



SUSTAINABLE JERSEY SUSTAINABLE JERSEY

GRANIS PROGRAM



FUNDED BY:



- All attendees are muted
- Ask questions in the questions box during the presentation or raise your hand at the end
- The presentation recording and slides will be posted on the **Sustainable Jersey for Schools** website





Background

The New Jersey Education Association is contributing \$180,000 to support the 2022 Sustainable Jersey for Schools Grants Program for public school districts and schools— **NJEA** has provided over \$2 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 invited at least two NJEA **Local Association members**
 - Can be formed at the school or district level







Previous Grant Recipients

Learn more via the eligibility page on the Sustainable Jersey for Schools website

NJEA Cycle

Eligible Applicants, Projects and Expenses

Application Sections

Proposal Evaluation

Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10k Grant	Eligible to Apply for \$2k Grant
	\$10,000 or more	Open	No	Yes
2022		Closed +	No	Yes
PSEG	¢2.000	Open	Yes	No
	\$2,000	Closed +	Yes	No
	\$10,000 or more	Open	No	Yes
2021		Closed +	Yes	Yes
PSEG or NJEA*	¢2.000	Open	Yes	No
\$2,000	\$2,000	Closed +	Yes	Yes
201E 2020	\$10,000 or more	Open	No	No
2015-2020		Closed +	Yes	Yes
PSEG, NJEA, or Gardinier	\$2,000	Open	No	No
Gardinier		Closed +	Yes	Yes

^{*}Please note that the 2021 NJEA grants were awarded in May 2022

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





Available Funding

- Each applicant is only eligible to receive one grant per cycle
- Districts can only apply for a 10k grant
- A school can apply for one 10k grant and/or one
 2k grant
 - The 10k applications are considered first
 - If awarded a 10k grant, the 2k grant application is no longer eligible

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



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

<u>Funding Level</u>	<u>Use of Funds</u>
• \$10,000 • Project Grants	 Fund all or part of a project that will earn points toward a Sustainable Jersey for Schools action The Innovation Project actions are acceptable The project should leverage partnerships with community resources and include an outreach component focused on promoting community awareness of the project
\$2,000 Green Team Grants	 General operating support and direct expenses for green teams Funds may be used for a project related to an action in the Sustainable Jersey for Schools program





Interested in energy projects? Review the available resources in Attachment 1 in the Application Information Packet

Energy Projects



- Energy audits and incentive programs
 - Lighting upgrades, purchasing new EE equipment, etc.
- Electric vehicle charging stations
- Electric vehicle purchases









 Energy education, conservation, and or behavioral change projects





Check out the <u>resources library</u> for more ideas

Projects for Points

Typical grant submissions include:

- Garden-related projects
- Water bottle refilling stations
- Recycling initiatives
- What you should consider:
 - Identifying a need within your school or district
 - Looking at the Sustainable Jersey for Schools <u>actions</u> to determine where you need help for certification







Projects for Points

- Professional Development for Sustainability
- School Community Asset Mapping
- Healthy Food Choices Beyond the Cafeteria
- Green Cleaning Training & Education Programs
- Student Participation in the Arts

- ISTEAM
- 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



New Jersey Climate Change Education Hub

The resources you and your school need to effectively teach climate change.

These comprehensive resources are built around the official NJ Student Learning

Standards and expand on the work of the New Jersey Department of Education.







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



Action Types: 🏦 District Only 🏚 School Only	Certification Points	Foundationa
Category - Digital Learning Leadership		
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
Category – Digital Learning Practices		
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
Category – Digital Technology Access		
Data Safety and Security Policy 🏦	10	Yes
Digital Device Life Cycle Management 🏦	10	
Infrastructure 🏦	10	Yes





Professional Development

- Training for teachers on timely issues such as climate change education, digital tools, social emotional learning
- Training for custodians on green building operations, maintaining healthy indoor environments, and green cleaning
- Training for school counselors, nurses, food service workers etc.



Program actions:

Professional Development for Sustainability

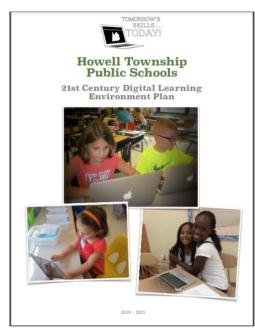
Green Cleaning (multiple actions)
Healthy School Environments
(multiple actions)





Curriculum & Digital Learning

- Purchase subscriptions to programs/software, tools, and training that can help with digital learning and instruction
- Develop lesson plans and curricula across disciplines that integrate sustainability themes, including social justice, environmental justice, and climate change.



