



# **Sustainable Jersey for Schools 2018 Grant Cycle Funded by NJEA**

**Presented by:**

**Heather McCall, Program Director**

**Samantha McGraw, Program Manager**

**Kaitlyn Vollmer, Grants Program Coordinator**





# Presenters



**Heather McCall**  
Schools Program  
Director



**Samantha McGraw**  
Program Manager



**Kaitlyn Vollmer**  
Grants Program  
Coordinator



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3. Eligibility
4. Application & Live Walk Through
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6. Selection Process & Evaluation Criteria
7. Reporting Requirements
8. Final Thoughts
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New Jersey Education Association is contributing \$180,000 to support the Sustainable Jersey for Schools Grants Program for school districts and schools





# Available Funding

This grant cycle of the 2018 Grants Program funded by NJEA will award:

<u>Applicant</u>	<u>Funding Level</u>	<u>Number of Grants</u>
 District or School	\$10K	10
 School	\$2K	40

Each school/district is only eligible to receive **one** grant this cycle. If two applications are submitted by a school (\$10k and \$2k), the larger application will be considered first.







# Use of Funding

## \$10,000 project grants

- Funds must be used to fund all or part of a project that will earn points toward a Sustainable Jersey for Schools [action](#).
- Leverage partnerships with parents and community resources and include an outreach component focused on promoting community awareness of the project.
- District applications should focus on projects that benefit multiple schools in the district.



## \$2,000 capacity building grant

- Funds can be used for general green teams or for a specific project that will earn points toward an [action](#).



**IMPORTANT NOTE:** For this cycle, energy-related projects **ARE NOT** eligible for funding. However, they are eligible for funding under Sustainable Jersey's separate grant cycle funded by the Gardinier Environmental Fund that is focused specifically on energy initiatives. For more information on energy related grants click [HERE](#).





# Projects for Points – Think Outside the Box

- Typical grant submissions include:
  - Garden-related projects
  - Plastic reduction campaigns
  - Water bottle refill stations
  - Recycling initiatives
  - Programs to promote physical activity
- What you should consider:
  - Identifying a need within the school/district
  - Looking at the Sustainable Jersey for Schools actions to determine where you might need financial assistance to address any of the requirements





# School Projects for Points

- Professional Development for Sustainability
- School Community Asset Mapping
- Healthy Food Choices Beyond the Cafeteria
- Green Cleaning Training & Education Programs
- iSTEAM
- Student Participation in the Arts
- Curriculum Mapping
- Culture and Climate Needs Assessment
- Green Fair
- School Wellness Council
- Programs to Promote Physical Activity
- Staff Wellness Program
- Waste Audit







# Eligibility Requirements

- New Jersey public school district or school with an NJEA local association. Name of NJEA Local Association President will need to be provided.
- Registered with Sustainable Jersey for Schools **AND** have appointed a **Green Team** that meets the [Green Team action standard](#).





## Eligibility for Previous Grant Recipients

Year Grant Awarded	Amount	Grant Status	Eligible to Apply for \$10,000 Grant	Eligible to Apply for \$2,000 Grant
2018	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	No
2017	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000 or \$4,000	Open	Yes	No
		Closed +	Yes	Yes
2015 or 2016	\$10,000 or more	Open	No	No
		Closed +	Yes	Yes
	\$2,000 or \$4,000	Open	No	No
		Closed +	Yes	Yes

+ A grant is closed when the final report has been submitted and approved by Sustainable Jersey



# Application



**Sustainable Jersey for Schools Grants Program  
Funded by the New Jersey Education Association  
2018 Application Information Packet**

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The application information packet can be downloaded from the Sustainable Jersey for Schools “[Grants and Resources](#)” page





# Online Application & Deadline

**Online Application  
Deadline:  
Wednesday,  
October 31  
at 11:59pm**



**Sustainable Jersey for Schools  
2018 NJEA \$2,000 Grant  
Application**

For more information about this technical assistance program, click [here](#) for the **Application Information Packet**.

