



# SUSTAINABLE JERSEY GRANTS 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



# Sustainable Jersey for Schools

*To achieve a brighter future, one school at a time.*

- Empowers public schools to build a better world for future generations with the tools, training, and financial incentives necessary to pursue critical sustainability initiatives
  - Free, voluntary sustainability certification program
  - Subject-specific guidance for over 100 sustainability topics
  - Technical Assistance programs
  - Annual Grants Program







# ACTIONS FOR SCHOOLS

To become Sustainable Jersey for Schools certified, schools and districts must complete and document actions from this list. Certification is awarded to schools and is good for three years.



Mandatory **Green Team**  
2 out of 13 PRIORITY ACTIONS  
150 points across 6 of 22 categories



Mandatory **Green Team**  
3 out of 13 PRIORITY ACTIONS  
350 points across 8 of 22 categories



Bronze or Silver certified schools can earn Digital Schools Star Recognition

Action	Points
<b>BOARD LEADERSHIP &amp; PLANNING</b>	
District Sustainability Policy	10
Professional Development for Sustainability	5 to 20
Green Enhancement of District Strategic Plans	10
Strategic Plan Implementation of Green Initiatives	10
School Community Asset Mapping	10
School District Foundation	10
<b>CLIMATE MITIGATION &amp; RENEWABLE ENERGY</b>	
School Carbon Footprint	10
Buy Renewable Energy	10
Onsite Renewable Generation System - Geothermal	10
Onsite Renewable Generation System - Solar	5 to 45
<b>DIGITAL LEARNING LEADERSHIP</b>	
District Commitment to Digital Learning	10 to 15
Equitable Access to Digital Learning	10 to 15
Community Engagement	10
<b>DIGITAL LEARNING PRACTICES</b>	
Digital Citizenship	10
Digital Innovative Classroom # 1	10 to 15
Digital Innovative Classroom # 2	10 to 15
Authentic Application of Digital Learning Tools & Content	10 to 15
Personalized Learning & Growing Independent Learners	15
Professional Growth & Collaboration	15
<b>DIGITAL TECHNOLOGY ACCESS</b>	
Data Safety & Security Policy	10
Digital Device Life Cycle Management	10
Infrastructure	10
Support for Digital Teaching & Learning	20

<b>DIVERSITY &amp; EQUITY</b>	
Accessible Communications	10
Breakfast After The Bell	20
Diversity on District Task Forces & Committees	10
<b>ENERGY EFFICIENCY</b>	
Energy Efficiency for School Facilities	5 to 50
Behavior-Based Energy Conservation Programs	10
Energy Tracking & Management	10 to 20
<b>FOOD &amp; NUTRITION</b>	
Healthy Food Choices Beyond the Cafeteria	10
Promote Locally Grown Foods	10
School Gardens	10 to 30
<b>GREEN CLEANING</b>	
Green Cleaning Policy & Plan	10
Green Cleaning Equipment	10
Green Cleaning Supplies	10
Green Cleaning Training & Education Programs	10
<b>GREEN DESIGN</b>	
Green Building Policy	10
Design, Build or Certify New Construction & Major Renovations to Green Standards	10 to 50
Green Building Training	10
<b>GREEN PURCHASING</b>	
Green Purchasing Policy	10
Recycled Paper Purchase	10
Sustainable Fleets	5 to 15
<b>HEALTHY SCHOOL ENVIRONMENTS</b>	
Access to Healthy Water in Schools	20
Anti-Idling Education & Enforcement	10
Classroom Chemical Purchase, Storage & Disposal Policy	15
Classroom Cleanup Protocol & Practices	10
Integrated Pest Management - Education & Organic Lawn Care	10
Outdoor Air Quality Awareness Program	10
Radon Testing, Education and Mitigation	10 to 20
<b>INNOVATION PROJECTS</b>	
Innovative Project #1	10
Innovative Project #2	10

<b>INTEGRATED SCIENCE, TECHNOLOGY, ENGINEERING, ARTS &amp; MATH (ISTEAM)</b>	
ISTEAM Planning & Implementation	15
ISTEAM Strategic Plan Indicators/ISTEAM Policy	10
ISTEAM Collaborative Units of Study	10 to 50
ISTEAM Professional Development Plan	5 to 20
<b>LEARNING ENVIRONMENT</b>	
All Arts Disciplines Offered	10
Curriculum Mapping	15 to 30
Outdoor Classroom	10
Student Participation in the Arts	10
<b>SCHOOL CULTURE &amp; CLIMATE</b>	
Inclusive Environment Where All Can Thrive	10
School Culture & Climate Needs Assessment	20
Social Emotional Learning Integrated Unit	10
<b>SCHOOL GROUNDS</b>	
Biodiversity Audit & Management Plan	10
Biodiversity Project	10
Green Infrastructure Assessment & Plan	10
Green Infrastructure Installation	10
<b>STUDENT &amp; COMMUNITY OUTREACH</b>	
Green Team	10 to 15
Community Education & Outreach	10
Civic & Stewardship Volunteer Initiatives	10
Enrichment Programs through Partnership	10
Green Challenges	10
Green Fair	10
*Green* Your Green Fair or School Event	10
<b>STUDENT LEARNING </b> (One approved action in this category counts toward priority requirements)	
Education for Sustainability Integrated Unit	10 to 50
Education for Sustainability, Pre K-3	5 to 25
Education for Sustainability, Grades 4-12 Arts	5
Education for Sustainability, Grades 4-12 Career and Technical Education	5
Education for Sustainability, Grades 4-12 English Language Arts	5
Education for Sustainability, Grades 4-12 Health	5
Education for Sustainability, Grades 4-12 Math	5
Education for Sustainability, Grades 4-12 Science	5
Education for Sustainability, Grades 4-12 Social Studies	5
Education for Sustainability, Grades 4-12 Technology	5

