

# 2021 Sustainable Jersey Grants Program



Funded  
By:



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## Housekeeping Requests

- All attendees are muted
- Ask questions in the question box
- Recording will be posted on the [Webinars page](#) of the Sustainable Jersey for Schools Website

# Background

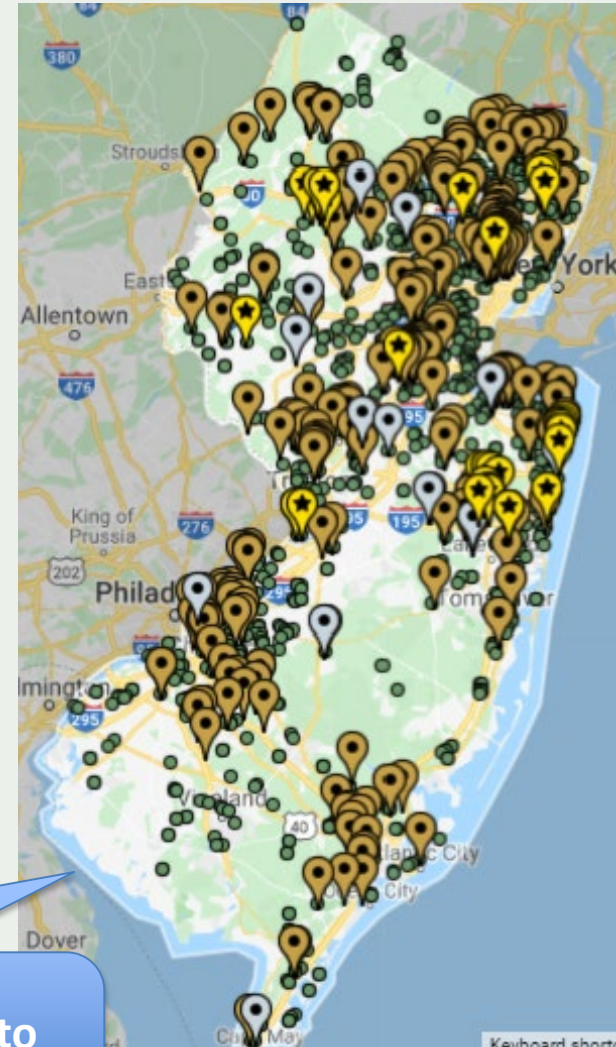
The New Jersey Education Association is contributing \$180,000 to support the 2021 Sustainable Jersey for Schools Grants Program for public school districts and schools—with this contribution, **NJEA has provided over \$1.75 million since 2014**



# Eligibility Requirements

- New Jersey public school district or school **affiliated with NJEA**
- **Registered** or **certified** with Sustainable Jersey for Schools **AND** have appointed a **Green Team** that meets the **Green Team action standard**
  - **Must have at least two NJEA Local Association members**
  - Can be formed at the school or district level

Check the [participating districts and schools map](#) to determine your program status



# Previous Grant Recipients

Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10k Grant	Eligible to Apply for \$2k Grant
2021 PSEG	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	No
2020 PSEG, NJEA*, or Gardinier	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	Yes
2015-2019 PSEG, NJEA, or Gardinier	\$10,000 or more	Open	No	No
		Closed +	Yes	Yes
	\$2,000	Open	No	No
		Closed +	Yes	Yes

Learn more via the [eligibility page](#) on the Sustainable Jersey for Schools website

- v **NJEA Cycle**
  - Eligible Applicants, Projects and Expenses
  - Application Sections
  - Proposal Evaluation

*\*Please note that the 2020 NJEA grants were awarded in May 2021*

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



# Available Funding

- Each school and district is only eligible to receive **one** grant per cycle
- A school can apply for **one large grant** (\$10,000) **and/or one small grant** of \$2,000
  - Districts are **only** eligible to apply for a \$10,000 grant
- If two applications are submitted, the application for the larger grant will be considered first
  - If the larger grant is selected for funding, the application for the \$2,000 grant will no longer be eligible for consideration

10 \$10,000  
Grants

40 \$2,000  
Grants

Applying for two grants is a good strategy to maximize your school's chances of receiving funding



