



Environmental Education Grant Program Application Package

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The 2011-2012 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

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Deadlines:

5 pm, October 5, 2011 – Letter of Intent for Environmental Literacy Track only

5 pm, December 2, 2011 – Full Proposals for all tracks

Decisions made February 2012

NEXT DEADLINE: Nov/Dec, 2012

Application Tracks:

Environmental Literacy Program:

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

Meaningful Watershed Educational Experiences:

\$35,000 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 pre-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 \$425,000 for this grant program in Fiscal Year 2012. Individual applications may be submitted to one of the two 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 up to three years (\$105,000 to \$150,000 total award)** 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.

Applicants seeking support for schoolyard habitat, outdoor classrooms, nature play spaces or similar projects should review the Environmental Education Mini-Grant (up to \$5k) and the Restoration Grant Program (up to \$50K) information at www.cbtrust.org. Both programs will accept applications to support restoration projects on school grounds involving students and teachers.

Timeline and review

Environmental Literacy Track only:

Applicants to the Environmental Literacy Track must submit a letter of intent by **October 5, 2011** 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 28, 2011. Applicants that have not been invited to apply can submit applications to the Meaningful Watershed Experience Track. The Trust anticipates making 1-2 awards in this track.

All Tracks:

Deadline for submission of all applications for the MWEE track and for invited full proposals to the Environmental Literacy Track, is 5:00 pm, December 2, 2011. Decisions will be made in February, 2012, 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 the second and third years 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 environmental literacy program with in a local school system that provide multiple outdoor learning experiences and increase 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 meet the guidelines developed by MSDE for the Environmental Literacy Graduation Requirement, including professional development; field based, issues-driven student investigations; infusion of [environmental literacy standards](#) across disciplines and grade bands; and a demonstrated commitment from school system officials to support and sustain the program beyond the term of the grant. Successful proposals will demonstrate how Trust funding will support the development and initial implementation programs that exceed basic program requirements defined by the Environmental Literacy graduation requirement and can serve as state and national models for effective environmental literacy programs. 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 with in a school system by the end of the grant period;
- Existence of a detailed 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 targeted teachers;
- Commitment to development and implementation of a plan to provide multiple meaningful outdoor experiences to all students in the targeted grade level(s), working toward a goal of providing one outdoor learning experience per student per grade;
- Ability to coordinate and track instruction of [Maryland's Environmental Literacy Standards](#) across the curriculum and grade levels;
- A program that includes mechanisms to track student participation and assess student learning and/or behavior change and incorporate learning into program design. 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

**The Trust will also accept proposals to this track that will build and maintain regional or statewide capacity to support high quality environmental literacy programs in Maryland schools. Applicants to this track must identify how their project will address specific gaps identified by multiple school systems which will support high quality, effective implementation of environmental literacy programs. These proposals should:

- have regional or statewide relevance and impact and allow for direct application within local school systems and the classroom;
- result in enhanced infrastructure, established systems or networks and/or institutional commitments that ensure capacity for environmental literacy is increased over the long term;
- be proposed by organizations who demonstrate a long term commitment to supporting environmental education regionally or statewide and have a plan to continue that support beyond the term of the grant period.

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 MWEEs 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.

Additional Criteria for both 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 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 the Trust's Online Grants System, located at www.cbtrustgrants.org by **5:00 pm on December 2, 2011**. 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 October 5, 2011. CBT will meet with potential applicants during the weeks of October 10th and 17th, review the proposed program and invite selected applicants to submit full proposals by October 28, 2011. Invitation will be via email with attached letter. **Full proposals are due by December 2, 2011**. Applicants who are not invited to apply to the Environmental Literacy Track may submit a proposal to the MWE Track.

Grant awards will be announced in February 2012.

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 Description 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,

- 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.

Other Required Information:

- 1) 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.
- 2) For Environmental Literacy applications please attach your plan that details how the program will be developed, who will be engaged, what the major planning milestones will be and a draft timeline for implementation of the major components of the program. Be sure to identify which elements of the program are already in place in schools (e.g. curriculum, PD, field experiences, projects) and which will be the focus of planning work and implementation in year 1, 2 and 3. Also indicate which elements are targeted for Trust support through this application. A matrix that includes this information is preferred.

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) at (410) 974-2941