Program actions: Student Learning (multiple actions) Digital Schools





Social-Emotional Learning & Equity

- Address social emotional learning issues
- Integrate SEL into lessons and units
- Assess school climate and make progress on addressing identified issues
- Expand equity initiatives e.g. special supports for English Language Learners and special needs students



Program actions:

School Culture & Climate (multiple actions)
Innovative Project





Building Maintenance Practices

- Eco-friendly approaches to sanitation
- Eco-friendly management or reduction of single-use waste – 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





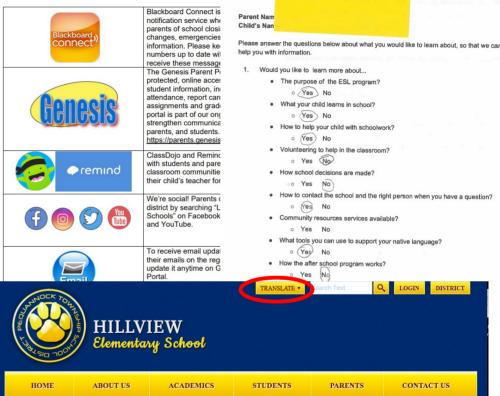
Communications & Community Engagement

 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



"Where Children Matter Most"

School to Home Communicat



Program actions:

Accessible Communications
Community Education and Outreach





Innovative Projects

- Initiatives to implement new technologies or practices that advance sustainability goals but are not outlined elsewhere in the Sustainable Jersey for Schools program
 - e.g. Community Schools & "whole child" approach to education



Program actions:

Innovative Project (two actions)





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.



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

2022-2023 Application Information Packet

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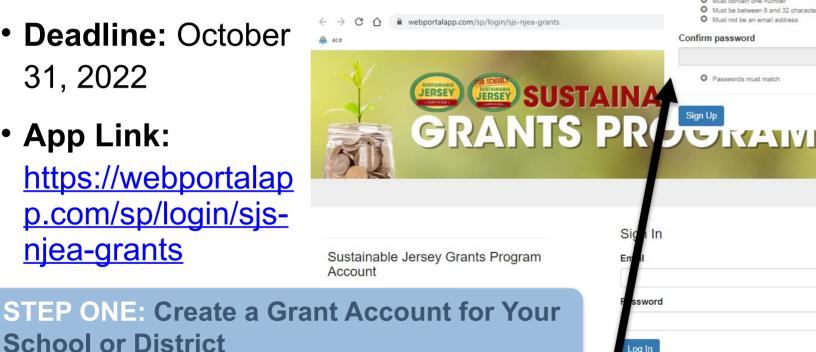


Online Application

- **Deadline**: October 31, 2022
- App Link:

https://webportalap p.com/sp/login/sjsnjea-grants

School or District



Sign Up Enter an email address and choose a password to create a new account **Fmail** Password Must contain at least one lowercase letter O Must contain at least one uppercase letter Must contain one number O Must be between 8 and 32 characters O Must not be an email address Confirm password O Passwords must match sword Log In Forgot your password? Need an Account? Sign Up

Review **instructions** on how to create a grant account here.







Homepage Welcome, vollmerk@tcnj.edu ❖

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 requirements. Before moving forward with a grant 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	1
Profile •		Save Draft Create Profile

Primary A	Application Contact
	person Sustainable Jersey will correspond with regarding this application and any subsequent award. The primary contact must be a loyee. It cannot be a consultant.
Name *	
Γitle *	
Organization/School	le l
Phone *	
Please do not include pa	arentheses (()) or dashes (-)
Phone Number Ext	ension
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.

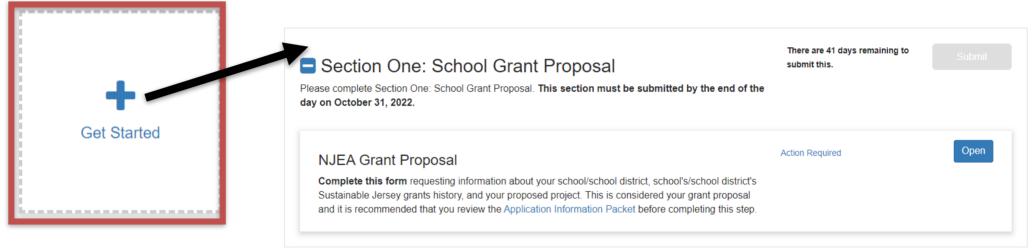
Please note that each individual school will need its own account. Any district applications must be submitted through a district account.