<b>STUDENT &amp; STAFF WELLNESS</b>	
School Wellness Council	20
Policies to Promote Physical Activity	10
Programs to Promote Physical Activity	10
Staff Wellness Program	10
<b>STUDENT SAFETY</b>	
Safe Routes to School District Policy	10
Pedestrian and Bicycle Safety & Promotion Initiatives	10
Safe Driving Awareness Programs for High School Students	10
School Travel Plan for Walking & Biking	10
<b>WASTE REDUCTION &amp; RECYCLING</b>	
Waste Audit	10 to 20
Campaign To Reduce School Food Waste	10
Food Service Training & Best Practices to Reduce Food Waste	10
Food Recovery - Share Tables & Donation	10 to 20
Food Waste Recycling/Composting	15
Document Recycling Rates	10
Materials Reuse	10
Recycling Non-Mandated Materials	5 to 20

- Priority action.** Schools must complete at least two priority actions to achieve certification.
- Mandatory action.** The district or schools must complete the Green Team action to achieve certification.
- District-only action.** District actions earn points for all registered schools in the district.
- School-only action.**
- Digital Schools action.**  
Visit [www.sustainablejersyschools.com](http://www.sustainablejersyschools.com) for more information about the requirements for adding Digital Star Recognition to Bronze or Silver certification.
- Parallel action in the Sustainable Jersey municipal certification program.** Visit the participating town map at [www.sustainablejersey.com](http://www.sustainablejersey.com) to find contact information for your local municipal green team to explore working with them on this action.

Please note: Program actions and points may be subject to change. For the current official list of actions and points visit the website.





# Sustainable Jersey Grants Program

- Provides funding for municipalities and schools participating in the Sustainable Jersey programs
- Since 2009, over \$3.4 million awarded to participating public schools and school districts for almost 750 projects
- Over 50% of registered school districts have received at least one grant
- 50% of all grant funding is reserved for certified schools



***Franklin Township Public Schools***





# Our Partnership with NJEA

- The New Jersey Education Association underwrites both the Sustainable Jersey for Schools program and the Grants Program
- NJEA is contributing \$180,000 to support the 2024 Sustainable Jersey for Schools Grants Program for public school districts and schools
- **NJEA has provided over \$2.5 million in program support and grants since 2014**





# Grants Cycle Overview



ABOUTNEWSSUPPORT USCONTACT USHOME

RegisterSign in



[bit.ly/SJSNJEAgrants](https://bit.ly/SJSNJEAgrants)

CertificationActionsGrants & Technical AssistanceEventsResourcesGet Involved

### NJEA Cycle

- > Free Energy Technical Assistance for New Jersey School Districts and Municipalities
- SJ-PSE&G Energy Efficiency Partnership Program
- EmPowered Schools
- Trees for Schools
- > Thinking about Applying for Grants?
- > Grant Recipient



## SUSTAINABLE JERSEY GRANTS PROGRAM

FUNDED BY: 

### 2024-2025 NJEA Grants Cycle

The New Jersey Education Association (NJEA), as a Sustainable Jersey for Schools program Underwriter, is contributing \$180,000 to support a Sustainable Jersey Grants Program cycle for schools and school districts affiliated with NJEA. With this contribution, NJEA has provided \$2.5 million to support a sustainable future for children and communities across the state.