# Use of Funding

<u>Funding Level</u>	<u>Use of Funds</u>
<b>\$10,000 Project Grants</b>	<ul style="list-style-type: none"><li>• Fund all or part of a project that will earn points toward a Sustainable Jersey for Schools <a href="#">action</a></li><li>• The <a href="#">Innovation Project</a> actions are acceptable</li><li>• The project should leverage partnerships with community resources and include an outreach component focused on promoting community awareness of the project</li></ul>
<b>\$2,000 Green Team Grants</b>	<ul style="list-style-type: none"><li>• General operating support and direct expenses for green teams</li><li>• Funds may be used for a project related to an action in the Sustainable Jersey for Schools program</li></ul>

District applications should focus on projects that benefit multiple schools in the district



# 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. Once announced, more information on this cycle can be found at [bit.ly/SJEnergyGrants](http://bit.ly/SJEnergyGrants).



- \$2,000 proposals for energy education, conservation, and/or behavioral change projects

Districts and schools interested in energy projects should consider reviewing the available resources [here](#) and applying for a Sustainable Jersey energy grant



# Projects for Points

- **Typical grant submissions include:**

- Garden-related projects
- Plastic reduction campaigns
- Recycling initiatives
- Programs to promote physical activity

- **What you should consider:**

- Identifying a need within your school or district
- Looking at the Sustainable Jersey for Schools [actions](#) to determine where you might need financial assistance to address any of the requirements



Check  
out the  
[resources](#)  
library  
for more  
ideas

Play It Again,  
Toms River





# Projects for Points

- Professional Development for Sustainability
- School Community Asset Mapping
- Healthy Food Choices Beyond the Cafeteria
- Green Cleaning Training & Education Programs
- iSTEAM
- Student Participation in the Arts
- Curriculum Mapping
- Culture and Climate Needs Assessment
- Green Fair
- School Wellness Council
- Programs to Promote Physical Activity
- Staff Wellness Program
- Waste Audit
















# Climate Change Curriculum Resources

- In June 2020, New Jersey became the first state in the nation to incorporate climate change education across its K-12 learning standards.
  - View a list of resources on our website [here](#)
  - <https://subjecttoclimate.org/>
- Can get points for any of the Student Learning actions, which are a priority



# Digital Schools Program

- A Digital Schools Star embraces the mindful implementation of effective digital learning and communication tools, resources, and practices – a commitment that is evident in its mission, culture, classrooms, and interactions with its stakeholders
  - [Digital Schools Star Recognition](#)

New Sustainable Jersey for Schools Digital Schools Actions		
Action Types:  District Only  School Only	Certification Points	Foundational
<b>Category - Digital Learning Leadership</b>		
District Commitment to Digital Learning (Priority) 	10 - 15	Yes
Community Engagement (District or School Action)	10	
District Professional Development Plan 	10	Yes
Equitable Access to Digital Learning (Priority) 	10 - 15	Yes
<b>Category – Digital Learning Practices</b>		
Authentic Application of Digital Learning Tools and Content 	10 - 15	
Digital Citizenship (Priority) 	10	Yes
Personalized Learning and Growing Independent Learners 	15	
Professional Growth and Collaboration 	15	Yes
<b>Category – Digital Technology Access</b>		
Data Safety and Security Policy 	10	Yes
Digital Device Life Cycle Management 	10	
Infrastructure 	10	Yes
Support for Digital Teaching and Learning 	20	Yes



# 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 (multiple actions)

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 for racial justice education; that incorporate the history and contributions of Black People, Indigenous People, and People of Color

## Program actions:

Student Learning (multiple actions)

School Gardens



# 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 school climate and make progress on addressing identified issues
- Expand equity initiatives – e.g. 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 – Personal Protective Equipment, 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 more 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

- Initiatives to implement new technologies or practices that advance sustainability goals but that are not outlined elsewhere in the Sustainable Jersey for Schools program
  - e.g. Community Schools & “whole child” approach to education - Schools partner with community agencies to provide an integrated focus on academics, health and social services, youth and community development, and community engagement

## Program actions:

Innovative Project (two actions)





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

2021-2022 Application Information Packet

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# Application Information Packet

- Review the packet [here](#) for a total overview of the grants cycle. More information and resources are also available [here](#) on the NJEA grants page.



