Sustainable Jersey Grants Program Funded by the PSEG Foundation

2023 Application Information Packet for School Districts and Schools

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2023 Grants Program Cycle
Funded by the PSEG Foundation

Announcement Date:	Monday, October 24, 2022
Application Due Date:	Friday, March 10, 2023

Questions: Email grants@SustainableJersey.com or call 609-771-3189. General questions regarding the Sustainable Jersey for Schools Program should be directed to JoAnna Contarino at schools@SustainableJersey.com or 609-771-3427.

A. Background

We are pleased to announce that 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.

The grants program is an important program benefit for New Jersey public school districts and schools participating in Sustainable Jersey for Schools. Funding supports efforts to implement projects that help schools gain points needed for Sustainable Jersey for Schools certification and make progress toward a sustainable future. The funded projects serve as practical and innovative models for the rest of the State and make measurable contributions toward the long-term goal of a sustainable New Jersey.

This 2023 Sustainable Jersey Grants Program cycle funded by the PSEG Foundation will award:

- Four $10,000 project grants
- Thirty $2,000 project or green team support grants

The $10,000 grants have an 18-month performance period. The $2,000 grants have a 12-month performance period.

An informational webinar will be held on **Thursday, December 15, 2022, from 3-4pm.** You can register here. The webinar will include an overview of the grants cycle, tips on crafting a successful proposal a walk-through of the online application and time to answer participant questions.

ONLINE Applications are due by Friday, March 10, 2023. Email submissions of grant proposals will NOT be accepted. All school district/school grant applications must be submitted online using the link below:

https://webportalapp.com/sp/login/sjs-pseg-grants

Notifications of grant awards will be made by early May and a virtual announcement event for grant recipients will be held in early June.

School districts/schools not meeting the following eligibility rules are not eligible to apply for a grant. Sustainable Jersey staff will verify the information provided. Applicants that do not meet the eligibility requirements will not be considered for an award.

NOTE: *Projects already underway or completed are not eligible for funding.*

Standard Eligibility Rules

To be eligible to apply for a grant in this cycle, the following requirements must be met:

- The applicant must be a New Jersey public school district or school.

- The applicant must be **registered** or **certified** with the Sustainable Jersey for Schools program AND have appointed **a school district or school green team that meets the Green Team Action Standard**.

Additional Eligibility Rules for Previous Grant Recipients

If you received a Sustainable Jersey grant in program year 2022 or earlier, refer to the chart below to determine if you are eligible to apply. Contact Kaitlyn Vollmer at grants@sustainablejersey.com or 609-771-3189 if you have questions about your eligibility.

Note: If your school district or any of the other schools in your district have an open or outstanding grant, it does **NOT** affect the eligibility of your school to submit a grant application. The same goes for school district applicants—if there are schools within your school district that have open grants, they do not affect the school district's eligibility to submit a grant application as a school district.

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

- School districts and schools are each eligible to apply for **one $10,000 grant.**

- **District applicants** should focus on programs or projects that **benefit more than one school.** A school district is not eligible to apply for a $2,000 grant.

- A school may apply for **one $10,000 grant AND/OR one $2,000 grant**. **School applicants** should focus on **school-level initiatives**. The $10,000 grant proposal will be considered first. If the $10,000 grant proposal is not selected for funding, the $2,000 proposal will then be considered. If the $10,000 grant is awarded, the school will no longer be eligible to receive the $2,000 grant. Due to the limited number of $10,000 grants, applying for both a $10,000 and $2,000 grant is a good strategy for optimizing the chances of your school receiving a grant.

C. Use of Grant Funding

Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. The amount of grant funding that can be used to purchase promotional items are limited to the following amounts: $1,000 for $10,000 grants and $200 for $2,000 grants). Promotional items include "give-aways" such as refillable water bottles, t-shirts, bags, etc., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.** Matching or in-kind contributions are encouraged, but not required.

Funding may be passed through to a non-profit, partner organization, or contractor, but the school district/school must be the applicant and will be responsible for the reporting requirements. Checks will be made payable to the school district/school and sent to its fiscal agent.