**SIGN UP/SIGN IN:**

If you are new to this application process, please sign up by entering your email address and password.

**NOTE:** This is different and separate from the login used to access your certification application on the Sustainable Jersey for Schools website.

Also, please note that each grant cycle is unique. Information on previously submitted applications is not carried over from application to application. Previous applicants must create a new application for each cycle. Additionally, if you are submitting multiple applications for different schools, each application must use a different email address to login into the grants application portal.

Once your new account is created, you will then be taken to the application form. If you have already created an application, please Login to review/edit your application or fill in other requested information.

**LOGIN**

Email

Password

[Forgot Password?](#)

**SIGNUP**

Email

Password

Confirm Password

POWERED BY  
**wizehive**

**\$10,000 Application: <http://bit.ly/2018NJEA10K>**

**\$2,000 Application: <http://bit.ly/2018NJEA2K>**





# Application Sections

## Basic School/District background information & contacts

### Eligibility Screening

- |  |                                |
|--|--------------------------------|
| 1. Sustainable Jersey for Schools registration | 3. Previous grant requirements |
| 2. Green team requirements*                    |                                |

### Proposed Project

- |  |                                      |
|--|--------------------------------------|
| 1. Project title & brief description                 | 5. Project impact (10K applications) |
| 2. Project team members & resumes (10K applications) | 6. Budget narrative                  |
| 3. Action plan                                       | 7. Evaluation (10K applications)     |
| 4. Community engagement (10K applications)           |                                      |

### Attachments

- |                              |                         |
|------------------------------|-------------------------|
| 1. Green team documentation* | 3. Detailed budget      |
| 2. Grant authorization       | 4. Optional Information |

\*Not required from Sustainable Jersey for Schools **certified** schools or districts with certified schools







# Attachments: Green Team Documentation

- **List of members.** Green team members should be selected in accordance with the requirements of the Sustainable Jersey for Schools Green Team action.
- **Summary of green team activities.** If just formed, describe future plans.

*Not required from Sustainable Jersey for Schools **certified** schools or districts with certified schools*





# Attachments: Grant Authorization

- Provide documentation that the district/school is authorized to apply for the grant in accordance with the district's policies and procedures.
- Examples: School Board resolution, letter from superintendent, B.A., or school principal.

Please note that it would be best to start the process of obtaining this resolution **as early as possible** to allow enough time to have the resolution adopted.

## Resolution of Support Authorizing the Submission of a Sustainable Jersey for Schools Grant Application

Some school districts have requested a sample of the resolution that must accompany their Sustainable Jersey for Schools Small Grants Program application. The purpose of the resolution is to affirm that the Board of Education approves of the proposed grant project/activities. A signed and certified resolution should be uploaded through the online grant application. Any standard resolution in support of applying for a grant will suffice. We do not require that you use this format.

SAMPLE RESOLUTION  
[Insert Name of School Board]

**NOTE:** This is **NOT** the same as the resolution to register with Sustainable Jersey for Schools.





# Attachments: Detailed Budget

A [sample budget template](#) is available for download on our website and within the online grant application.

## Eligible Expenses

- Staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items.
- Promotional items, giveaways like t-shirts/water bottles, meeting supplies, incentives and awards, and food should not compromise more than **\$1,000** of a \$10,000 grant proposal, or **\$200** of a \$2,000 proposal.

## Ineligible Expenses

- Facilities/administrative (overhead) costs







# Selection Process

All **\$10,000** proposals will be reviewed by a Blue Ribbon Selection Committee composed of experts from the public and private sectors.

All **\$2,000** grants will be awarded based on the green team's commitment to advancing sustainability initiatives in the school and how the proposed activities will lead to the successful completion of specific Sustainable Jersey for Schools actions.







