



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

2018 Application Information Packet

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2018 Grants Program Cycle
Funded by the New Jersey Education Association



Announcement Date:	Friday, August 3, 2018
Application Due Date:	Wednesday, October 31, 2018
Link to Application:	On the Grants and Resources section of sustainablejerseyschools.com

Questions: Email grants@SustainableJersey.com or call Kaitlyn Vollmer at 609-771-3189. General questions regarding the Sustainable Jersey for Schools Program should be directed to Veronique Lambert at schools@SustainableJersey.com or 609-771-3427.

A. Background

We are pleased to announce that the New Jersey Education Association (NJEA), as a program Underwriter, is sponsoring its fourth annual Sustainable Jersey for Schools Grants Program cycle. Since the inception of the Sustainable Jersey for Schools Program in 2014, NJEA has provided one million dollars to support a sustainable future for children and communities across the state.

The grants program is an important program benefit for New Jersey public school districts and schools participating in Sustainable Jersey for Schools. The funding supports efforts to implement projects that help schools gain points needed for Sustainable Jersey for Schools certification and make progress toward a sustainable future. The funded projects serve as practical and innovative models for the rest of the State and make measurable contributions toward the long-term goal of a sustainable New Jersey.

This 2018 Sustainable Jersey for Schools Grants Program cycle funded by NJEA will award:

- Ten \$10,000 grants to school districts or schools
- Forty \$2,000 grants to support school green teams

ONLINE Applications are due by Wednesday, October 31, 2018. Email submission of grant proposals will NOT be accepted. All applications must be submitted online using the links below:

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

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

Notifications of grant awards will be made in early January and a press event for grant recipients will be held in early February.

B. Eligibility Requirements

In order to be eligible to apply for a grant in this cycle, the following requirements must be met:

- The applicant must be a New Jersey public school district or school with an NJEA local association.
- The applicant must be registered with the Sustainable Jersey for Schools Program AND have appointed a **green team that meets the [Green Team Action Standard](#)**.
- School districts and individual schools are each eligible to apply for **one** \$10,000 grant. District applications should focus on programs or projects that benefit more than one school.
- Applications submitted by individual schools should focus on school-level initiatives. For example, the Elmhurst School District could apply for a grant to integrate sustainability concepts across the curriculum and Elmhurst High School could apply for a grant to complete a biodiversity project on its school grounds.
- A school may apply for a \$2,000 grant AND a \$10,000 project grant. The \$10,000 grant will be considered first. If the \$10,000 proposal is not funded, the \$2,000 proposal will then be considered. If the \$10,000 grant is awarded, the school will no longer be eligible to receive the \$2,000 grant.

Additional Eligibility Rules 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

- School districts or individual schools that were already awarded a \$10,000-or-more Sustainable Jersey for Schools grant **in 2018** are **NOT** eligible to apply for a \$10,000 grant in this cycle.
- Schools that have already received a \$2,000 Sustainable Jersey for Schools grant **in 2018** are **NOT** eligible to apply for a \$2,000 grant in this cycle.

- Recipients of a \$10,000-or-more Sustainable Jersey for Schools grant that was awarded in 2017 or years prior must have **completed the grant project, submitted the final report, and received confirmation from Sustainable Jersey that it has been approved** in order to be eligible to apply for a \$10,000 grant in this cycle.
- Recipients of a \$2,000 or \$4,000 Sustainable Jersey for Schools grant that was awarded in 2017 or years prior must have **completed the grant project, submitted the final report, and received confirmation from Sustainable Jersey that it has been approved** in order to be eligible to apply for a \$2,000 grant in this cycle.

C. Use of Grant Funding

- Funds for the \$10,000 grants must be used to fund all or part of a project that will earn points for an action in the Sustainable Jersey for Schools Program. The project should leverage partnerships with parents and community resources and include an outreach component focused on promoting community awareness of the project. **For this cycle, energy-related projects ARE NOT eligible for funding. However, they are eligible for funding under Sustainable Jersey’s separate grants cycle funded by the Gardinier Environmental Fund that is focused specifically on energy initiatives. More information on energy-related grants can be found on the Grants and Resources page of sustainablejerseyschools.com.**
- Eligible grant expenses include 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 should not comprise more than 10% of the proposed grant budget. Promotional items include “give-aways,” such as refillable water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; meeting supplies; and food. **Facilities and administrative (overhead) costs may NOT be charged to the grant.**
- Matching or in-kind contributions are encouraged, but not required.
- Recipients of a \$10,000 grant must have fully expended all of their grant funds, completed their project, and submitted their final report by August 31, 2020.
- \$2,000 grants can be used for general school green team expenses or for a specific project that will earn points for an action in the Sustainable Jersey for Schools Program. Recipients of a \$2,000 grant must have fully expended all of their grant funds, completed their project, and submitted their final report by February 29, 2020.