# Online Application

**EXTENDED** Deadline: Friday, December 3, 2021 at 11:59pm

App Link: <https://webportalapp.com/sp/login/2021njeagrants>

## STEP ONE: Create a Grant Account for Your School or District

Review **instructions** on how to create a grant account [here](#).

The screenshot displays the Sustainable Jersey Grants Program website. At the top, there is a banner with the Sustainable Jersey logo and the text "Sustainable Jersey Grants Program" and "nje". Below the banner, there are two main sections: "Sign In" and "Sign Up".

**Sign In Section:**

- Text: "Sign In"
- Form: "Email" (input field)
- Form: "Password" (input field with an eye icon)
- Button: "Log In"
- Link: "Forgot your password?"

**Sign Up Section:**

- Text: "Sign Up"
- Text: "Enter an email address and choose a password to create a new account."
- Form: "Email" (input field)
- Form: "Password" (input field with an eye icon)
- Form: "Confirm password" (input field with an eye icon)
- List of requirements:
  - Must contain at least one lowercase letter
  - Must contain at least one uppercase letter
  - Must contain one number
  - Must be between 8 and 32 characters
  - Must not be an email address
- Text: "Passwords must match"
- Button: "Sign Up"

Need an Account?

Sign Up

### Grant Account Creation

Please note that school districts with individual schools that want to apply for grants must have each school make its own grant account to submit school grant applications. The school district should have a separate grant account from any of the schools for submitting district grant applications.

A grant account should not be set up by a consultant or a parent volunteer. A district employee or green team member (whoever plans on being the primary contact for the grant) should create the account—that account can then be used by a consultant or a parent volunteer to work on and submit a grant application.

You can access your account at any time to print or save a PDF copy of your grant application. Follow the instructions available [here](#).

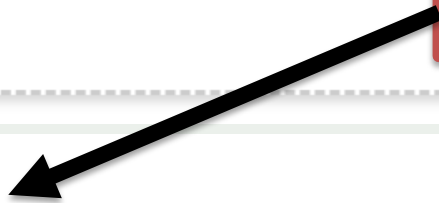


Thank you for signing up for a Sustainable Jersey Grants Program account! As the primary grant contact, you will use this account to submit grant applications in Sustainable Jersey Grants Program cycles and, if any of your applications are selected for funding, the required reporting application, you must first create a Profile for your grant account.

Please click "Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Create a Profile to Get Started



Profile ▾

Save Draft

### Primary Application Contact

This is the primary person Sustainable Jersey will correspond with regarding this application and any subsequent award. The primary contact must be a school district employee. It cannot be a consultant.

Name \*

Title \*

Organization/School

Phone \*

Please do not include parentheses ( ) or dashes ( - )

Phone Number Extension

Email \*

## STEP TWO: Create a Profile

The primary application contact has to be a school or district employee. If working with a consultant who plans on submitting the application on behalf of the school or district, they should submit it using a school or district grant account with a proper primary contact.

Please note that **each individual school** will need its **own account**. Any **district applications** must be submitted through a **district account**.



## STEP THREE: Ready to Start a Grant Application

Thank you for filling out the profile form for your grant account. Now you can move forward with completing a grant application for the 2021 Sustainable Jersey Grants Program cycle for schools funded by NJEA.

Schools and school districts are each eligible to apply for one \$10,000 grant. An individual school may also apply for a \$2,000 grant in addition to a \$10,000 grant. However, schools can only receive one grant with the \$10,000 grant being considered first. School districts are not eligible to apply for a \$2,000 grant. Consider reviewing the FAQ page [here](#) or by clicking the "gear" icon in the upper-right corner and selecting "help". The gear icon is also used to logout of the application. It is also recommended that you review the [Application Information Packet](#) before getting started.

