



# SUSTAINABLE JERSEY GRANTS PROGRAM

FUNDED BY:



**PSEG**  
*Foundation*



- 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





# 91%

OF NJ POPULATION  
LIVES IN A

**REGISTERED  
OR CERTIFIED  
COMMUNITY**



# 82%

OF MUNICIPALITIES  
PARTICIPATING

# 64%

of NJ public school districts  
registered with Sustainable  
Jersey for Schools

# SUSTAINABLE JERSEY { COLLECTIVE IMPACT



## 220

**MUNICIPALITIES  
CERTIFIED**

**69** SILVER  
CERTIFIED

**151** BRONZE  
CERTIFIED



## 354

**SCHOOLS  
CERTIFIED**

**48** SILVER  
CERTIFIED

**306** BRONZE  
CERTIFIED

# 23,467



**SUSTAINABILITY ACTIONS**

**COMPLETED** by both municipalities and schools

# \$7.2 MILLION



IN GRANTS FOR MUNICIPALITIES,  
SCHOOLS & SCHOOL DISTRICTS



# 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.

**BRONZE** Mandatory **Green Team**  
2 out of 14 PRIORITY ACTIONS  
150 points across 6 of 22 categories

**SILVER** Mandatory **Green Team**  
3 out of 14 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 40
<b>DIGITAL LEARNING LEADERSHIP</b>	
District Commitment to Digital Learning 🏠	10 to 15
Equitable Access to Digital Learning 🏠	10 to 15
Community Engagement	10
District Professional Development Plan	10
<b>DIGITAL LEARNING PRACTICES</b>	
Digital Citizenship 🏠	10
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>	
Indoor Air Quality Review 🏠	15
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
Reporting Process for Indoor Air Quality Concerns	10
<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> <i>(One approved action in this category counts toward priority requirements)</i>	
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 MANAGEMENT &amp; RECYCLING</b>	
Waste Audit 🏠	10
Document Recycling Rates	10
EPA Waste Wise	5
Food Waste Management	15
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.** In order to participate in the program a district or school must complete this step.

 **District-only action.** District actions earn points for all registered schools in the district.

 **School-only action.**

 **Digital Schools action.**  
Visit [www.sustainablejerseyschools.com](http://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](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



- Since 2009, over \$2.8 million awarded to participating public schools and school districts for almost 670 projects
- 202 / 387 (52.2%) registered school districts have received at least one grant
- 50% of all grant funding is reserved for certified schools







**PSEG**  
*Foundation*

**\$100,000  
in grants  
for public  
schools**







# Eligibility Requirements

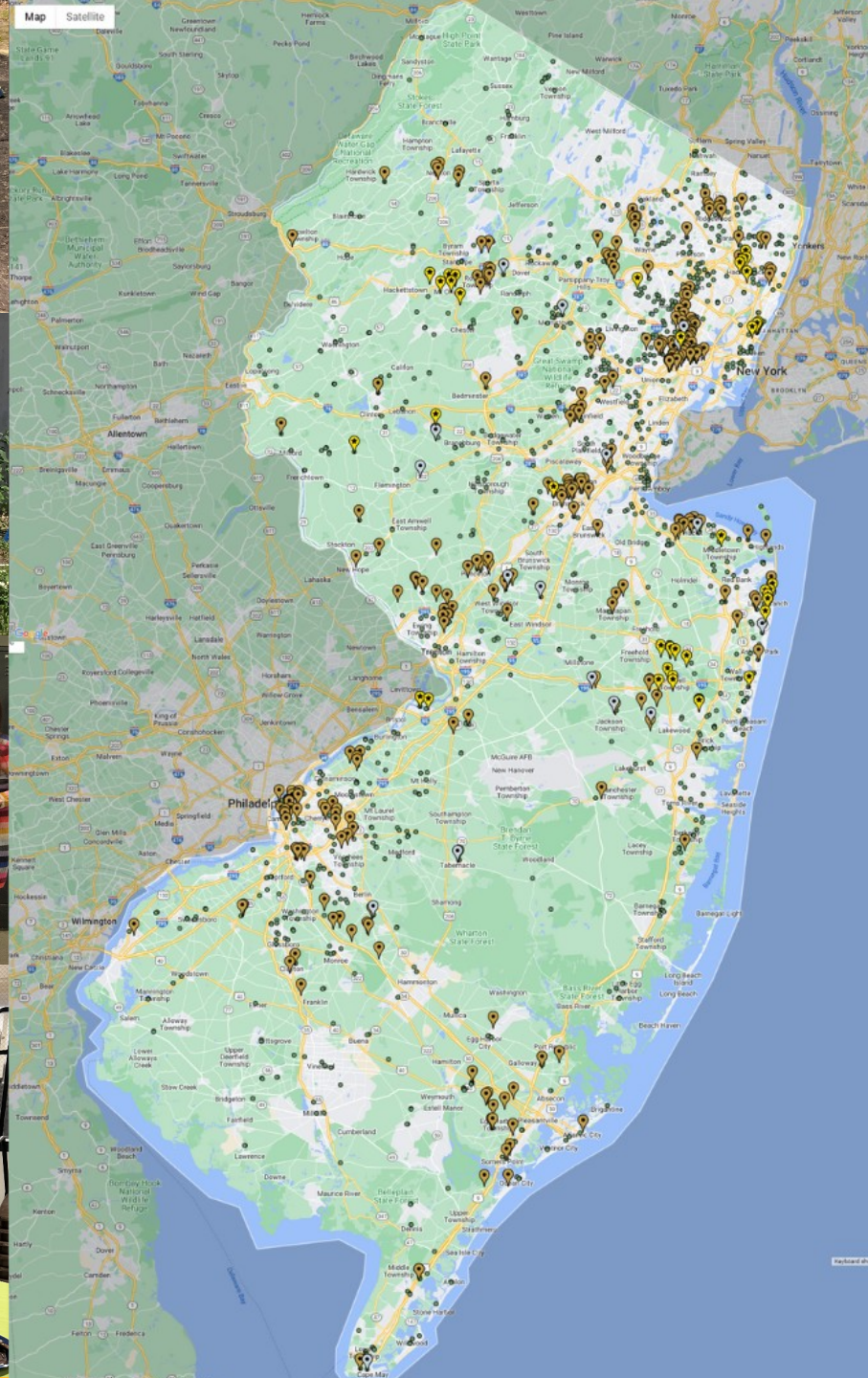
## Student & Community Outreach

### Green Team

10 Points

△ Required

• THIS ACTION HAS VARIABLE POINTS: 10, 15







# 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/*) page to find examples of documentation from certified schools and connect with school green teams

