



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



njea NEW JERSEY 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
BOARD LEADERSHIP & PLANNING		
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

School Carbon Footprint 🖁		10	
Buy Renewable Energy		10	
Onsite Renewable Generation System - Geothermal	•	10	

5 to 45

Innovative Project #2

Onsite Renewable Generation System - Geothermal	۵
Onsite Renewable Generation System - Solar	۵

CLIMATE MITIGATION & RENEWABLE ENERGY

DIGITAL LEARNING LEADERSHIP			
District Commitment to Digital Learning 🧣	2	±	10 to 15
Equitable Access to Digital Learning 🤶	2	Î	10 to 15
Community Engagement	2		10

DIGITAL LEARNING PRACTICES			
Digital Citizenship 🧣	2	±	10
Digital Innovative Classroom # 1	2	۵	10 to 15
Digital Innovative Classroom # 2	2	٠	10 to 15
Authentic Application of Digital Learning Tools & Content	2	۵	10 to 15
Personalized Learning & Growing Independent Learners	2	۵	15
Professional Growth & Collaboration	2	۵	15

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Personalized Learning & Growing Independent Learners	2	۵	15
Professional Growth & Collaboration	2	۵	15
DIGITAL TECHNOLOGY ACCESS			
Data Safety & Security Policy	2	±	10
Digital Device Life Cycle Management	2	±	10
Infrastructure	2	Î	10
Support for Digital Teaching & Learning	2	±	20

	must complete and document		
r th	ree years.		
	DIVERSITY & EQUITY		
	Accessible Communications		10
	Breakfast After The Bell		20
	Diversity on District Task Forces & Committees		10
			-
	ENERGY EFFICIENCY		
	Energy Efficiency for School Facilities 🤶		5 to 50
	Behavior-Based Energy Conservation Programs	۵	10
	Energy Tracking & Management		10 to 20
	FOOD & NUTRITION		
	Healthy Food Choices Beyond the Cafeteria		10
	Promote Locally Grown Foods		10
	School Gardens	۵	10 to 30
	GREEN CLEANING		
	Green Cleaning Policy & Plan		10
	Green Cleaning Equipment		10
	Green Cleaning Supplies		10
	Green Cleaning Training & Education Programs		10
	GREEN DESIGN		
	Green Building Policy 🤵	±	10
	Design, Build or Certify New Construction & Major Renovations to Green Standards	۵	10 to 50
	Green Building Training		10
	GREEN PURCHASING		
	Green Purchasing Policy 🤶	ı	10
	Recycled Paper Purchase		10
	Sustainable Fleets	ı	5 to 15
	HEALTHY SCHOOL ENVIRONMENTS		
	Access to Healthy Water in Schools	٠	20
	Anti-Idling Education & Enforcement	A	10
	Classroom Chemical Purchase, Storage & Disposal Policy		15
	Classroom Cleanup Protocol & Practices		10
	Integrated Pest Management -		
	Education & Organic Lawn Care	Û	10
	Outdoor Air Quality Awareness Program		10
	Radon Testing, Education and Mitigation	ô	10 to 20
	INNOVATION PROJECTS		
	Innovative Project #1	À	10

INTEGRATED SCIENCE, TECHNOLOGY, ENGINEERING, ARTS & MATH (ISTEAM)			
ISTEAM Planning & Implementation			15
ISTEAM Strategic Plan Indicators/ISTEAM Policy			10
ISTEAM Collaborative Units of Study		٠	10 to 50
ISTEAM Professional Development Plan			5 to 20
LEARNING ENVIRONMENT			
All Arts Disciplines Offered		ŧ	10
Curriculum Mapping			15 to 30
Outdoor Classroom		٠	10
Student Participation in the Arts		±	10
SCHOOL CULTURE & CLIMATE			
Inclusive Environment Where All Can Thrive		٥	10
School Culture & Climate Needs Assessment		۵	20
Social Emotional Learning Integrated Unit		ŵ	10
SCHOOL GROUNDS			
Biodiversity Audit & Management Plan		۵	10
Biodiversity Project		۵	10
Green infrastructure Assessment & Plan		٠	10
Green infrastructure installation		÷	10
STUDENT & COMMUNITY OUTREACH			
Green Team ▲			10 to 15
Community Education & Outreach ♥	۵	۵	10
Civic & Stewardship Volunteer Initiatives	۵	٠	10
Enrichment Programs through Partnership		٠	10
Green Challenges	۵	۵	10
Green Fair	۵	۵	10
"Green" Your Green Fair or School Event	4	٠	10
OTHER PLEASURE OF			
STUDENT LEARNING (One approved action in this category counts toward priority req	ulte	There	w)
Education for Sustainability Integrated Unit		۵	10 to 50
Education for Sustainability, Pre K-3		ŵ	5 to 25
Education for Sustainability, Grades 4-12 Arts		٠	5
Education for Sustainability Oracles 4-12 Career and Technical Education		۰	5
Education for Sustainability		_	
Grades 4-12 English Language Arts		۵	5
Education for Sustainability Grades 4-12 Health		٠	5
Education for Sustainability			
Grades 4-12 Math		٠	5
Education for Sustainability		۵	5
Grades 4-12 Science			
Education for Sustainability			
		۵	5
Education for Sustainability		۰	5