# \$10,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

Project Team  
Members

Action Plan &  
Timeline

Community  
Engagement

Impact on the  
School  
Community

Budget





# \$2,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

Budget

Action Plan &  
Timeline

- Up to 50% of the grant funds will be reserved for certified schools
- Efforts towards Sustainable Jersey for Schools certification are considered
- The regional distribution of grants throughout the state is considered





# Project Description

- The description concisely summarizes the specific project to be funded by the grant award, and explains why the project is important for your district/school and how it will address a need within the district/school
- The proposed project will contribute toward the successful completion of a Sustainable Jersey for Schools action



## TIP: Project Selection

- Think “outside the box”
- Identify all requirements associated with the project
- Consider community dynamics when crafting your proposal so it’s successful
- Consult stakeholders before settling on a plan
- Understand your capacity





# Project Team Members

- The designated project team appears qualified to undertake the proposed project
- The project team includes representation from district, school, and community stakeholder groups that will be involved in or impacted by the implementation of the proposed project

## TIP: Building Your Team

- Include representation from stakeholder groups that will be involved/impacted by the implementation of the project like school staff, students, and parents.







# Action Plan & Timeline

- The proposed project action plan addresses the steps needed to successfully complete the project
- Target completion dates are realistic and will enable the project to be completed within the 18-month performance period (starting February 2019)
- Reimbursement for a project that has already been completed is not eligible. The project should start no sooner than after the grant announcement ceremony in February

## TIP: Project Planning/Implementation

- Consider administrative delays, such as the procurement process and plan time for paperwork
- Research the products you plan to use
- Plan ahead for summer months/downtime
- Set deadlines and adhere to them
- Spend time and resources to train volunteers
- Try to plan for the unexpected – always have a “plan B”
- Include plans for how the success of the project will be shared with the school community





# Community Engagement

- The proposed project will capitalize on collaborations between district/school stakeholders including union leadership, certificated staff, parents, and representatives from community-based organizations (i.e., municipal green team municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses)
- The Action Plan includes efforts to share the success of the project with the wider school community (i.e. ribbon-cutting ceremony, presentations, articles, etc.)

## TIP: Building & Engaging Your Team

- Recruit volunteers early on
- Identify and involve all relevant parties from the beginning
- Keep meetings short, timely, meaningful and efficient





# Impact on the School Community

- The project will augment existing green team efforts and/or be a catalyst to advance sustainability efforts at the school and community level.
- Who will benefit from the proposed project (students, school staff, families, community) and how is clearly articulated

## TIP: Project Selection

- Propose a project that capitalizes on collaborations between school and municipal or district/school stakeholders





# Budget

- The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project, including in-kind contributions such as volunteer hours
- The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value
- The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant
- Promotional items including “give-aways” (i.e. T-shirts, water bottles), meeting supplies, incentives or awards do not comprise more than 10% of the proposed grant budget

## TIP: Budget

- Leverage no or low cost resources to cost-effectively complete the project
- Detailed budget consistent with budget narrative
- Budget is realistic, costs justified, resource contributions have reasonable value
- Keep in mind promotional item value limits
- Include shipping costs

**IMPORTANT NOTE:** Make sure to include in-kind time donations, such as staff/administrator time that is being provided, volunteer time, etc. It is very important to capture the time being contributed by these in-kind efforts.







**Grant recipients will be announced:**

**Early January 2019**

- \$2,000 grants will be disbursed in early February.
- \$10,000 project grant awards will receive an initial grant of \$5,000 in early February. The remaining \$5,000 balance of the grant will be paid upon satisfactory completion of the project and approval of the recipient's final report.





