



Sustainable Jersey for Schools 2016 Small Grant Opportunities

Presented by:

Heather McCall, Schools Program Director & Andrew Fau, Grants Coordinator



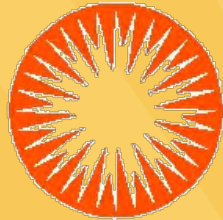


- 1. Background**
- 2. Overview**
- 3. Eligibility Requirements**
- 4. Evaluation**
- 5. Grant Funding**
- 6. Strong Grant Projects**
- 7. Grant Application Package**
- 8. Grant Reporting Requirements**





The PSEG Foundation is contributing \$100,000 to support the Sustainable Jersey for Schools Small Grants Program funding cycle for 2016



PSEG

We make things work for you.





How to Apply

Applications are due **January 24th 2016** by midnight



Applications should be completed online at

\$10,000 Grant:

https://app.wizehive.com/appform/login/sjspseg10k_2016

\$2,000 Grant:




https://app.wizehive.com/appform/login/sjspseg2k_2016





Available Funding

This grant cycle of the 2016 Small Grants Program funded by the PSEG Foundation will award:

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



Eligibility Requirements



1. Be a New Jersey public school district, public school, or public charter school.
2. Be registered with Sustainable Jersey for Schools **AND** have appointed a **Green Team** that meets the Green Team action standard. Green Team members must be listed as part of the application
3. Schools and districts are each eligible to apply for a \$10,000 Project Grant. District applications should focus on projects that benefit multiple schools in their district.
4. Each registered school can submit one \$2,000 grant application.



Eligibility Requirements



5. **School districts awarded a \$10,000 grant from the prior PSEG funded cycle are not eligible to apply for another large grant in 2015, but their individual schools can apply.**
6. **Schools or Districts that received a \$2,000 or \$4,000 grant in 2015 are not eligible to apply for a \$2,000 grant but may apply for the \$10,000 grant.**
7. Grant must be used to implement specific Sustainable Jersey for Schools actions (Including Innovation Projects)



Eligibility Requirements



Sustainable Jersey for Schools registered **schools** can submit **one \$10,000** project grant application and **one \$2,000** capacity building grant application. Schools that submitted an application for a \$2,000 or \$4,000 grant in previous grant cycles and were not funded will receive priority funding consideration in this grant cycle. However, a **NEW GRANT APPLICATION** will need to be submitted.



Sustainable Jersey for Schools Program Actions

- Student & Community Outreach
 - Diversity & Equity
 - Food & Nutrition
 - Student Safety
 - Student & Staff Wellness
 - Healthy School Environments
 - Leadership & Planning
 - Student Learning
 - Learning Structures
 - School Grounds
 - Green Design
 - Green Purchasing
 - Green Cleaning
 - Waste Management & Recycling
- * Energy audits & upgrade projects are not eligible projects due to the availability of BPU Clean Energy program funding**





Innovative Projects

If a project is being considered that does not fall within an existing Sustainable Jersey for Schools action, it can be reviewed under the Innovation Project category.



Eligible Expenses



- Staff salaries and stipends
- Consultant or contractor service fees
- Supplies, materials
- Equipment
- Programmatic or educational materials



Eligible Expenses



- \$2,000 capacity grants can be used for school green team expenses. Funding does not have to be for project specific activities. Grant funding may be used for a project that will earn points for a program action.
- **Facilities and administrative (overhead costs) may NOT be charged to the grant**





Additional Eligibility Requirements

- Previous Sustainable Jersey for Schools \$10,000 or \$30,000 project grant recipients that have **completed the grant project, submitted the final report, and received confirmation from Sustainable Jersey that it has been approved** are eligible to apply for a \$10,000 project grant.
- Previous Sustainable Jersey for Schools \$2,000 or \$4,000 grant recipients that have **completed the grant activities, submitted a final report, and received confirmation from Sustainable Jersey that the grant is closed** are eligible to apply for a \$2,000 capacity building grant.