# Eligibility Requirements



## School OR District

**Student & Community Outreach**

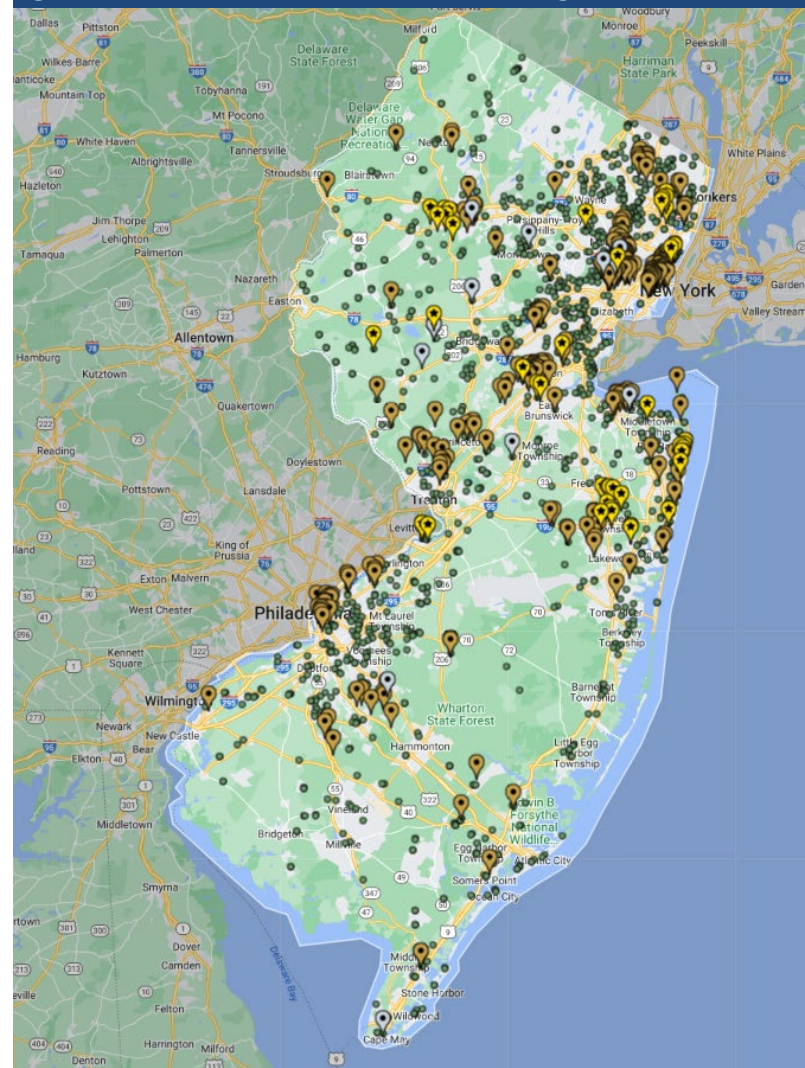
**Green Team**

**10 Points**

**Required**

• THIS ACTION HAS VARIABLE POINTS: 10, 15

Check the [map](#) to determine your Sustainable Jersey status





# Participants Map Search

Use the [Participating Districts & Schools](https://sustainablejerseyschools.com/certification/search-participating-districts-schools-approved-actions/) ([sustainablejerseyschools.com/certification/search-participating-districts-schools-approved-actions/](https://sustainablejerseyschools.com/certification/search-participating-districts-schools-approved-actions/)) page to check your school or district's status in the Sustainable Jersey for Schools program

View Districts, Schools and Approved Actions

Click on View Map on the Sustainable Jersey for Schools website's homepage

Find participating districts and schools and search school certification reports to view documentation for approved actions.

View Map

Use the List View and Ctrl+F to find your school

MAP VIEW

LIST VIEW

\* If not listed, your school district or school is not registered

APPLICANT	DISTRICT	CERTIFICATION	<u>STATUS</u>
<a href="#">Franklin Township Public Schools (Somerset)</a>	Franklin Township Public Schools		SD Registered
<a href="#">Conerly Road Elementary School (Somerset)</a>	Franklin Township Public Schools		Registered
<a href="#">Elizabeth Avenue Elementary School (Somerset)</a>	Franklin Township Public Schools	BRONZE	Certified
<a href="#">Franklin High School (Somerset)</a>	Franklin Township Public Schools	SILVER DIGITAL SCHOOLS STAR	Certified & Digital Star





# Previous Grant Recipients

Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10k Grant	Eligible to Apply for \$2k Grant
2024 PSEG	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	No
2023 PSEG or NJEA*	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	Yes
2015-2022 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 NJEA grants are awarded the year after the listed program cycle*

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



# Available Funding

School Districts and Schools are considered separate applicants

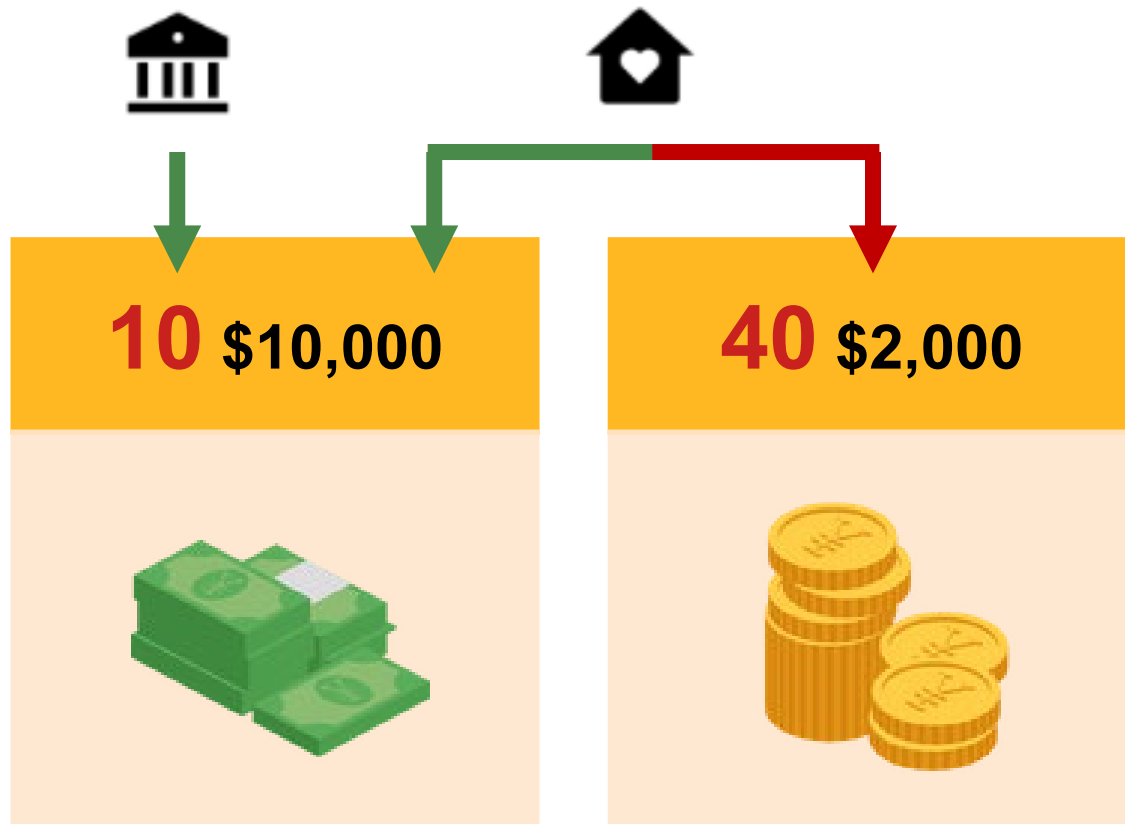
## School Districts

- Can apply for one **LARGE** grant for district-level projects

## Schools

- Can apply for one **LARGE** and one **SMALL** grant, but can only receive **ONE**

**Collaboration with community organizations is encouraged!**







# Use of Funding

Funding Level	Use of Funds
<b>LARGE</b> and <b>SMALL</b>	Fund all or part of a project that will earn points toward a Sustainable Jersey for Schools <u>action</u> , including the <u>Innovative Project action</u> .
<b>SMALL</b>	Fund general operating support and direct expenses for green teams.
<b>LARGE</b>	Fund a project that leverages partnerships with community resources and includes an outreach component focused on promoting community awareness of the project.



