



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

2019-2020 Application Information Packet

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2019-2020 Grants Program Cycle Funded by the New Jersey Education Association



Announcement Date: Thursday, August 1, 2019
Application Due Date: Thursday, October 31, 2019

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.

Background

We are pleased to announce that the New Jersey Education Association (NJEA), as a program Underwriter, is sponsoring its fifth annual Sustainable Jersey for Schools Grants Program cycle. Since the inception of the Sustainable Jersey for Schools Program in 2014, NJEA has provided \$1.25 million 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 2019-2020 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

The \$10,000 grants have an 18-month performance period. The \$2,000 grants have a 12-month performance period.

An informational webinar will be held on **Thursday, September 19, 2019**. You can register [here](#).

ONLINE Applications are due by Thursday, October 31, 2019. Email submission of grant proposals will NOT be accepted. All applications must be submitted online using the links below:

\$10,000 School or District Project Grant Application: <http://bit.ly/SJS2019NJEA10k>

\$2,000 School Green Team Grant Application: <http://bit.ly/SJS2019NJEA2k>

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

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](#)**.

Additional Eligibility Rules for Previous Grant Recipients

If you received a Sustainable Jersey for Schools grant in 2019 or earlier, refer to the chart below to determine if you are eligible to apply. Contact Kaitlyn Vollmer at grants@sustainablejersey.com or 609-771-3189 if you have questions about your eligibility.

| 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 |

*Please note that the 2018 NJEA grants were awarded in January 2019 but are still considered 2018 + A grant is closed when the final report has been submitted and approved by Sustainable Jersey

Applications

- 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**. **Individual school applications** 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. Due to the limited number of \$10,000 grants, applying for one of each is a good strategy to use to optimize your chances of receiving a grant.
- Projects already underway or completed are not eligible for funding.

Use of Grant Funding

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.

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., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** Matching or in-kind contributions are encouraged, but not required.

\$10,000 Grants

- \$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.
- 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, 2021.

\$2,000 Grants

- \$2,000 grants can be used for general school green team expenses or for a specific project that will contribute to earning 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 28, 2021.

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. Grant writing resources that provide tips on how to write a good grant proposal and additional in-kind and funding resources to explore are available [here](#) on the Sustainable Jersey website.

Research shows that creating a team is an effective approach for organizing and strengthening efforts to advance sustainability. A strong coordination and collaboration effort between district and school stakeholders is encouraged. This includes: district/school administration and staff, union leadership, students, teachers, education support professionals, the PTO/PTA, parents and the community. Community members could include individuals that represent the municipal green team, municipal and county agencies, civic or community-based organizations, professional organizations or local businesses.

With over 90 actions to choose from proposals can focus on a wide range of initiatives such as education for sustainability, programs to promote physical activity, waste reduction, specialized staff 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 **Thursday, September 19, 2019**. You can register for the webinar [here](#).

When creating your proposal, be sure to seek out any available free or low-cost resources. Technical assistance is available for certain projects through entities such as the Rutgers Cooperative Extension (find your county office [here](#)) and AmeriCorps New Jersey Watershed Ambassadors Program (more information available [here](#)). Other funding is also available. Additional funding sources should be reviewed to determine if your project costs are covered by existing grants through other programs or if additional funding can be secured for your project.

NOTE: *If using another grant to fund part of your project, the status of the grant award should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the Blue Ribbon Selection Committee.*

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. You can check if your school or district is registered using the Participating Districts and Schools map [here](#) on the website.
- It has 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.
- 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 School or District Project 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 requested for **school applicants**:

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

2. Application Contacts

Contact information including name, title or affiliation, email and phone numbers will be requested for the following people. All application contacts will be notified once a final decision on the grant application is made.