D. Grant Proposal

Sustainable Jersey for Schools grants are intended to help schools make progress toward a sustainable future in general, and specifically toward Sustainable Jersey for Schools certification. The application process is meant to be as simple and as easy as possible.

The \$10,000 grants have an 18-month performance period. Proposed projects should showcase sustainable practices that enable families, schools and communities to meet the needs of the present without compromising the ability of future generations to meet their own needs. Efforts should be

made to engage parents and community groups in the project in order to leverage resources and build community support and involvement. The \$2,000 grants have a 12-month performance period.

Applicants are encouraged to consider projects applicable to one or more of the 19 categories in the Sustainable Jersey for Schools Certification Program. With over 90 actions to choose from proposals can include things like education for sustainability, programs to promote physical activity, waste reduction, specialized professional development that supports an action, a collaborative community education or outreach project, projects that support arts, health, safety and more. Please explore the entire range of options from the Sustainable Jersey for Schools [action menu](#) when brainstorming project ideas. Additional project ideas will be discussed during an informational webinar on **Friday, September 14**. You can register for the webinar [HERE](#).

Online grant applications are due by **October 31, 2018**. Notifications of grant awards will be made by early-January and a press announcement event with the grant recipients will be held in early-February.

Access the online applications using the links below:

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

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

Please note that each Sustainable Jersey for Schools 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 a person is submitting multiple applications for different schools, each application must use a **different email address** as their login for the grants application portal.* For example, if one person is charged with completing a \$2,000 grant application for three schools, the email used to log into the application must be different for each school. Be sure to record the email address and password for each application. Grant recipients will need that information to log into the system to complete the required reports.

The following sections outline the information needed to complete the online applications:

Eligibility Inquiry

The applicant must confirm the following:

- It is registered in the Sustainable Jersey for Schools Program
- It has established a green team that includes designated local NJEA association members. (See the Green Team action for more information)
- Its previous Sustainable Jersey grant status (if applicable)

School districts or schools not meeting these basic eligibility standards are not eligible to apply for a grant. Sustainable Jersey staff will verify the information provided. Applicants that do not meet the eligibility requirements will not be considered for an award.

\$10,000 Grant

1. Applicant Information

- Applicant type (school district or individual school)
NOTE: *District proposals should address actions that would impact more than one school in the district. Proposals focused on implementation in only one school should identify the school as the applicant.*
- School district name, county, and NJDOE school district code
- School district Employer Identification Number (EIN)
- Number of students the district serves
- Percentage of students in district on free or reduced lunch

Additional information for school applicants:

- School name
- School type (elementary, middle or high school) (if school applicant)
- School student population
- Percentage of students in school on free or reduced lunch

2. Proposed Project

- **Project Title and Brief Description:** Provide a name for the proposed project and a short description. The description should focus on a specific effort that the grant will be used to support. Describe why this project is important for your district/school and how it will address a need within the district/school. This description will be used in program reports and communications materials.

Note: *Energy-related projects ARE NOT eligible for funding. However, they are eligible for funding under Sustainable Jersey's separate grants cycle funded by the Gardinier Environmental Fund that is focused specifically on energy initiatives. More information on energy-related grants can be found on the Grants and Resources page of sustainablejerseyschools.com.*

- **Project Team Members and Resumes:** Upload a list of the key people who will be involved in completing the proposed project and their resumes. When forming the project team, consider reaching out to community members such as the municipal green team; municipal and county agency staff; and representatives from civic or community-based organizations, non-profits, professional organizations or local businesses who could be a valuable resource for the project. Also be sure to include representation from stakeholder groups that will be involved in or impacted by the implementation of the proposed project, including school staff, students, and parents.
- **Action Plan:** Outline of the specific steps your team will take to complete the proposed project. This includes project planning, implementation, community outreach and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the 18-month performance period. See Attachment 1 for a sample Action Plan template. **NOTE:** *Applicants may not submit for reimbursement for a project that has already taken place, and the timeline of the grant should not start until **after the grant announcement in February.***

- **Community Engagement:** Describe how 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). Also include plans for sharing information on the project with the greater school community. This can include plans to hold a “ribbon-cutting” ceremony, create project signage, give presentations to the School Board, distribute printed communications, create website content, and create social media postings.
- **Project Impact:** 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 from the proposed project. Also 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.
- **Budget Narrative:** Describe how the grant funds will be spent. Eligible grant expenses include 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 should not comprise more than 10% (\$1,000) of the proposed grant budget. Promotional items include “give-aways,” such as refillable water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; meeting supplies; and food. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** 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. 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.
- **Evaluation:** Describe how the impact of the project on the school community will be measured. This grant does not require a rigorous or formal evaluation process. However, grant recipients are expected to report on specific and/or measurable results or outcomes and other non-quantifiable impacts on the school community.

