

# **PRIDE**

## **Environmental Education Grant Program Application**



2018 Environmental Education Grant Application

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**Application Due March 27, 2018**

## **PRIDE Environmental Education Grant Program**

PRIDE – *Personal Responsibility In a Desirable Environment* – The PRIDE initiative promotes Personal Responsibility In a Desirable Environment in 42 counties in southern and eastern Kentucky. PRIDE unites citizens with the resources of federal, state and local governments in order to:

1. Improve water quality in the region.
2. Clean up illegal trash dumps and other solid waste problems.
3. Promote environmental awareness and education.

Environmental education is a life-long learning process that encourages understanding of and actions beneficial to the environment. The goal of environmental education is to create environmentally literate citizens who are prepared to make wise decisions. The preservation of Kentucky's resources for generations to come depends on the effectiveness of these citizens and the environmental education process.

There are three components of environmental education. One component is awareness of nature and of conflicts between the built and natural aspects of our environment. Environmental learners must move past this awareness and develop basic understandings of ecology and also human driven processes such as agriculture, mining, energy production, economics, legislative procedures and much more.

The second component includes a vast array of conceptual learning. PRIDE's education initiatives include environmental education curricula supplements including Project WET, Project WILD, Project Webfoot and Project Learning Tree and outreach programs for schools and PRIDE Clubs.

To prepare for the third component – taking positive and responsible action on behalf of the environment – learners must acquire and practice skills such as those involved in critical thinking, values clarification, issues investigation, effective leadership, group interaction, environmental research methods, general problem solving and much more. Positive environmental actions should originate with the action taker and may be private, involving subtle changes in an individual's lifestyle, or these actions may be highly visible. These actions also may be done alone or with the support of others. In either case, the actions are based on information from all points of view and are carried out effectively because of the skills that were practiced in the environmental education process.

Programs in environmental education should have a focus that is appropriate for the learning level of the learner. Younger children may dwell on awareness activities, begin to learn concepts at a level that is appropriate for them and practice the simplest of skills. Older students, who should be well versed on concepts, can concentrate on the more complex skills and practice taking more complex, positive group action on behalf of the environment. Global environmental issues should be focused upon after local and regional issues have been studied. This point is crucial. The focus of PRIDE is to help students learn more about their local environment and regions.

# PRIDE Environmental Education Grant Program

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# PRIDE Environmental Education Grant Program

## Guidelines

### Program Objectives:

- a) To encourage the understanding of and actions beneficial to the environment through educational activities;
- b) To bring an awareness of nature and the conflicts between the built and natural aspects of our environment;
- c) To teach students skills that create a positive action on behalf of the environment; and
- d) To promote the concept of student acceptance of being personally responsible for his or her environment while building community pride.

### Grant Information:

- a) See below for definitions of an “eligible applicant” and “grant recipients.”
- b) An **eligible applicant** is defined as a public or private school system; educational institution applying as a school; and non-formal educators. Non-profit organizations interested in the promotion of environmental education may apply and are **eligible applicants** as well.
- c) An eligible applicant may request up to \$2,750 per grant and may apply for multiple grants. There is no minimum grant request.
- d) An eligible applicant may request an extra \$500 to start a PRIDE Club for the 2018-2019 academic year.
- e) A **grant recipient** is the school board or non-profit organization that represents the eligible applicant.
- f) The application review process will be highly competitive. PRIDE will give priority to projects that address energy efficiency, recycling and solid waste management efforts.
- g) Eligible applicants may submit their applications directly to PRIDE; however, they must notify their grant recipient, if applicable, of the submission. For example, a teacher completing an application must inform both the principal and superintendent before submission. Both principal and superintendent are required to sign off on application. See page 15.
- h) This is a reimbursement program. Your organization must spend the money first, complete the required paperwork, and then be reimbursed by PRIDE via an Automated Clearing House (ACH) transfer to the applying organization’s bank. All funds must be spent by August 31, 2018. Request for Reimbursement must be submitted by September 15, 2018.