School Wellness Council 9		۵	20
Policies to Promote Physical Activity	-	±	10
Programs to Promote Physical Activity	-	۵	10
Staff Weilness Program			10
STUDENT SAFETY			
Safe Routes to School District Policy	٠	±	10
Pedestrian and Bicycle Safety & Promotion initiatives		۵	10
Safe Driving Awareness Programs for High School Students	•	٥	10
School Travel Plan for Walking & Biking	۵	۵	10
WASTE REDUCTION & RECYCLING			
Waste Audit 9	4	۵	10 to
Campaign To Reduce School Food Waste		۵	10
Food Service Training & Best Practices to Reduce Food Waste		٥	10
Food Recovery - Share Tables & Donation	-	۵	10 to
Food Waste Recycling/Composting	-	۵	15
Document Recycling Rates	-	۰	10

0	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.

Recycling Non-Mandated Materials

Materials Reuse

- Digital Schools action. Visit www.sustainablejerseyschools.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 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 wisk the website.







njea New Jersey Sustainable Jersey Grants Program

- Provides funding for municipalities and schools participating in the Sustainable Jersey programs
- Since 2009, over \$3.6 million awarded to participating public schools and school districts for over 800 projects
- Over 56% of registered school districts have received at least one grant
- 50% of all grant funding is reserved for certified schools



Hackensack Public Schools - \$10,000





niea NEW JERSEY 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 2025 Sustainable Jersey for Schools Grants Program for public school districts and schools
- NJEA has provided over \$2.75 million in program support and grants since 2014





Grants Cycle Overview

All information and resources for the grants cycle can be found on the Sustainable Jersey for Schools website:

Grants and TA ⇒ NJEA Cycle

bit.ly/SJSNJEAgrants



in 🖸

Certification

Actions

Grants & Technical Assistance

Events

Resources

Get Involved

Trees for Schools

NJEA Cycle

 Free Energy
 Technical Assistance for New Jersey
 School Districts and
 Municipalities

> SJ-PSE&G Energy Efficiency Partnership Program

EmPowered Schools

- Thinking about Applying for Grants?
- > Grant Recipient Information

Previous Recipients & Projects



SUPPORT US CONTACT US

2025-2026 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 \$2.75 million to support a sustainable future for children and communities across the state.

Online Grant Application

Online Application Deadline: Friday, October 31, 2025, at 11:59 p.m.

