



Sustainable Jersey for Schools 2019 Grants Cycle Funded by NJEA

Presented by:

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Presenters



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Schools Program
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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 2019 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

- For projects that will earn points for a Sustainable Jersey for Schools [action](#)
- Leverage partnerships with parents and community resources
- 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](#)



Energy Projects



- For this cycle, \$10,000 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](#)



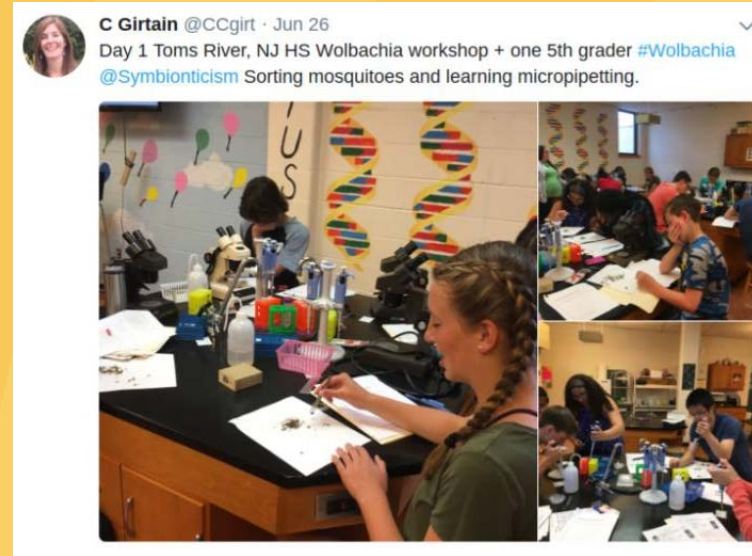
- \$2,000 grants can be used for energy education or conservation projects



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

- Registered in the **Sustainable Jersey for Schools Program**.
 - You can check if your school or district is registered using the Participating Districts and Schools map [here](#)
- Established a green team with **at least two NJEA Local Association** members.
 - If your school or district has not yet established a green team, the [Green Team action](#) includes the steps to take when forming a green team and the types of people to invite

Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10,000 Grant	Eligible to Apply for \$2,000 Grant
2019 PSEG	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	No
2018 PSEG, NJEA*, or Gardinier	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	Yes
2015-2017 PSEG, NJEA, or Gardinier	\$10,000 or more	Open	No	No
		Closed +	Yes	Yes
	\$2,000	Open	No	No
		Closed +	Yes	Yes

Previous Grant Recipients

Please note that the 2018 NJEA grants were awarded in January 2019 but are still considered 2018



Application



Sustainable Jersey for Schools Grants Program Funded by the New Jersey Education Association

2019-2020 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:
Thursday,
October 31
at 11:59pm**



**Sustainable Jersey for Schools
2019-2020 Grants Program**

Funded By:



\$10,000 Grant Application

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

LOGIN

Email

Password

[Forgot Password?](#)

SIGNUP

Email

Password

Confirm Password

POWERED BY
wizehive

\$10,000 Application: <http://bit.ly/SJS2019NJEA10k>

\$2,000 Application: <http://bit.ly/SJS2019NJEA2k>



Application Sections



Basic School/District background information & contacts

Eligibility Screening

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

Grant Proposal

- | | |
|--------------------------------------|---|
| 1. Project title & brief description | 4. Project impact and evaluation (10k only) |
| 2. Project team (10k only) | 5. Action plan and timeline |
| 3. Community engagement (10k only) | 6. Budget narrative and detailed project budget |

Attachments

- | | |
|------------------------|--|
| 1. Green team letter* | 3. NJEA Local Association President correspondence |
| 2. Grant authorization | 4. Optional Information |

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





Attachments: Green Team Letter

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

- Upload a letter signed and dated by either your principal (school green team, see example [here](#)) or superintendent (district green team, see example [here](#)) that includes the following information:
 - **List of members.** Green team members must have **at least two designated NJEA Local Association representatives** who have been appointed in collaboration with the Local Association President
 - The rest of the members 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





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
 - **Either:** School Board resolution or letter from superintendent, B.A., or principal
 - Must name the grants program (2019-2020 Sustainable Jersey for Schools Grants Program funded by NJEA), the funding level (\$10,000 or \$2,000), the name of the applicant, and the name of the project
 - Click [here](#) for a sample School Board Resolution and [here](#) for a sample letter supporting the submission of the grant application

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

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

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]



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

Project Impact
and Evaluation

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
- Implementation steps should start no earlier than February 2020. Planning steps can occur earlier, but no grant funds can be spent beforehand
- Events where the grant will be promoted, such as a ribbon cutting ceremony, and materials will be distributed are identified

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

Greenhouse Growing Dome Becomes

HTSD JUNE 14, 2016 COMMUNITY NEWS, PTO, SCHOOL NEWS, SEED
Our long awaited Greenhouse Growing dome has become a reality, creating a learning space



Home About Photos Reviews Videos E

Unity Charter School, Morristown, NJ added 3 new photos.
5 hrs · 🌐

Have you visited the CommUnity Garden at Tucker Field on Monroe Street this summer? Maybe you want to stop by and enjoy a kickball game at Tucker Field with some classmates! While there be sure to look for pollinators in the area. The Green Team worked hard to clean the field and plant more native species to support our bees, bats, birds and beetles. Thank you Sustainable Jersey and New Jersey Education Association for funding our project. #unityWay #UnityFun #environmentalEducation New Jersey Charter Schools Association





Project Promotion and Recognition

All grant recipients are required to notify Sustainable Jersey for Schools of any project-related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey for Schools and NJEA.