# Grant Project Ideas

Utilize the [Previous Grant Cycle Awards](#) as a resource







# Projects for Points



- What you should consider:
  - The status of your green team—does it need financial support?
  - Identifying a need within the school, district or community
  - Identifying where you need financial assistance to complete a program **action**
  - Identify an innovative project that you cannot find funding for elsewhere



Solar Bus Shelter at  
West Orange HS



Limitless Café at Howell  
Twp MS North

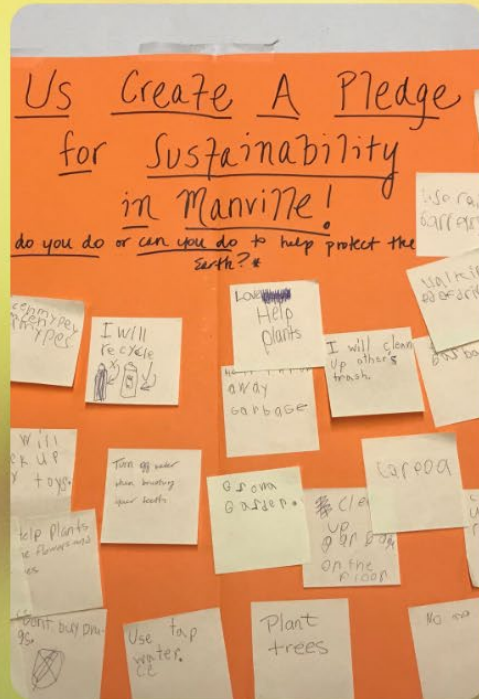


Play It Again,  
Toms River

# Green Team Support



Annual Activities



Community Engagement



Promotion Materials



Green Fair



# Community and School Gardens



**Greenhouse**



**Traditional**



**Aquaponics**



**Indoor Tower**



# Sustainable Landscaping and Pollinators



Gardens



Certifications



Education



Beekeeping



# STEAM / Sustainability Education



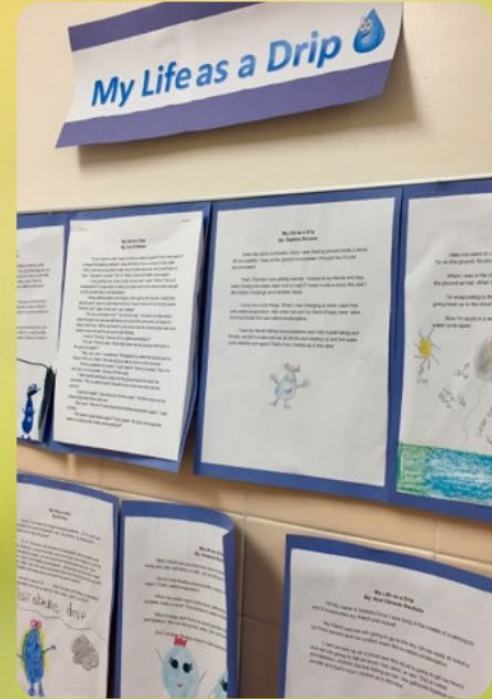
Outdoor Classrooms



Partnerships



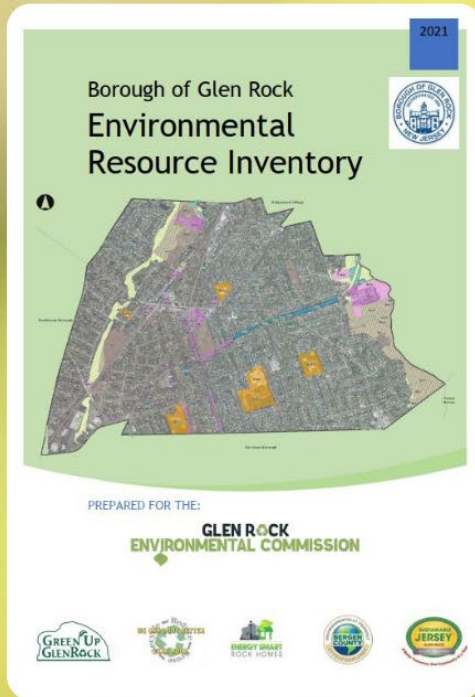
Campaigns



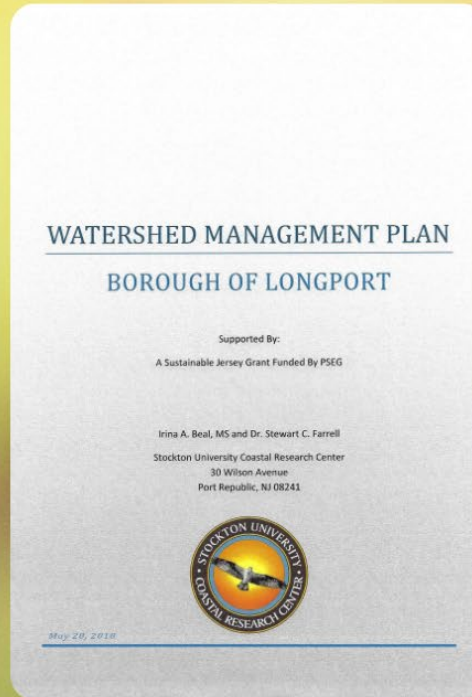
Curriculum Development



# Planning, Studies and Inventories



ERI



Watershed Management



Community Visioning



Creative Assets Inventory



# Green Infrastructure and Stormwater Management



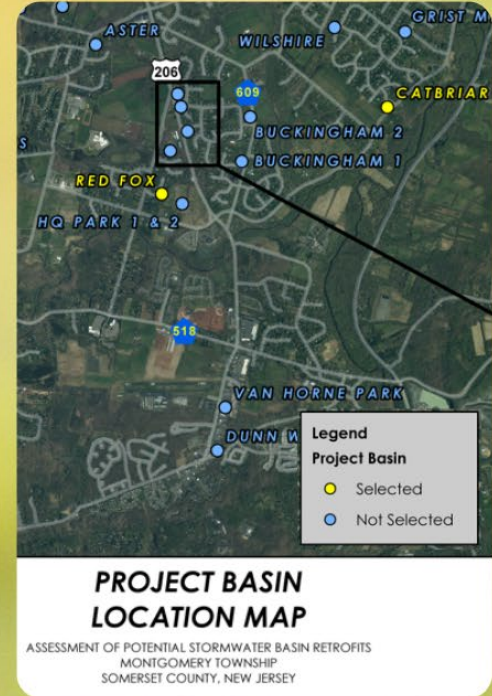
Bio-Swale



Rain Garden



Adopt-A-Drain



Planning



# Recycling and Waste Management



Waste Audits



Improved Recycling



TerraCycle



Non-Mandated Collection



# Health and Wellness



Promoting Physical Activity



Nutrition Education



Health Fairs



Anti-Idling Campaigns



# Social and Emotional Learning



Culture and Climate Assessments



Flexible Seating



Mindfulness



Equity and Diversity



# Energy Projects

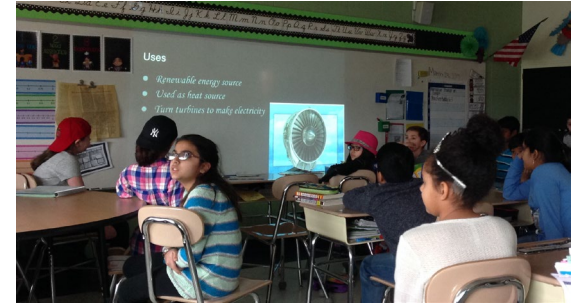


- Energy audits and incentive programs
  - Lighting upgrades, purchasing new EE equipment, etc.
- Electric vehicle charging stations
- Electric vehicle purchases



- Energy education, conservation, and or behavioral change projects

Interested in energy projects? Review the available funding and resources in Attachment 1 in the [Application Information Packet](#)





# Other Resources

## Grants & Technical Assistance

### NJEA Cycle

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- > Free Energy Technical Assistance for New Jersey School Districts and Municipalities
- 

SJ-PSE&G Energy Efficiency Partnership Program

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EmPowered Schools