$10,000 Grants
- $10,000 grants must be used to fund all or part of a project that will earn points for an action in the Sustainable Jersey Program. Innovation Project actions are acceptable.

- The project should leverage partnerships with community resources and include an outreach component focused on promoting community awareness of the project.

- Recipients of a large grant must have fully expended all of their grant funds, completed their project, and submitted their final report by **January 29, 2025.**

$2,000 Grants

- $2,000 grants can be used for general school green team expenses or for a specific project that will contribute to earning points for an action in the Sustainable Jersey for Schools Program.

- Recipients of a $2,000 grant must have fully expended all of their grant funds, completed their project, and submitted their final report by **July 31, 2024.**

Sustainable Jersey grants are intended to help schools make progress toward a sustainable future in general, and specifically toward Sustainable Jersey for Schools certification. Grant funding is available for timely projects that address healthy school environments, virtual operations and programming, digital learning, environmental justice and racial equity, and more. The application process is meant to be as simple and as easy as possible. Grant writing resources that provide tips on how to write a good grant proposal are available here on the Sustainable Jersey website.

Research shows that creating a team is an effective approach for organizing and strengthening efforts to advance sustainability. A strong coordination and collaboration effort between district and school stakeholders is encouraged. This includes: district/school administration and staff, union leadership, students, teachers, education support professionals, the PTO/PTA, parents and the community. Community members could include individuals that represent the municipal green team, municipal and county agencies, civic or community-based organizations, professional organizations or local businesses.

Applicants can consider requesting funding for projects that will help their school district/school complete actions in the Sustainable Jersey for Schools certification program and gain points towards certification. With over 100 actions to choose from, proposals can focus on a wide range of initiatives such as innovative approaches to teaching and learning in a virtual or hybrid environment or addressing sustainability through an equity lens. Please explore the entire range of options from the Sustainable Jersey for Schools action menu when brainstorming project ideas.

Additional project ideas will be discussed during an informational webinar on **Thursday, December 15, 2022, from 3:00pm to 4:00pm**. You can register for the webinar here.

When creating your proposal, be sure to seek out any available free or low-cost resources. Technical assistance is available for certain projects through entities such as the Rutgers Cooperative Extension (find your county office here) and AmeriCorps New Jersey Watershed Ambassadors Program (more information available here). Other funding is also available. Additional funding sources should be reviewed to determine if your project costs are covered by existing grants through other programs or if additional funding can be secured for your project.

> **NOTE:** *If using another grant to fund part of your project, the status of the grant award should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the Blue Ribbon Selection Committee.*

Energy-Related Projects

Due to funding available through incentive programs offered by the utility companies for **energy audits and energy efficiency projects** (i.e. lightning, furnaces, etc.), these activities are **NOT** eligible for funding in this cycle.

EV charging station(s) installation projects are NOT eligible for funding. Applicants interested in installing EV charging stations should apply for NJDEP's "It Pay$ to Plug In" program and/or NJBPU's Clean Fleet EV Incentive Program.

The purchase of an electric vehicle (except for Class 4-8 medium and heavy-duty vehicles) is NOT an eligible project. Applicants interested in purchasing alternative fuel/electric vehicles should apply for funding in NJBPU's Clean Fleet EV Incentive Program. The Sustainable Jersey Alternative Fuel Vehicle Procurement Guide and a resources flyer from NJDEP provide information on other purchasing opportunities.

Class 4-8 Medium and Heavy-Duty Vehicles
Vehicle types include: - Pick-up trucks   - Utility trucks and vans   - School, shuttle, and transit buses   - Garbage trucks   - Delivery/freight trucks   - Snow removal vehicles

If applicable to your project or municipality, you can also look into the NJ DEP Stop the Soot Grant program that provides incentives to replace diesel vehicles with electric and for eMobility projects and the NJ EDA's NJ ZIP program that provides Incentives for medium and heavy duty vehicles in select urban areas.

Proposals for **energy education, conservation, and/or behavioral change projects ARE eligible**. This includes renewable energy equipment such as solar or wind powered equipment that can be utilized in the school curriculum.

See Attachment 1 for a list of additional funding resources for energy-related projects.

