



Sustainable Jersey for Schools 2020 Grants Cycle Funded by NJEA

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Presenters



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Background



The New Jersey Education Association is contributing \$180,000 to support the 2020 Sustainable Jersey for Schools Grants Program for public school districts and schools

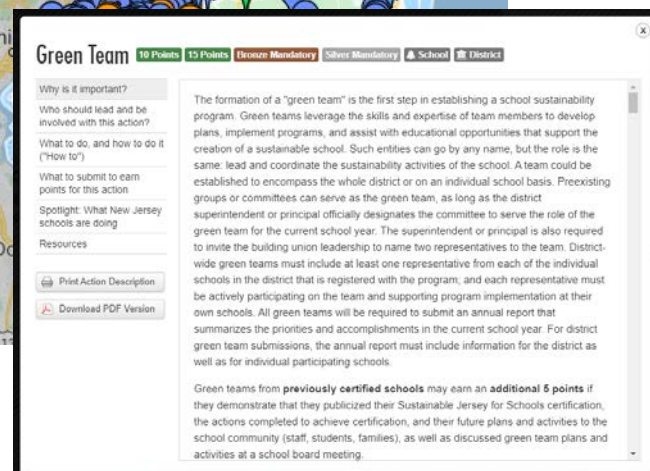
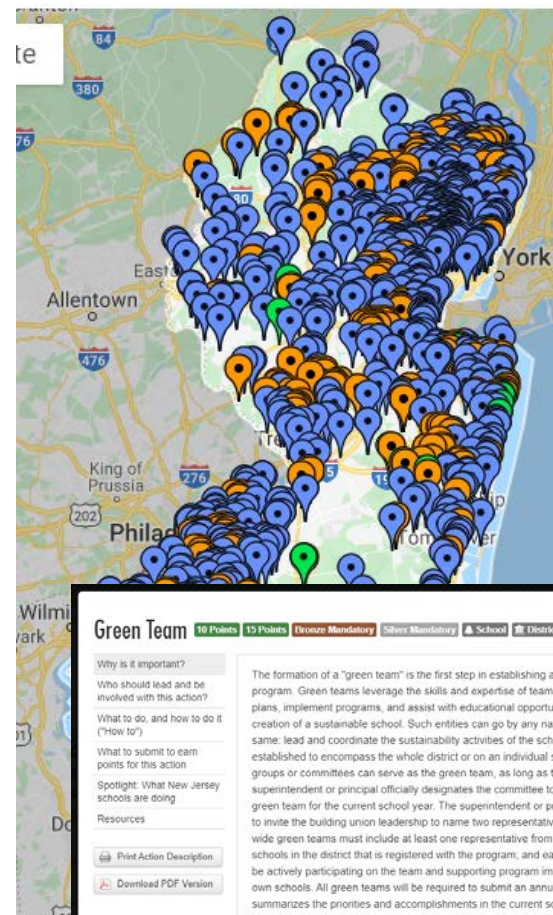




Eligibility Requirements



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





Previous Grant Recipients



Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10k Grant	Eligible to Apply for \$2k Grant
2020 PSEG	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	No
2019 PSEG, NJEA*, or Gardinier	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	Yes
2015-2018 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 2019 NJEA grants were awarded in January 2020 but are still considered 2019



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



Available Funding



- This grant cycle of the 2020 Grants Program funded by NJEA will award:

<u>Applicant</u>	<u>Funding Level</u>	<u>Number of Grants</u>
 District or School	\$10K	10
 School	\$2K	40

Each school/district is only eligible to receive **one** grant this cycle. If two applications are submitted by a school (\$10k and \$2k), the larger application will be considered first.



Use of Funding



- **\$10,000 project grants**
 - For projects that will earn points for a Sustainable Jersey for Schools [action](#)
 - Leverage partnerships with parents and community resources
 - Include an outreach component focused on promoting community awareness of the project
 - District applications should focus on projects that benefit multiple schools in the district
- **\$2,000 capacity building grant**
 - Funds can be used for general green teams or for a specific project that will earn points toward an [action](#)





Energy Projects



- For this cycle, \$10,000 energy-related projects **ARE NOT** eligible for funding.
 - However, they are eligible for funding under Sustainable Jersey's separate grant cycle funded by the Gardinier Environmental Fund that is focused specifically on energy initiatives. For more information on energy related grants click [HERE](#)



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





Professional Development



- Contract specialists to provide professional development for teachers on timely issues such as effective virtual instruction, maintaining healthy indoor environments, implicit bias, and anti-racist curriculum and instruction
- Training for custodians on building operations to maintain healthy indoor environments - green cleaning, ventilation
- Training for school counselors, nurses, food service workers and other staff to effectively handle issues and demands arising from Covid-19 and the movement for racial justice
- Training on how to effectively use the available resources, such as Google Classroom