## Search by action

**By Certified Action**

**Board Leadership & Planning**

☐ District Sustainability Policy

☒ Professional Development for Sustainability

☐ Green Enhancement of District Strategic Plans

☐ Strategic Plan Implementation of Green Initiatives

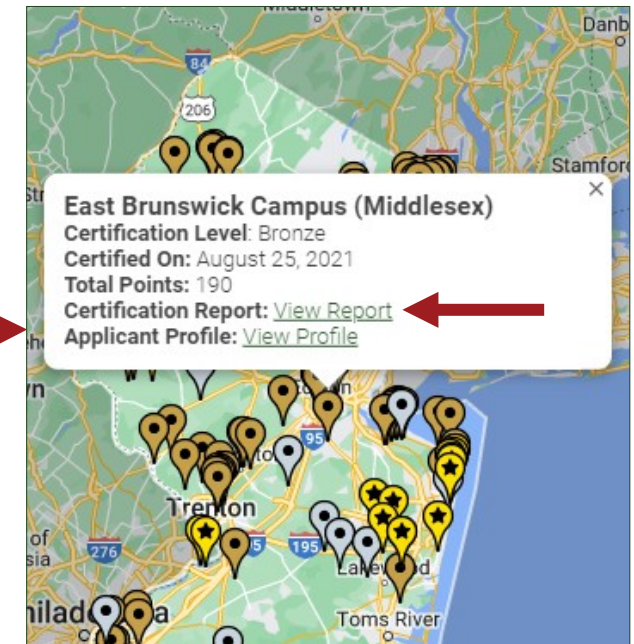
☐ School Community Asset Mapping

☐ School District Foundation

## View certified schools approved for that action

APPLICANT	COUNTY	CERTIFICATION
<a href="#">Alexandria Middle School (Hunterdon)</a>	Hunterdon	BRONZE
<a href="#">Lester D. Wilson Elementary School (Hunterdon)</a>	Hunterdon	BRONZE
<a href="#">Florence M. Burd Elementary School (Sussex)</a>	Sussex	BRONZE
<a href="#">Long Pond School (Sussex)</a>	Sussex	BRONZE
<a href="#">Atlantic Highlands Elementary School (Monmouth)</a>	Monmouth	BRONZE
<a href="#">Bedminster Township Elementary School (Somerset)</a>	Somerset	BRONZE
<a href="#">Roy W. Brown Middle School (Bergen)</a>	Bergen	BRONZE
<a href="#">Berkeley Elementary School (Essex)</a>	Essex	BRONZE

## View certification report for example documentation





# Previous Grantees

Grant Cycle Year	Grant Level	Current Grant Status	Eligible to Apply for Large Grant	Eligible to Apply for \$2,000 Grant
2022 Funded By: PSEG or NJEA*	\$10,000 or more	Open	No	Yes
		Closed+	Yes	Yes
	\$2,000 or less	Open	Yes	No
		Closed+	Yes	Yes
2015-2021 Funded By: PSEG or NJEA*	\$10,000 or more	Open	No	No
		Closed+	Yes	Yes
	\$2,000 or less	Open	No	No
		Closed+	Yes	Yes

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

\* Applications are due on October 31 but are not awarded until January of the following year

# Available Funding

- Each school and school district is only eligible to receive one grant per cycle
- A school can apply for one \$10,000 and/or one \$2,000 grant
  - If two applications are submitted, the large grant will be considered first
  - If the \$10,000 grant is selected for funding, the application for the \$2,000 grant will no longer be eligible for consideration
- A school district is only eligible to apply for a \$10,000 grant
  - Does not affect the eligibility of any of its schools from applying for their own grants

**4** \$10,000



**30** \$2,000





# Use of Funding

<u>Funding Level</u>	<u>Use of Funds</u>	<u>Performance Period</u>
<b>Large Grants (10k)</b>	<ul style="list-style-type: none"><li>• Fund all or part of a project that will earn points toward a Sustainable Jersey for Schools <a href="#">action</a></li><li>• The <a href="#">Innovation Project</a> actions are acceptable</li><li>• The project should leverage partnerships with community resources and include an outreach component focused on promoting community awareness of the project</li></ul>	18 months  <b>(Receive half the funding upfront)</b>
<b>Small Grants (2k)</b>	<ul style="list-style-type: none"><li>• Fund all or part of a project that will earn points toward a Sustainable Jersey for Schools <a href="#">action</a></li><li>• General operating support and direct expenses for green teams</li></ul>	12 months

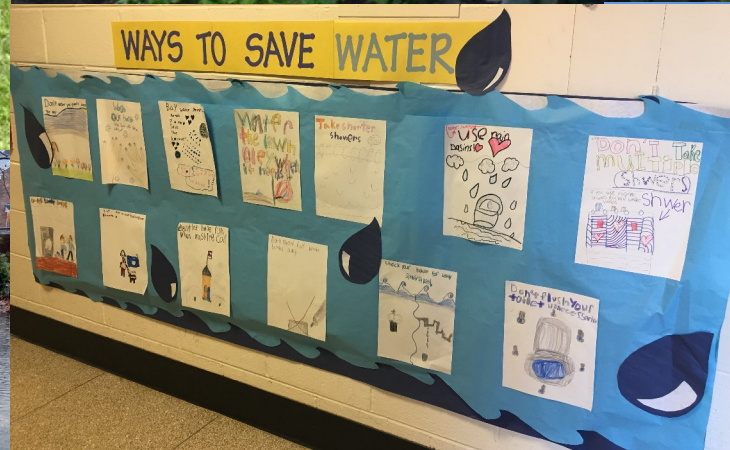
# Projects for Points

## Think outside the box!

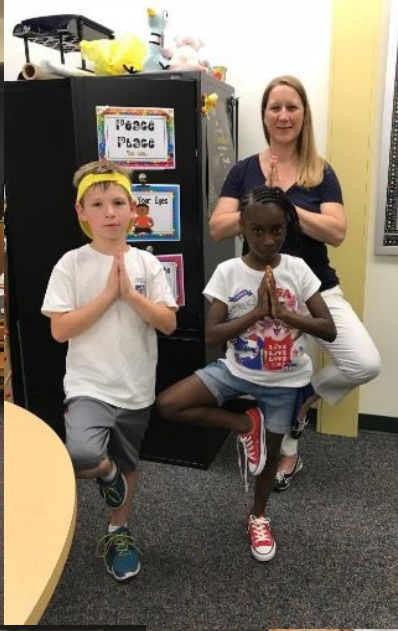
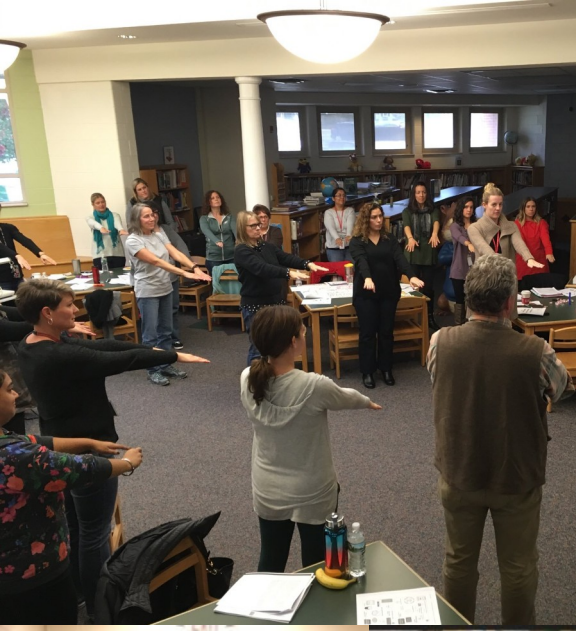
- Typical grant submissions include:
  - School Garden
  - Water Bottle Refilling Stations
  - Outdoor Classrooms
  - Cafeteria Waste Reduction/Improved Recycling
- What you should consider:
  - Identifying a need within the school community
  - Identifying where you need financial assistance to complete a program action