E. Online Application Portal

The school district/school grant applications can be accessed using this link, which will take you to this landing page:

https://webportalapp.com/sp/login/sjs-pseg-grants

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

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Applications must be submitted using the online application portal by **11:59 PM on Friday, March 10, 2023**. At that time the portal will close. Only online application submissions will be considered for funding.

You may save your work, log out, and resume your in-progress application at any time by using the login feature. Even if you submit the application, you will still be able to access it up until the application deadline. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. It is encouraged to save manually using the button.

Creating an Account

STEP ONE: First, you must sign up for an account. **Be sure to record the email address and password you used.** Grant recipients will need that information to log into the system to complete the required reports. The person signing up for the account will be considered the grant's **primary contact.** Sustainable Jersey will direct all communications about the grant application to this person.

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

An account can be used to either
- Submit up to two school grant applications (applications for one $10,000 grant **AND/OR** one $2,000 grant)
- Submit one school district grant application for a $10,000 grant

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STEP TWO: After signing up for your grant account, you must create a profile before moving forward with filling out the grant application sections. Click "Create a Profile to Get Started" to access the Profile form.

SUSTAINABLE JERSEY GRANTS PROGRAM

FOR SCHOOLS SUSTAINABLE JERSEY CERTIFIED

FUNDED BY: PSEG Foundation

Homepage   Welcome, ⬛⬛⬛⬛ ⚙

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

STEP THREE: Fill out the Profile sections. **Please note that the primary contact must be a school district employee. It cannot be a consultant.** If a consultant is responsible for completing the grant application, they should submit the application under an account owned by the primary grant contact.

Profile ⌄

Save Draft | Create Profile

Primary Application Contact

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

Name *

Title *

Organization/School

Phone *

Phone Number Extension

Email *

STEP FOUR: After filling out the profile form, you will be able to access the actual grant application. Click "Get Started" to access the application form. You are now ready to complete the different application sections.

Homepage   Welcome, kaitlyn.vollmer@gmail.com ⚙

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.

| Profile | Complete | Edit |

➕
Get Started

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-finded, Sustainable Jersey grant

E. Grant Application Form Sections

The grant application is broken into **three** sections. You will only be able to access the next section after completing the previous section. However, you will be able to access any completed section up until its completion deadline, meaning you can make changes even after submitting and go back to update information in earlier sections. Sections include:

- Section One: Grant Proposal
- Section Two: SJS Program Status
- Section Three: Grant Authorization Documentation

If you are a school applicant planning on submitting an application for both a $10,000 and a $2,000 grant, you will need to submit two separate grant applications.

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, March 10, 2023**

Section One: School Grant Proposal

Complete this form requesting information about your school/district, your school/district's Sustainable Jersey grants history, and your proposed project.

Preliminary Questions

Before moving forward with the application, you must first answer two preliminary questions. This information will populate the form with questions specific to that grant you are applying for.

1. Are you submitting an application as a school district or school? *(Choose One)*
   - **School District**
   - **School**

2. Which grant are you applying for? *(Choose One)*
   - **$2,000**
   - **$10,000**

Note that school districts are only eligible to apply for $10,000 grants to support district-level projects. $2,000 grants are only available to individual school applicants for school-specific initiatives. However, you will still have to choose "**$10,000**" option from the "**Which grant are you applying for?**" dropdown.

Sustainable Jersey Grant History

How it Affects Your Eligibility
There are additional eligibility rules that applicants identified as previous Sustainable Jersey grant recipients must acknowledge. Use the following information to determine if your district or school has previous grants that affect your eligibility to apply for a new grant in this cycle.

- **School District Applicants**
  School districts are able to have one grant open at one time. If a school district currently has an open grant, then they are unable to apply for another grant until their previously-awarded grant is closed.

- **School Applicants**
  Schools are able to have two grants open at one time--one "large" grant of $5,000 or more and one "small" grant of $2,000. If a school currently has an open large grant, then they are unable to apply for another large grant until their previously-awarded grant is closed. However, they can apply for a new small grant and vice-versa.