Program actions:

Professional Development for Sustainability

Green Cleaning

Healthy School Environments (multiple actions)



Curriculum & Virtual Learning



- Purchase supplies or kits for students to facilitate at-home learning of subjects that require special supplies - e.g. science labs, technology, practical and visual arts, home gardening kits
- Purchase subscriptions to programs/software, tools, and training that can help with virtual learning and instruction
- Develop lesson plans and curricula that incorporate climate change education
- Develop lesson plans and curricula across disciplines that incorporate the history and contributions of Black, Indigenous, and People of Color and racial justice education

Program actions:

Student Learning (multiple actions)



Social-Emotional Learning & Equity



- Address social emotional learning issues arising from the Covid-19 pandemic – e.g. send care packages to kids in need; host live social events (either virtually or socially distanced in-person)
- Assess and address school climate issues and make progress on finding a solution
- Expand diversity and equity initiatives – consider special supports for ESL and special needs students
- Provide or enhance wifi access to support remote learning for families in need - e.g. wifi on school buses parked where needed

Program actions:

School Culture & Climate (multiple actions)

Innovative Project



Building Maintenance Practices



- Eco-friendly approaches to sanitation in the response to the COVID-19 environment
- Eco-friendly management of single-use waste generated by COVID-19 pandemic – PPE, food packaging and water bottles from meal service

Program actions:

Green Cleaning (multiple actions)

Healthy School Environments (multiple actions)

Waste Audit

Recycling Non-Mandated Materials



Communications & Community Engagement



- Improve communications with parents to get better information about the needs of students and families, as well as to engage them in building a strong, inclusive and supportive school community - e.g. conduct surveys and focus groups, host events (virtual or socially distanced) on topics of interest to different groups within the community

Program actions:

Accessible Communications

Community Education and Outreach



Innovative Projects



- Any innovative pilot projects

E.g.: Community Schools - Schools partner with community agencies to provide an integrated focus on academics, health and social services, youth and community development, and community engagement - “whole child” approach

Program action:

Innovative Projects



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

2020-2021 Application Information Packet

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Application Information Packet

- The application information packet can be downloaded [here](#) from the NJEA Grants for Sustainability Projects page on the Sustainable Jersey for Schools website
- Includes all of the information on the cycle



Sustainable Jersey for Schools
2020-2021 Grants Program

Funded By:



\$10,000 Grant Application

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

LOGIN

Email

Password

Login [Forgot Password?](#)

SIGNUP

Email

Password

Confirm Password

Signup

POWERED BY
wizehive

Online Application Portal

You must first sign up for an application, even if you have submitted a previous SJS grant application

Application Deadline: Friday, October 30 at 11:59pm

- \$10,000 Application: <http://bit.ly/SJS2020NJEA10k>
- \$2,000 Application: <http://bit.ly/SJS2020NJEA2k>



Application Sections



Basic School/District background information & contacts

Eligibility Screening

1. Sustainable Jersey for Schools registration

2. Green team requirements*

3. Previous grant requirements

Grant Proposal

1. Project title & brief description

2. Project team (10k only)

3. Community engagement (10k only)

4. Project impact and evaluation (10k only)

5. Action plan and timeline

6. Budget narrative and detailed project budget

Attachments

1. Green team letter*

2. Grant authorization

3. NJEA Local Association President correspondence

4. Optional Information

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



Green Team Letter



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

- Upload a **letter** signed and dated by either your principal or superintendent that includes a **list of members**

EXAMPLE LETTERS

School green team [letter](#)

District green team [letter](#)

- Green team members must have **at least two designated NJEA Local Association representatives** who have been appointed in collaboration with the Local Association President
- The rest of the members be selected in accordance with the requirements of the Sustainable Jersey for [Schools Green Team action](#)
- **Also upload a summary of green team activities.** If just formed, describe future plans



Grant Authorization



- Provide documentation that the district/school is authorized to apply for the grant in accordance with the district's policies and procedures
 - Either: School Board resolution or letter from superintendent, B.A., or principal
 - Must name the grants program, the funding level, the name of the applicant, and the name of the project

NOTE: This is **NOT** the same as the resolution to register with 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

SAMPLE AUTHORIZATION DOCS

School Board Authorization [Resolution](#)

Authorization [Letter](#)

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]



Detailed Budget



Eligible Expenses

- Staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, and project supplies
- Promotional items, giveaways like t-shirts/water bottles, meeting supplies, incentives and awards, and food should not compromise more than \$1,000 of a \$10,000 grant proposal, or \$200 of a \$2,000 proposal



Ineligible Expenses

- Facilities/administrative (overhead) costs

SAMPLE TEMPLATE

Budget Template [Excel Sheet](#)

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 Sources 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			\$ -	\$ -	\$ -
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Action Plan and Timeline