Thank you for filling out the profile form for your grant account. Below you will find buttons that will allow you to do the following:

- Use the "get started" button to create a new grant application for the 2022 Sustainable Jersey Grants Program Cycle funded by NJEA
- · Complete the reporting requirements associated with a previously-awarded grant



STEP THREE: Ready to Start a Grant Application

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

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

Grant Account and Profile

School Grant Proposal - due 10/31/2022	
1. Preliminary Questions	4. Application Contacts
2. Sustainable Jersey Grant History	5. Grant Proposal
3. Applicant Information	

Current Sustainable Jersey for Schools Status - due 10/31/2022

1. Current Status in the SJS Program

2. Green Team Documentation*

NJEA Local Association President Correspondence - due 10/31/2022

1. Evidence of NJEA Local Association President Correspondence

Grant Authorization Documentation – due 11/21/2022

1. Authorization resolution OR letter to submit grant application





Preliminary Questions

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

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





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 10k and one 2k grant

As long as the project is finished, a grant can be closed out by submitting a final report. Contact us 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.



SJ Grant History

- 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





Applicant Information

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

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.

District	Information

Type to begin search... Absecon Public Schools Academy Charter High School Academy For Urban Leadership Charter School

Alexandria Township School District

Allamuchy Township School District

Allendale Public School District





Applicant Information – All Applicants

- 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

Can get all of this information from the most recent Fall Enrollment Reports via the NJDOE website here.





Applicant Information – School Applicants Only

- Type of School Applicant (Elementary, Middle, or High)
- School Student Population
 - Ask your fiscal contact for this
- Percentage of Students in School on Free or Reduced Lunch

Can get all of this information from the most recent Fall Enrollment Reports via the NJDOE website here.





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)

Community engagement is important, so it is good to have someone responsible for project promotion.





Grant Proposal

- All Grant Applications Must Include:
 - Project Title and Brief Description
 - Action Plan and Timeline
 - Can use the template available <u>here</u>
 - Budget Narrative and Detailed Project Budget
 - Can use the budget template available <u>here</u>

Before getting started on the proposal, review the evaluation criteria for \$2,000 grants here.





Section One: School Grant Proposal Grant Proposal

- 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 \$10,000 grants here. Note that the evaluation process for the large grants is more extensive than that for the smaller grants.



Section Two: Current SJS Status Check Your School's/District's Current Program Status

- Did you check the <u>Participating Schools and Districts Map</u>?
- 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)



Section Two: Current SJS Status

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

Previously certified?

 Note certification only lasts for three years and can be expired at the time of the grant application

Not registered?

- Registering is free and easy. You can learn more <u>here</u>.
- If you are at least in the process of registering by 10/31, your application will still be considered.





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
- 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.





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 School Board Resolution OR a letter from the superintendent, business administrator, or school principal
 - A template resolution can be found <u>here</u> and a template letter <u>here</u>
 - Can use the same resolution for a 10k and 2k grant application
 - Must be signed and dated
 - Must be submitted by 11/21/22

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

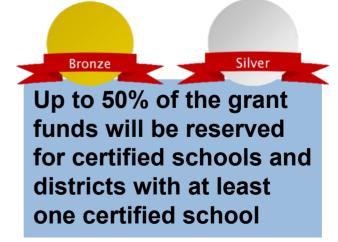




Selection Process

- 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.









\$10,000 Evaluation Criteria

Project Description

15 Points

Community Engagement

20 Points

Project Team Members

10 Points

Project Impact and Evaluation

25 Points

Action Plan & Timeline

10 Points

Budget

20 Points



\$2,000 Evaluation Criteria

Project Description

Project Team Members

Action Plan & Timeline

15 Points

10 Points

10 Points

- Efforts the school makes towards achieving 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

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



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





Action Plan & Timeline

- 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







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 18month performance period
- Implementation steps should start no earlier than mid-March 2023. Planning steps can occur earlier, but no grant funds can be spent beforehand

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





Community Engagement

 Events where the grant will be promoted, such as a ribbon cutting ceremony, and materials will be distributed are identified

















Project Impact and Evaluation

- 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

TIP: Identify Impacts

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







Project Impact and Evaluation

- Who will benefit from the proposed project (students, school staff, families, community) and how is clearly articulated
- Project outcomes will be evaluated







Budget

- The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project, including inkind 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
- The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value

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

- 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
- 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 2023