NOTE: *If your school district or any of the other schools in your district have an open or outstanding grant, it does **NOT** affect the eligibility of your school to submit a grant application. The same goes for school district applicants—if there are schools within your school district that have open grants, they do not affect the school district's eligibility to submit a grant application as a school district.*

During the application's eligibility pre-screening process, Sustainable Jersey staff will notify the primary application contact of any district or school applicant identified to have previous grants that must be properly addressed in order for the new grant application to be considered. There is a good chance open or outstanding grants can be closed out in time for a grant application to be considered as long as the project will be completed, and a final report submitted, by the mid-April.

Outstanding Grants
If the previously-awarded grant is considered outstanding, then the school is unable to apply for **any** additional grants until that grant is closed. A previous grant is considered outstanding if it is open past the original deadline for closing out the grant. Typically, they are grants that are two program years old. So, for this cycle, any grants from 2021 and earlier are considered outstanding. This is still the case even if the grant was granted an extension--it must be closed out before the school or school district is eligible to apply for any new grants.

What You Can Do to Become Eligible
If you currently have an open or outstanding grant affecting your eligibility, you can close it out as long as the project is finished (with all of the grant funding spent) by submitting a final report. More information on your grant's reporting requirements can be found here and links to all of the final reports forms are available here. Sustainable Jersey staff must approve your final report in writing in order for the grant to be closed out.

Applicant information

Provide information on the school district/school applying for the grant.

- **School District/School Name and County**
  You will need to use the search bar to input your school district/school name:

    School District Search Feature
    Search for your school district name via the search bar. Click on the name of your school district and the district and county information will auto-fill in the form. Some school districts share the same name, so make sure you are selecting the correct school district name by observing the county information that appears.

    School Applicants Search Feature
    Search for your school name via the search bar. Click on the name of your school and the school, district, and county information will auto-fill in the form. Some schools share the same name, so make sure you are selecting the correct school by observing the school district and county information that appears.

Please note that school district and school names are based on how your school/school district name is listed on the Sustainable Jersey for Schools website. If you have issues finding your name in the grant application, use the Participating Districts and Schools map available here to determine how the name of your school/school district is listed.

If your school or school district is not listed and you are a public school or school district in New Jersey, please contact JoAnna Contarino at schools@SustainableJersey.com or at 609-771-3427

- **NJDOE School District Code**

- **School District Employer Identification Number (EIN)**
  Ask your fiscal contact, typically the business administrator, for this number. Please do not include dashes when you add it to the online application form.

School applicants must also provide the following information:

- **School type**
  Select either elementary, middle or high school.

Application Contacts

All application contacts will be notified once a final decision on the grant application is made. Provide the name, title, phone number, phone extension number (if applicable), and email address for each of the following:

- **Superintendent**

- **Principal** (School Applicants Only)

- **Fiscal**
  The fiscal contact must be a person (typically the Business Administrator) authorized by the school district to manage official school funds. Please also provide the mailing address of your business office.

- **Media (Optional)**
  In all likelihood, your media contact will be the person responsible for the promotion of your project with the community and news outlets.

Grant Proposal

The applicant must provide the following information about the project:

- **Project Title and Brief Description**: Provide a name for the proposed project and a short description (limit to 100 words). The description should be concise and focus on the specific effort that the grant will be used to support. This description will be used in program reports and communications materials.

- **Action Plan and Timeline**: Create an outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community

engagement, promotional activities and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the grant performance period. $10,000 grants have an 18-month performance period whereas $2,000 grants have a 12-month performance period.

Ribbon cutting ceremonies or milestone events should be identified. An action plan template is available here and is shown in Attachment 2. Adjustments can be made to the timeline after the grant is awarded.

Promotion of the grant should include both the Sustainable Jersey for Schools and the PSEG Foundation logos. Examples of promotion materials recognizing the funders can be found here.

> **NOTE***: Applicants may not submit for reimbursement for a project underway or already completed. Efforts to be funded by the grant should not start until **after the grant announcement event in early June.** Planning steps can occur beforehand.*

- **Budget Narrative and Detailed Project Budget**: The purpose of the Budget Narrative is to explain what the grant funds will be used for. The Detailed Project Budget is an itemized list of all project expenses by category. A sample budget template is available here and is shown in Attachment 3.

    Eligible Expenses
    Only eligible expenses can be paid for using grant funding. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items.