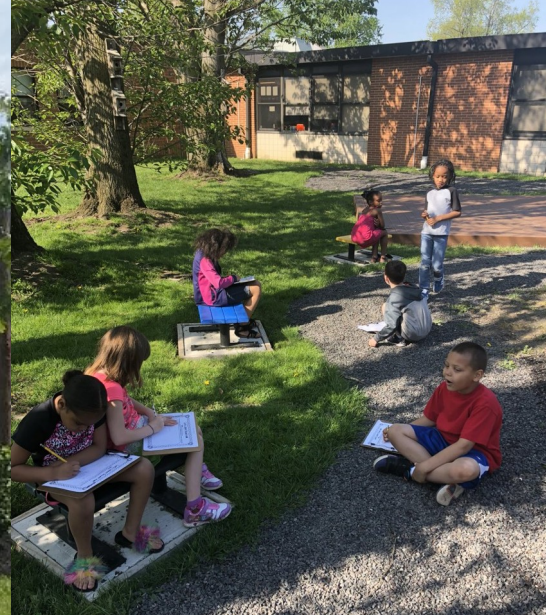








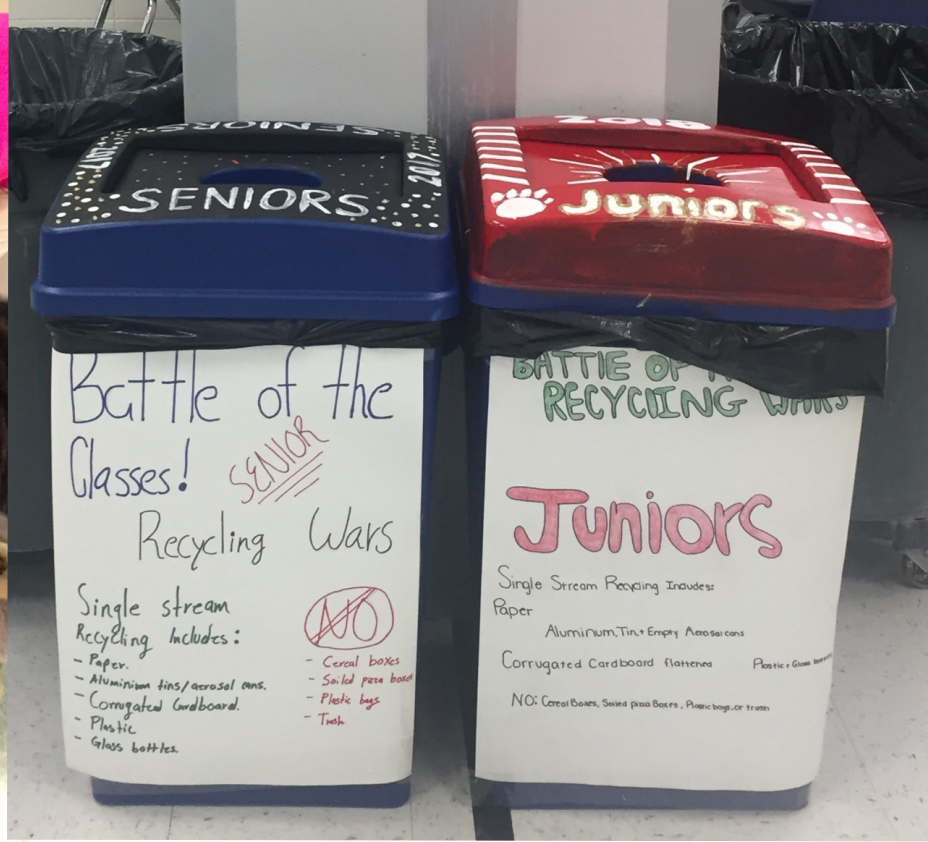
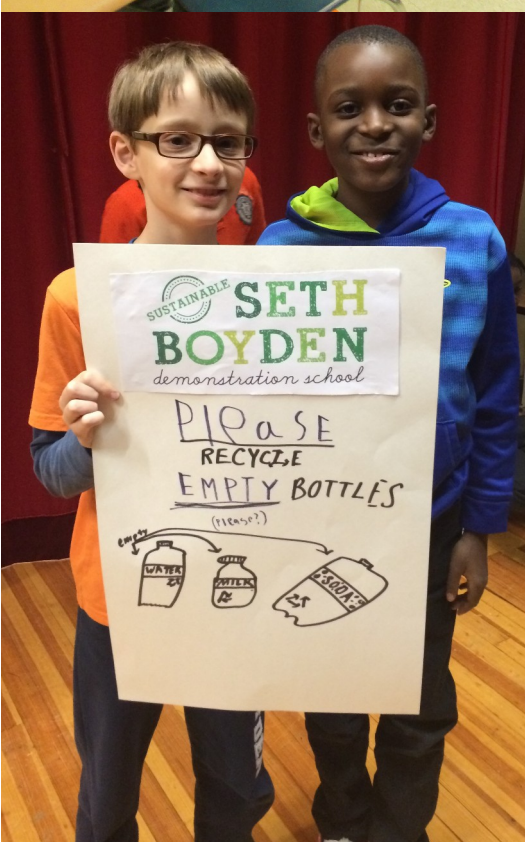
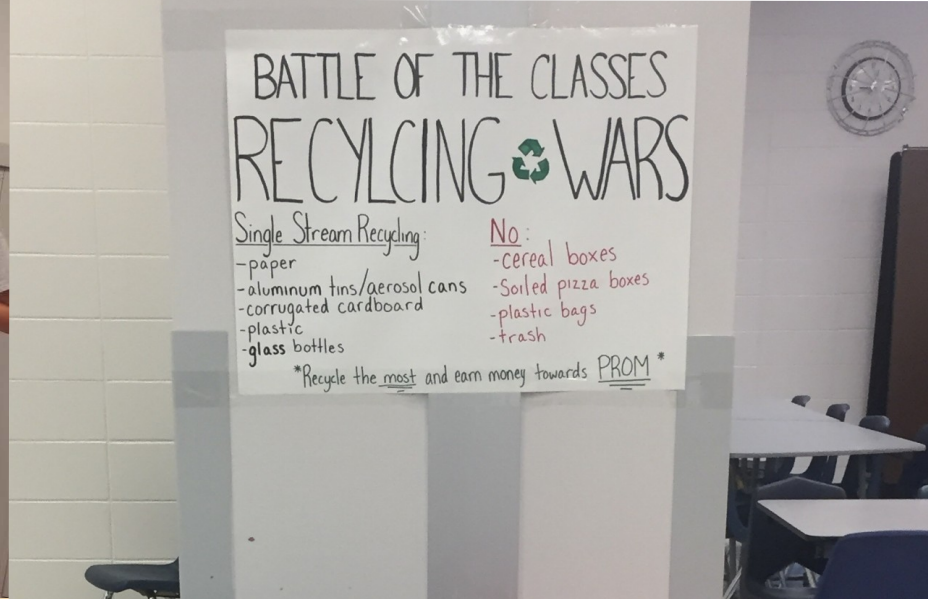
