**Sustainable Jersey for Schools
Small Grants Program
Funded by the PSEG Foundation**



2016 Application Information Package

Announcement Date:	Tuesday, October 27, 2015
Application Due Date:	Sunday, January 24, 2016
Link to Application:	On the Grants and Resources section of sustainablejerseyschools.com

Questions
 All questions regarding the Small Grants Program should be directed to grants@SustainableJersey.com or 609-771-2271. General questions regarding the Sustainable Jersey for Schools Program should be directed to schools@SustainableJersey.com or 609-771-3427

Contents

- A. Background 2
- B. Eligibility Requirements 2
 - Additional Eligibility Rules for Previous Grant Recipients: 3
- C. Use of Grant Funding 3
- D. Grant Proposal 3
 - \$10,000 Project Grant Proposal 4
 - \$2,000 School Capacity Building Grant Proposal 6
- E. Selection Process 7
 - \$10,000 Project Grants 7
 - \$2,000 School Capacity Building Grants 8
- F. Grant Awards and Additional Terms 8
 - Grant Awards 8
 - Additional Terms 8
- G. Grant Recipient Reporting Requirements 9
 - \$10,000 Grant Awards 9
 - \$2,000 Capacity Building Grant Awards 9
- H. Budget Template 11

Application

The application can be downloaded from the “Grants and Resources” section of the Sustainable Jersey for Schools webpage





\$10,000 Proposals

Proposal Sections

- **Applicant Information**
- **Grant Proposal:**
 1. Project Title & Brief Description
 2. Action Plan & Timeline
 3. Grant Funding Impact
 4. Impact of Action on School Community
 5. Budget Narrative
 6. Evaluation
- **Required Attachments:**
 1. Authorization to Submit Grant
 2. Detailed Budget
 3. Resumes or Bios
 4. Optional Information
 - Letters of commitment & support
 - Additional File Uploads





\$10,000 Proposals

School District's Background Information & Contact Form

School District background information will be completed online within the application.

Communications regarding your application or project will be directed to the "Primary Contact".

- **School & School District Information**
- **NJ Department of Education School District & School Codes**
- **School District Employee Identification Number (EIN)**





\$10,000 Proposals

Proposal Narrative Sections

1. Project Title & Brief Description
2. Action Plan & Timeline
3. Grant Funding Impact
4. Impact of Action on School
Community
5. Budget Narrative
6. Evaluation





\$10,000 Proposals

Grant Proposal Narrative Sections

Project Title & Brief Description

- Provide a name for the proposed effort and a 2-3 sentence description of what you plan to accomplish with the grant

Action Plan & Timeline

- List the specific activities you plan to undertake and by when. 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.





\$10,000 Proposals

Proposal Narrative Sections

Grant Funding Impact

- Explain the impact of the Sustainable Jersey for Schools grant on the project's success.
- Would the project happen without these funds? Is the school or district leveraging other funds or in-kind contributions from other sources to accomplish this action?

Action Plan & Timeline

What do you plan to do and when? What are the key milestones?

Note: All funds must be fully expended, projects completed, and final reports submitted by:

\$2,000: Final Report: February 27, 2017

\$10,000: Interim Report: November 30, 2016

Final Report: August 31, 2017





\$10,000 Proposals

Proposal Narratives Sections

Budget Narrative

- Describe how the grant funds will be spent
- Explain the total budget for the project if other funds are necessary to complete the project.
- Identify other project funding sources including in-kind and cash matches.*

*Note: In-kind or cash matching funds are not required but are demonstrative of a strong project and proposal.





\$10,000 Proposals

Proposal Narratives Sections

Evaluation

- Describe how you will assess the impact of the project.
- What kind of documentation will be submitted to evaluate success?
 - Who will benefit?
 - How many people will be impacted?
 - What change will occur as a result of this action?





\$10,000 Proposals

Required Attachments

1. Detailed Budget
2. Authorization to Submit Grant Application
3. Resumes or Bios
4. OPTIONAL- Letters of support
5. OPTIONAL- Additional Project file





Small Grants Program
Budget Template



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 (cash or inkind) column. If the grant funds will contribute to the completion of a project that will also be funded by other sources, please identify the amount 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/Rate	Sustainable Jersey Grant Funds	Other Funding Sources (cash or inkind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Salaries			\$ -	\$ -	\$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

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

C. ITEMIZED EQUIPMENT

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

D. ITEMIZED SUPPLIES

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

E. OTHER ITEMIZED EXPENSES

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

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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A Sample Budget Template is available for download on our website and within the online grant application.