3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
 - Primary Contact for the grant application
The primary contact must be an employee of the school/district.
 - District Superintendent
 - Principal (if the applicant is an individual school)
 - Fiscal Contact
The fiscal contact must be a person (typically the School Business Administrator) authorized by the school district to manage official school funds. It cannot be a club advisor, parent organization volunteer, or student.
 - Media Contact
 - NJEA Local Association President

4. Required Attachments and Information:

Note: All files uploaded into the online grant application must be in PDF format.

- **Green Team Information** (*Applicants that have achieved Sustainable Jersey for Schools certification do not have to provide this information.*)

- Upload list of green team members. Green team members should be selected in accordance with the requirements of the Sustainable Jersey for Schools [Green Team action](#).
- Upload a summary of green team activities. If the green team was just formed, describe future plans.

- **Authorization to Submit Grant Application:** Please submit documentation that your district or school is authorized to apply for this grant in accordance with the district's policies and procedures. This can include a School Board Resolution supporting the grant application or a letter from the superintendent, business administrator, or school principal. Click [here](#) for a sample School Board Resolution supporting the submission of the grant application (**this authorization is DIFFERENT from the School Board resolution passed to register for Sustainable Jersey for Schools**).

*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. The approved resolution should be submitted with the application by the October 31, 2018 deadline. However, applications will be accepted with a proposed resolution and the date that it will be presented to the governing body. The adopted resolution must then be emailed to grants@sustainablejersey.com **no later than Friday, November 30, 2018.***

- **Detailed Budget:** A sample budget template is available [here](#) and is shown in Attachment 2. Describe how the grant funds will be spent. Eligible grant expenses include 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 should not comprise more than 10% (\$1,000) of the proposed grant budget. Promotional items include "give-aways," such as refillable water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; meeting supplies; and food. **Facilities and administrative (overhead) costs may NOT be charged to the grant.**
- If the total project budget is larger than your grant request, provide the total budget for the entire project and describe any in-kind or cash matches that have been approved or proposed in next year's school district budget. 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.

5. Optional Information

- **Letter of Support from NJEA Local Leadership:** Upload a letter or email from your NJEA local leadership documenting his or her support for the grant application.

- **Letters of commitment or support from project partners:** Including parent teacher organizations, the municipal green team, business or external partners or others. Letters that clearly describe the partner’s role in the project are encouraged. The additional file upload option can also be used to provide more detailed project information.

\$2,000 School Grant

1. Applicant Information

- School name
- School district name and county
- School district Employer Identification Number (EIN)
- School district student population
- School type (elementary, middle or high school)
- School student population
- Percentage of students in school on free or reduced lunch

2. Grant Proposal

- **Project Title and Brief Description:** Please provide a name for the proposed effort and a 2-3 sentence description of what you plan to accomplish with the grant. This description will be used in program reports and communications materials.

Note: Energy-related projects ARE NOT eligible for funding. However, they are eligible for funding under Sustainable Jersey’s separate grants cycle funded by the Gardinier Environmental Fund that is focused specifically on energy initiatives. More information on energy-related grants can be found on the Grants and Resources page of sustainablejerseyschools.com.

- **Action Plan:** List the specific activities you plan to undertake and their target completion dates. The action plan should outline what the green team hopes to accomplish. To the extent possible, please identify who will be involved and how it will be accomplished, including key activities or events with target dates. See Attachment 1 for a sample Action Plan template. ***NOTE: Applicants may not submit for reimbursement for a project that has already taken place, and the timeline of the grant should not start until after the grant announcement in February.***

Budget Narrative: Describe how the grant funds will be spent. Funds can be used for project expenses or as general support for green team activities associated with working towards Sustainable Jersey for Schools certification. Eligible grant expenses include 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 should not comprise more than 10% (\$200) of the proposed grant budget. Promotional items include “give-aways,” such as refillable water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; meeting supplies; and food. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** If the total project budget is larger than your grant request, provide the total budget for the entire project and describe any in-kind or cash matches that have been

approved or proposed in next year's school district budget. It is very important to capture the time being contributed by these in-kind efforts.