- i) PRIDE requires that Grant recipients fund or show in-kind services of at least 20% of the Grant funds requested. Business and community involvement is encouraged.
- Purchased materials or services or a combination of both may be used as match. In-kind match may include items such as documented use of vehicles or machinery donated by schools, local businesses or government entities.
  - Documented volunteer hours will be credited at \$20.00 per hour as in-kind match. The PRIDE volunteer timesheet must be submitted to show proof of volunteer hours. Donated labor requiring special skills may be credited at fair market value, but must be properly documented.
- j) **All grant recipients must participate in a Spring Cleanup activity either on their campus or within their community. Sign-in sheets must be submitted along with the final report.**

### **Eligible Applicants:**

Public and private school systems; educational institutions applying as a school; and non-formal educators are all **eligible applicants**. Non-profit organizations interested in the promotion of environmental education may apply and are **eligible applicants** as well.

The **Grant recipient** will be the school board or non-profit organization that represents the applicant. The Grant must stay with the organization to which it is awarded.

Applicants must be associated with or working with schools or organizations within the following counties: Adair, Bath, Bell, Boyd, Breathitt, Carter, Casey, Clay, Clinton, Cumberland, Elliott, Floyd, Green, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lincoln, Magoffin, Martin, McCreary, Menifee, Metcalfe, Monroe, Morgan, Owsley, Perry, Pike, Pulaski, Rockcastle, Rowan, Russell, Wayne, Whitley, and Wolfe.

### **Ineligible Applicants:**

PRIDE cannot award funds to federal agencies or to those who cannot provide proof of current 501(C)(3) status. Non-profit organizations must include a copy of current 501(C)(3) status with their application.

### **Eligible Activities:**

Funds can be used to develop programs or purchase relevant materials, or for teacher training expenses. Examples of eligible activities include:

- Programs which focus on water quality, solid waste reduction, recycling, energy efficiency and environmentally oriented teacher training
- Cross-curricular environmental education programs
- Educational materials to aid teaching or to promote or provide hands-on learning experiences which build environmental awareness
- Programs which will enhance creation of lesson plans, materials and projects tied to local/regional environmental issues

- Programs which develop a partnership between local schools and community organizations such as performance of energy audits or organizing community cleanup events.

During the review process, priority will be given to projects that address energy efficiency, recycling, and solid waste management efforts.

**Eligible Grant Expenditures:**

- In order to ensure that you may begin expending funds immediately upon notice of the Grant award, PRIDE encourages you to notify your Grant recipient, if applicable, of your application. In addition, it is recommended you be aware of and comply with your internal procedures that may require the school board or another entity to approve funding applications before they are submitted.
- The PRIDE Education Grant Review Committee has established the following expenditure limits for items that may be included in the approved budget:

**Education Grant Expenditure Guidelines**

Approved Expenditures:

Outdoor Classroom Shelter	up to \$2,750
<sup>1</sup> Energy Conservation Project	up to \$2,750
Work Tables/Benches	up to \$1,000
Greenhouse	up to \$2,750
Greenhouse Equipment & Supplies	up to \$1,000
Bird, bat houses/Feeders/Seed/Habitats	up to \$875
Birdbath	up to \$75
Tools	up to \$1,000
Butterflies	up to \$200
Bees	up to \$200
Bee Suits	up to \$1,000
Native Plants	up to \$1,000
Tool Shed and Shelves	up to \$1,000
Storage Containers	up to \$750
Binoculars	up to \$500
Aquaculture Fish	up to \$600
Run Water to Outdoor Classroom	up to \$900
Run Electricity to Outdoor Classroom	up to \$900
<sup>2</sup> Books	up to \$600
<sup>3</sup> Multi-Media Materials	up to \$600
Waders	up to \$350
Earth Day Activity Materials	up to \$1,000
<sup>4</sup> Recycling Containers	up to \$1,500
<sup>5</sup> Digital Camera	up to \$500
Educational Resource Kits	up to \$1,500

<sup>1</sup>Energy Conservation Projects will require the completion of energy audits provided by the Green and Healthy Schools program. The audits can be found at [www.greenschools.ky.gov](http://www.greenschools.ky.gov). Once the

audits are completed, the students can select a project and a detailed budget must be submitted to PRIDE for approval.