- The purpose of these events is to celebrate the district's or school's accomplishments in completing the grant project with the community, recognize the program funder, and highlight the benefits of the Sustainable Jersey for Schools Grants Program.
- It is recommended that the green team work with the grant media contact to develop a strategy to promote the completion of the grant through the school community and local media.



Dale Gerhard / STAFF PHOTOGRAPHER
Inga La Puma, center, green-team coordinator for West Cape May Elementary School, leads students on a tour of the school's new greenhouse Wednesday. La Puma, a scientist and parent, filed the application for the Sustainable New Jersey Schools grant that funded the greenhouse, which was built by parents and volunteers.

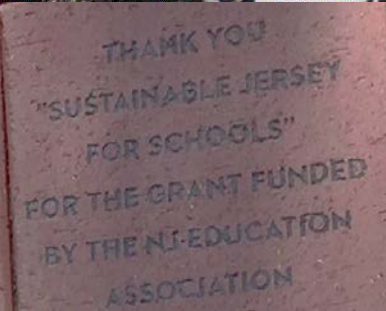
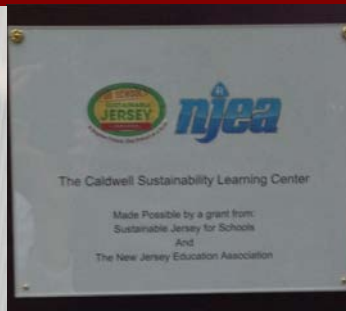




Project Promotion and Recognition

Installing a sign indicating that the project was funded by NJEA and the Sustainable Jersey for Schools Grants Program where applicable is required.

- The **cost** of the signage can be included in the project budget.
- Project funders should also be indicated on reports or other materials developed with grant funds.
- Promotion of the grant should include both the Sustainable Jersey for Schools and NJEA logos. Copies of materials acknowledging the funders will be required attachments in the final grant report.





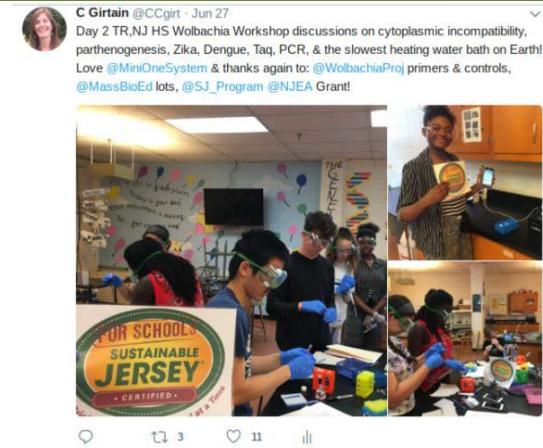
Project Promotion and Recognition

If installing signage or holding a ribbon cutting ceremony is not applicable to your project, there are other ways to share the success of the project with the rest of the community. Consider having students give presentations to the School Board, distributing printed communications, and creating website content and social media postings. It is recommended to work with the grant media contact to develop a strategy to promote the completion of the grant through the school community and local media. Promotion of the grant should include both the Sustainable Jersey for Schools and NJEA logos.



Sustainable Jersey: Taking the classroom outside to raise-up extra-ordinary kids

Posted on June 16, 2016 (<http://blog.erdodge.org/2016/06/16/sustainable-jersey-taking-the-classroom-outside-to-raise-up-extra-ordinary-kids/>) by Donna Drewes, Co-Director, Sustainable Jersey



An Eco Obstacle Course!
Sign up for the Kid's Green Challenge!
 Learn about Volunteer Options in Maplewood for the whole family.