The grant application consists of four parts:

1. **Schools Grant Proposal** - due 10/29/2021
2. **Current SJS Status** - due 10/29/2021
3. **NJEA Local Association President Correspondence** - due 10/29/2021
4. **Grant Authorization Doc**- due 1/14/2021

To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.



Note that school applicants that wish to apply for both a 10k and a 2k grant will need to submit two separate applications—there will be two “Get Started” buttons available if needed. Districts should submit using its own grant account.



# Application Sections

## Grant Account and Profile

### School Grant Proposal - due 10/29/2021

- |                                     |                         |
|-------------------------------------|-------------------------|
| 1. Preliminary Questions            | 4. Application Contacts |
| 2. Sustainable Jersey Grant History | 5. Grant Proposal       |
| 3. Applicant Information            |                         |

### Current Sustainable Jersey for Schools Status - due 10/29/2021

- |                                      |                              |
|--------------------------------------|------------------------------|
| 1. Current Status in the SJS Program | 2. Green Team Documentation* |
|--------------------------------------|------------------------------|

### NJEA Local Association President Correspondence - due 10/29/2021

1. Evidence of NJEA Local Association President Correspondence

### Grant Authorization Documentation – due 1/14/2022

1. Authorization resolution OR letter to submit grant application

\* Schools and districts with at least one certified school do not need to provide green team documentation.



# Section One: School Grant Proposal

## Preliminary Questions

- Are you submitting an application as a school district or school? *(Choose One)*
  - School District
  - School
- Is your school district/school affiliated with NJEA? *(Choose One)*
  - Yes
  - No
- Which grant are you applying for? *(Choose One)*
  - \$2,000
  - \$10,000

Must answer these questions first in order to populate the application form with questions specific to the grant you are applying for.

Only school districts and schools affiliated with NJEA are eligible to apply.

School districts are only eligible to apply for the 10k grant, but must still select the \$10,000 option from the dropdown



# Section One: School Grant Proposal

## SJ Grant History

- **Previously-awarded grants** from the Sustainable Jersey Grants Program can affect your school or district's eligibility to apply for another grant
  - Review the eligibility chart for previous grant recipients
  - Schools are eligible to have two open grants at one time—one “large” grant and one “small” grant
- **Outstanding Grants** (Open Past Original Reporting Deadline)
  - Unable to apply for any grants until the outstanding grant is closed
  - Still the case if the previously-awarded grant has an extension
- Open grants in an individual school **do not affect** the district's or any other schools' eligibility to apply for a grant—all are considered separate entities

As long as the project is finished, a grant can be closed out by submitting a final report. Contact Kaitlyn Vollmer at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or at 609-771-3189 to see if your school or district has any open grants and what your close-out options are. It may be possible to close out a grant in time.

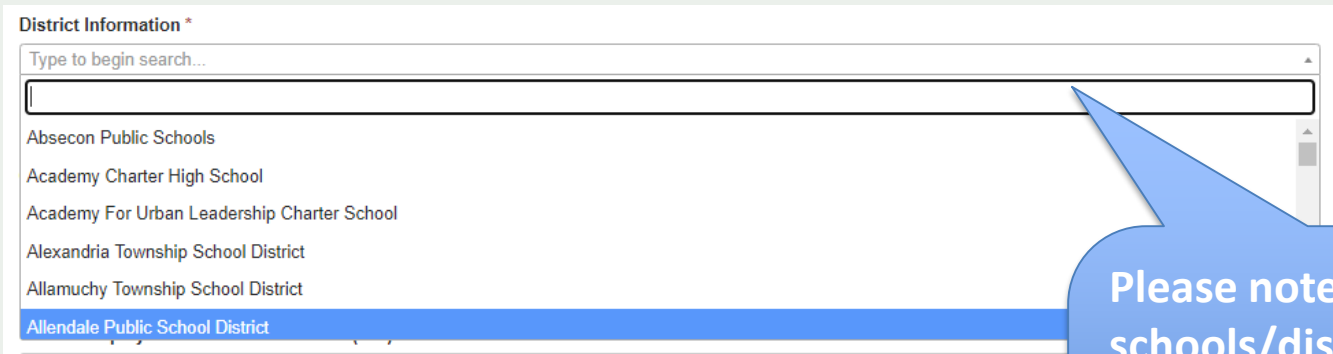




# Section One: School Grant Proposal

## Applicant Information

- **School/District Name and County**
  - Search for your school/district name via the search bar and this information will auto-fill



