



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

**Presented by:**

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# Presenters



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The PSEG Foundation is contributing \$100,000 to support the Sustainable Jersey for Schools grants program cycle for school districts and schools



**PSEG**

*We make things work for you.*









# Available Funding

This grant cycle of the 2018 grants program funded by PSEG will award:

<u>Applicant</u>		<u>Funding Level</u>	<u>Number of Grants</u>
	District or School	\$10K	4
	School	\$2K	30

Each school/district is only eligible to receive one grant this cycle. If two applications are submitted, 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.
- District applications should focus on projects that benefit multiple schools in the district.



## \$2,000 grants to support school green teams

- Funds can be used for general operating support and direct expenses for green teams.



**IMPORTANT NOTE:** Due to funding available through the New Jersey Clean Energy Program (NJCEP) for energy audits and energy efficiency projects (i.e. lighting, furnaces, etc.), these activities are **NOT** eligible for funding from this cycle. See the NJCEP and Utility Sponsored Incentives sheet [here](#).





# Eligibility Requirements

- New Jersey public school district or school
- Registered with Sustainable Jersey for Schools **AND** have appointed a **Green Team** that meets the [Green Team action standard](#).
- Schools and districts are each eligible to apply for a \$10,000 Project Grant. Each registered school can submit one \$2,000 grant application.

## 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
2017	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000 or \$4,000	Open	Yes	No
		Closed +	Yes	No
2015 & 2016	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000 or \$4,000	Open	Yes	No
		Closed +	Yes	Yes

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



# Application





**Sustainable Jersey for Schools Grants Program**  
Funded by PSEG

**2018 Application Information Package**

Announcement Date: Tuesday, October 24, 2017  
Application Due Date: Friday, February 9, 2018  
Link to Application: On the [Grants and Resources](#) section of [sustainablejerseyschools.com](#)

Questions: Email [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or call Kaitlyn Vollmer on 609-771-3189. General questions regarding the Sustainable Jersey for Schools Program should be directed to [schools@sustainablejersey.com](mailto:schools@sustainablejersey.com) or Veronique Lambert on 609-771-3427.

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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:  
Friday, February 9  
at 11:59pm**

**Sustainable Jersey for Schools**  
2018 Grants Program funded by  
PSEG

**\$10,000 Grant Application**

For more information about this Sustainable Jersey for Schools Grants Program cycle, [click here for the information packet](#).

**LOGIN:**

If you have already created an application for this cycle, please Login to review/edit your application or fill in other requested information.

**\$10,000 Application: <http://bit.ly/SJS2018PSEG10k>**

**\$2,000 Application: <http://bit.ly/SJS2018PSEG2k>**





# 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 & description                       | 5. Project impact (10K applications) |
| 2. Project team members & resumes (10K applications) | 6. Budget narrative                  |
| 3. Action plan & Timeline                            |                                      |
| 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

- Have a green team that meets the action requirements.
- List of members.
- Summary of green team activities. If just formed, describe future plans.



*Applicants that have achieved Sustainable Jersey for Schools certification do not have to provide this information*





# 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

## 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/contractor service fees, equipment, project supplies, training & educational materials, and promotional items
- Promotional items include giveaways like t-shirts/water bottles, meeting supplies, incentives and awards and should not compromise more than **\$1,000** for \$10,000 grants and **\$500** for \$2,000 grants

## 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

Action Plan  
& Timeline

Budget  
Narrative







# Project Description

- Concisely summarize the project.
- Focus on a specific effort the grant will be used to support, and clearly link it to the 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

- List key people involved in completing the project & their resumes
- Reach out to community members (municipal green team, representatives from civic or community-based organizations, non-profits, professional organizations, local businesses).