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





Reporting Requirements



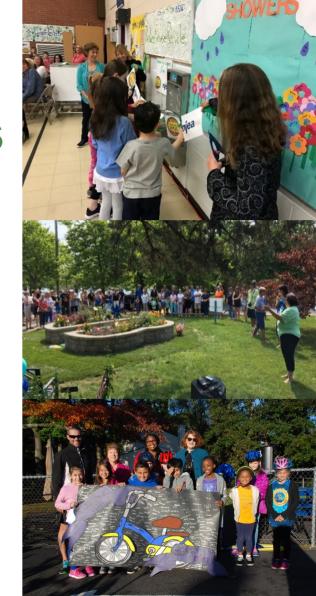
- \$10,000 grants will submit an interim report midway through the project and a final report after an 18 month performance period
 - Note that the second half of the grant funds will not be released until the project is complete and final report approved
- \$2,000 grants will submit a final report after a 12 month performance period
- Take pictures, keep track of expenses, and be sure to acknowledge the sponsors—will need this documentation for the report





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 funders, and highlight the benefits of the Sustainable Jersey Grants Program

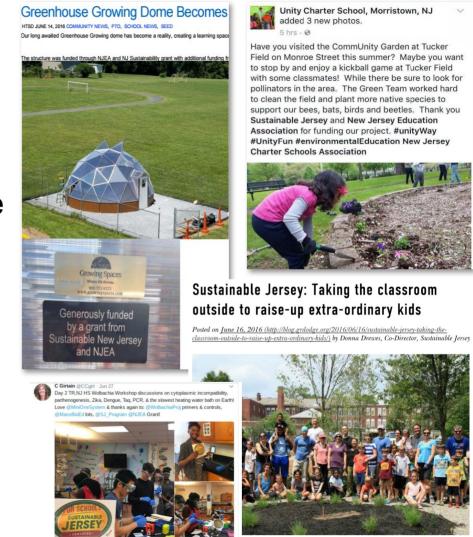






Media

- It is recommended that the green team develop a strategy to promote the completion of the grant to the local and school community
 - Use social media
 - Put out media releases
 - Articles in the local news
 - School/District parent newsletters







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
 - School Board presentations
 - Printed communications
 - Website content
- Funders should be acknowledged on reports or other materials developed with grant funds
 - Should include the <u>Sustainable Jersey for Schools</u> and <u>NJEA</u> logos









Additional Tips

- Templates for required attachments and a promotional flyer can be found on the NJEA Grant Cycle page
- Utilize the <u>Previous Grant Cycle Awards</u> 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?
- Check out the <u>Application Tips</u> page for help









<u>Timeframe</u>	<u>Action</u>	
Thursday September 22, 2022	Webinar presentation & recording posted on website	
Monday October 31, 2022	Sections One, Two, and Three of all grant applications due	
Monday November 21, 2022	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 grants program?

Kaitlyn Vollmer
Grants Program Manager
grants@sustainablejersey.com
609-771-3189



Questions about the certification program?

JoAnna Contarino
Program Assistant
schools@sustainablejersey.com
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Upcoming Events







AN ALLIANCE TO SAVE ENERGY PROGRAM



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.

Learn More <u>Here</u>



READY, SET, CERTIFIED! WEBINAR

SEPT. 28, 2022 3:00 PM

bit.ly/2023SJSCert

Learn how to complete an online application and organize at the district and school level for certification success. The first application submission deadline for 2023 certification is January 20.

2023 Certification Application Cycle

Sustainable Jersey for Schools operates on a once a year application cycle, with three submission dates. See the chart below for details on the structure and timing of the application cycle. To maximize the potential for feedback and ultimately achieve certification, it is highly recommended to submit an application with documentation for at least two rounds of review. Applicants who wait until the final deadline to submit an initial application will have to wait until the next year's certification cycle to address any issues identified during the review process.

Timeline

	FIRST ROUND	SECOND ROUND	THIRD .
Submission Deadline	January 20	March 31	June 15
Return Date	Late February	Farly May	Farly Augu

Learn More Here

JOIN US AT THE 2022 NJSBA WORKSHOP

OCTOBER 24 – 26, ATLANTIC CITY, NJ



Each year Sustainable Jersey for Schools exhibits during the New Jersey School Boards Association (NJSBA) Workshop, and provides a variety of trainings on different topics. Browse and consider attending one or more of the ten Sustainable Jersey for Schools sessions.







CELEBRATE 158 SCHOOLS CERTIFIED AND 13 DIGITAL SCHOOLS STARS!

Learn More <u>Here</u>