

PRIDE
Environmental Education
Contract Program

TERMS & CONDITIONS



Eastern Kentucky
PRIDE, Inc.
The Center for Rural Development
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Somerset, KY 42501
1-888-K-PRIDE-Y
www.kypride.org

Application Due October 4, 2013

PRIDE Environmental Education Contract 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 Contract Program

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Guidelines	4 – 9
Contract Timeline	9
General Contract Information	10
Contract Application Checklist	11
Budget Form Example	12
Rating Criteria	13 –14

PRIDE Environmental Education Contract 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.

Contract Information:

- a) An eligible applicant, such as a school or nonprofit organization, may request up to \$1,500.00 and an additional \$250.00 for a PRIDE Club, for a total of \$1,750.00 available to each eligible applicant. The Contract will be awarded to the school board or nonprofit organization that represents the eligible applicant. A Contract recipient may request a maximum amount of \$1,750.00 per eligible applicant it represents, with no more than \$1,750 allotted to any one applicant. There is no minimum Contract request. The Contract award is contingent upon PRIDE receiving funds from Appalachian Regional Commission.
- b) Eligible applicants may submit their applications directly to PRIDE; however, they must notify their Contract recipient, if applicable, of the submission.
- c) The application review process will be highly competitive. Projects focusing on energy efficiency and conservation, recycling and solid waste management will receive higher priority.
- d) 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. Invoices submitted by December 18, 2013, will be reimbursed by January 31, 2014. Invoices submitted by April 30, 2014, will be reimbursed by May 30, 2014.
- e) All funds must be obligated by December 18, 2013, unless prior approval is obtained from PRIDE. If a Contract recipient does not submit proof of obligation of funds by December 31, 2013, PRIDE may withdraw the Contract award.
- f) PRIDE requires that Contract recipients fund or show in-kind services of at least 20% of the Contract 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 \$17 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.

Eligible Applicants:

Teachers from public and private school systems, educational institutions applying as a school, or non-formal educators are all eligible applicants. Non-profit organizations interested in the promotion of environmental education may also apply. Applicants must be working with schools or organizations within the following counties: Adair, Bath, Bell, Breathitt, Boyd, 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. Other groups interested in environmental education, but are not eligible applicants, are encouraged to form a partnership with an eligible applicant. The Contract recipient will be the school board or non-profit organization that represents the applicant. The Contract must stay with the organization to which it is awarded.

Ineligible Applicants:

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

Eligible Activities:

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

- cross-curricular environmental education programs,
- programs that emphasize water quality improvement, energy conservation and reduction of solid waste,
- programs that train teachers in environmental education and environmentally sound projects that will transfer to lesson plans,
- materials and projects that are tied to local and regional environmental activities, such as outdoor classrooms, butterfly and wildlife habitat development, wetlands, woodlands/arboretum, aquaculture, horticulture/agriculture projects and watershed studies relevant to the region.

Eligible Contract Expenditures:

- a) In order to ensure that you may begin expending funds immediately upon notice of the Contract award, PRIDE encourages you to notify your Contract 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 approve funding applications before they are submitted.

- b) The PRIDE Education Contract Review Committee has established the following expenditure guidelines for items included in the approved budget:

Education Contract Expenditure Guidelines

Approved Expenditures:

Outdoor Classroom Shelter	up to \$1,500
¹ Energy Conservation Project	up to \$1,500
Work Tables/Benches	up to \$750
Greenhouse	up to \$1,250
Greenhouse Equipment & Supplies	up to \$500
Bird, bat houses/Feeders/Seed/Habitats	up to \$750
Birdbath	up to \$25
Tools	up to \$500
Butterflies	up to \$50
Native Plants	up to \$500
Tool Shed and Shelves	up to \$750
Storage Containers	up to \$250
Binoculars	up to \$500
Aquaculture Fish	up to \$300
Run Water to Outdoor Classroom	up to \$750
Run Electricity to Outdoor Classroom	up to \$750
² Books	up to \$500
³ Multi-Media Materials	up to \$500
Waders	up to \$300
Earth Day Activity Materials	up to \$500
⁴ Recycling Containers	up to \$1,250
⁵ Digital Camera	up to \$500
Educational Resource Kits	up to \$1,250

¹Energy 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. Once the audits are completed, the students can select a project and a detail budget must be submitted to PRIDE for approval.