Access the Online Grant Application





Eligibility Requirements

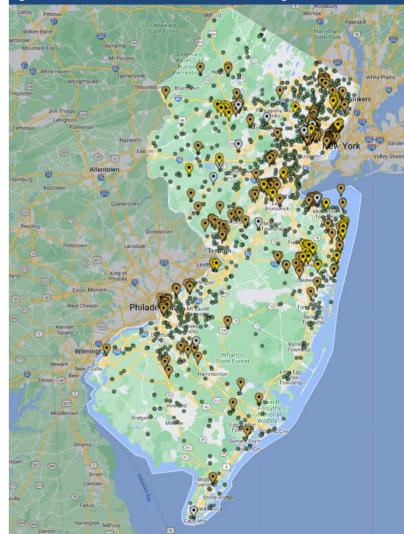




School OR District



Check the map to determine your Sustainable Jersey status

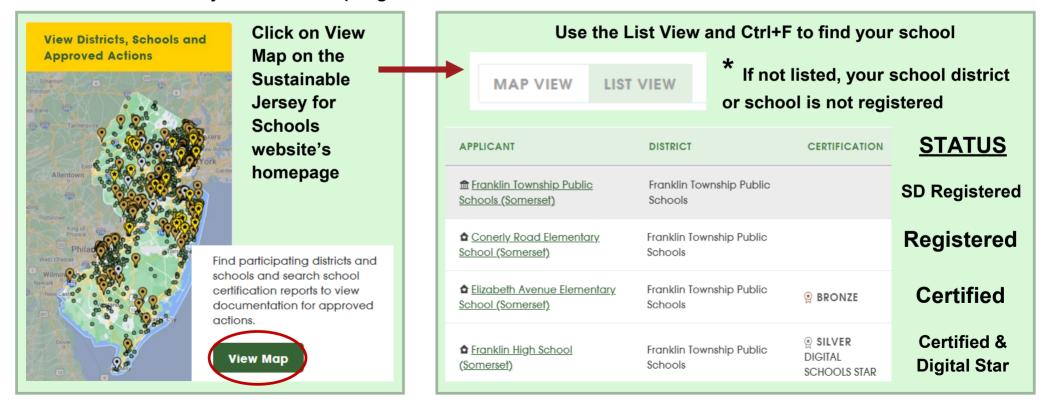






njea NEW JERSEY Participants Map Search

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







niea NEW JERSEY Previous Grant Recipients Previous Grant Recipients

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
2025	\$10,000 or more	Closed +	No	Yes
PSEG	\$2,000	Open	Yes	No
	\$2,000	Closed +	Yes	No
2024 PSEG or NJEA*	\$10,000 or more \$2,000	Open	No	Yes
		Closed +	Yes	Yes
		Open	Yes	No
		Closed +	Yes	Yes
2015 2022	\$10,000 or more , NJEA, or rdinier \$2,000	Open	No	No
PSEG, NJEA, or		Closed +	Yes	Yes
		Open	No	No
Gardinier		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





niea New Jersey Education Available Funding

School Districts and Schools are considered separate applicants

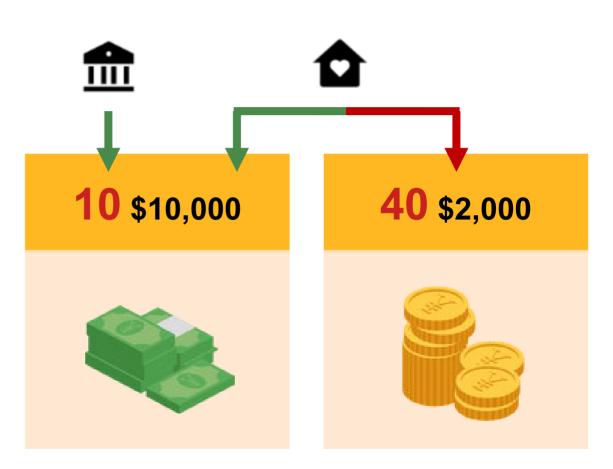
School Districts

 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!







Funding Level	Use of Funds
LARGE and SMALL	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> .
SMALL	Fund general operating support and direct expenses for green teams.
LARGE	Fund a project that leverages partnerships with community resources and includes an outreach component focused on promoting community awareness of the project.