    Promotional items should not comprise more than $1,000 of the proposed grant budget for $10,000 grants and no more than $200 for $2,000 grants. Promotional items include "give-aways" such as refillable water bottles, t-shirts, bags, etc., and incentives or awards such as prizes, gift cards, refreshments, etc.

    Facilities and administrative (overhead) costs may NOT be charged to the grant

    Sponsor Recognition
    Additionally, grant recipients are required to install a sign indicating that the project was funded by **the PSEG Foundation and the Sustainable Jersey Grants Program** where applicable. Reasonable costs of the signage can be included in the project budget.

> **NOTE:** *The PSEG Foundation and the Sustainable Jersey Grants Program should also be acknowledged on reports or other materials developed with grant funds. Copies of materials acknowledging the funders will be required attachments in the final grant report for all grants. Promotion of the grant should include both the Sustainable Jersey for Schools and the PSEG Foundation logos. Examples of promotion materials recognizing the funders can be found here.*

Other Funding Sources
The budget should itemize all the expenses that will be incurred to complete the project and the sources of funding. Sources of funding can include the Sustainable Jersey grant funds, school district/school funding, other grant funds, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. The total cost of the project should equal the Sustainable Jersey grant ($10,000 or $2,000) plus the other sources of funding required to complete the project.

Budgets are not required to have in-kind contributions or additional funding sources, however, the Blue Ribbon Selection Committee looks favorably on budgets that make the best use of available, low-cost resources and that show support from the community and other stakeholders.

NOTE: *If using another grant to fund part of your project, the status of the grant award should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the Blue Ribbon Selection Committee.*

Only $10,000 grant applicants are required to provide the following:

- **Project Team**: Upload a list of the key people who will be involved in completing the proposed project that includes each person's name, organization, position (title), and other experience relevant to the completing the project (i.e. the science teacher on the team is also a certified Master Gardener and will use these skills when helping create the school garden).

  When forming the project team, consider reaching out to community members such as the municipal green team; municipal and county agency staff; and representatives from civic or community-based organizations, non-profits, professional organizations or local colleges and businesses who could be a valuable resource for the project. Also be sure to include representation from stakeholder groups that will be involved in or impacted by the implementation of the proposed project, including school staff, students, and parents.

- **Community Engagement**: Describe how the proposed project will capitalize on collaborations between district/school stakeholders including union leadership, certificated staff, parents, and representatives from community-based organizations (i.e., municipal green team, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses).

  Also include plans for sharing information on the project with the greater school community. This can include plans to hold a "ribbon-cutting" ceremony, create project signage, give presentations to the School Board, distribute printed communications, create website content, and create social media postings. It is recommended to work with the grant media contact to develop a strategy to promote the completion of the grant through the school community and local media. Promotion of the grant should include both the [Sustainable Jersey for Schools](#) and the [PSEG Foundation](#) logos. Examples of promotion materials recognizing the funders can be found [here](#).

- **Project Impact and Evaluation**: Describe why this project is important for your school district/school and how it addresses a specific need identified as a priority in the school community. Explain how the project developed from an idea to a grant application—include information on any past initiatives that lead to this effort, who was involved in the process, and why this project was specifically chosen to address the identified need.

  The project will be assessed for its uniqueness, innovation, and the impact it will have on the community. Explain how the completion of the project will impact certification and green team efforts.

  This grant does not require a rigorous or formal evaluation process, however, grant recipients are expected to report on specific and/or measurable results or outcomes and other non-quantifiable impacts on the community. Estimate who (staff, students, etc.) and how many will benefit from the proposed project.

Optional Information

The additional file uploads can also be used to provide more detailed project information such as:
- **Letters of commitment or support from project partners:** This includes the municipal green team, business, community organizations, local non-profits, external partners or others. Letters that clearly describe the partner's role in the project are encouraged.
- **Surveys, studies and supporting data**
- **Background information on previous sustainability initiatives**
- **Maps, photos, graphs and other media**
- **Quotes, draft RFP's, or other budget-related information**

Section Two: Sustainable Jersey for Schools Program Status

Complete this form requesting information on your school district's/school's current status in the Sustainable Jersey for Schools program. School districts/schools must be **registered in the program** and have an **active Sustainable Jersey for Schools district or school green team** to be eligible to apply.