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Trees for Schools

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- > Thinking about Applying for Grants?
- 

- > Grant Recipient Information
- 

Previous Recipients & Projects

## Resources

- > Green Team Resources
- 

- > Presentations
- 

- > Resource Library
- 

Publications





# IRS Direct Pay Tax Credits for Non-Profits

Direct Pay (Elective Pay), part of the Inflation Reduction Act (IRA), allows tax-exempt entities, including municipalities and school districts, to receive tax credits for clean energy projects.

## About Direct Pay

- All eligible projects receive tax credits (not competitive)
- Currently authorized for 10 years
- Projects completed in 2023 are eligible for tax credits until Nov 15  
For local governments filing on a calendar year, fiscal year deadline is May 15

## Eligible Projects Include

- Renewables – solar, geothermal, wind, etc.
- Electric vehicles
- Electric vehicle charging infrastructure (*limited*)
- Combined heat and power; Electric storage

Full list of Direct Pay eligible tax credits at [irs.gov/pub/irs-pdf/p5817q.pdf](https://irs.gov/pub/irs-pdf/p5817q.pdf)

**Direct Pay can be used in combination with other funding sources, like NJBPU incentives.**

### Example

Lightweight EV	\$24,000
NJBPU Clean Fleet Grant	-\$4,000
Direct Pay Tax Credit	-\$7,500
<hr/>	
<b>Total cost to entity</b>	<b>\$12,500</b>

**Note:** Total incentive can not exceed total project cost.

**For more information, visit Sustainable Jersey's [Direct Pay Tax Credits](#) page or [register for the Sustainable Jersey September 24<sup>th</sup> webinar on Direct Pay.](#)**



# Sustainable Jersey Energy Technical Assistance

*Get help completing the energy actions, applying for energy grants and incentives, and more!*

## Free Energy TA

- Schools located in Elizabethtown Gas (ETG), New Jersey Natural Gas (NJNG), and South Jersey Gas (SJG) service territories

## PSE&G Partnership Program

- Schools who have PSE&G as both their gas and electric utility—special program with funding available

PSEG Cycle

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NJEA Cycle

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SJ-PSE&G Energy  
Efficiency  
Partnership Program

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Trees for Schools

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Energy Technical  
Assistance for  
Municipalities and  
School Districts

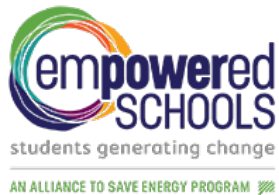
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EmPowered Schools