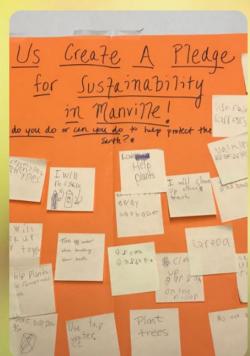


Utilize the **Previous Grant Cycle Awards** as a resource



Green Team Support









Annual Activities | Community Engagement | Promotion Materials | Green Fair

Community and School Gardens









Greenhouse

Traditional

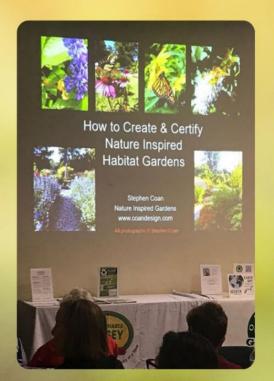
Aquaponics

Indoor Tower

Sustainable Landscaping and Pollinators









Gardens

Certifications

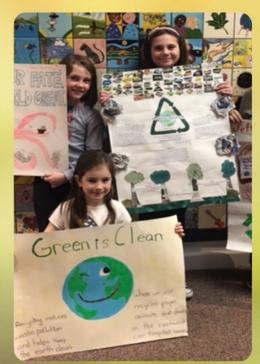
Education

Beekeeping

STEAM / Sustainability Education









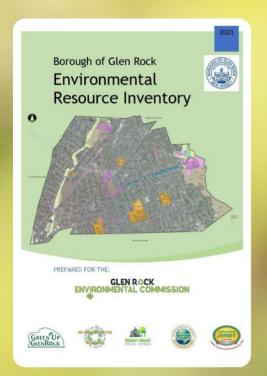
Outdoor Classrooms

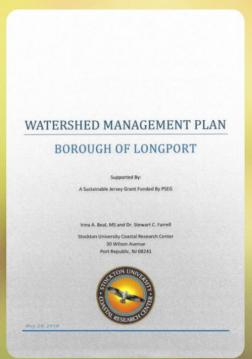
Partnerships

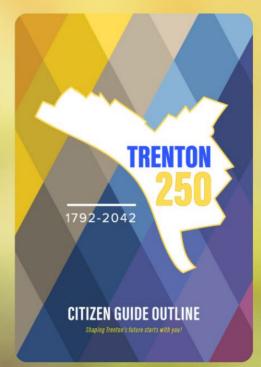
Campaigns

Curriculum Development

Planning, Studies and Inventories









ERI Watershed Management

Community Visioning

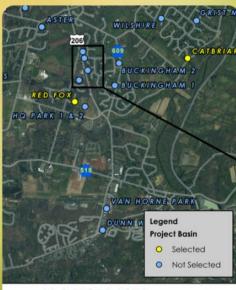
Creative Assets Inventory

Green Infrastructure and Stormwater Management









PROJECT BASIN

ASSESSMENT OF POTENTIAL STORMWATER BASIN RETROFITS MONTGOMERY TOWNSHIP SOMERSET COUNTY, NEW JERSEY

Bio-Swale

Rain Garden

Adopt-A-Drain

Planning

Recycling and Waste Management







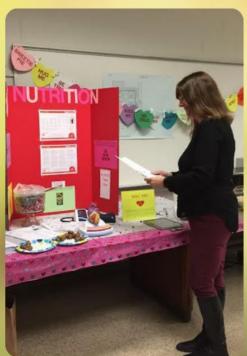


Waste Audits

Improved Recycling TerraCycle Non-Mandated Collection

Health and Wellness



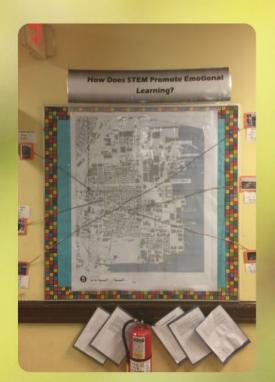






Promoting Physical Activity Nutrition Education Health Fairs Anti-Idling Campaigns

Social and Emotional Learning









Culture and Climate Assessments

Flexible Seating Mindfulness Equity and Diversity







- Energy 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**











njea NEW JERSEY Projects for Points

Projects for Points

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







Other Resources

Grants & Technical Assistance

NJEA Cycle

> SJ-PSE&G Energy Efficiency Partnership Program

EmPowered Schools

Trees for Schools

- Thinking about Applying for Grants?
- > Grant Recipient Information

Previous Recipients & Projects

Resources

- > Green Team Resources
- > Presentations
- > Resource Library

Publications





Energy Technical Assistance

Benefits of Energy Technical Assistance:

- Improve facility comfort and safety
- Lower school district carbon footprint
- Understand facility usage
- Save money on utility bills
- Gain points in Certification Program
- Most importantly, its FREE

Energy Tracking & Management

10 Points

• THIS ACTION HAS VARIABLE POINTS: 10, 20

Energy Efficiency for School Facilities

5 Points



• THIS ACTION HAS VARIABLE POINTS: 5 — 50 • NON-COMPETITIVE FUNDING AVAILABLE

To request Energy Technical Assistance:

bit.ly/SJEnergyTARequestForm





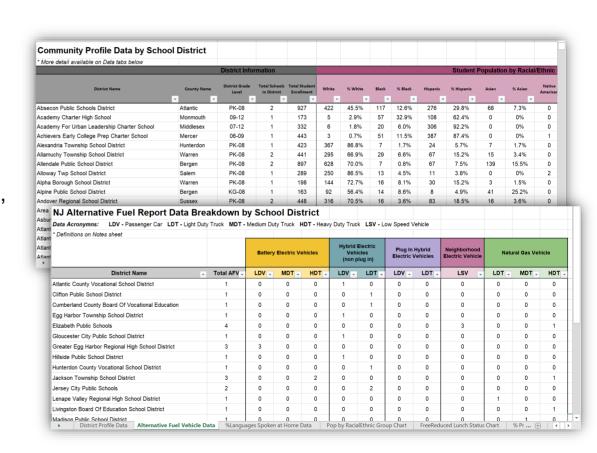
School District Data Center

Sustainable Jersey collects and processes sustainability related data for school districts.

The Data Center has data on student demographics, languages spoken at home, household characteristics, and information on alternative fuel vehicles organized by public school districts in New Jersey.

Data is updated on an ongoing basis.

Check the <u>School District Community</u>
Profile Data on Sustainable Jersey for Schools for your school's data.







Sustainable Jersey Purchasing Resource

Center: Designed to Support your Sustainable Transportation Goals

This **tool** assists you in purchasing key green technologies:

- 1. Electric vehicles (EVs)
- 2. Electric vehicle supply equipment (EVSE)

Coming Soon:

- 1. Green Grounds Equipment
- 2. EV Accessories
- 3. Building Management Systems





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













Q Search...