← Thread

Ms. McGrath  
@HVArtMcGrath

The @HVRSD Green Team was excited to share our #zerowaste event kits with @HVCentralHS yesterday! This project was made possible by a \$2000 grant through the Sustainable Jersey Grants Program funded by the PSEG Foundation #SJGrants @SJ\_Schools @PSEGdelivers













# Energy Projects



## **Energy Efficiency Upgrades**

- Energy audits and energy efficiency projects (i.e. lightning, furnaces, etc.) are NOT eligible



## **Electric Vehicle Charging Stations**

- EV charging station(s) installation projects are NOT eligible



## **Electric Vehicle Purchases**

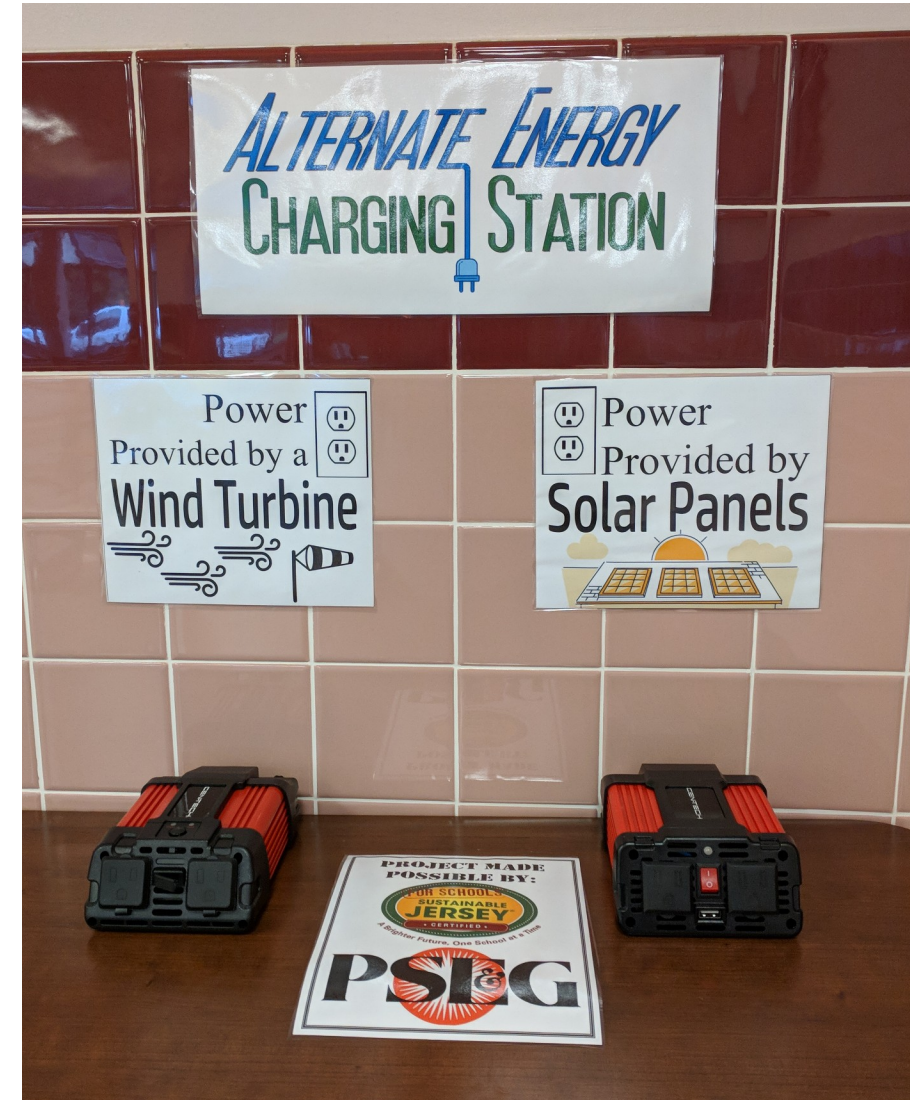
- The purchase of electric vehicles (except for Class 4-8 medium and heavy-duty vehicles) is NOT an eligible project for this grants cycle.



# Energy Projects

## Energy Education, Conservation, or Behavioral Change Projects

- Includes purchasing renewable energy equipment such as solar or wind powered equipment that can be utilized in the school curriculum
- Includes stipends for teachers in charge of energy conservation projects, such as ensuring all of the lights in classrooms are turned off at the end of the day

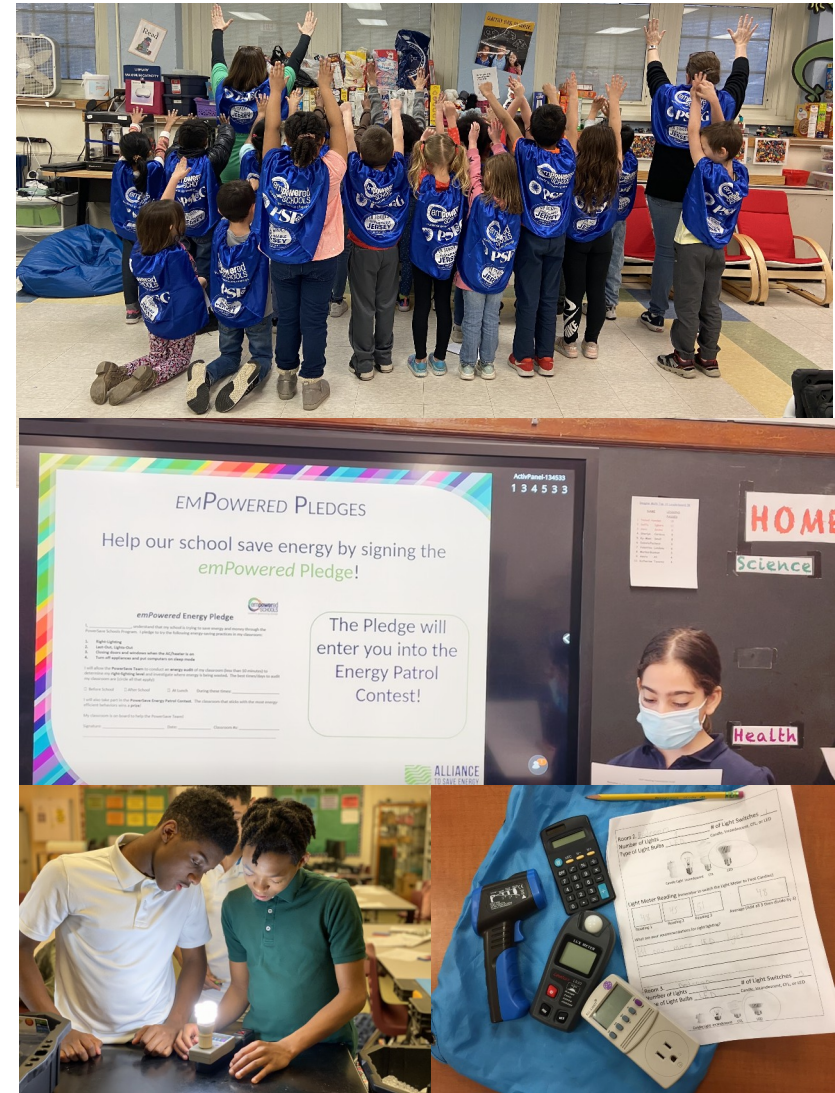




# Empowered Schools

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







# Application Information Packet



## SUSTAINABLE JERSEY GRANTS PROGRAM



FUNDED BY:  
**PSEG**  
Foundation

Sustainable Jersey Grants Program Funded by the PSEG Foundation

2023 Application Information Packet for School Districts and Schools

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# Funding and Resources for Ineligible Energy Projects