The screenshot shows a search interface titled "District Information \*". At the top is a search bar with the placeholder text "Type to begin search...". Below the search bar is a list of search results. The results are: "Absecon Public Schools", "Academy Charter High School", "Academy For Urban Leadership Charter School", "Alexandria Township School District", "Allamuchy Township School District", and "Allendale Public School District". The "Allendale Public School District" entry is highlighted with a blue background. A blue callout bubble points to the search bar.

Please note that schools/districts with the same name may have to try clicking on more than one name before finding the one assigned to the correct county

- **NJDOE School District Code**
- **District Employer Identification Number (EIN)**
  - Ask your fiscal contact for this
- **Number of Students the District Serves**
- **Percentage of Students in District on Free or Reduced Lunch**



# Section One: School Grant Proposal

## Applicant Information – School Applicants Only

- Type of School Applicant (Elementary, Middle, or High)
- School Student Population
- Percentage of Students in School on Free or Reduced Lunch

If you are having trouble finding your school's/district's name, check the [Participating Districts and Schools Map](#) to ensure you are using the name as it appears on our website. Also, please note that the names are listed in alphabetical order, first by school, then by district and then by county—so Memorial Elementary School in the East Brunswick Township School District in Middlesex County is listed before the one in the Emerson Public School District in Bergen County; Franklin Township School District in Hunterdon County will be listed before the one in Warren County; etc.



# Section One: School Grant Proposal

## Applicant Contacts

- Provide the name, email address, phone number, and phone number extension (if applicable) for the following contacts:
  - Superintendent (title not needed)
  - Principal (**only for School Applicants**)
  - Fiscal Contact (will also need mailing address)
  - NJEA Local Association President
  - Media Contact (optional)

While it is not required to have any kind of a media contact, let alone a formal one, we encourage you to assign the role to one of your project team members. Community engagement is an important aspect of every grant project, especially the large ones, so it is good to have someone responsible for project promotion.



# Section One: School Grant Proposal

## Grant Proposal

- **All Grant Applications Must Include:**
  - Project Title and Brief Description
  - Action Plan and Timeline
    - Can use the template available [here](#)
  - Budget Narrative and Detailed Project Budget
    - Can use the budget template available [here](#)

- **Only 10k Grant Applications Must Include:**
  - Project Team
  - Community Engagement
  - Project Impact and Evaluation

Before getting started on the proposal, review the evaluation criteria for the grant you are applying for [here](#).



# Section Two: Current SJS Status

## Check Your School's/District's Current Program Status

- Did you check the [Participating Schools and Districts Map](#)?
  - Ensuring this information is accurate and up to date is important
  - Even if a school was certified in the past, certification only lasts for three years and can be expired at the time of the grant application
- What does the map say your school's/district's status in the Sustainable Jersey for Schools program is?
  - **Schools:** Not Registered, Registered, Certified Bronze, Certified Silver
  - **District:** Not Registered, Registered (**Districts cannot be certified**)

Registering in the Sustainable Jersey for Schools program is free and easy. You can learn more [here](#). If you are at least in the process of registering by 10/29, your application will still be considered. However, if you are not registered by the time the grant awards are decided, you will be unable to receive a grant. If you need assistance, contact Véronique Lambert at [schools@sustainablejersey.com](mailto:schools@sustainablejersey.com) or at 609-771-3427.



# Section Two: Current SJS Status

## Green Team Documentation

- **Currently certified schools or districts with at least one certified school DO NOT need to provide this information**
  - We already have it via your latest certification report
- **Otherwise, we need the following green team documentation:**
  - List of green team members
  - Summary of green team activities

You can either create a district or school green team or appoint an existing group to act as the green team. District green teams are created by resolution whereas school ones can be created via a letter from the principal. You can follow the instructions available [here](#). It is okay if your green team is the same as your project team. If you are at least in the process of creating a green team by 10/29, your application will still be considered. However, if do not have a green team by the time the grant awards are decided, you will be unable to receive a grant. If you need assistance, contact Véronique Lambert at [schools@sustainablejersey.com](mailto:schools@sustainablejersey.com) or at 609-771-3427.