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Related Initiatives

Video Library

Safe Routes Regional Coordinators

Safe Routes Regional Coordinators from eight Transportation Management Associations (TMAs) throughout New Jersey are ready, willing, and able to offer FREE technical assistance in Safe Routes programs in communities from all 21 counties

Watch our short video to learn about how your Safe Routes Coordinator can help, and use the table and map provided below to determine which regional TMA applies to you.

For more information, download and view the Safe Routes Resource Center information sheet. If you have any questions regarding identifying your regional coordinator, please contact us at: srts@ejb.rutgers.edu.

https://www.saferoutesnj.org/find-your-srts-regional-coordinator/



Participation in this program can help to earn points in the <u>Safe Routes to School District</u> <u>Policy</u> action, <u>Pedestrian and Bicycle Safety and Promotion Initiatives</u> action, and the <u>School Travel Plan for Walking and Biking</u> action.





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





FARM TO SCHOOL

PROFESSIONAL DEVELOPMENT 101

Registration is now open!

https://www.nj.gov/agriculture/farmtoschool/ Registration%20Now%20Open%202025.pdf





BLACKWOOD

REGISTER HERE:

- October 8, 2025 <u>Click Here</u> for Bridgewater
- · October 15, 2025 Click Here for Blackwood
- October 22, 2025 <u>Click Here</u> for Pittstown

WHO SHOULD ATTEND?

- Teachers
- Food Service Staff
- School Community Partners

WHAT'S INCLUDED:

- √ Mini Farm to School Academy experience
- √ Actionable steps & planning tools
- √ Hands-on activities:
- √ Small group discussions
- √ Collaboration across roles & sectors
- Work together to share ideas, address challenges, and build sustainable Farm to School programs in your community.

The workshop is funded through the USDA Farm to School Formula Grant.







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.







niea New Jersey 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.





Medication Application Process

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.



you will be able to review any past submissions and unsubmitted drafts. Copies of previously submitted

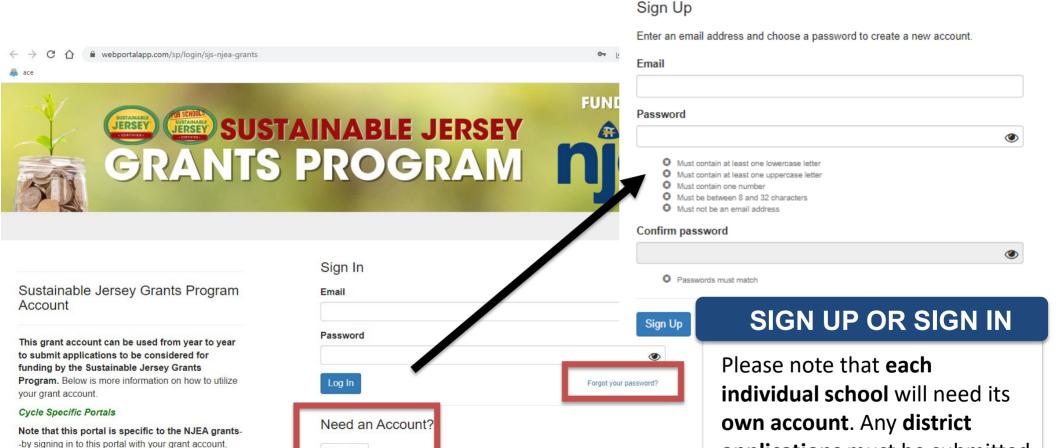


Sian Up

njea NEW JERSEY BOUGATION Getting Started on an App

applications must be submitted

through a **district account**.









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		
Profile -	1		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

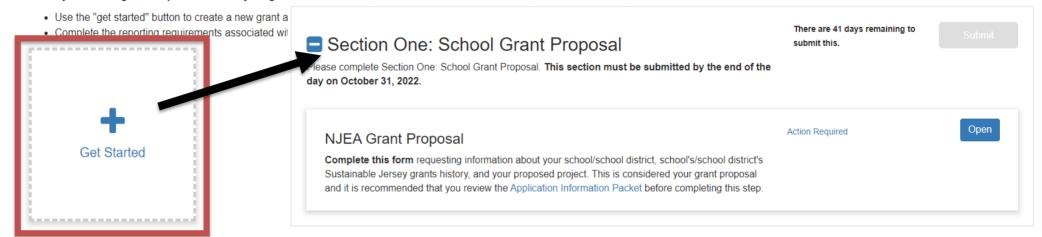
MUST be a school district employee. If working with a consultant who plans on submitting the application on behalf of the school/district, they should submit it using a school/district grant account with a proper primary contact.