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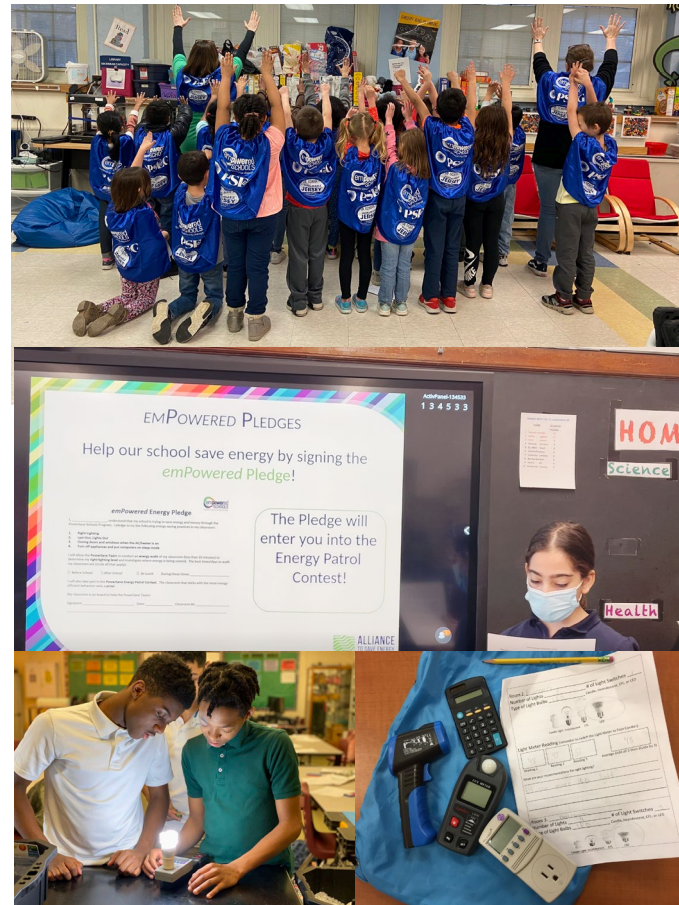




# Empowered Schools

**Receive free support and resources to educate PK-12 students about energy-related issues [\[link\]](#)**

- Integrates STEAM principles to promote energy literacy through lesson plans, hands-on activities, and competitions
- Students will use the school building and their homes as learning labs to solve real-world problems and generate cultural change by making energy efficiency visible, important, and doable





# 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



Photos from Dale Rosselet, Allison Mulch, Dalton Farms, and NJ Audubon

## 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.







# Food Waste Resources

- Reduce, Recover & Recycle Food Waste - Sustainable Jersey Toolkit for PreK-12 Schools
  - This toolkit, produced by Sustainable Jersey and Rutgers Cooperative Extension, provides guidance, resources, and examples for addressing food waste while also promoting healthy food and addressing food insecurity.
  - It covers a range of topics that include: waste audits; reducing and recycling organic food / packaging waste; recovering uneaten food; training staff on and implementing food service best practices; educating and engaging students; running school-wide campaigns; and using school gardens to promote sustainable food knowledge and behaviors.

## Reduce, Recover & Recycle Food Waste

Sustainable Jersey Toolkit for PreK-12 Schools

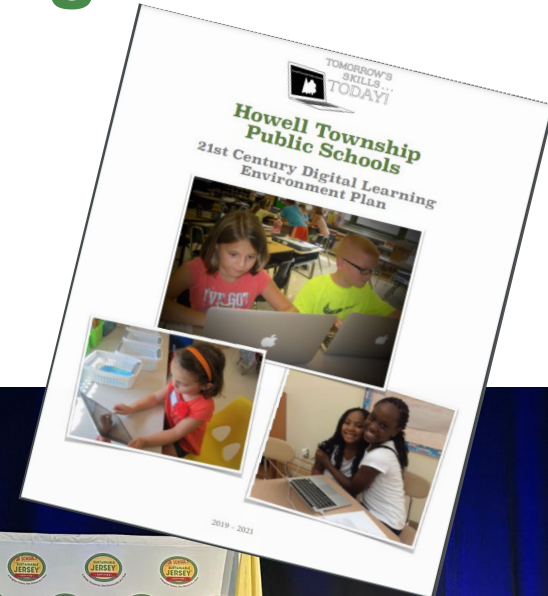




# Digital Schools Program



- 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
  - The program actions were recently revised—review updates [here](#).







# Application Process

[bit.ly/SJSNJEAgrants](https://bit.ly/SJSNJEAgrants)

## Online Grant Application

Online Application Deadline: Monday, October 28, 2024 at 11:59 p.m.

**Access the Online Grant Application**

**Make sure to record the email address and password for the application.** Grant recipients will need that information to log into the system to complete reporting requirements.



# Getting Started on an App

## Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- 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

Confirm password

• Passwords must match

Sign Up

**SIGN UP OR SIGN IN**

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

webportalapp.com/sp/login/sjs-njea-grants

ace



## SUSTAINABLE JERSEY GRANTS PROGRAM

FUND



## Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

[Sign Up](#)

## Sustainable Jersey Grants Program Account

This grant account can be used from year to year to submit applications to be considered for funding by the Sustainable Jersey Grants Program. Below is more information on how to utilize your grant account.

### Cycle Specific Portals

Note that this portal is specific to the NJEA grants- by signing in to this portal with your grant account, you will be able to review any past submissions and unsubmitted drafts. Copies of previously submitted





Homepage

Welcome, vollmerk@1cnj.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

Profile

Save Draft

Create Profile

## 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 \*

## PRIMARY CONTACT

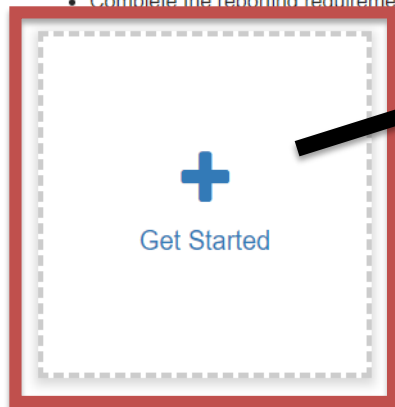
**MUST be a school district employee.** If working with a consultant who plans on submitting the application on behalf of the school/district, they should submit it using a school/district grant account with a proper primary contact.

Note that school applicants that wish to apply for both a 10k and a 2k grant will need to submit **two** separate applications, but can use the same account and profile.



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 a
- Complete the reporting requirements associated wi



## Section One: School Grant Proposal

There are 41 days remaining to submit this.