<sup>2</sup>Books must be listed on the PRIDE Approved booklist or approved by PRIDE before purchasing.

<sup>3</sup>Multi-media materials include CD's, DVD's, videos, tapes and computer software.

<sup>4</sup>Trash receptacles can no longer be purchased for the use of garbage collection.

<sup>5</sup>Digital cameras are limited to \$100.00 for **each** camera for a grand total of 5 cameras.

### **Ineligible Grant Expenditures:**

- The following items have been deemed ineligible expenditures by the PRIDE Executive Committee. Mercury thermometers; food and beverages; teacher/substitute teacher salaries; buses/bus driver time; computer hardware including modems, general audio-visual equipment such as LCD crystals, overhead projectors, and camcorders; award incentives; non-native plants; blower vacuums; bulletin/community signs; concrete/asphalt trails; cooking utensils; display information centers/kiosk; exercise trails; film processing/publicity; field trips (no fuel, food, lodging), fountains for ponds; marketing and advertising expenses; gazebos; graphic design; greenhouse instructor; landscape expert; payment of technical teaching staff; plastic landscape ponds/aerators/pumps; rafts/canoes/boats; removal of brush; salaries for Project WET/WILD/Learning Tree facilitators; sound systems; and swings.
- PRIDE cannot reimburse for federal, state or local government employee wages or travel expenses.
- PRIDE cannot reimburse for a general line item in the budget that represents an administrative fee or an overhead fee charged by your organization.
- Additional budget requirements/restrictions may be placed on your organization type. PRIDE has the right to negotiate or deny any line item during the application process.
- To guarantee reimbursement of a particular expenditure, you must have prior approval from PRIDE. Approval is obtained by showing all expenditures in your budget which will be reviewed along with your Grant application.

### **Program Income:**

Income generated through Grant activity is unallowable.

### **Grant Review Process:**

Upon receipt each application will be evaluated for timeliness, eligibility and completeness. Completed proposals will be evaluated by Eastern Kentucky PRIDE staff. Completed proposals will be reviewed on their ability to meet one or more of the following criteria:

- Priority will be given to projects that address energy efficiency, recycling, and solid waste management efforts.
- Activities promote the concept of personal responsibility for the local environment while building community and school pride.
- Activities encourage awareness, understanding and action of environmental issues.

- Proposal includes clear description of educational goals, the process of achieving these goals and the evaluation of the realization of these goals.
- Project likely to be sustainable beyond the grant period.
- Project expands on previous environmentally based project(s)/program(s).
- Applicant reported participation in 2017 PRIDE Spring Cleanup.
- Applicant reported a PRIDE Club.
- Project focuses on starting or expanding a school wide recycling program.
- Project focuses on energy efficiency or conservation project.

Eastern Kentucky PRIDE, Inc. may offer partial funding of a worthy proposal. The Grant recipient(s) will have the option of accepting or rejecting the partial funding.

**Grant Period:**

The grant period will extend from April 1, 2018 to September 15, 2018. All materials will be required to be purchased by August 31, 2018; no extension will be awarded.