## Attachment 1: Energy Incentive Programs

New Jersey's Clean Energy Program (NJCEP) Programs	
Program	Summary
<a href="#">Combined Heat &amp; Power (CHP) &amp; Fuel Cell</a>	Funding for energy efficiency through on-site power generation and productive use of waste heat. Funding based on eligible technology and size (installed rated capacity).
<a href="#">Energy Savings Improvement Program</a>	A state-facilitated funding mechanism used to finance energy efficiency upgrades at public institutions. Allows a public entity to use energy savings to pay for the cost of energy-related capital upgrades.
<a href="#">Local Government Energy Audit (LGEA)</a>	Free ASHRAE Level 2 audit for local government buildings with a minimum 200kW monthly average peak demand.
<a href="#">New Construction (and Gut Renovation) Programs</a>	Incentive programs for new construction and gut renovation projects that achieve energy savings beyond code requirements: SmartStart New Construction; Customer Tailored Programs; and Whole Building/Comprehensive (Pay for Performance).
For more information on NJCEP programs visit: <a href="http://www.NJCleanEnergy.com/muni">www.NJCleanEnergy.com/muni</a> , email <a href="mailto:Outreach@NJCleanenergy.com">Outreach@NJCleanenergy.com</a> or call 866-657-6278	

### Incentive Programs for Local Governments from Utilities

As of July 1, 2021, New Jersey utility companies are offering energy efficiency incentive programs, including:

**Direct Install Program.** Provides turnkey energy solutions for small business and local government customers.

**Engineered Solutions.** Provides tailored energy efficiency assistance to public service entities.

**Equipment Rebates.** Offers a wide range of pre-qualified "standard" measures with set incentive values.

Utility Incentive Programs (Note: Local governments are considered businesses)	
Utility	Webpage and Contact Info
Atlantic City Electric	<a href="#">Webpage</a> , email <a href="mailto:EnergyEfficiency@atlanticcityelectric.com">EnergyEfficiency@atlanticcityelectric.com</a> or call 866-353-0007
Elizabethtown Gas	<a href="#">Webpage</a> , email <a href="mailto:ETGBusiness@appliedenergygroup.com">ETGBusiness@appliedenergygroup.com</a> or call 888-263-7372
Jersey Central Power & Light	<a href="#">Webpage</a> , email <a href="mailto:energysavenj@firstenergycorp.com">energysavenj@firstenergycorp.com</a> or call 800-662-3115
New Jersey Natural Gas	<a href="#">Webpage</a> , email <a href="mailto:SAVEGREEN-Com@njng.com">SAVEGREEN-Com@njng.com</a> or call 877-455-6564
Public Service Electric & Gas	<a href="#">Webpage</a> , email <a href="mailto:pseenergysaver@dnv.com">pseenergysaver@dnv.com</a> or call 844-300-7734
Rockland Electric	<a href="#">Webpage</a> , email <a href="mailto:DL-NJSaves@oru.com">DL-NJSaves@oru.com</a> or call 877-434-4100
South Jersey Gas	<a href="#">Webpage</a> , email <a href="mailto:SJGBusiness@appliedenergygroup.com">SJGBusiness@appliedenergygroup.com</a> or call 888-263-7372

EV and EV Charging Infrastructure Incentives	
Program	Summary
<a href="#">NJ BPU's Clean Fleet EV Incentive Program</a>	Incentives for local government purchase of EVs and EV charging station(s)
<a href="#">NJ DEP's It Pay\$ to Plug In</a>	Incentives for EV charging stations; charging stations may be installed at workplaces, public places, and multi-unit dwellings
<a href="#">NJ DEP Stop the Soot Grant</a>	Incentives to replace diesel vehicles with electric and for eMobility projects
<a href="#">NJ EDA's NJ ZIP</a>	Incentives for medium and heavy duty vehicles in select urban areas
Note: Utility companies are announcing EV incentives ongoing, check each utility website for up to date information. Incentives may include "make-ready" electric vehicle charging infrastructure (everything but the charging station).	
<a href="#">Atlantic City Electric Vehicle Program</a>	<a href="#">PSE&amp;G Electric Vehicle Charging Program</a>
<a href="#">JCPL Electric Vehicle Program</a>	<a href="#">Rockland Electric Company</a>



# Grants Page

- More information can be found at the Sustainable Jersey for Schools website under the Grants page
  - Current opportunities
  - Grant application information
  - Grant recipient information
  - Previous recipients and projects

[Certification](#) [Actions](#) [Grants](#) [Events](#) [Resources](#) [Get Involved](#)

✓ **PSEG Cycle**

Eligible Applicants,  
Projects & Expenses

Application Sections

Proposal Evaluation

**EmPowered Schools**

> **Thinking about  
Applying for Grants?**

**Grant Recipient  
Information**

**Previous Recipients  
& Projects**



**SUSTAINABLE JERSEY  
GRANTS PROGRAM**

Cycle Funded By: **PSEG Foundation**

**Sections 1 & 2 of Grant  
Application Due:  
Friday, March 10**

**FOR SCHOOLS  
SUSTAINABLE  
JERSEY  
• CERTIFIED •**

### Sustainable Jersey Grants Program Cycle

The PSEG Foundation is contributing \$100,000 to support another cycle of the Sustainable Jersey Grants Program. With this contribution, the PSEG Foundation has provided \$3.1 million dollars in funding to support local sustainability initiatives in municipalities and schools across the state. The PSEG Foundation's ongoing support of the Sustainable Jersey Grants Program is an excellent example of how public/private partnerships can encourage local grass roots efforts to improve the quality of life in New Jersey.



# Online Application

**Deadline:** Friday, March 10, 2023, at 11:59pm

**App Link:** [bit.ly/SJSGrantAppPSEG](https://bit.ly/SJSGrantAppPSEG)



## 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 **PSEG 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

## Sign In

Email

Password

Log In

Forgot your password?

Need an Account?