Submit

Please complete Section One: School Grant Proposal. **This section must be submitted by the end of the day on October 31, 2022.**

### NJEA Grant Proposal

Action Required

Open

**Complete this form** requesting information about your school/school district, school's/school district's Sustainable Jersey grants history, and your proposed project. This is considered your grant proposal and it is recommended that you review the [Application Information Packet](#) before completing this step.

## SUBMITTING YOUR APPLICATION

The **Submit** button will turn **Green** and become clickable once you mark your application form for that section as complete. This is only possible once all required fields have been filled out. **You will need to click submit for each of the three application sections.** You can access the next section only after completing the one before it, but you will still be able to access any section to make changes before the application deadline (even if you submitted that section already).





# Application Resources



## SUSTAINABLE JERSEY GRANTS PROGRAM

Does your school or district have an idea for a sustainability project that needs a source of funding? Consider applying for a Sustainable Jersey grant! Sustainable Jersey is pleased to announce that NJEA is contributing \$180,000 to support another cycle of the Sustainable Jersey Grants Program.



### Available Grants

\$10,000 School or District Project Grants  
\$2,000 School Green Team Support Grants

### Eligibility Rules

New Jersey public schools participating in the Sustainable Jersey for Schools program with an established green team and NJEA local association. Previous grant recipients must meet additional requirements.

### Learn More

Join us for our informational webinar on Tuesday, September 10, 2024, from 3:00PM to 4:30PM. Find the link to register via the QR Code.

### Application Due

**Monday, October 28, 2024**

### Apply Today

The online application and additional information can be accessed via the Grants tab on the Sustainable Jersey for Schools website ([sustainablejerseyschools.com](https://sustainablejerseyschools.com)) or via the QR Code.



Flyer



## 2024 NJEA Grants Cycle QuickStart Guide

The Sustainable Jersey Grants Program is an important resource benefit available to any NJ public school or school district participating in the Sustainable Jersey for Schools program. Please consider taking advantage of the annual funding cycles in order to support your school's journey to becoming more sustainable. This QuickStart Guide provides a basic overview of the 2024 NJEA Grants Cycle. More detailed cycle information can be found in the [Application Information Packet](#). Apply online [here](#).

APPLICATIONS ARE DUE BY 11:59PM ON OCTOBER 28, 2024

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QuickStart Guide



## Sustainable Jersey Grants Program Funded by the New Jersey Education Association

### 2024 Application Information Packet for School Districts and Schools

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Application Info Packet



# Application Sections

## Grant Account and Profile

### School Grant Proposal – due 10/28/24

1. Requested Funding Amount

4. Application Contacts

2. Sustainable Jersey Grant History

5. Grant Proposal

3. Applicant Information

6. Optional Information

### Current Sustainable Jersey for Schools Status - due 10/28/24

1. Current Status in the SJS Program

2. Green Team Documentation\*

### NJEA Local Association President Correspondence - due 10/28/24

1. Evidence of NJEA Local Association President Correspondence

### Grant Authorization Resolution – due 12/2/24

1. Authorization to submit grant application

\*Not required from Sustainable Jersey schools **currently certified** in the Sustainable Jersey for Schools program (or districts with at least one certified school)





# Application Walkthrough



## Sustainable Jersey Grants Program Account

This grant account can be used from year to year to submit applications to be considered for funding by the Sustainable Jersey Grants Program. Below is more information on how to utilize your grant account.

### *Cycle Specific Portals*

Note that this portal is specific to the NJEA grants-  
-by signing in to this portal with your grant account,  
you will be able to review any past submissions and  
unsubmitted drafts.

## Sign In

Email

Password

Log In

[Forgot your password?](#)

## Need an Account?

Sign Up



# Section One: School Grant Proposal

## 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.**





# 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 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.



# Section One: School Grant Proposal

## 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





# 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

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 \*

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



# Section One: School Grant Proposal

## 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](#).



# Section One: School Grant Proposal

## 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](#).





# 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)**

**Community engagement is important, 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](#)

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 [Participating Schools and Districts Map](#)?
- 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 [here](#).
- 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 [here](#) and a template letter [here](#)
  - Can use the same resolution for a 10k and 2k grant application
  - Must be signed and dated
  - **Must be submitted by 12/2/24**

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



# Applications Under Review

Staff Application : Test

Created on 09/19/2023

Submitted

## Sustainable Jersey Grant Application: Submission

External

Inbox x



**Sustainable Jersey Grants Program** <no-reply@email.zenginehq.com>  
to me ▾

2:07 PM (3 minutes ago)



Hello Kaitlyn Vollmer,

Thank you for submitting a Sustainable Jersey grant application in the 2024 school grants cycle funded by NJEA. This email serves as confirmation that your application was received by Sustainable Jersey and is currently undergoing the eligibility prescreening process.

**We suggest saving a copy of your completed grant application as a PDF to keep for your records.** Follow the instructions available [here](#). This example references the municipal PSEG-funded cycle, but these instructions can be used for the NJEA cycle as well.

If additional information is required for your application, staff will reach out. You will be notified if your application meets the eligibility standards. You will be notified on whether or not you will be awarded the grant by mid-February. In the meantime, if you have any questions about your grant application or the [Sustainable Jersey Grants Program](#), please do not hesitate to reach out to Kaitlyn Vollmer at 609-771-3189 or at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com)

Best,

Sustainable Jersey Grants Program





# 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.
- Other factors for consideration include geographic spread, team capacity, project diversity, past awards and community need.