**Deadline for Project Submission:**

The application must be e-mailed, faxed or hand delivered by 4:00 pm ET March 27, 2018. **NO EXCEPTIONS.**

**Recipient Responsibility:**

- a) Grant recipients must sign and submit the ACH Transfer Information form, Award Letter, Awards Condition Statement, Award Disbursement Statement, Conflict of Interest Statement, Statement of Policies and the CD-512 (Debarment statement). Requests for reimbursement will only be honored after all items have been submitted to the PRIDE Office.
- b) Grant recipients must provide a progress report by May 31, 2018 and final report upon completion of the project by September 15, 2018. Field inspections of approved projects may be made periodically at PRIDE’s discretion.
- c) The final report must provide an in depth description of project measurements. A sample performance measurements form can be found on page 18.
- d) All grant recipients must participate in a Spring Cleanup activity either on their campus or within their community. Sign-in sheets must be submitted along with the final report.

Because these are federal funds,

- a) Grant recipients are required to include the PRIDE Grant as federal funds on their financial reports. In the case of K-12 public schools, the board of education must set up each Grant award in the MUNIS system. A copy of the MUNIS project budget report showing the Grant listed must be submitted to PRIDE before funds will be reimbursed.



## Reimbursement Requests:

Reimbursements for expenses incurred during the Grant period will only be made when all necessary documents and/or forms have been submitted to the PRIDE Office (see applicant responsibility section). Grant recipients must submit requests for reimbursement to the PRIDE Office. Submission of detailed financial documentation will be required. Grant recipients must show 100% of sales slips and/or invoices as well as documentation supporting all matching funds. Only budgeted items will be reimbursed. Reimbursement amounts may be reduced if match requirements are not met.

All grant recipients will be given a Risk Assessment rating based on their most recent audits. All applicants receiving a Risk Assessment rating of C will also be required to submit copies of the front and back of all cancelled checks in order to be reimbursed.

## Grant Changes:

Any proposed change to the grant must be reviewed and approved by Eastern Kentucky PRIDE, Inc.

**Grant Contact:** Cathy Lenox  
Eastern Kentucky PRIDE, Inc.  
2292 South Highway 27  
Somerset, KY 42501  
(606) 677-6150  
clenox@centertech.com

## Grant Timeline:

Grant Application Postmark	March 27, 2018
Grant Period Begins	April 1, 2018
Progress Report Due	May 31, 2018
Last Day to Spend Funds	August 31, 2018
Final Report Due	September 15, 2018
Last Day to Request Funds / Grant Period Ends	September 15, 2018

## If You Are Selected:

Applicants selected to receive grants will be required to enter into an agreement with PRIDE which sets forth many of the terms and conditions described herein. In addition, applicants will be required to: (1) agree to provide access to their books, documents or papers for the purpose of an audit; (2) execute a debarment and suspension (E.O. 12549 and E.O. 12689); and (3) agree to comply with equal employment opportunity provision.

## Grant Preparation Tips

- a) Make sure the written description of your project is very specific as to how the project meets the goals of environmental education. Include how your goals will be measured (for example, energy conservation projects can be measured by showing decrease in electric costs). Projects

should be geared toward educational use and not beautification. Projects focusing on energy efficiency, recycling and solid waste management will be given highest priority.

- b) Approach other funding sources and citizen groups as soon as possible to build the coalition for your Grant project; decisions to participate in your project could take some time. Strong consideration will be given to groups that will use supplemental materials, labor or dollars for this project (i.e. donations, volunteer labor, other Grants, PTA involvement, school funds).
- c) Collaboration is encouraged! Unless you know exactly what you want to do with the Grant, it may be helpful to brainstorm several alternative ideas at first. It is advantageous to work with other groups and agencies that are participating in the project to prepare the best proposal. Joint proposals from a team of teachers are welcome.
- d) When requesting Grant funds to purchase books, we ask that you choose books from PRIDE's approved booklist. You may access the approved booklist on the PRIDE website at [www.kypride.org](http://www.kypride.org). If you wish to purchase a book not listed, you must submit the book information for approval prior to purchasing. Please include; book title, author, publishing company and purchase information.
- e) **The grant period will extend from April 1, 2018 to September 15, 2018. All materials will be required to be purchased by April 30, 2018; no extension will be given to spend funds.**
- f) An example Grant budget is attached (see Budget Form Example, on page 11).