Sign Up

## 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



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 and, if your project is selected for funding, the required reporting requirements. Before moving forward with your 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 \*

Kaitlyn Vollmer

Title \*

Grants Program Manager

Organization/School \*

Sustainable Jersey

Phone \*

6097713189

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

Phone Number Extension

Email \*

vollmerk@tcnj.edu

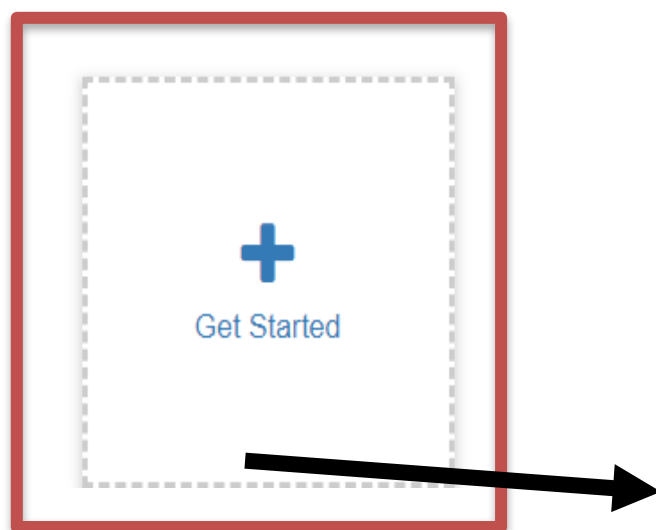
## PRIMARY CONTACT

**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.



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

- Use the "get started" button to create a new grant application for the 2023 Sustainable Jersey Grants Program Cycle funded by the PSEG Foundation
- Complete the reporting requirements associated with a previously-awarded, PSEG-funded, Sustainable Jersey grant



## PSEG School Grant Proposal

**Please complete Section One: PSEG School Grant Proposal.** This section must be submitted by the end of the day on **March 10, 2023.**

There are 85  
days  
remaining to  
submit this.

Submit

### School Grant Proposal

Action Required

Open

**Complete this form** requesting information on your school's/school district's Sustainable Jersey grant history, grant project proposal, and application contacts. This is considered your grant proposal--more detailed information about what is required for this section of the grant proposal can be found in the Application Information Packet available [here](#) on our website.



# Application Sections

Grant Account and Profile	
School Grant Proposal - due 3/10/2023	
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 3/10/2023	
1. Current Status in the SJS Program	2. Green Team Documentation*
Grant Authorization Resolution – due 4/7/2023	
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)



# Standard Application Form

## *Grant Proposal Sections*

- **All Grant Applications Include:**
  - **Project Title and Brief Description**
  - **Action Plan and Timeline**
  - **Budget Narrative**
  - **Detailed Project Budget**
- **Only Large Grant Applications Include:**
  - **Project Team**
  - **Community Engagement**
  - **Project Impact and Evaluation**

There are templates available to help you quickly and easily complete each section of the application, such as the action plan & timeline and budget sections.



# 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 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 municipal staff, residents, the school community, etc.







# Action Plan and Timeline Template

## KNOW THAT YOU...

...cannot submit a proposal for a project already underway or completed.



## Project Grant Application Proposed Project Action Plan



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

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



# Action Plan & Timeline

- Identify the steps needed to complete the project and target completion dates
- Identify how you plan on promoting the project, such as holding a ribbon cutting ceremony
- Implementation steps cannot start until late June 2023 (after grant is awarded)

## 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
- Spend time and resources to train volunteers
- Try to plan for the unexpected – always have a “plan B”





# 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

## TIP: Building & Engaging Your Team

- Recruit volunteers early on
- Identify and involve all relevant parties from the beginning
- Get students/youth involved
- Keep meetings short, timely, meaningful and efficient





# Project Impact & Evaluation

- Project should contribute toward making progress in the Sustainable Jersey for Schools Certification program
- Aim to be unique, innovative and address a specific need
- Be clear about what the project hopes to accomplish and provide relevant background information
- Identify who will benefit from the proposed project (staff, residents, etc.) and how
- Have a plan to evaluate project outcomes

## TIP: Project Selection

- Propose a project that capitalizes on collaborations between municipal and district/school stakeholders
- Consultant-driven projects should feature a green team component





# Budget Narrative

- Clearly summarizes project expenses and identifies all the sources of funding, including in-kind contributions such as volunteer hours
- Identify and leverage no or low cost resources (costs should be reasonable)
- Identify if additional funding besides the grant is in-hand or committed
- Matches up with your detailed project budget



## TIP: Budget

- Leverage no or low cost resources to cost-effectively complete the project
- Detailed budget consistent with budget narrative
- Budget is realistic, costs justified, resource contributions have reasonable value
- Keep in mind promotional item value limits
- Include shipping costs





# Detailed Project Budget Template



## 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

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

### C. ITEMIZED EQUIPMENT

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

### D. ITEMIZED SUPPLIES

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

### E. OTHER ITEMIZED EXPENSES

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

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
-----------------------	--	--	------	------	------



# Budget Template



- Itemize expenses from all sources of funding and quantify any in-kind contributions
- Eligible expenses include staff stipends, consultant or contractor service fees, equipment, project supplies, training and educational materials, and promotional items (including meeting supplies, incentives, awards and “give-aways”).
- Promotional items cannot comprise more \$1,000 of the proposed grant budget for 10k grants and \$200 for 2k grants
- Ineligible expenses include facilities/administrative (overhead) costs







# Green Team Documentation

## IF YOU ARE CURRENTLY CERTIFIED

Then you are exempt from this requirement, as we already have this information via your certification report

### List of Green Team Members

- First Name, Last Name, Affiliation
- xxx
- xxx
- xxx
- xxx

NO OTHER INFORMATION

(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.

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





# Grant Authorization Document Templates

## UPLOAD THE RIGHT RESOLUTION

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

### 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;

seeks to support and work with I parents to ensure a safe and gining our school community to endly and cost-effective solutions.

s participating in the Sustainable

ainable Jersey for Schools Program  
make progress on sustainability  
im called the Sustainable Jersey for



### SUSTAINABLE JERSEY

#### DATE

Kaitlyn Vollmer  
Grants Program Coordinator  
Sustainable Jersey for Schools

Dear Ms. Vollmer:

This letter shall serve as documentation of the authorization for **SCHOOL NAME HERE** to submit a **FUNDING LEVEL HERE** grant application for the **PROGRAM YEAR** Sustainable Jersey for Schools Grants Program funded by NJEA. As the **PRINCIPAL/BUSINESS ADMINISTRATOR/SUPERINTENDENT OF SCHOOLS**, I fully support this application and authorize its **submittal** on behalf of the school community.

If selected for the grant award, we will **BRIEF MENTION OF PROJECT**.

Thank you for your consideration.

Sincerely,

**SIGNATURE**

**NAME**  
**POSITION**  
**SCHOOL/DISTRICT**

### 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 details about the project, the vision behind it, and the impacts it would have on the school community. While not required, the Blue Ribbon Selection Committee looks favorably upon letters of support and signs that the school community is committed to the grant project.