3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
 - Primary Contact for the grant application
The primary contact must be an employee of the school/district.
 - District Superintendent
 - Principal
 - Fiscal Contact
The fiscal contact must be a person (typically the School Business Administrator) authorized by the school district to manage official school funds. It cannot be a club advisor, parent organization volunteer, or student.
 - Media Contact
 - NJEA Local Association President

4. Required Attachments and Information:

Note: All files uploaded into the online grant application must be in PDF format.

- **Green Team Information (Sustainable Jersey for Schools certified schools do not have to provide this information.)**
 - Upload list of green team members. Green team members should be selected in accordance with the requirements of the Sustainable Jersey for Schools [Green Team action](#).
 - Upload a summary of green team activities. If the green team was just formed, describe future plans.
- **Authorization to Submit Grant Application:** Please submit documentation that your school is authorized to apply for this grant in accordance with the district's policies and procedures. This can include a School Board Resolution supporting the grant application or a letter from the superintendent, business administrator, or school principal. Click [here](#) for a sample School Board Resolution supporting the submission of the grant application (**this authorization is DIFFERENT from the School Board resolution passed to register for Sustainable Jersey for Schools.**)

*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. The approved resolution should be submitted with the application by the October 31, 2018 deadline. However, applications will be accepted with a proposed resolution and date it will be presented to the governing body. The adopted resolution must then be emailed to grants@sustainablejersey.com **no later than Friday, November 30, 2018.***
- **Detailed Budget:** A sample budget template is available [here](#) and is shown in Attachment 2. Eligible expenses include: staff stipends, consultant or contractor service fees, equipment, project supplies, training and educational materials, and promotional items (including meeting

supplies, incentives or awards). Promotional items should not comprise more than 10% of the proposed grant budget (\$200).

5. Optional Information

- **Letter of Support from NJEA Local Leadership:** Upload a letter or email from your NJEA local leadership documenting his or her support for the grant application.
- **Letters of commitment or support from project partners:** Including- parent teacher organizations, the municipal green team, business or external partners or others. Letters that clearly describe the partner's role in the project are encouraged. The additional file upload option can also be used to provide more detailed project information.

E. Online Application Portal

The applications can be accessed using the links below:

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

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

Applications must be submitted using the online application portal by midnight on **October 31, 2018**. Only online application submissions will be considered for funding.

F. Selection Process

A school may apply for a \$2,000 grant AND a \$10,000 project grant. The \$10,000 grant will be considered first. If the \$10,000 proposal is not funded, the \$2,000 proposal will then be considered. If the \$10,000 grant is awarded, the school will no longer be eligible to receive the \$2,000 grant.

\$10,000 Grant Proposals

A Blue Ribbon Selection Committee will evaluate applications that meet the grant eligibility requirements based on criteria listed in [Attachment 3](#). Up to 50% of the grant funds will be reserved for certified schools. Sustainable Jersey for Schools reserves the right to reallocate the funding based on the quality and quantity of grant applications received in a given funding cycle. The review process will also consider efforts towards Sustainable Jersey for Schools certification and the regional distribution of grants throughout the state.

\$2,000 School Grant Proposals

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. Priority will be given to schools that have not previously received Sustainable Jersey for Schools grant funding.

Up to 50% of the grant funds will be reserved for certified schools. Sustainable Jersey for Schools reserves the right to reallocate the funding based on the quality and quantity of grant applications

received in a given funding cycle. The review process will also consider efforts towards Sustainable Jersey for Schools certification and the regional distribution of grants throughout the state.

G. Grant Awards and Additional Terms

Grant Awards

- Funding decisions will be announced by early January. Districts and schools selected to receive a grant will be notified through their designated contacts. Checks will be made payable to the district.
- The \$10,000 Project Grant recipients will receive an initial grant award of \$5,000 at the press announcement event in early-February. The remaining \$5,000 balance of the grant award will be paid contingent upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than August 31, 2020 .
- The \$2,000 School Grants will be awarded in full at the press announcement event in mid-January. All grant funds must be fully expended, projects completed and final reports submitted by February 29, 2020.

Additional Terms

All \$10,000 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.

Additionally, grant recipients receiving a \$10,000 grant are required to install a sign indicating the project was funded by NJEA and the Sustainable Jersey for Schools Grants Program (where applicable). The cost of the signage can be included in the project budget.

All grant recipients should also acknowledge NJEA and the Sustainable Jersey for Schools Grants Program as providing funding for grant-related programs, activities and events. Copies of materials acknowledging the funders will be required attachments in the final grant report.