²Books-must be listed on the PRIDE Approved booklist or approved by PRIDE before purchasing.

³Multi-Media materials include CD's, DVD's, videos, tapes and computer software.

⁴Trash receptacles can no longer be purchased for the use of garbage collection.

⁵Digital Cameras are limited to \$100.00 for each camera for a grand total of 5 cameras.

Ineligible Contract 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, buses, bus drivers); 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; room and board; 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. In addition, there may not be 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 Contract application.

Program Income:

Program income: Income generated through Contract activity is unallowable.

Contract 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 the following criteria:

- Single applicant or collaborative approach
- 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 allows for continued benefits after the Contract period has ended
- Project expands on previous environmentally based project(s)/program(s)
- Applicant reported participation in 2013 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 Contract recipient(s) will have the option of accepting or rejecting the partial funding.

Contract Period:

The contract period will extend from October 2013 to May 31, 2014. All materials will be required to be purchased by December 18, 2013, unless prior approval is obtained from PRIDE.

Deadline for Project Submission:

The application must be postmarked, e-mailed or hand delivered by October 4, 2013.

NO EXCEPTIONS.

Recipient Responsibility:

- a) Contract 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). Contract recipients are also required to submit the latest copy of the organization's audit, or if applicable, a Single Audit Certification form. Requests for reimbursement will only be honored after these items are submitted to the PRIDE Office.
- b) At least one representative from each recipient organization must attend a training webinar provided by PRIDE. Lack of attendance will result in forfeiture of Contract funds. Contract recipients may not expend funds until after the attendance and completion of the PRIDE training webinar.

Because these are federal funds,

- c) Contract recipients are required to include the PRIDE Contract as federal funds on their financial reports. In the case of K-12 public schools, the board of education must set up each Contract award in the MUNIS system. A copy of the MUNIS project budget report showing the Contract listed must be submitted to PRIDE before funds will be reimbursed.
- d) Contract recipients must provide one progress report and a final report, upon completion of the project. Field inspections of approved projects may be made periodically.

Reimbursement Requests:

Reimbursements for expenses incurred during the Contract will only be made when all necessary documents and/or forms have been submitted to the PRIDE Office (see applicant responsibility section). Contract recipients must submit requests for reimbursement to the PRIDE Office. Submission of detailed financial documentation will be required. Contract recipients must show 100% of sales slips and/or invoices as well as documentation supporting all matching funds. Only budgeted items will be reimbursed.

PRIDE Clubs:

PRIDE will make up to \$250 available for each applicant to charter a PRIDE Club. If you plan to start a PRIDE Club, please include \$250.00 for the PRIDE Club as a line item in your budget. You can submit your detailed PRIDE Club budget for approval after you have received notification of Contract Award. The mission of a PRIDE club is to have students become PRIDE volunteers in their communities and act as role models and mentors to their peers. PRIDE Clubs are service oriented and provide students with an opportunity to fulfill the community service hours some schools require for graduation. PRIDE Club community projects may be helpful in teaching core content science, social studies and practical living assessments.

Please note that you may charter more than one PRIDE Club at your school. However, PRIDE will only provide total funds of up to \$250 for each school, no matter how many clubs are chartered. If a school charters multiple clubs, the \$250 must be shared between the clubs.

The following are the basic requirements for chartering a PRIDE Club:

1. The PRIDE Club Registration form must be completed and submitted to the PRIDE Office.
2. Students must participate in the PRIDE Spring Cleanup. The Spring Cleanup Scheduling Report form must be completed and submitted to the PRIDE office to let us know details about your scheduled cleanup activities.
3. Students must do a service-oriented project of their choice.
4. A PRIDE Club budget must be submitted and approved **before** expending the \$250.00 club funds. PRIDE Club funds must comply with the “Approved Expenditures” and the “Ineligible Contract Expenditures” listed above.