## **2018 PRIDE Environmental Education Grant Application Checklist**

Please be sure to include the following, **otherwise your application will not be considered for funds:**

\_\_\_\_\_ All required signatures on the contact information.

\_\_\_\_\_ An outline of your environmental education component. Did you explain what your students will gain once the project is complete? Did you explain how you will measure the outcomes?

\_\_\_\_\_ A timeline for project/Grant activities.

\_\_\_\_\_ A completed budget.

\_\_\_\_\_ List of previous PRIDE Grant activities.

# 2018 PRIDE Environmental Education Grant Application Checklist

## Budget Form Example

*Please note: Grant applications with incomplete budgets will not be considered for funding.*

### Grant Dollars

Brief Description of Expenditures	Estimated Cost
Books (include titles and quantities of books here)	\$100
Work tables/benches (how many? include quantity of materials here)	\$100
Butterfly garden materials (native plants) (how many? include quantity of materials here)	\$125
Greenhouse equipment/supplies (how many? include quantity of materials here)	\$125
Bat boxes/birdhouses & feeders (how many? include quantity of materials here)	\$50
Total Grant Funds Requested	\$500

### Match Dollars

Brief Description of Expenditures	Estimated Cost
Volunteer student time – 10 hours at \$20 per hr	\$50
Volunteer teacher time	\$25
Value of purchased materials donated (please include an explanation of how the value for the materials was determined)	\$25
Total Match Dollars	\$100

## 2018 PRIDE Environmental Education Grant Application Checklist

1. Type of Applicant
  - \_\_\_\_\_ Multi-group applicant  
10 pts.
  - \_\_\_\_\_ Individual School or Organization  
5 pts.
  
2. Grant activities promote the concept of personal responsibility for the local environment while building community and school pride:
  - \_\_\_\_\_ Exceptional  
20 pts.
  - \_\_\_\_\_ Average  
10 pts.
  - \_\_\_\_\_ None  
0 pts.
  
3. Grant activities encourage awareness, understanding and action of environmental issues:
  - \_\_\_\_\_ All three  
25 pts.
  - \_\_\_\_\_ Two of the above  
15 pts.
  - \_\_\_\_\_ One of the above  
5 pts.
  
4. Grant activities proposal includes clear description of educational goals, the process of achieving these goals and the evaluation of the realization of these goals:
  - \_\_\_\_\_ Exceptional  
10 pts.
  - \_\_\_\_\_ Acceptable  
5 pts.
  - \_\_\_\_\_ Not at all  
0 pts.
  
5. Grant project allows for continued benefits after the Grant period has ended:
  - \_\_\_\_\_ Yes  
10 pts.
  - \_\_\_\_\_ No  
0 pts.

6. Grant project expands on previous environmentally based project(s)/program(s):

\_\_\_\_\_ Yes  
5 pts.

\_\_\_\_\_ No  
0 pts.

7. Grant applicant reported participation in 2017 Spring Cleanup:

\_\_\_\_\_ Yes  
5 pts.

\_\_\_\_\_ No  
0 pts.

8. Grant applicant reported an active PRIDE Club:

\_\_\_\_\_ Yes  
5 pts.

\_\_\_\_\_ No  
0 pts.

9. Grant project focuses on starting or expanding a school-wide recycling program:

\_\_\_\_\_ Yes  
10 pts.

\_\_\_\_\_ No  
0 pts.

10. Grant project focuses on energy efficiency, energy conservation or solid waste management:

\_\_\_\_\_ Yes  
10 pts.

\_\_\_\_\_ No  
0 pts.

11. Grant applicant attended the environmental leadership seminar.

\_\_\_\_\_ Yes  
10 pts.