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:



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





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 9, 2025, from 3:00PM to 4:30PM. Find the link to register via the QR Code.

Application Due

Friday, October 31, 2025

Apply Today

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

FUNDED BY:





2025-2026 NJEA Grants Cycle QuickStart Guide

The Sustainable Jersey Grants Program is an important resource benefit available to any NJ public school or school distinct 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 2025-2026 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 31, 2025

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QuickStart Guide



Sustainable Jersey Grants Program
Funded by the New Jersey Education Association

2025 Application Information Packet for School Districts and Schools

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App Info Packet





njea NEW JERSEY EDUCATION ASSOCIATION ASSO

Grant Account and Profile				
School Grant Proposal – due 10/31/25				
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 10/31/25				
1. Current Status in the SJS Program	2. Green Team Documentation*			
NJEA Local Association President Correspondence - due 10/31/25				
1. Evidence of NJEA Local Association President Correspondence				
Grant Authorization Resolution – due 12/5/25				
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 grantsby signing in to this portal with your grant account, you will be able to review any past submissions and unsubmitted drafts

mail	
1.000000	
assword	
1	•
Log In	Forgot your password?





njea NEW JERSEY 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.





Cant ProposalCant 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





njea New Jersey 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 *







njea New Jersey 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.





niea NEW JERSEY EDUCATION 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.





njea NEW JERSEY 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 <u>here</u>

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





niea NEW JERSEY Section One: School ASSOCIATION 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





njea NEW JERSEY 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)





niea NEW JERSEY EDUCATION 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.





ea NEW JERSEY 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

List of Green Team Members

· First Name, Last Name, Affiliation

NO OTHER INFORMATION

XXX

(if just forming, it is okay if this mostly consists of the project team)

Summary of Green Team Activities

A brief description of what your green team has been working on in the past year. Explain what actions you have identified and are working towards completing. Explain what community activities you have tabled at participated in, or hosted. Can be a bulleted list, Can also upload your green team yearly report, if you have one

just getting started, explain future plans and goals for your green team)

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.





Mean 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 12/5/25

Resolution of Support Authorizing the Submission of a Sustainable Jersey for Schools Grant Application

Some school districts have requested a sample of the resolution that must accompany their Sustainable Jersey for Schools Small Grants Program application. The purpose of the resolution is to affirm that the Board of Education approves of the proposed grant project/activities. A signed and certified resolution should be uploaded through the online grant application. Any standard resolution in support of applying for a grant will suffice. We do not require that you use this format.

SAMPLE RESOLUTION [Insert Name of School Board]

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

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

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

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

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



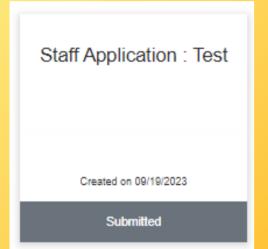
GRANT AUTHORIZATION LETTER TEMPLATE

NOTE: The above template letter includes all the information we need for this letter to serve as the authorization document for the grant application. However, please feel free to treat this authorization letter also as a letter of support. Your principal, business administrator, or superintendent are free to provide more eletains about the project, the vision behind it, and the impacts it would have on the school community. While not required, the Blue hibbon selection Committee looks favorably upon letters of support and signs that the school community is committed to the grant project.

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









CanalisticaSelection 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

Community Engagement

20 Points

Project Team Members

10 Points

Project Impact and Evaluation

25 Points

Action Plan & Timeline

10 Points

Budget

20 Points





njea NEW JERSEY \$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

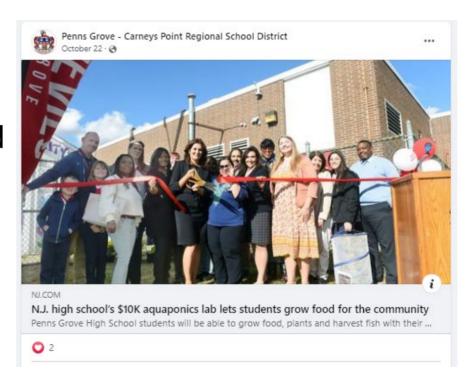






Penns Grove High School Example

- Clear, concise, and compelling: framed aquaponics as a solution to food insecurity in a designated food desert.
- Connected directly to sustainable farming practices and STEM education.
- → Strong case for full points.







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.







Penns Grove High School Example

- Diverse team: superintendent, curriculum director, science/math supervisors, principal, environmental science teachers, custodial staff, and food services director
- Included NJEA representatives and community partners (Exchange Club, municipal green team).
- → Demonstrated capacity and broad expertise.