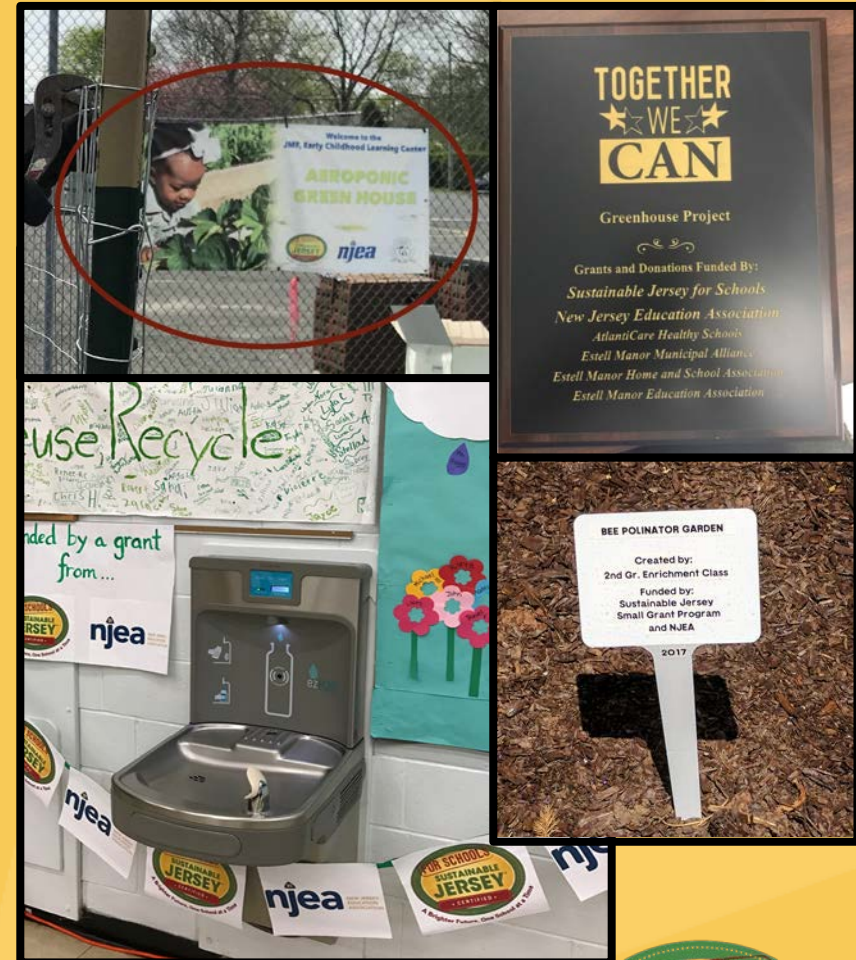
# \$10,000 Reporting Requirements

## Nine-month Interim Report: **November 30, 2019**

- Project description.
- Completed, delayed, and upcoming project milestones.
- Estimated project completion date.
- A list of project expenditures paid for by the grant funds to date.

## Final Report: **August 31, 2020**

- Information about the project's completion including a summary, lessons learned, impact on the school community and final expenses.
- At least **TWO photographs** along with documentation depicting the grant project and/or related activities are required. Documentation that NJEA and Sustainable Jersey were acknowledged as the project funders in project promotional materials and project signage.



*Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.*





# \$2,000 Reporting Requirements

## Final Report: February 29, 2020

- Description of activities funded by the grant that highlights outcomes and impact.
- Challenges, lessons learned, and expenses charged to the grant.
- A summary of any modifications to the grant project, activities, and/or outcomes outlined in the original grant proposal.
- Samples of communications distributed to the school community related to the grant efforts that also highlight NJEA and the Sustainable Jersey for Schools Grants Program as the grant funders.
- At least **TWO photographs** along with documentation depicting the grant project and/or related activities are required.



*Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.*







# Additional Tips

- Templates for required attachments can be found on the [NJEA Grant Cycle page](#)
- **Utilize the [Previous Grant Cycle Awards](#) as a Resource**
  - Is my project unique compared to these?
  - Has my project been done before? If so, what is going to make my project new and exciting?
- **Don't forget to include in-kind contributions in your budget!**







## Questions? Contact Us!



**Veronique Lambert**

Sustainable Jersey for Schools  
Program Coordinator

[schools@sustainablejersey.com](mailto:schools@sustainablejersey.com)

609-771-3427



**Kaitlyn Vollmer**

Grants Program Coordinator

[grants@sustainablejersey.com](mailto:grants@sustainablejersey.com)

609-771-3189



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