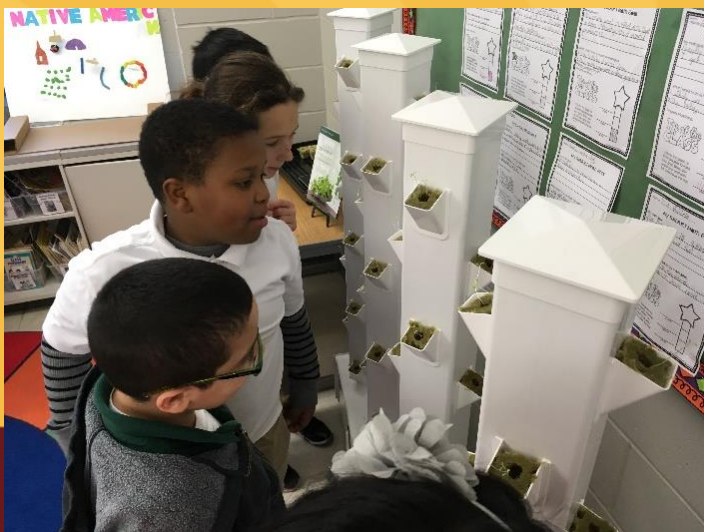
## TIP: Building Your Team

- 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

- Outline specific steps to complete the project including planning, implementation, community outreach and evaluation.
- Target completion dates should be realistic and enable the project to be completed within the performance period.



## 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

- Describe how the proposed project will capitalize on collaborations between district/school stakeholders including, certificated staff, parents, and representatives from community-based organizations.
- Include plans for sharing information on the project with the greater school community (“ribbon-cutting” ceremony, project signage, presentations to the School Board, distribute printed communications, creating website content, social media postings, etc.)

## TIP: Building & Engaging Your Team

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

John P. Stevens High School  
cordially invites you to attend the  
*Grand Opening*  
of the  
*John P. Stevens Greenhouse*  
on

Wednesday, June 8<sup>th</sup>

9:00 AM – 9:15 AM Opening Ceremony

9:15 AM – 10:00 AM Open House

John P. Stevens High School  
855 Grove Ave.  
Edison, NJ 08844

During the open house guests will be able to tour the  
greenhouse and outside gardening area.

Additional information about the John P. Stevens  
Greenhouse can be viewed at the link below:  
<http://tinyurl.com/ipsgreenhouse>

RSVP by June 2nd  
Phone: (732) 452-2800  
Online: <http://tinyurl.com/ips-opening-rsvp>



Reeds Road School added 4 new photos.  
41 mins

Reeds Road School is composting! The school received a grant which was used to implement the program. The school purchased 9 large composting bins and 9 small bins. The students put their food waste from their lunches in one of the small bins marked bread, fruit, or veggies. Different classes are assigned weeks throughout the year to bring the cafeteria waste out to the large composting bins located near Mr. B's Backyard. The students are also responsible for adding the right combination of carbon to nitrogen ratios. Reeds Road is excited about being a more sustainable school!







# Impact on the School Community

- Describe how the completion of this project will advance sustainability efforts in your community. Include who (students, school staff, families, community) and how many will benefit by the proposed project.
- Address how the project will augment existing green team efforts and/or be a catalyst to advance sustainability efforts at the school and community level.

## TIP: Project Selection

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





- The budget narrative should clearly summarize the project expenses and identify all sources of funding needed to complete the project.
- If the total project budget is larger than your grant request, provide the total budget for the project and describe any in-kind or cash matches that have been approved or proposed in next year's school district 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





# Grant Awards

**Grant recipients will be announced:**

**March 30, 2018**

- \$2,000 grants will be disbursed at a press announcement event in April.
- \$10,000 project grant awards will receive an initial grant of \$5,000 at the press announcement event in April. The remaining \$5,000 balance of the grant will be paid upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than October 31, 2019.





# \$10,000 Reporting Requirements

## Nine-month Interim Report: **January 31, 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: **October 31, 2019**

- 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 PSEG 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: **April 30, 2019**

- Description of activities funded by the grant that highlights outcomes and impact.
- Challenges, lessons learned, and expenses charged to the grant.
- 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 [PSEG 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?
- **Don't forget to include in-kind contributions in your budget!**





# Contact Us



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