- Primary Contact for the grant application
NOTE: *The primary contact must be a school district employee*
- District Superintendent
- Principal
NOTE: Only required if the applicant is an individual school.
- Fiscal Contact
NOTE: *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
NOTE: *In all likelihood, your media contact will be the person responsible for the promotion of your project with the school community and news outlets.*
- NJEA Local Association President
NOTE: *You will be asked in the following section to show that you have informed your representative of the grant application.*

3. Grant Proposal

NOTE: *Energy-related projects **ARE NOT** eligible for funding in this cycle and should be submitted in Sustainable Jersey's separate grants cycle funded by the Gardinier Environmental Fund. More information can be found on the Grants and Resources page of sustainablejerseyschools.com.*

- **Project Title and Brief Description:** Provide a name for the proposed project and a short description (limit to 100 words). The description should be concise and focus on the specific effort that the grant will be used to support. This description will be used in program reports and communications materials.
- **Project Team:** Upload a list of the key people who will be involved in completing the proposed project that includes each person's name, organization, position (title), and other experience

relevant to the completing the project (i.e. the science teacher on the team is also a certified Master Gardener and will use these skills when helping create the school garden).

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 colleges and 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.

- **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. 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.

- **Project Impact and Evaluation:** 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. Estimate who (students, school staff, families, community) and how many will benefit from the proposed project-

Describe why this project is important for your district/school and how it addresses a specific need. The project will be assessed for its uniqueness, innovation, and the impact it will have on the school community. Explain how the completion of the project will impact certification and green team efforts. Include any additional details about the project and any supplemental knowledge needed to understand the true impact the project will have on your school community. Any past initiatives that lead to this effort should be identified.

- **Action Plan and Timeline:** Create an outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community engagement, promotional activities 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.

Ribbon cutting ceremonies or milestone events should be identified. An action plan template is available [here](#) and is shown in [Attachment 1](#). Adjustments can be made to the timeline after the grant is awarded.

NOTE: Applicants may not submit for reimbursement for a project underway or already completed. Efforts to be funded by the grant should not start until **after the grant announcement in February**. Planning steps can occur beforehand.

- **Budget Narrative and Detailed Project Budget:** The purpose of the Budget Narrative is to explain what the grant funds will be used for. The Detailed Project Budget is an itemized list of all project expenses by category. A sample budget template is available [here](#) and is shown in [Attachment 2](#).

Only eligible expenses can be paid for using grant funding. 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., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** Additionally, grant recipients are required to install a sign indicating that 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.

NOTE: NJEA and the Sustainable Jersey for Schools Grants Program should also be acknowledged on reports or other materials developed with grant funds. Copies of materials acknowledging the funders will be required attachments in the final grant report.

The budget should itemize all the expenses that will be incurred to complete the project and the sources of funding. Sources of funding can include the Sustainable Jersey for Schools grant funds, district funding, other grant funds, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. The total cost of the project should equal the Sustainable Jersey for Schools grant (\$10,000) plus the other sources of funding required to complete the project.

Budgets are not required to have in-kind contributions or additional funding sources, however, the Blue Ribbon Selection Committee looks favorably on budgets that make the best use of available, low-cost resources and that show support from the school community and other stakeholders.

NOTE: If using another grant to fund part of your project, the status of the grant award should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the Blue Ribbon Selection Committee.

4. Additional Required Attachments:

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

- **Green Team Information: NOT REQUIRED FOR CERTIFIED SCHOOLS OR FOR DISTRICTS WITH AT LEAST ONE CERTIFIED SCHOOL. VIEW THE LIST OF CERTIFIED SCHOOLS [HERE](#).**

Green teams can be formed at the school or district level.

The green team representing the applicant must have at least two designated **NJEA Local Association representatives who have been appointed in collaboration with the Local Association President**. More information on this requirement can be found in the green team action [here](#).