- Planning Steps
 - Can occur before the grant is awarded
- Implementation Steps
 - Cannot occur until after the grant is awarded
- Community Engagement Activities
- Evaluation and Reporting Steps
 - More than just grant reports
- Project Promotion
 - Includes ribbon cutting ceremonies, events where promotional materials will be distributed, signage creation

**SAMPLE
TEMPLATE**

Action Plan and
Timeline [Template](#)

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)		



Ribbon Cutting Ceremonies



- Must notify Sustainable Jersey for Schools of any project-related events so that media outreach can be coordinated with funders
 - 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





Media



- 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

- Use social media
- Put out press releases
- Articles in local news sources
- School/district newsletters

Greenhouse Growing Dome Becomes

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



C Girtain @CCGrt - Jun 27
Day 2 TRNJ HS Wolbach Workshop discussions on cytoplasmic incompatibility, parthenogenesis, Zika, Dengue, Zika, PCR, & the slowest heating water bath on Earth! Love @MindOneSystem & thanks again to: @WolbachWorkshop primers & controls, @MassBioEd kts, @SJ_Program @NJEA Grant!



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

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



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

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





Signage



- Installing a sign indicating that the project was funded by NJEA and the Sustainable Jersey for Schools Grants Program where applicable is required
 - The **cost** of the signage can be included in the project budget.
 - Should include the Sustainable Jersey for Schools and NJEA logos

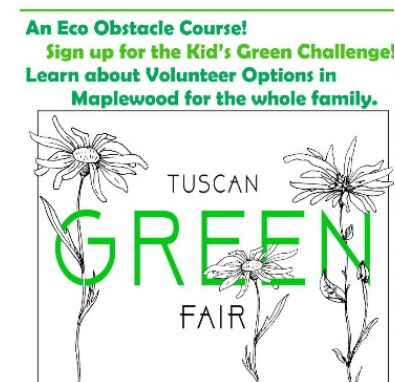




Project Promotion



- Other ways to promote the grant/project
 - Students presentations to the School Board
 - Distribution of printed communications
 - Create website content
- Project funders should be indicated on reports or other materials developed with grant funds
 - Should include the Sustainable Jersey for Schools and NJEA logos
 - Copies of materials acknowledging the funders will be required attachments in the final grant report

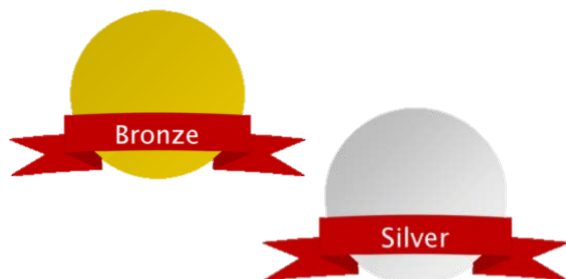




Selection Process



- All \$10,000 proposals will be reviewed by a Blue Ribbon Selection Committee composed of experts from the public and private sectors.
- All \$2,000 grants will be awarded based on the green team's commitment to advancing sustainability initiatives in the school and how the proposed activities will lead to the successful completion of specific Sustainable Jersey for Schools actions.



Up to 50% of the grant funds will be reserved for certified schools





\$10,000 Evaluation Criteria



- All proposals are evaluated based on...

Project
Description

Project Team
Members

Action Plan &
Timeline

Community
Engagement

Project Impact
and Evaluation

Budget



\$2,000 Evaluation Criteria



- All proposals are evaluated based on...

Project
Description

Budget

Action Plan &
Timeline

- Efforts towards Sustainable Jersey for Schools certification are considered
- The regional distribution of grants throughout the state is considered



Project Description



- The description concisely summarizes the specific project to be funded by the grant award and how it will contribute to earning points in the Sustainable Jersey for Schools certification program



TIP: Project Selection

- Think “outside the box”
- Identify all requirements associated with the project
- Consider community dynamics when crafting your proposal so it’s successful
- Consult stakeholders before settling on a plan
- Understand your capacity



Project Team Members



- The designated project team appears qualified to undertake the proposed project
- The project team includes representation from district, school, and community stakeholder groups that will be involved in or impacted by the implementation of the proposed project

TIP: Building Your Team

- Include representation from stakeholder groups that will be involved/impacted by the implementation of the project like school staff, students, and parents.