# Section Three: 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.

While it would be great to have your NJEA Local Association President on the project team, you are only required to show proof that you have reached out to the President to let them know of the grant application.



# Section Four: Grant Authorization Doc

- Upload either a **signed and dated School Board Resolution** supporting the grant application **OR** a **letter from the superintendent, business administrator, or school principal**
  - A template resolution can be found [here](#) and a template letter [here](#)
  - The document must name the specific Sustainable Jersey grants cycle, the requested funding amount(s), and the name of the applicant
- **A grant authorization document must be submitted no later than by the end of the day on Friday, January 14**
  - If adopted a resolution, it is recommended that the school/district **begins the process as soon as possible** to ensure it is adopted by the deadline

This resolution is **DIFFERENT** than the resolution required to register in the Sustainable Jersey for Schools certification program **OR** to establish a green team.

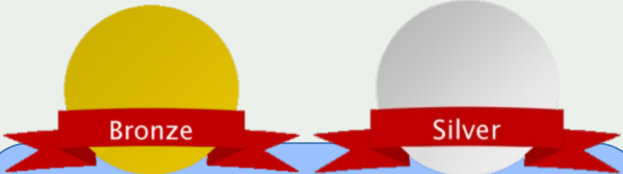




# Selection Process

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 and districts with at least one certified school



# \$10,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

**15 Points**

Project Team  
Members

**10 Points**

Action Plan &  
Timeline

**10 Points**

Community  
Engagement

**20 Points**

Project Impact  
and Evaluation

**25 Points**

Budget

**20 Points**



# \$2,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

Action Plan  
& Timeline

Budget

- Efforts the school or district makes towards achieving Sustainable Jersey for Schools certification are considered
- The regional distribution of grants throughout the state is considered

Especially when evaluating green team support grants, we will be looking to see how the grant will aid certification efforts



# Project Description

- The description concisely summarizes the specific project to be funded by the grant award



## 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

- 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 mid-March 2022. 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

## TIP: Project Planning /Implementation

- Consider administrative delays, such as the procurement process and plan time for paperwork
- Research the products you plan to use
- Plan ahead for summer months/downtime
- Set deadlines and adhere to them
- Spend time and resources to train volunteers
- Try to plan for the unexpected – always have a “plan B”
- Include plans for how the success of the project will be shared with the school community



# Community Engagement

- 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 mid-March 2022. 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

## 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
- Project outcomes will be evaluated

## TIP: Identify Impacts

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





# Budget

- 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

## 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



# 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-February 2022**

**Grant Event:  
Mid-March**

- \$2,000 grants will be mailed in full to the attention of the application's **fiscal contact**
  - \$10,000 grantees will receive an initial payment of **half the award amount** with an understanding that they must front the **second half of the grant**
  - The final payment of the remaining half will be paid to the school/district upon satisfactory approval of the final report



# \$10,000 Grant Reporting Requirements



## Nine-month Interim Report: **January 6, 2023**

- 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: **September 29, 2023**

- Information about the project's completion including a summary, lessons learned, impact on the community and final expenses.
- At least **TWO photographs** along with documentation depicting the grant project and/or related activities are required.
- [Documentation](#) that the PSEG Foundation and Sustainable Jersey for Schools were acknowledged as the project funders in project promotional materials and project signage.

*Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.*



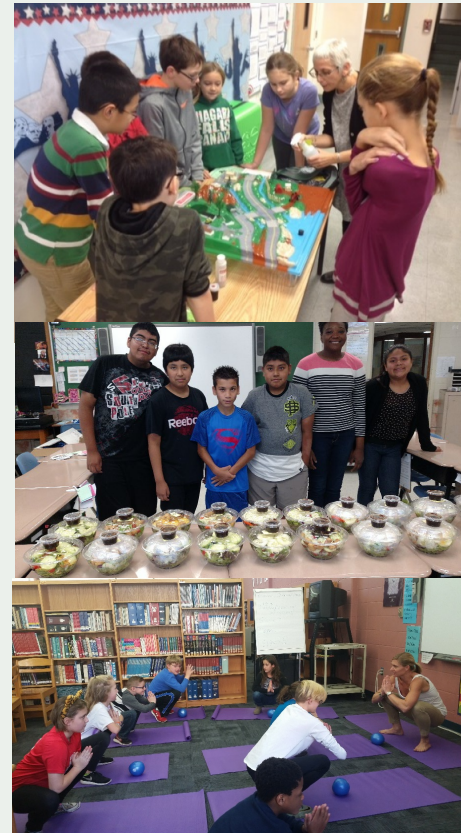
# \$2,000 Grant Reporting Requirements



Final Report: **March 31, 2023**

- Description of activities funded by the grant that highlights outcomes and impact
- Challenges, lessons learned, and expenses charged to the grant
- A summary of any modifications to the grant project, activities, and/or outcomes outlined in the original grant proposal
- [Documentation](#) that the PSEG Foundation and Sustainable Jersey for Schools were acknowledged as the project funders in project promotional materials and project signage.
- At least **TWO photographs** along with documentation depicting the grant project and/or related activities are required

*Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.*



# 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



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

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



# 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 [Application Tips page](#) 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 seventh annual Sustainable Jersey for Schools Grants Program cycle. Since the inception of the Sustainable Jersey for Schools Program in 2014, NJEA has provided \$1.75 million dollars to support a sustainable future for children and communities across the state.

**Available** • Ten \$10,000 District or School Grants  
• Forty \$2,000 School Grants

**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 [bit.ly/NJEAGrantEligibilityRules](http://bit.ly/NJEAGrantEligibilityRules)

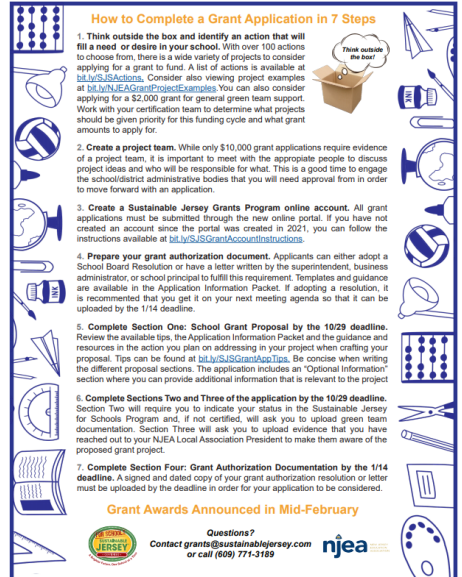
**Online Application** • Due Friday, October 29, 2021 at 11:59pm  
Visit [bit.ly/2021NJEAGrantApp](http://bit.ly/2021NJEAGrantApp) to apply

**Informational Webinar** • Thursday, August 20, 3:00-4:00pm  
Visit [bit.ly/2021NJEAGrantWebinar](http://bit.ly/2021NJEAGrantWebinar) to register

**IMPORTANT NOTE REGARDING ENERGY RELATED PROJECTS**  
Energy related projects are NOT eligible for funding in the NJEA cycle EXCEPT for \$2,000 proposals for energy education, conservation, and/or behavioral change projects. All other energy projects should be submitted in the energy focused cycle funded by the Governor's Environmental Fund. Once announced, more information on this cycle can be found at [bit.ly/25EnergyGrants](http://bit.ly/25EnergyGrants)

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

For more information visit [bit.ly/SJSNJEAGrants](http://bit.ly/SJSNJEAGrants)  
Questions? Contact [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or call (609) 771-3189



**How to Complete a Grant Application in 7 Steps**

1. **Think outside the box and identify an action that will fill a need or desire in your school.** With over 100 actions to choose from, there is a wide variety of projects to consider applying for a grant to fund. A list of actions is available at [bit.ly/SJSActions](http://bit.ly/SJSActions). Consider also viewing project examples at [bit.ly/NJEAGrantProjectExamples](http://bit.ly/NJEAGrantProjectExamples). You can also consider applying for a \$2,000 grant for general green team support. Work with your certification team to determine what projects should be given priority for this funding cycle and what grant amounts to apply for.