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:

- A list of green team members that includes names and affiliations. Be sure to identify the designated NJEA Local Association members.
 - A brief summary of green team activities from the past year. If the green team was just formed, describe future plans.
- **NJEA Local Association President Correspondence:** Please upload evidence that your NJEA Local Association President has been informed of the green team's intent to submit the grant application. This can include either a copy of the email that was sent to, or a letter of support from, your NJEA Local Association President.
 - **Authorization to Submit Grant Application:** Please upload 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. The authorization document 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. ***This authorization document is DIFFERENT from the School Board resolution passed to register for Sustainable Jersey for Schools.***

NOTE: *If submitting a resolution, it would be best to start the process of obtaining this authorization **as early as possible** to allow enough time to receive approval. The approved resolution should be submitted with the application by the October 31, 2019 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 29, 2019** or the application **will not be considered.***

5. Optional Information

- **Letters of commitment or support from project partners:** This includes 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, such as surveys or other data supporting the need for the project.

\$2,000 School Green Team Grant

1. Applicant Information

- School name
- School district name
- 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. Application Contacts:

Contact information including name, title or affiliation, email and phone numbers will be requested for the following people. All application contacts will be notified once a final decision on the grant application is made.

- Primary Contact for the grant application
NOTE: *The primary contact must be a school district employee*
- District Superintendent
- Principal
NOTE: Only required if the applicant is an individual school.
- Fiscal Contact
NOTE: *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
NOTE: *In all likelihood, your media contact will be the person responsible for the promotion of your project with the school community and news outlets.*
- NJEA Local Association President
NOTE: *You will be asked in the following section to show that you have informed your representative of the grant application.*

3. Grant Proposal

NOTE: *Energy-related projects **ARE NOT** eligible for funding in this cycle and should be submitted in Sustainable Jersey's separate grants cycle funded by the Gardinier Environmental Fund. More information can be found on the Grants and Resources page of sustainablejerseyschools.com.*

- **Project Title and Brief Description:** Provide a name for the proposed project and a short description (limit to 100 words). The description should be concise and focus on the specific effort that the grant will be used to support. Explain how the project relates to a Sustainable Jersey for Schools action and will help support green team efforts. This description will be used in program reports and communications materials. This description will be used in program reports and communications materials.
- **Action Plan and Timeline:** Create an outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community engagement, promotional activities 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.

Ribbon cutting ceremonies or milestone events should be identified. An action plan template is available [here](#) and is shown in [Attachment 1](#). Adjustments can be made to the timeline after the grant is awarded.

NOTE: *Applicants may not submit for reimbursement for a project underway or already completed. Efforts to be funded by the grant should not start until **after the grant announcement in February**. Planning steps can occur beforehand.*

- **Budget Narrative and Detailed Project Budget:** The purpose of the Budget Narrative is to explain what the grant funds will be used for. The Detailed Project Budget is an itemized list of all project expenses by category. A sample budget template is available [here](#) and is shown in [Attachment 2](#).

Only eligible expenses can be paid for using grant funding. 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., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** Additionally, grant recipients are required to install a sign indicating that 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.

NOTE: *NJEA and the Sustainable Jersey for Schools Grants Program should also be acknowledged on reports or other materials developed with grant funds. Copies of materials acknowledging the funders will be required attachments in the final grant report.*

The budget should itemize all the expenses that will be incurred to complete the project and the sources of funding. Sources of funding can include the Sustainable Jersey for Schools grant funds, district funding, other grant funds, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. The total cost of the project should equal the Sustainable Jersey for Schools grant (\$2,000) plus the other sources of funding required to complete the project.

Budgets are not required to have in-kind contributions or additional funding sources, however, the Blue Ribbon Selection Committee looks favorably on budgets that make the best use of available, low-cost resources and that show support from the school community and other stakeholders.

NOTE: *If using another grant to fund part of your project, the status of the grant award should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the Blue Ribbon Selection Committee.*

4. Additional Required Attachments:

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

- **Green Team Information: NOT REQUIRED FOR CERTIFIED SCHOOLS OR FOR DISTRICTS WITH AT LEAST ONE CERTIFIED SCHOOL. VIEW THE LIST OF CERTIFIED SCHOOLS [HERE](#).**

Green teams can be formed at the school or district level.