# 10k Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

**10 Points**

Project Team  
Members

**10 Points**

Action Plan &  
Timeline

**15 Points**

Community  
Engagement

**15 Points**

Project Impact  
and Evaluation

**30 Points**

Budget

**20 Points**

## SELECTION PROCESS

Decided by a Blue Ribbon Selection Committee composed of program partners and sustainability experts across the state



# \$2,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

Budget

Action Plan  
& Timeline

- Up to 50% of the grant funds will be reserved for certified schools
- Efforts towards Sustainable Jersey for Schools certification are considered
- The regional distribution of grants throughout the state is considered



# Application Tips



Consider these 3 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



# Reporting Requirements

Grant recipients are required to complete the following reporting requirements

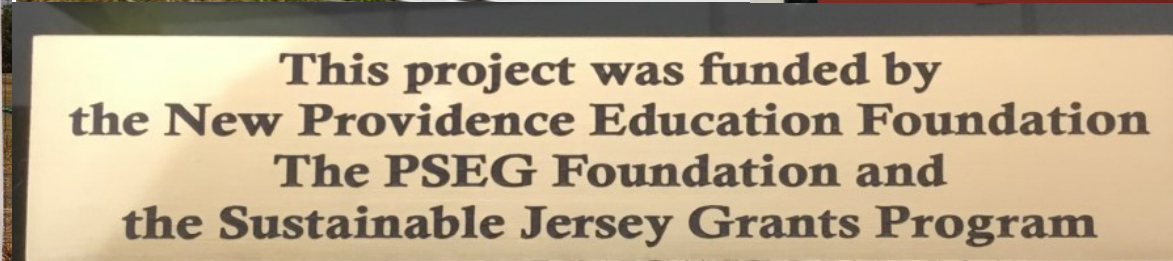
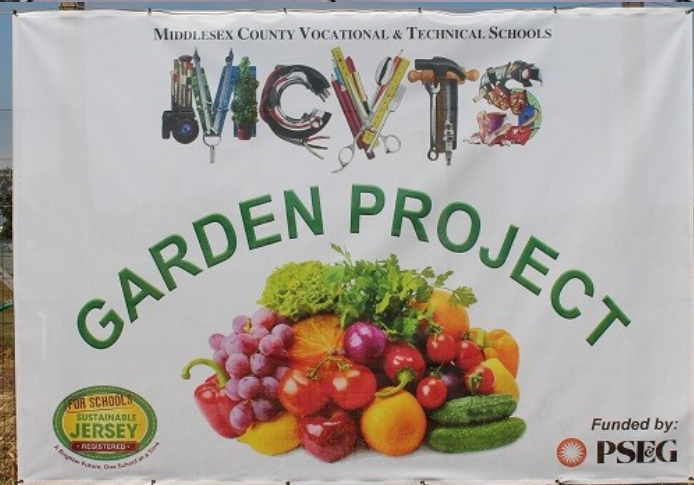
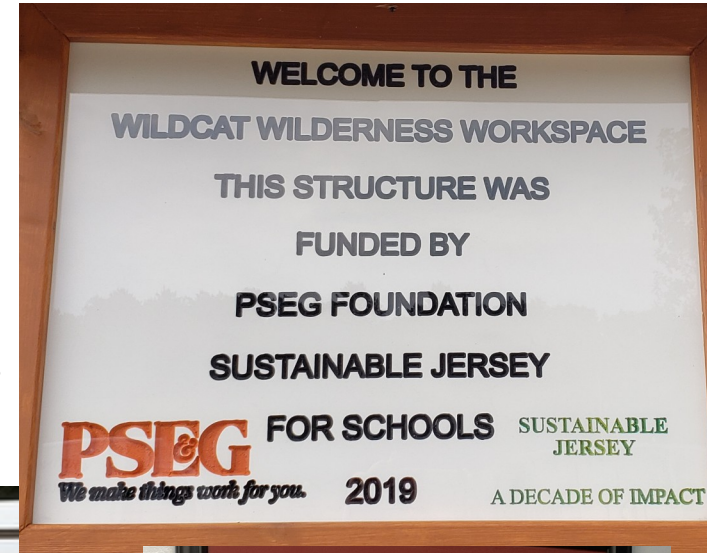
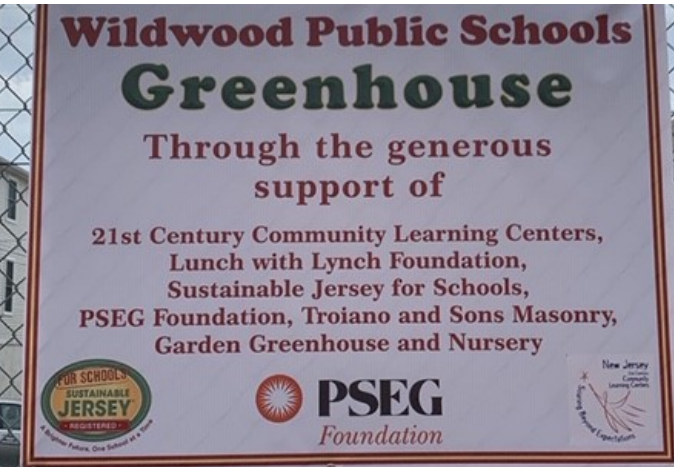
- 10k Grantees
  - Nine-month interim report (status update)
  - Final Report (due after 18 months)
- 2k Grantees
  - Final Report (due after 12 months)
- Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.





# Project Signage

Must include Sustainable Jersey for Schools and PSEG Foundation logos/recognition





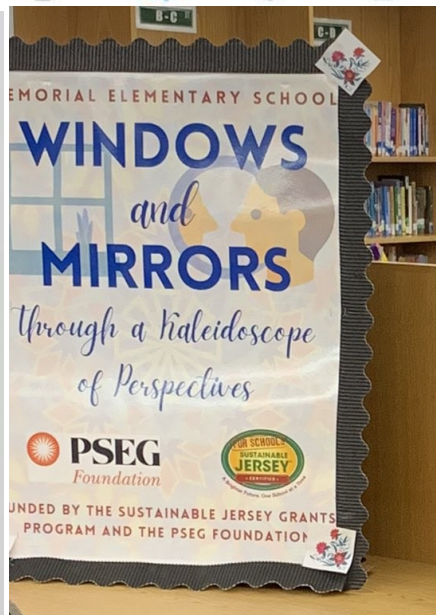
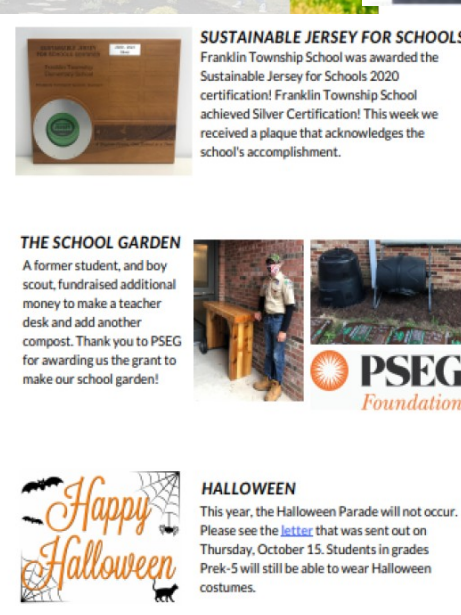
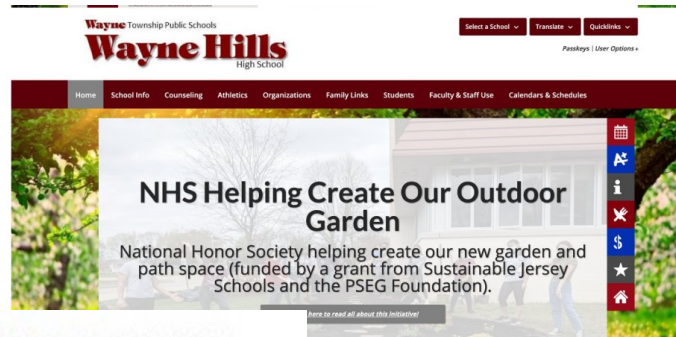
# Project Signage