\$10,000 Proposals

Required Attachments

Example Budget

ITEM	Unit Price	Quantity	Total Cost	Description
<u>Rutgers Cooperative Extension Water Resources Program Contract Services</u>				
Task 1	\$1,750	1	\$1,750	Identification and Prioritization of Project Sites
Task 2	\$2,250	1	\$2,250	Design Services
Task 3	\$1,500	1	\$1,500	Installation Services - Construction Observation and Planting
Subtotal Contractor Services			\$5,500	
<u>Materials for Stormwater Curb Extension Demonstration Projects</u>				
Demolition and Excavation			(N)KIND	City Public Works
Concrete Curb Replacement (Linear Foot)	\$38	200	\$7,600	Materials & Construction Services
Sidewalk Repair (Square Foot)	\$4	600	\$2,400	Materials & Construction Services
Soil Amendments - 40% Sand, 40% Compost, 20% Topsoil (Cubic Yard)	\$48	40	\$1,920	Natures Choice to supply and deliver material
Perennial Plantings (1 Gallon)	\$11	60	\$660	Plantings installed by RCE Water Resources Program
Shrub Plantings (3 Gallon)	\$29	20	\$580	Plantings installed by RCE Water Resources Program
Subtotal Materials			\$13,160	
<i>Contingency (10%)</i>			<i>\$1,316</i>	<i>for materials and construction</i>
PROJECT TOTAL			\$19,976	

Detailed Budget

Include an itemized project budget showing salary, materials, contractor consultants and services.



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]

Resolution of Support from [Insert Name of School Board] Authorizing the Sustainable Jersey for Schools Small Grant Application

WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, The _____ Board of seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, [Insert Name of School Board] is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, the [Insert Name of School Board] has determined that [School District Name] should apply for the aforementioned grant program. The Grant will (insert grant title and objectives);

THEREFORE, BE IT RESOLVED, that of the [Insert Name of School Board], State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

Approved Date
Signature

\$10,000 Proposals

Required Attachments

Authorization to Submit Grant Application

In accordance with your district's policy's and procedures.

*** This is NOT the same as the Resolution needed to register for Sustainable Jersey for Schools.**

A template is available for download within the online grant application.





\$10,000 Proposals

Required Attachments

Resumes or Bios

Resumes of key project personnel and their role(s) in this project





\$2,000 Proposals

Proposal Sections

- **School Background Information & Contact Form**
- **Proposal Narrative:**
 1. Project Title & Brief Description
 2. Action Plan & Timeline
 3. Budget Narrative
- **Required Attachments:**
 1. Authorization to Submit Grant Application
 2. Itemized Budget
 3. Optional letters of support/ project files





Proposal Evaluation

Selection Committee

- All proposals will be reviewed by a “Blue Ribbon Selection Committee” composed of experts from the public and private sectors.
- Members of the Selection Committee are not school consultants, staff or Board of Education members.



Evaluation Criteria



\$10,000 Proposals are evaluated based on...

Impact on the sustainability in the school, district, and in New Jersey

Ability to serve as a catalyst for future sustainable practices or initiatives within the school or district

Likelihood of success including accurate estimates of the time and resources needed to complete the project and the dependence on additional funding sources



Evaluation Criteria



\$10,000 Proposals are evaluated based on...

District/School capacity demonstrated by a commitment to the project and to sustainable practices by maintaining an active green team

Involvement and support for the project by internal and external stakeholders

Innovativeness and uniqueness of the proposed project and its ability to lead to new “best practices”



Evaluation Criteria

\$2,000 Proposals are evaluated based on...

Strength of the work plan or strategic plan that will guide the Green Team's activities

The demonstrated commitment of the Green Team and school leadership to move forward on sustainability issues in their school

Likelihood of success as demonstrated by a reasonable budget





\$10,000 grants:

Funds must be used to fund all or part of a project that will score points for an action in the Sustainable Jersey for Schools program.

\$2,000 Capacity Building Grant:

Funds can be used for general operating support and direct expenses for Green Teams.





Strong Grant Projects

Successful grant projects...