Contract Changes:

Any proposed change to the contract must be reviewed and approved by Eastern Kentucky PRIDE Program Manager.

Contract Contact: Jennifer Johnson
 Program Manager
 Eastern Kentucky PRIDE, Inc.
 The Center for Rural Development
 2292 South Highway 27
 Somerset, KY 42501
 (606) 677-6150
 jjohnson@centertech.com

Contract Timeline:

Contract Application Postmark	October 4, 2013
Contract Period Begins	October 2013
Progress Report Due	December 18, 2013
Deadline to have all funds obligated for spending (supplies and materials must be purchased or on order)	December 18, 2013
1 st Reimbursement Request Due for funds spent to date	January 31, 2014
Last Day to Spend Funds	April 30, 2014
Final Report Due	May 31, 2014
Last Day to Request Funds Contract Period Ends	May 31, 2014

If You Are Selected:

Applicants selected to receive contracts 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); (3) agree to comply with equal employment opportunity provision, and (4) follow all related OMB circulars.

PRIDE Environmental Education Contract Program

Contract Preparation Tips

Make sure that 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.

- a. Approach other funding sources and citizen groups as soon as possible to build the coalition for your Contract 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 Contracts, PTA involvement, school funds).
- b. Unless you know exactly what you want to do with the Contract, 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.
- c. When requesting Contract 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. 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.
- d. The contract period will extend from October 2013 to May 31, 2014. All materials will be required to be purchased by December 18, 2013, unless prior approval is obtained from PRIDE
- e. An example Contract budget is attached (see Budget Form Example, on page 12).

Contract 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/Contract activities.

_____ A completed budget.

_____ Labeled site photos or explanation for lack of photos.

_____ List of previous PRIDE Contract activities.

PRIDE Environmental Education Contract Program

Budget Form Example

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

Contract (Federal) Dollars

Brief Description of Expenditures	Estimated Cost
Books	\$250
Work tables/benches	\$200
Butterfly garden materials (native plants)	\$250
Greenhouse equipment/supplies	\$500
Bat boxes/birdhouses & feeders	\$100
Tools	\$200
PRIDE Club Project	\$250
Total Contract Funds Requested	\$1,750

Match Dollars

Brief Description of Expenditures	Estimated Cost
Volunteer student time	\$50
Volunteer teacher time	\$50
Donated purchased materials	\$50
Total Match Dollars	\$150

PRIDE Environmental Education Contract Program

Rating Criteria

(To be completed by PRIDE)

1. Type of Applicant
 - _____ Multi-group applicant
7 pts.
 - _____ Individual School or Organization
5 pts.

2. Contract activities promote the concept of personal responsibility for the local environment while building community and school pride:
 - _____ None
0 pts.
 - _____ Average
10 pts.
 - _____ Exceptional
20 pts.

3. Contract 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. Contract proposal includes clear description of educational goals, the process of achieving these goals and the evaluation of the realization of these goals:
 - _____ Exceptional
7 pts.
 - _____ Acceptable
2 pts.
 - _____ Not at all
0 pts.

PRIDE Environmental Education Contract Program

Rating Criteria, Continued

5. Contract project allows for continued benefits after the Contract period has ended:

_____ Yes
10 pts.
_____ No
0 pts.

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

_____ Yes
3 pts.
_____ No
0 pts.

7. Contract applicant reported participation in 2013 PRIDE Spring Cleanup:

_____ Yes
5 pts.
_____ No
0 pts.

8. Contract applicant reported a PRIDE Club:

_____ Yes
3 pts.
_____ No
0 pts.

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

_____ Yes
10 pts.
_____ No
0 pts.

10. Contract project focused on energy efficiency or conservation project:

_____ Yes
10 pts.
_____ No
0 pts.

_____ Total Points out of 100 possible