Tag Sustainable Jersey for Schools and the PSEG Foundation in social media posts



21 Sep TEECS School Garden  
Posted at 11:46h in News by admin · Share

This morning, Thomas Edison EnergySmart Charter School held the inauguration of their school garden. Elementary students came to witness the ribbon cutting ceremony which was conducted by the school's special guests: Veronique Lambert, Program Coordinator from Sustainable Jersey for Schools and Sheridan Balmeo, Regional Public Affairs Manager from PSEG. Students sang a song about loving our Earth, followed by remarks from our honored guests. Following the ceremony, students and guests took part in planting herbs that will be shared with the school cafeteria throughout the year. TEECS is well on their way to becoming a Sustainable Jersey School!



# 2023 Cycle Timeline

<u>Timeframe</u>	<u>Action</u>
<b>Friday Dec. 16, 2022</b>	Webinar presentation & recording posted on website
<b>Friday Mar. 10, 2023</b>	Section One: Grant Proposal and Section Two: Current SJS Status of all grant applications due
<b>Friday Apr. 7, 2023</b>	Section Three: Grant Authorization Resolution due <i>Should also aim to be registered, have a green team, and have closed out outstanding grants by this time</i>
<b>Early May</b>	Recipient/non-recipient notification
<b>Early June</b>	Grant announcement event and funds distributed



# Thank You!

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: **973-295-678**
- Type your question in the question box



# Contact Us



**Questions about the  
certification program?**

JoAnna Contarino  
Program Assistant  
schools@sustainablejersey.com  
609-771-3427



**Questions about the grants  
program?**

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



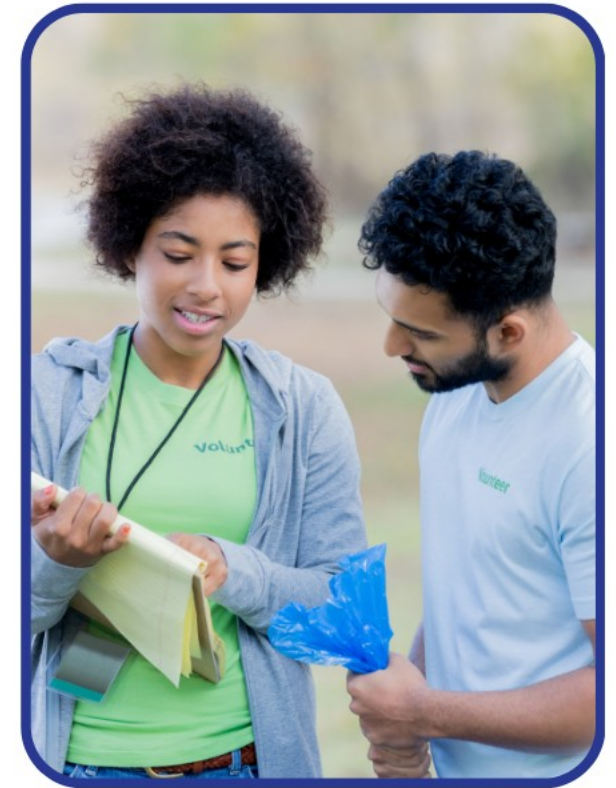
The Challenge is FREE.

Under their teacher's mentorship, teams of 2 to 12 students complete a school or community project that addresses a cause or impact of climate change.

1st, 2nd, and 3rd place middle and high school winners are recognized at an Awards Ceremony hosted by First Lady Tammy Murphy.

Winners receive grants to advance their climate education initiatives

[\[link\]](#)



**Be Part of the Solution**





# CONNECTING CLIMATE CHANGE TO CURRICULUM PROFESSIONAL DEVELOPMENT DAY

**Tuesday, January 10, 2023**

Rowan University  
Chamberlain Student Center  
Glassboro, NJ  
8:30am - 3:30pm

**Wednesday, January 18, 2023**

The College of New Jersey  
School of Education  
Ewing, NJ  
8:30am - 3:30pm

**Breakfast and Lunch Included**



**Register:** <https://bit.ly/NJClimatePD>

**Registration is FREE. Space is limited.**

This event is for Middle and High School Teachers,  
Supervisors, and Administrators in all content areas.  
Attendees will receive 7 PD Credit Hours



This program is being offered through a collaboration with:



The Drumthwacket Foundation

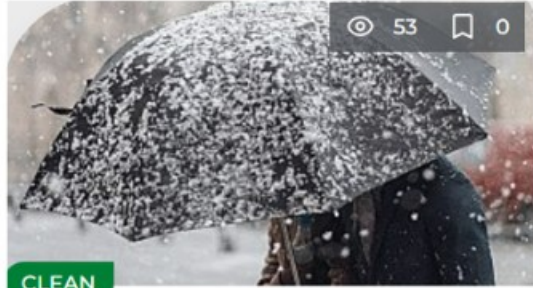


Atlantic City Electric and Exelon Foundation are proud to sponsor this event through the New Jersey Student Climate Challenge as part of their commitment to powering a cleaner and brighter future for customers and communities in New Jersey.



# New Jersey Climate Change Education Hub

## Teaching Resources



### Differences Between Climate and Weather

In this activity students collect weather data over several days or weeks, graph temperature data, and compare the temperature data collected with long-term climate averages from where they live.

**Subjects:** Science, Social Studies, Earth and Space Sciences, Geography  
**Grades:** 6th, 7th, 8th, 9th, 10th, 11th, 12th  
**Types:** Activity, Lesson Plan, Article



### Adélie Penguins

This short video discusses how our changing climate is affecting the population of Adélie penguins in the Antarctic.

**Subjects:** Science, Social Studies, Biology, Geography  
**Grades:** 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th  
**Type:** Video



### Earth's Seasons

A 2 minute video animation on the reason for the seasons.

**Subjects:** Science, Earth and Space Sciences  
**Grades:** 6th, 7th, 8th, 9th, 10th, 11th, 12th  
**Type:** Video



**NJClimateEducation.org** 



# SUSTAINABILITY SUMMIT



# SAVE THE DATE

2023 Sustainability Summit

May 5, 2023

Bell Works, Holmdel, NJ