**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**

**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

## **Project Description**

## **Budget**

## **Action Plan & Timeline**

- Efforts the school makes towards achieving Sustainable Jersey for Schools certification are considered along with other factors
- Note that the \$2,000 grant applications request less information than the \$10,000 grant applications





# 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

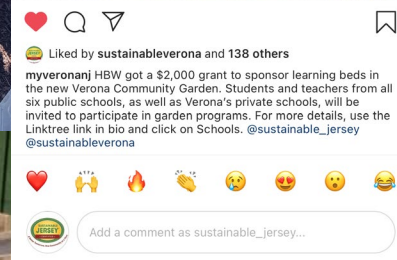
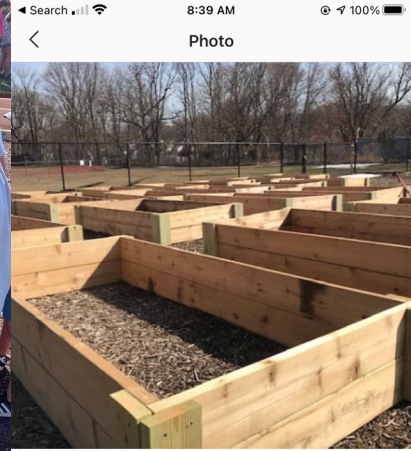
- Consider administrative delays, such as the procurement process and plan time for paperwork
- Research the products you plan to use
- Plan ahead for summer months/downtime
- Set deadlines and adhere to them
- Spend time and resources to train volunteers
- Try to plan for the unexpected – always have 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 2024. 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 18-month performance period
- Implementation steps should start no earlier than mid-March 2024. Planning steps can occur earlier, but no grant funds can be spent beforehand

## TIP: Bringing in other Stakeholders

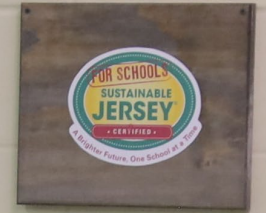
- Recruit volunteers early on
- Identify and involve all relevant parties from the beginning
- Keep meetings short, timely, meaningful and efficient
- Think of how the project will affect other community groups and see if they want to get involved





# 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 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
- 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 Awards

Grant recipients will be announced:

**Mid-February 2025**


Grant Event:  
**Mid-March**

- Announcement event with free breakfast, networking opportunity, and chance to get your photo taken with the program sponsors
- \$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



**Sustainable Jersey Grants Program**

**Sign In**

Email

Password

[Log In](#) [Forgot your password?](#)

**Need an Account?**

[Sign Up](#)

**Sustainable Jersey Grants Program Account**

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**Cycle Specific Portals**

Note that this portal is specific to the NJEA grants—by signing in to this portal with your grant account, you will be able to review any past submissions and unsubmitted drafts.

**Make sure to record the email address and password for the application.** Grant recipients will need that information to log into the system to complete reporting requirements.





# 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

## 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

The structure was funded through NJEA and NJ Sustainability grant with additional funding from



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.grdodge.org/2016/06/16/sustainable-jersey-taking-the-classroom-outside-to-raise-up-extra-ordinary-kids/>) by Donna Dreeses, Co-Director, Sustainable Jersey



C Girtain @CCgirt - Jun 27

Day 2 TR/NJ HS Wolbachia Workshop discussions on cytoplasmic incompatibility, parthenogenesis, Zika, Dengue, Taq, PCR, & the slowest heating water bath on Earth! Love @MiniOneSystem & thanks again to: @WolbachiaProj primers & controls, @MassBioEd lots, @SJ\_Program @NJEA Grant!





# 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 Sustainable Jersey for Schools and NJEA logos

**An Eco Obstacle Course!**  
**Sign up for the Kid's Green Challenge!**  
**Learn about Volunteer Options in**  
**Maplewood for the whole family.**



**Tuesday, April 19th, 3:15 - 4:30 pm**  
**On the Black Top directly after school.**





# Timeline

<u>Timeframe</u>	<u>Action</u>
<b>Thursday September 12, 2024</b>	Webinar presentation & recording posted on website
<b>Monday October 28, 2024</b>	Sections One, Two, and Three of all grant applications due
<b>Monday December 2, 2024</b>	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
<b>Mid-February</b>	Recipient/non-recipient notification
<b>Mid-March</b>	Grant announcement event and funds distributed





# Contact Us!



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

**Kaitlyn Vollmer**

Grants Program Manager

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

609-771-3189



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

**JoAnna Contarino**

Program Coordinator

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

609-771-3427



# Upcoming Events





# Upcoming Webinars

<https://www.sustainablejerseyschools.com/nc/events/>

SEP

19

**Ready, Set, Certified**

**3:00pm - 4:00pm**

NOV

12

**Ready, Set, Certified**

**3:00pm - 4:00pm**

DEC

12

**Countdown to Certification**

**3:00pm - 4:00pm**





Schools within the service territories of PSE&G, NJNG, SJG or ETG are eligible



students generating change

AN ALLIANCE TO SAVE ENERGY PROGRAM



Learn  
More [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.

# SUSTAINABLE JERSEY-PSE&G PARTNERSHIP PROGRAM TO SUPPORT ENERGY EFFICIENCY IN SCHOOL FACILITIES

in 100% PSE&G Gas and Electric Territory  
<https://bit.ly/SJSPartnersInEnergyEfficiency>

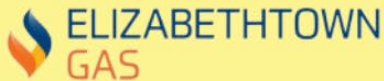


**PSE&G**



## FREE ENERGY TECHNICAL ASSISTANCE FOR MUNICIPALITIES AND SCHOOL DISTRICTS

in Elizabethtown Gas, New Jersey Natural Gas,  
and South Jersey Gas Service Territories  
<https://bit.ly/EnergyTAforSchools>





# Are you signed up for the Sustainable Jersey for Schools mailing list?

**Bi-weekly emails with program updates, new funding opportunities, partner event information, and more!**



Join Sustainable Jersey For Schools  
Mailing List

**Join**

*Sign-up button located at the bottom of the Sustainable Jersey for Schools website homepage at [sustainablejerseyschools.com](https://sustainablejerseyschools.com)*