The green team representing the applicant must have at least two designated **NJEA Local Association representatives who have been appointed in collaboration with the Local Association President**. More information on this requirement can be found in the green team action [here](#).

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:

- A list of green team members that includes names and affiliations. Be sure to identify the designated NJEA Local Association members.
 - A brief summary of green team activities from the past year. If the green team was just formed, describe future plans.
- **NJEA Local Association President Correspondence:** Please upload evidence that your NJEA Local Association President has been informed of the green team's intent to submit the grant application. This can include either a copy of the email that was sent to, or a letter of support from, your NJEA Local Association President.
 - **Authorization to Submit Grant Application:** Please upload 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. The authorization document 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. ***This authorization document is DIFFERENT from the School Board resolution passed to register for Sustainable Jersey for Schools.***

NOTE: *If submitting a resolution, it would be best to start the process of obtaining this authorization **as early as possible** to allow enough time to receive approval. The approved*

resolution should be submitted with the application by the October 31, 2019 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 29, 2019 or the application will not be considered.

5. Optional Information

- **Letters of commitment or support from project partners:** This includes 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.

Online Application Portal

The applications can be accessed using the links below:

\$10,000 School or District Project Grant Application: <http://bit.ly/SJS2019NJEA10k>

\$2,000 School Green Team Grant Application: <http://bit.ly/SJS2019NJEA2k>

Applications must be submitted using the online application portal by 11:59pm on **October 31, 2019**. Only online application submissions will be considered for funding.



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.

The screenshot shows a web form with two sections: 'LOGIN' and 'SIGNUP'. The 'LOGIN' section has fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. The 'SIGNUP' section has fields for 'Email', 'Password', and 'Confirm Password', and a 'Signup' button. A red rectangular box highlights the 'SIGNUP' section, and a blue arrow points from the right towards the 'SIGNUP' button.

In order to apply, an applicant must first sign up for an application. This is true for both new applicants and those who have previously applied in past cycles.

Each Sustainable Jersey for Schools Grant cycle is unique. Information on previously submitted applications including the login information is **not** carried over. However, the same login information (email and password) that was used previously can be used to sign up for a new application.

Additionally, if a person is submitting **multiple proposals**, they must sign up for an application for each proposal **using a different email address**. For example, if one person is charged with completing a \$2,000 grant application for three schools in their district, the email used to sign up for each application must be different.

You may save your work, log out, and resume your in-progress application at any time by using the login feature. However, once submitted, you will no longer be able to access the application. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. It is encouraged to save manually using the button often.

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.

Selection Process

Districts may only apply for one \$10,000 grant. A school may apply for one \$2,000 grant AND one \$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. Due to the limited number of \$10,000 grants, applying for one of each is a good strategy to use to optimize your chances of receiving a grant.

\$10,000 School or District Project 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 selection committee will also consider efforts towards Sustainable Jersey for Schools certification, project diversity, previous funding, economic need, and the regional distribution of grants throughout the state.

\$2,000 School Green Team 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.

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 selection committee will also consider efforts towards Sustainable Jersey for Schools certification, project diversity, previous funding, economic need, and the regional distribution of grants throughout the state.

Grant Awards and Additional Terms

Grant Awards

- Funding decisions will be announced by mid-January. Districts and schools selected to receive a grant will be notified through their designated contacts. Checks will be made payable to the listed fiscal contact.
- The \$10,000 Project Grant recipients will receive an initial grant award of \$5,000 at the press announcement event in mid-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, 2021.

- 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 28, 2021.

Additional Terms

- **Project Promotion & 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. 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.

Additionally, grant recipients are required to install a sign indicating that 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. Project funders should also be indicated on reports or other materials developed with grant funds.

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.

- **Project Photos**

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.

Grant Recipient Reporting Requirements

\$10,000 School or District Project 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 at least 30 days in advance of the

reporting submission deadline. For more specific details on reporting requirements, visit the Sustainable Jersey for Schools [website](#).