Impact on the School Community

- The project will augment existing green team efforts and support certification efforts
- The proposed project is unique, innovative and addresses a specific need in the community
- What the project hopes to accomplish is clear and relevant background information is provided to better understand the true impact of the project
- Who will benefit from the proposed project (students, school staff, families, community) and how is clearly articulated
- Plans to evaluate the project's success are described

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 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, reusable bags), refreshments, incentives or awards do not comprise more than \$1,000 for 10k projects and \$200 for 2k projects

TIP: Budget

- If completing an outreach project, justify use of promotional materials
- Keep in mind promotional item value limits
- Include shipping costs
- Remember that the budget is an estimate and that modifications can be made if in receipt of the grant award
- Make sure grant funds column adds to grant award





- The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value
- It is clear that all additional funding besides the grant is in-hand or committed
- The project leverages no or low cost resources to cost-effectively complete the proposed project

TIP: Leveraging Other Resources

- Consider asking community members and local businesses for donations, whether it be funding or project materials, especially for promotional materials
- Can include money for a sign, which is required for applicable projects and can likely be donated
- Review the resources in the actions on the website for other opportunities to leverage resources





Grant recipients will be announced:

Mid-January 2020

- \$2,000 grants will be disbursed in mid-February.
- \$10,000 project grant awards will receive an initial grant of \$5,000 in mid-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, 2020

- Provide a status report on project progress, expenditures, photos and any modifications to the original proposal. Any changes to the original project must be preapproved by Sustainable Jersey. Include possible dates for ribbon cutting ceremonies or milestone events

Final Report: August 31, 2020

- Document completion of the project described (project scope finished and all funds spent) in the original application (or the portion of the project which the grant was intended). Recipients will be asked to provide a project summary, impact of the grant on the school community, summary of community outreach efforts, at least **TWO** photographs, documentation NJEA and Sustainable Jersey were acknowledged as project funders in promotional materials and signage, lessons learned, expense summary and signed certification declaration that the grant is complete

Failure to submit the required documentation will result in a district or school being **ineligible to apply for future Sustainable Jersey for Schools grants**. The final 50% of the grant funding will be dispersed upon approval of the final grant report. 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

- The final report must document the completion of the green team activities described in the application, provide a summary of any modifications, describe the impact on the school community, sample school communications, photographs, lessons learned, documentation NJEA and Sustainable Jersey were acknowledged as project funders in promotional materials and signage, summary of expenses showing all funds have been spent, and signed certification declaration that the grant is complete.

Failure to submit the required documentation will result in a school being **ineligible to apply for future Sustainable Jersey for Schools grants**. Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline



- Templates for required attachments and a promotional flyer 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?
- Check out the [Grant Writing Resources](#) for help with writing your proposal





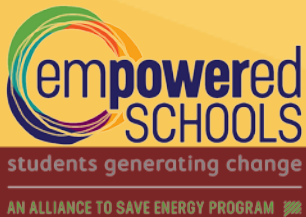
As part of its commitment to helping schools across New Jersey reach their sustainability goals, The New Jersey School Boards Association (NJSBA), in collaboration with Sustainable Jersey for Schools, is offering members and school district personnel opportunities to attend a one-day Sustainable Practices Working Session. In each session, participants will review a Sustainability Wellness Check, which aligns with the [Sustainable Jersey for Schools](#) certification program. Board members will receive four board member academy credits and four board member academy credits and four Green Leader credits for participating in a working session. Pre-registration is required and seats are limited. Learn more [here](#).

- [REGISTER](#)- September 25, Trenton, NJ
- [REGISTER](#)- November 21, Hackettstown, NJ
- [REGISTER](#)- February, 20, Egg Harbor Township, NJ





Sustainable Jersey is partnering with [South Jersey Gas](#) (SJG) and the [Alliance to Save Energy](#) (The Alliance) to bring the PowerSave Schools program to 40 schools within the [SJG service territory](#). Eleven (11) schools are returning for another year in the program and **29 additional schools will be admitted** for the 2019-20 school year. SJG will fund the direct program costs for the 40 schools, while The Alliance will lead implementation of the PowerSave program in schools, providing the tools and resources to ensure a successful program outcome, including access to the new empowered web platform. Learn more about the program and apply [here](#) on our website. The application period will close once all slots are filled.



FREE!

FALL WEBINARS

WITH SUSTAINABLE JERSEY FOR SCHOOLS



- **New Actions & Programs Updates**

Join the Sustainable Jersey for Schools staff as we introduce new actions for 2020 and updates to the certification program.

- **October 2, 3-4pm** [Register Here](#)

- **Leveling Up: Going for Silver and National Recognition**

Sustainable Jersey for Schools Bronze certification is just the beginning of your school's sustainability journey! Learn how to make a plan to take your certification to the next level and get recognized for Silver certification (350 points and up). For those already Silver certified, learn how to translate your Sustainable Jersey materials into a Green Ribbon School certification at the national level!

- **October 30, 3-4pm** [Register Here](#)

- **Ready, Set, Certified**

Learn how to organize for sustainability at the district and school level for certification success. Topics will include green team best practices, incorporating sustainable actions into your annual goals and professional development and working as a team to achieve certification.

- **October 9, 3-4pm** [Register Here](#)

- **Planning for Recertification**

Sustainable Jersey for Schools certification is good for three years at a time. If you are one of over 30 schools with a certification expiring in August 2019, you will want to attend this informative webinar on the re-certification process. Participants will learn how to determine which actions need to be updated for re-certification and how to make a game plan for maintaining Sustainable Jersey for Schools certification for 2019 and beyond!

- **November 20, 3-4pm** [Register Here](#)



Questions? Contact Us!



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