> **NOTE:** Green team documentation will be requested in this section of the application, however, **schools currently certified Bronze or Silver** in the program or s**chool districts with at least one school that is currently certified Bronze or Silver** do **NOT** need to upload this information.

Use the Participating Districts and Schools map here to check your school district's/school's current program status. Find the name of your school district/school using the "List View". Each school is listed under its respective school district.

If you have any questions about your Sustainable Jersey for Schools program status and how it affects your grant eligibility, please contact Kaitlyn Vollmer at grants@sustainablejersey.com or at 609-771-3189.

Sustainable Jersey Status Types

Not Registered
If your school district/school is not listed, that means it is not registered and must do so in order to be eligible to apply for grants.

Registered
If your school district is listed, that means it is registered. School districts cannot be certified (only individual schools can apply for certification).

If the school's name is listed but the certification column is blank, that means the school is registered but not currently certified. Please note that even if your school was certified in the past, certification only lasts for three years and can be expired at the time of your grant application.

Currently Certified
If the certification column says "Bronze" or "Silver," that means your school is currently certified. Currently-certified schools do not need to provide documentation of its green team, as this is evidenced by its current certification status. Only schools can be certified, but school districts with at least one currently-certified school are also exempt from providing green team documentation.

Not Registered? No Problem!

Participating in the Sustainable Jersey for Schools program is free and allows your school/district to apply for grants in the Sustainable Jersey Grants Program. Registering is easy—you can follow the instructions available [here](#). A school district must be registered before a school can be registered. A school district should have at least one of its schools registered, even if applying for a grant as a school district. Questions on how to register can be directed to schools@SustainableJersey.com or JoAnna Contarino at 609-771-3427.

Green Team Requirements

Establishing a green team is the only action a school district/school is required to complete in order to participate in any Sustainable Jersey for Schools program.

If you are not applying for a grant for a certified school or a school district You will be asked to upload the following as evidence of your active school or district green team:

- **A list of green team members that includes names and affiliations.** Do not include sensitive information such as contact information.

> **NOTE:** *Be sure to identify what members were appointed by building union leadership.*

- **A brief summary of green team activities from the past year.** If the green team was just formed, describe future plans that go beyond the proposed grant project.

There's still time to get your green team together. The formation of a "green team" is the first step in establishing a school sustainability program. Green teams leverage the skills and expertise of team members to develop plans, implement programs, and assist with educational opportunities that support the creation of a sustainable school. Such entities can go by any name, but the role is the same: lead and coordinate the sustainability activities of the school.

A team could be established to encompass the **whole district or on an individual school basis**. Preexisting groups or committees can serve as the green team, as long as the district superintendent or principal officially designates the committee to serve the role of the green team for the current school year. District-wide green teams must include at least one representative from each of the individual schools in the district that is registered with the program; and each representative must be actively participating on the team and supporting program implementation at their own schools.

Green teams can include representatives from the school administration, teachers, school nurses, facility managers, custodians, food services, educational support staff, students, student organizations, parents, parent-teacher organizations, and community organizations engaged in the school along with representatives from the business community. **The superintendent or principal is also required to invite the building union leadership to name two representatives to the team.**

You can follow the steps available here to create a new district or school green team, designate an existing group as your green team or reestablish an inactive one. It is okay if your green team currently only consists of members from your project team. Green teams are established by the district superintendent or school principal via a **letter**—view a sample district green team letter here and a sample school green team letter here.

Section Three: Grant Authorization Documentation

After submitting the completed grant application, you will gain access to the Grant Authorization Documentation stage that **has a longer deadline than the grant application**. A grant authorization document must be submitted no later than by the end of the day on **Friday, April 7, 2023,** in order for the grant application to be considered.

If you have questions about the grant authorization document or want your draft document checked by Sustainable Jersey staff, please contact Kaitlyn Vollmer at 609-771-3189 or at grants@sustainablejersey.com.