2. **Create a project team.** While only \$10,000 grant applications require evidence of a project team, it is important to meet with the appropriate people to discuss project ideas and who will be responsible for what. This is a good time to engage the school/district administrative bodies that you will need approval from in order to move forward with an application.

3. **Create a Sustainable Jersey Grants Program online account.** All grant applications must be submitted through the new online portal. If you have not created an account since the portal was created in 2021, you can follow the instructions available at [bit.ly/SJSGrantsAccountInstructions](http://bit.ly/SJSGrantsAccountInstructions).

4. **Prepare your grant authorization document.** Applicants can either adopt a School Board Resolution or have a letter written by the superintendent, business administrator, or school principal to fulfill this requirement. Templates and guidance are available in the Application Information Packet. If adopting a resolution, it is recommended that you get it on your next meeting agenda so that it can be uploaded by the 1/14 deadline.

5. **Complete Section One: School Grant Proposal by the 10/29 deadline.** Review the available tips, the Application Information Packet and the guidance and resources in the action plan on addressing in your project when crafting your proposal. Tips can be found at [bit.ly/SJSGrantAppTips](http://bit.ly/SJSGrantAppTips). Be concise when writing the different sections. The application includes an "Optional Information" section where you can provide additional information that is relevant to the project.

6. **Complete Sections Two and Three of the application by the 10/29 deadline.** Section Two will require you to indicate your status in the Sustainable Jersey for Schools Program and, if not certified, will ask you to upload green team documentation. Section Three will ask you to upload evidence that you have reached out to your NJEA Local Association President to make them aware of the proposed grant project.

7. **Complete Section Four: Grant Authorization Documentation by the 1/14 deadline.** A signed and dated copy of your grant authorization resolution or letter must be uploaded by the deadline in order for your application to be considered.

**Grant Awards Announced in Mid-February**

Questions?  
Contact [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or call (609) 771-3189

**njea** NEW JERSEY EDUCATION ASSOCIATION



# Timeline

<u>Timeframe</u>	<u>Action</u>
Thursday August 26, 2021	Webinar presentation & recording posted on website
Friday December 3, 2021	Sections One, Two, and Three of all grant applications due
Friday January 14, 2021	Section Four: Grant Authorization Doc due  Should also aim to be registered, have a green team, and have closed out outstanding grants by this time
Mid-February	Recipient/non-recipient notification
Mid-March	Grant announcement event and funds distributed



# Contact Us!



***Questions about the certification program?***

**Véronique Lambert** Program Coordinator

[schools@sustainablejersey.com](mailto:schools@sustainablejersey.com)

609-771-3427



***Questions about the Digital Schools program?***

**Larry Cocco**  
Senior Program Consultant  
Sustainable Jersey Digital Schools

[cocol@tcnj.edu](mailto:cocol@tcnj.edu)

609-771-2802

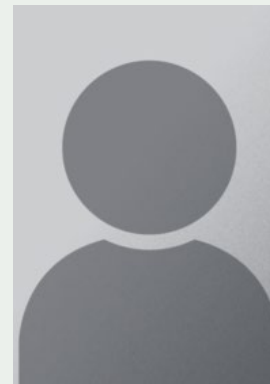


***Questions about the grants program?***

**Kaitlyn Vollmer**  
Grants Program Coordinator

[grants@sustainablejersey.com](mailto:grants@sustainablejersey.com)

609-771-3189



***Questions about the energy program?***

**Nancy Quirk**  
Energy Program Manager

[quirkn@tcnj.edu](mailto:quirkn@tcnj.edu)

609-771-2902





# Upcoming Events



Schools within the service territories of [NJNG](#), [SJG](#) or [ETG](#) are eligible



students generating change

AN ALLIANCE TO SAVE ENERGY PROGRAM



[Apply Here](#)

The Empowered Schools program - formerly known as PowerSave Schools - provides free support and resources to educate students about energy efficiency and save money on your school's energy costs.

