the application and deadlines

Contact Jamie Baxter (jbaxter@cbtrust.org) or Kacey Wetzel (kwetzel@cbtrust.org) at (410) 974-2941