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 2026. 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



















Action Plan & Timeline

- Template available! Not required, but highly recommended applicants use it.
- At least take a look to make sure you are covering all of the steps/tasks/areas that the selection committee will be looking for when evaluating this section.
- It's okay if you use "Month 1, Month 2..." etc., as needed but make sure to have an anticipated start and end date.



Grant Application Proposed Project Action Plan

Please use this form to outline the specific steps or tasks needed to complete the proposed project. These steps include project planning, implementation, community outreach and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the performance period. Include plans for ribbon cutting ceremonies and milestone events. Implementation steps should NOT begin until after the grant is awarded at the press announcement event. Additional lines can be added.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Community Engagement Activities		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

Project Promotion – Events Where Promotional Materials With Sponsor Recognition Are Distributed			
Name of Event	Materials	Date	
1.			
2.			
3.			
Proposed Date of Ribbon Cutting Ceremony (if applicable)			





Penns Grove High School Example

- Detailed action plan: outlined steps for planning, building, curriculum integration, outreach, and evaluation
- Identified specific milestones (e.g., ribbon-cutting, School Board presentations).
- → Realistic and achievable within the18-month performance window.







Community Engagement

- Capitalize on collaborations between community stakeholders including representatives from the schools, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses.
- Expand on what is in action plan and timeline.

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

















Penns Grove High School Example

- Planned wide promotion: social media, website, school board updates, signage with NJEA logos, ribbon-cutting.
- Brought in students, parents, staff, local leaders, and organizations to ensure visibility and ownership
- → High score for deep and varied engagement.







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







Penns Grove High School Example

- Community is a food desert (supermarket closed; reliance on Dollar Store).
- Highlighted nutritional inequality and Salem County's 30%+ obesity rate.
- Connected to nutrition, equity, sustainability education, and certification.
- → This was their strongest area very likely scored near full points.







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 budget is realistic, costs are justified and resource contributions, including inkind, have a reasonable value

TIP: Tracking Expenses

- Discuss accounting and procurement with your business office ahead of time.
- Plan to create a designated grant account to track expenses.
- If completing an outreach project, justify use of promotional materials
- Include shipping costs
- Remember that the budget is an estimate and that modifications can be made if in receipt of the 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









Budget

- Template available! Not required, but highly recommended applicants use it.
- The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant
- Make sure grant funds column adds to grant award—cannot award grants less than 2k or 10k



Sustainable Jersey Grants Program Budget Template



Matching or in-kind contributions are encouraged, but not required. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Sources column. If other funding will be used to complete the project in conjunction with the grant, please identify the amount in the Other Funding Source column. Identify the source of the additional funding, if it has been secured, and any other details deemed necessary to include in the Budget Narrative. Any NJCEP, utility, or other incentives should be included. In order to upload your budget to the grant application, you must convert the excel document into a PDF. Please make sure that the rows and columns in the PDF are not cut off due to page breaks. To ensure this, select the "fit to paper width" option when saving as a PDF.

Applicant Name:

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost	
					\$.	_
					\$ -	
		Total Municipal Salaries	\$ -	\$ -	\$ -	_

B. SUBCONTRACTORS/CONSULTANT COSTS

ſ					Other Funding		
	Subcontractor/ Consultant	Role in Project	Period of Performance	Sustainable Jersey Grant Funded	Sources (cash, incentives or in-kind)	T.	otal Cost
- 1-	Consultant	Note in Project	r criou or r crioimance	Grant ranaca	or in kina,		otui cost
						\$	-
						\$	-
	Total Subcontractor/Consultant Cost			\$ -	\$ -	\$	-

C ITEMIZED FOLLIDMENT

				Other Funding		
				Sources		
			Sustainable Jersey	(cash, incentives		
Item	Unit Cost	Quantity	Grant Funded	or in-kind)	Total C	ost
					\$	-
					\$	-
		\$ -	\$ -	\$	-	

D. ITEMIZED SUPPLIES

D. TEMIZED SOTT LIES						
				Other Funding		
				Sources		
			Sustainable Jersey	(cash, incentives		
Item	Unit Cost	Quantity	Grant Funded	or in-kind)	Total Cost	
					\$	-
					\$	-
		Total Cost of Supplies	¢ .	¢ .	¢	

E. OTHER ITEMIZED EXPENSES

			Sustainable Jersey	Other Funding Sources (cash, incentives		
Item	Justification	Quantity	Grant Funded	or in-kind)	To	tal Cost
					\$	-
					\$	-
		Total Other Expenses	\$ -	\$ -	\$	-

TOTAL PROPOSED BUDGET \$	- s	- Ś	-
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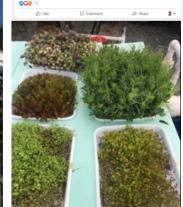
Penns Grove High School Example

- Budget was itemized and eligible, listing tanks, filters, rafts, sump tanks, greenhouse structure.
- Realistic, with in-kind contributions and community support strengthening feasibility











Grant Awards







ea NEW JERSEY EDUCATION ASSOCIATION Grant Awards

Grant recipients will be announced:



- 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



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.