All grant recipients are also required to include at least **TWO** photographs depicting the grant project and/or related activities with their final report. Whenever possible, the photographs should include members of the school community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.

H. Grant Recipient Reporting Requirements

\$10,000 Grant Awards

Grantees will be required to complete an interim and final report using an online report form. Reminders will be emailed to the primary project contact 30 days in advance of the reporting submission deadline. The following information is required for each report:

Interim Report – Due 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 – Due August 31, 2020:

- A brief description (2-5 sentences) of the completed grant project that highlights the grant outcomes and impact. This description will be provided to the grant sponsor, posted on the Sustainable Jersey for Schools website, and used in Sustainable Jersey for Schools Grants Program-related materials.
- Challenges faced and if/how they were addressed.
- A summary of any modifications to the grant project, activities, and/or outcomes outlined in the original grant proposal.
- The impact of the grant project on the school community. This includes what was accomplished, who is benefitting and how, and possible next steps (i.e. could the project potentially be expanded and/or lead to other sustainability related initiatives).
- A summary of the community outreach efforts that were undertaken to share information on the project with the greater schools community, such as a "ribbon-cutting" ceremony, project signage, presentations to the School Board, printed communications, website content, and social media postings.
- At least **TWO** photographs depicting the grant project and/or related activities are required. Whenever possible, the photographs should include members of the school community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.
- Documentation that NJEA and Sustainable Jersey for Schools were acknowledged as the project funders in project promotional materials and project signage.
- Lessons learned in completing the project and advice for others undertaking a similar project.
- A summary of expenses charged to the grant, a list of budgeted vs. actual expenses, and any supporting documentation, such as invoices, purchase orders, receipt copies or expenditure ledgers from the school business administrator.

- [Grantee's Certification and Declaration](#) signed by the school business administrator or other authorized representative.

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.

\$2,000 School Grant Awards

Grantees will be required to complete a final report using an online report form by **February 29, 2020**. Reminders will be emailed to the primary project contact at least 30 days in advance of the reporting submission deadline. The final report must document the completion of the green team activities described in the application.

The following information is required in the final report:

- A brief description of the activities funded by the grant that highlights the grant outcomes and impact. This description will be provided to the grant sponsor, posted on the Sustainable Jersey for Schools website, and used in Sustainable Jersey for Schools Grants Program-related materials.
- Challenges faced and if/how they were addressed.
- A summary of any modifications to the grant project, activities, and/or outcomes outlined in the original grant proposal.
- The impact of the grant project on the school community. This includes what was accomplished, who is benefitting and how, and possible next steps (i.e. could the project potentially be expanded and/or lead to other sustainability-related initiatives).
- 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 depicting the grant project and/or related activities. Whenever possible, the photographs should include members of the school community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.
- Lessons learned and advice for others undertaking a similar effort.
- A summary of expenses charged to the grant.
- [Grantee's Certification and Declaration](#) signed by school business administrator or other authorized representative.

Failure to submit the required documentation will result in a school being ineligible to apply for future Sustainable Jersey for Schools grants.

Attachment 1: Grant Application Proposed Project Action Plan



**Project Grant Application
Proposed Project Action Plan**



Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed within an 18-month performance period.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Community Outreach Activities		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

Attachment 2: Budget Template



Grants Program Budget Template

Updated June 2018



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source column. If the total cost of the project is greater than the grant funds requested, then please identify the amount and source(s) of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

Applicant Name:

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Municipal Salaries			\$ -	\$ -	\$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Equipment Cost			\$ -	\$ -	\$ -

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Cost of Supplies			\$ -	\$ -	\$ -

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Other Expenses			\$ -	\$ -	\$ -

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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Attachment 3: \$10,000 Grant Proposal Evaluation Criteria

Applications that meet the grant eligibility requirements will be evaluated using the criteria listed below:

<p>Project Description (10 points)</p> <ul style="list-style-type: none"> 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
<p>Project Team Members (10 points)</p> <ul style="list-style-type: none"> 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
<p>Action Plan & Timeline (20 points)</p> <ul style="list-style-type: none"> 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)
<p>Community Engagement (20 points)</p> <ul style="list-style-type: none"> 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.)
<p>Impact on the School Community (20 points)</p> <ul style="list-style-type: none"> 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
<p>Budget (20 points)</p> <ul style="list-style-type: none"> 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 project leverages no or low cost resources to cost-effectively complete the proposed project The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value Promotional items including “give-aways” (i.e. T-shirts, water bottles), meeting supplies, incentives or awards do not comprise more than 10% (\$1,000) of the proposed grant budget