Action Plan & Timeline



TIP: Project Planning/Implementation

- The proposed project action plan addresses the steps needed to successfully complete the project
 - Target completion dates are realistic and will enable the project to be completed within the 18-month performance period
 - Implementation steps should start no earlier than February 2020. Planning steps can occur earlier, but no grant funds can be spent beforehand
 - Events where the grant will be promoted, such as a ribbon cutting ceremony, and materials will be distributed are identified
- Consider administrative delays, such as the procurement process and plan time for paperwork
 - Research the products you plan to use
 - Plan ahead for summer months/downtime
 - Set deadlines and adhere to them
 - Spend time and resources to train volunteers
 - Try to plan for the unexpected – always have a “plan B”
 - Include plans for how the success of the project will be shared with the school community



Community Engagement



- The proposed project will capitalize on collaborations between district/school stakeholders including union leadership, certificated staff, parents, and representatives from community-based organizations (i.e., municipal green team municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses)
- The Action Plan includes efforts to share the success of the project with the wider school community (i.e. ribbon-cutting ceremony, presentations, articles, etc.)

TIP: Bringing in other Stakeholders

- Recruit volunteers early on
- Identify and involve all relevant parties from the beginning
- Keep meetings short, timely, meaningful and efficient
- Think of how the project will affect other community groups and see if they want to get involved





Impact on the Community



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

TIP: Identify Impacts

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





Budget



TIP: Tracking Expenses

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



- The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project, including in-kind contributions such as volunteer hours
- The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant
- Promotional items including “give-aways” (i.e. T-shirts, water bottles, reusable bags), refreshments, incentives or awards do not comprise more than \$1,000 for 10k projects and \$200 for 2k projects



Budget



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

TIP: Leveraging Other Resources

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





Grant Awards



- Grant recipients will be announced:

Mid-January 2021

- \$2,000 grants will be disbursed in mid-February.
- \$10,000 project grant awards will receive an initial grant of \$5,000 in mid-February. The remaining \$5,000 balance of the grant will be paid upon satisfactory completion of the project and approval of the recipient's final report.



Reporting Requirements



- \$10,000 Grant Recipients
 - Must complete both an interim and a final report
 - Final report must include financial documentation such as a ledger, receipts, or paid invoices
 - Installing [project signage](#) is required if applicable
 - The final 50% of the grant funding will be dispersed upon approval of the final grant report
- \$2,000 Grant Recipients
 - Must complete a final report
- Failure to submit the required documentation will result in a district or school being **ineligible to apply for future grants**
- Grant reporting will be completed [online](#). Reminders will be emailed to the primary project contact in advance of the deadline





Interim Report



- **Nine-month Interim Report: November 30, 2021**
 - 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



- Final Report: **August 31, 2020**

- Document completion of the project described **(project scope finished and all funds spent)** in the original application (or the portion of the project which the grant was intended).
- Recipients will be asked to provide:
 - A project summary
 - Impact of the grant on the school community
 - Summary of community outreach efforts
 - At least **TWO** photographs
 - Documentation NJEA and Sustainable Jersey were acknowledged as project funders in promotional materials and signage
 - Lessons learned
 - Expense summary
 - Signed certification declaration that the grant is complete





Additional Tips



- Templates for required attachments and a promotional [flyer](#) can be found on the [NJEA Grant Cycle page](#)
- Utilize the [Previous Grant Cycle Awards](#) as a resource when deciding what type of project to apply for
 - Is my project unique compared to these?
 - Has my project been done before? If so, what is going to make my project new and exciting?
- Review the [evaluation criteria](#) while writing each section of the proposal
- Check out the [Grant Writing Resources](#) for help with writing your proposal



 **Sustainable Jersey for Schools Grants Program**

Funding Available for Sustainability Initiatives!
Does your school have a project that needs funding?

We are pleased to announce that the New Jersey Education Association (NJEA), as a program Underwriter, is sponsoring its sixth annual Sustainable Jersey for Schools Grants Program cycle. Since the inception of the Sustainable Jersey for Schools Program in 2014, NJEA has provided \$1.5 million dollars to support a sustainable future for children and communities across the state.

Available Grants	Ten \$10,000 District or School Project Grants Forty \$2,000 School Project/Classroom Grants
Access	Visit NJEA Grants to find links to the \$2,000 and \$10,000 online applications and more information on this grants cycle
Application Due	Friday, October 30, 2020 at 11:59pm
Eligible Applicants	New Jersey public school districts or schools registered in the Sustainable Jersey for Schools program with an established green team and an NJEA local association. Previous grant recipients must meet additional requirements available for review at NJEA Grants Eligibility
Informational Webinar	Thursday, August 20, 3:00-4:00pm visit NJEA Grants Webinar to register

IMPORTANT NOTE REGARDING ENERGY RELATED PROJECTS
Programs that require ENERGY related projects are eligible for this grant and will only be accepted if the Sustainable Jersey grant cycle is known by the District or School before the grant cycle is announced. No information on the energy grant cycle can be found at [NJEA Grants](#) or [NJEA Grants Eligibility](#)

Sponsored By:  **njea** NEW JERSEY EDUCATION ASSOCIATION

For more information visit [www.sustainablejerseyschools.com](#)
Questions? Contact grants@sustainablejersey.com or call (609) 771-3189



Questions? Contact Us!



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