Application Tips



Consider these 4 tips to increase your chances of receiving a grant

- Schools should apply for both a small and a large grant
 - Can copy and paste information; just need to change the budget and action plan and timeline
- Include the community and stakeholders in as many of the steps to complete the project as possible, including the planning phase
 - Invite municipal green team members, local businesses, and organizations
- Identify sources of in-kind donations of time, labor, and funding to show that your school community has skin in the game
- Be detailed—too much information is better than too little





<u>Timeframe</u>	<u>Action</u>
Wednesday September 10, 2025	Webinar presentation & recording posted on website
Friday October 31, 2025	Sections One, Two, and Three of all grant applications due
Friday December 5, 2025	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 Coordinator
schools@sustainablejersey.com
609-771-3427



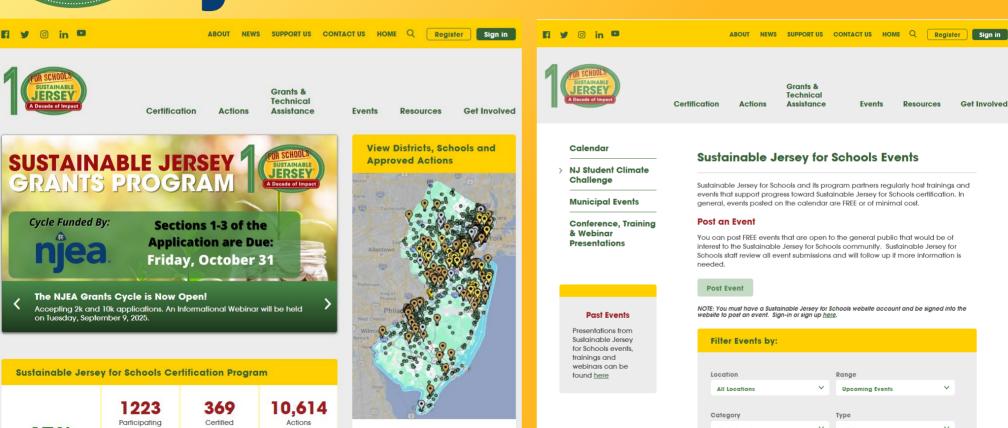
To ask questions, please either:

- Raise your hand (to ask question verbally)
 - Make sure to unmute yourself using the green microphone button
 - If calling in via the telephone, make sure you input the audio code: 421-874-651
- Type your question in the question box





Upcoming Events





APPLYING FOR CERTIFICATION IN 2026?

Submission Deadline:

#1

January 12



March 23



June 15

bit.ly/Schools2026CertCycle

SCHOOL CULTURE & CLIMATE NEEDS ASSESSMENT

WEBINAR - SEP. 16, 2025 2:30 PM - 3:30 PM

Learn More & Register:

https://bit.ly/4fWZmis





DIGITAL SCHOOLS STAR RECOGNITION Q



CHECK OUT THIS UPCOMING WEBINAR:

PROGRAM UPDATES AND HOW TO BE A STAR

SEP. 17, 2025, 3:30PM - 4:30PM







2026 SCHOOLS CERTIFICATION

FALL WEBINAR SERIES







Register: bit.ly/SJSFallCertWebinars





Upcoming Energy Webinars

Sept 16th **PSE&G Electric Vehicle Webinar**

TBD **JCPL EV Webinar**

(late September/early October)

TBD SJS School Bus Webinar

(late October/early November)

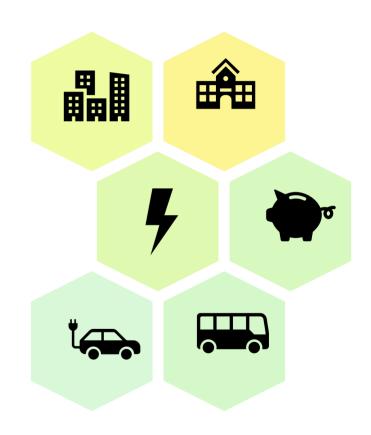
Nov 5th **PJM and Utility Demand Response**

Dec 3rd Energy Efficiency Webinar

Dec 10th **Building Management Systems**

Dec 17th Shared Mobility Webinar

TBD **Green Financing Tools**



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