\_\_\_\_\_ No  
0 pts.

\_\_\_\_\_ Total Points out of 120 possible

# 2018 PRIDE Environmental Educational Grant Program

## Grant Application

### 1. Contact Information:

Name of the school or non-profit organization: \_\_\_\_\_  
County: \_\_\_\_\_  
Board of Education (if applicant is a school): \_\_\_\_\_

List the following contact persons' names and contact information:

**Superintendent/Executive Director Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

**School Principal Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Board of Education Financial Officer's Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_

2. **Purpose Statement:** Provide a one-sentence statement describing the primary purpose of the project, in terms of the activity and its ultimate outcome.

3. **Environmental Education Narrative:** Use a separate page (one-page limit, please) to explain your project and its expected benefit for the target audience (students, teachers or citizens). Describe key roles of each partner organization, educational goals and methods to be used to

achieve these goals as well as a detailed description of how progress will be measured. As the project progresses you will be asked to demonstrate evidence that the participants have been impacted by the project by proof of increased knowledge (i.e. pre or post exam), or taken an action as a result (i.e. participated in a Spring Cleanup activity). Describe how cross-curricular studies will be used to implement this project or how they will be used upon completion of the project.

4. **Recycling Projects:** Are you requesting funds for a recycling project? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is no, proceed to question #5. If the answer is yes, please provide the following information on a separate page:

- Explain if you are expanding a current recycling program and how it will be expanded or how you plan to establish a new recycling program.
- Explain who will be responsible for collecting/emptying the recycling items and how often items be collected
- Include a map to show the locations of the recycling containers
- Include a letter of support and pickup schedule from the company or business that will collect the recycling materials.

5. **Timeline:** Include a general timeline for the proposed Grant activities. The timeline should include target dates required for implementation of the project.

6. **Budget:** Complete the attached budget. A sample budget has been included to help you with the preparation of your budget. Please remember, if an item is not included in your budget, it will not be a reimbursable expenditure.

7. How many students will benefit from the project during the Grant period? \_\_\_\_\_

8. On a separate page, please provide any pertinent information you feel will help justify funding your request.

9. On a separate page, please list all previous PRIDE Environmental Education Grant Activities and the corresponding school year.

10. Did you participate in the 2017 PRIDE Spring Cleanup?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

11. Do you have a Registered PRIDE Club?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

12. Have you had an active PRIDE Club for the last three years?

\_\_\_\_\_ 2015 – 2016      \_\_\_\_\_ 2016 – 2017      \_\_\_\_\_ 2017 – 2018

13. Do you currently have a school-wide recycling program?

\_\_\_\_\_Yes      \_\_\_\_\_No

14. If you are a non-profit organization, please include a federal taxpayer ID number: \_\_\_\_\_ and attach a copy of the Non-Profit Status Notification from the IRS.

15. Total Project Cost: \_\_\_\_\_



School/Organization Name

County

**Budget Form**

*Please note: Grant applications with incomplete budgets will not be considered for funding.*

**Grant Dollars**

<b>Brief Description of Expenditures</b>	<b>Estimated Cost</b>
<b>Total Grant Funds Requested</b>	

**Match Resources**

<b>Brief Description of Expenditures</b>	<b>Estimated Cost</b>
<b>Total Match Dollars</b>	

## Performance Measurement Sample Form

1. My school will improve energy efficiency:  Yes  No
2. My school will show an improvement in energy costs:  Yes  No
3. My school will provide a lesson on renewable energy:  Yes  No
4. My school will implement a project using renewable energy:  Yes  No
5. My school will organize our own Spring Cleanup activity:  Yes  No
6. My school will organize a community coalition whose primary interest is to improve water quality:  Yes  No
7. My school will perform water quality testing and study the the effects of their behavior on the quality of the water:  Yes  No
8. My school will start a recycling program:  Yes  No
9. My school will continue a recycling program:  Yes  No