Score Points towards Sustainable Jersey for Schools Actions

PEOPLE	STUDENT & COMMUNITY OUTREACH	PROSPERITY	ENERGY EFFICIENCY	PLANET	CLIMATE MITIGATION & RENEWABLE ENERGY	POINTS
	Green Team**		Energy Audit*		School Carbon Footprint*	10
	Community Education & Outreach*		Building Efficiency Measures*		On-site Renewable Generation System-Solar	(5-40)
	Green Fair		Energy Tracking & Management		On-site Renewable Generation System-Geothermal	10
	"Green" Your Green Fair or School Event		Sustainable Energy Transition Plan		Buy Renewable Electricity	10
	Green Challenges		LEADERSHIP & PLANNING		Collaborate with Municipality on Government Energy Aggregation Program	10
	Civic & Stewardship Volunteer Initiatives		Professional Development for Sustainability*		SCHOOL GROUNDS	
	Enrichment Programs through Partnership		School Community Asset Mapping		Biodiversity Audit & Management Plan	10
	DIVERSITY & EQUITY		Green Facilities Management Checklist		Biodiversity Project	10
	Breakfast After The Bell		Green Enhancement of District Strategic Plans		Green Infrastructure Assessment & Plan	10
	Accessible Communications		Strategic Plan Implementation of Green Initiatives		Green Infrastructure Installation	10
	Diversity on District Task Forces & Committees		District Sustainability Policy		Sustainable Landscape Design	10
	FOOD & NUTRITION		School District Foundation		GREEN DESIGN	
	Healthy Food Choices		STUDENT LEARNING*		Green Building Policy*	10
	School Gardens		(only one action in this category will be counted toward priority requirements)		Green Building Training	10
	Promote Locally Grown Foods		Education for Sustainability K-3*		Green Building Survey	10
	STUDENT SAFETY		Education for Sustainability Grades 4-12 Science*		Bid New Construction & Major	
	Safe Routes to School District Policy		Education for Sustainability Grades 4-12 Math*			
	School Travel Plan for walking & biking					



Strong Grant Projects

Successful grant projects are...

Impactful





Strong Grant Projects

Successful grant projects are...

Practical & Likely to Succeed





Strong Grant Projects

Successful grant projects are...

Well Written





Strong Grant Projects

Successful grant projects are...

**Effective in Leveraging Resources
& Partnerships**





Strong Grant Projects

Successful grant projects are...

Unique or Creative





Proposals are evaluated based on...

1. Impact of the project
2. Influence on future activities
3. Likelihood of success
4. District/School capacity
5. Partnership and leveraging
6. Innovativeness & uniqueness





Grants recipients will be announced:

February 22, 2016

- Capacity Building grant awards of \$2,000 will be disbursed in full at the grant announcement event.
- Project grant awards will receive an initial grant of \$5,000 at the time of grant announcement. The remaining \$5,000 balance of the grant will be paid upon satisfactory completion of the project and approval of the recipient's final report.





Reporting Requirements

\$2,000 Grants

Final Report – Due February 27th 2017

Please address the following questions:

1. How was the money spent?
2. How did the project differ from the original proposal and the Interim Report?
3. What has been achieved? Answer with relevant quantitative measures.
4. What challenges were faced and how were they overcome?
5. What improvements could be made if this project were undertaken again?

Templates are available on the Small Grants Program section of the Sustainable Jersey for Schools website.

The Final Report must also include the [Grantee's Certification and Declaration](#)





Reporting Requirements

\$10,000 Grants

Nine-month Status Report – Due November 30, 2016

“Where are you?”

Describe expenditures and project progress to date.

Final Report – Due August 31, 2017

Please address the following questions:

1. How was the money spent?
2. How did the project differ from the original proposal and the Interim Report?
3. What has been achieved? Answer with relevant quantitative measures.
4. What challenges were faced and how were they overcome?
5. What improvements could be made if this project were undertaken again?

The Final Report must also include the [Grantee’s Certification and Declaration](#)



Templates are available on the Small Grants Program section of the Sustainable Jersey website.

Key Things to Remember



- The Application is due **January 24th 2016** by midnight
- Applications should be submitted through the online application.
 - *Note: Email submissions of grant proposals will NOT be accepted*
- Templates for all required attachments can be found at <http://www.sustainablejerseyschools.com/grants-resources/>

Good Luck!

For more information contact Sustainable Jersey at grants@sustainablejersey.com or 609-771-2938