Interim Report – Due 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 – Due August 31, 2021: 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.

\$2,000 School Green Team Grant Awards

Grantees will be required to complete a final report using an online report form by **February 28, 2021**. 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, 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.

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. These steps include 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 performance period. Include plans for ribbon cutting ceremonies and milestone events. Implementation steps should **NOT** begin until after the grant is awarded at the press announcement event. Additional lines can be added.*

| 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 Engagement Activities | | |
| 1. | | |
| 2. | | |
| 3. | | |
| Evaluation and Reporting Steps | | |
| 1. | | |
| 2. | | |
| 3. | | |

| Project Promotion – Events Where Promotional Materials With Sponsor Recognition Are Distributed | | |
|--|-----------|------|
| Name of Event | Materials | Date |
| 1. | | |
| 2. | | |
| 3. | | |
| Proposed Date of Ribbon Cutting Ceremony (if applicable) | | |

Attachment 2: Budget Template



Sustainable Jersey for Schools Grants Program Budget Template



Matching or in-kind contributions are encouraged, but not required. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Sources column. If other funding will be used to complete the project in conjunction with the grant, please identify the amount in the Other Funding Source column and identify the source of the additional funding, if it has been secured, and any other details deemed necessary to include in the Budget Narrative. Other sources of funding can include district funding, other grant funds, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. The Blue Ribbon Selection Committee looks favorably on budgets that make the best use of available, low-cost resources and show support from the school community and other stakeholders. In order to upload your budget to the grant application, you must convert the excel document into a PDF. Please make sure that the rows and columns in the PDF are not cut off due to page breaks. To ensure this, select the "fit to paper width" option when saving as a PDF.

A. SALARIES, WAGES, STIPENDS, AND FRINGE BENEFITS

| Name | Title | Hours/Rate | Sustainable Jersey for Schools Grant Funds | Other Funding Sources | Total Cost |
|-----------------------|-------|------------|--|-----------------------|------------|
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Salaries | | | \$ - | \$ - | \$ - |

B. SUBCONTRACTORS/CONSULTANT COSTS

| Subcontractor/Consultant | Role in Project | Period of Performance | Sustainable Jersey for Schools Grant Funds | Other Funding Sources | Total Cost |
|--|-----------------|-----------------------|--|-----------------------|------------|
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Subcontractor/Consultant Cost | | | \$ - | \$ - | \$ - |

C. ITEMIZED EQUIPMENT

| Item | Unit Cost | Quantity | Sustainable Jersey for Schools Grant Funds | Other Funding Sources | Total Cost |
|-----------------------------|-----------|----------|--|-----------------------|------------|
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Equipment Cost | | | \$ - | \$ - | \$ - |

D. ITEMIZED SUPPLIES

| Item | Unit Cost | Quantity | Sustainable Jersey for Schools Grant Funds | Other Funding Sources | Total Cost |
|-------------------------------|-----------|----------|--|-----------------------|------------|
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Cost of Supplies | | | \$ - | \$ - | \$ - |

E. OTHER ITEMIZED EXPENSES

| Item | Justification | Quantity | Sustainable Jersey for Schools Grant Funds | Other Funding Sources | Total Cost |
|-----------------------------|---------------|----------|--|-----------------------|------------|
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Total Other Expenses | | | \$ - | \$ - | \$ - |

| | | | | | |
|------------------------------|--|--|------|------|------|
| TOTAL PROPOSED BUDGET | | | \$ - | \$ - | \$ - |
|------------------------------|--|--|------|------|------|

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 |
| <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 (15 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 2020) Events where the grant will be promoted, such as a ribbon cutting ceremony, and materials will be distributed are identified |
| <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) Details on how the project will be shared with the school community are included |
| <p>Project Impact and Evaluation (25 points)</p> <ul style="list-style-type: none"> 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 |
| <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 It is clear that all additional funding besides the grant is in-hand or committed 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), incentives, refreshment or awards do not comprise more than 10% (\$1,000) of the proposed grant budget |