Grant Authorization Resolution and Letter Templates

A school district or school can either upload a School Board Resolution supporting the grant application or a letter from the superintendent, business administrator, or school principal. Click here for a sample School Board Resolution and here for a sample letter supporting the submission of the grant application. You are not required to use one of the templates as long as the grant authorization document names the **specific Sustainable Jersey grants cycle** (2023 Sustainable Jersey Grants Program funded by the PSEG

Foundation), the **requested funding amount(s)** ($10,000 and/or $2,000), and the **name of the applicant** (your school district/school name).

If adopting a resolution to submit as your grant authorization document, it is recommended that the applicant begins the process of obtaining the resolution as soon as possible to ensure it is adopted by, and a signed and dated copy is submitted by, the deadline**. The same resolution can be used** for all applications submitted in the 2023 Sustainable Jersey Grants Program, so consider adopting a resolution at the beginning of every year to ensure you will have it next time you apply. Otherwise, try to get it on your next council meeting's agenda.

Also, it is recommended that you check that you are submitting the **correct resolution.** The grant authorization resolution is **not the same as the resolution required to register in Sustainable Jersey or the resolution required to establish a green team**. We recommend using the provided grant resolution template to ensure you are adopting the correct resolution. If you still need to adopt a resolution to participate or create a green team, you can combine the resolutions into one if that is easier—just make sure the one resolution contains all of the necessary components to satisfy each of the requirements needed for approval.

F. Selection Process

A school may only apply for **one $10,000** project grant **AND/OR one $2,000** project or green team support grant. The $10,000 grant proposal will be considered first. If the $10,000 grant proposal is not selected for funding, the $2,000 proposal will then be considered. If the $10,000 grant is awarded, the municipality will no longer be eligible to receive the $2,000 grant. Due to the limited number of $10,000 grants, applying for both a $10,000 and $2,000 grant is a good strategy to optimize the chances of your school receiving a grant.

School districts are only eligible to apply for one $10,000 grant. They are not eligible to apply for $2,000 grants.

$10,000 Project Grant Proposals

A Blue Ribbon Selection Committee will evaluate applications that meet the grant eligibility requirements based on criteria listed in Attachment 4. Up to 50% of the grant funds will be reserved for certified schools or districts with at least one certified school. Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received in a given funding cycle. The selection committee will also consider efforts towards Sustainable Jersey for Schools certification, project diversity, previous funding, economic need, and the regional distribution of grants throughout the state.

$2,000 Project or Green Team Support Grant Proposals

Grants will be awarded based on the green team's commitment to advancing sustainability initiatives in the school community and how the proposed activities will lead to the successful completion of specific Sustainable Jersey for Schools actions. Up to 50% of the grant funds will be reserved for certified schools

or school districts with at least one certified school. Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received in a given funding cycle. The selection committee will also consider efforts towards Sustainable Jersey for Schools certification, project diversity, previous funding, economic need, and the regional distribution of grants throughout the state.

G. Grant Awards and Additional Terms

Grant Awards

Funding decisions will be announced by early May and a grant announcement event will be held in early June. The grant funds will be distributed at the event. Schools/districts selected to receive a grant will be notified through their designated contacts. Checks will be made payable to the listed fiscal contact.

- The $10,000 project grant recipients will receive an initial grant award of $5,000. The remaining $5,000 balance of the grant award will be paid contingent upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than **January 29, 2025.**

- The $2,000 project or green team support grants will be awarded in full in late July. All grant funds must be fully expended, projects completed and final reports submitted by **July 31, 2024.**

Additional Terms

Project Promotion & Recognition

All grant recipients are required to notify Sustainable Jersey of any project-related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey and the PSEG Foundation. The purpose of these events is to celebrate the school's/school district's accomplishments in completing the grant project with the community, recognize the program funder, and highlight the benefits of the Sustainable Jersey Grants Program.

It is recommended that the green team work with the grant media contact (if one was assigned) to develop a strategy to promote the completion of the grant through the community and local media. Promotion of the grant should include both the [Sustainable Jersey for Schools](#) and the [PSEG Foundation](#) logos. Examples of promotion materials recognizing the funders can be found [here](#).

Additionally, grant recipients are required to install a sign indicating that the project was funded by **the PSEG Foundation and the Sustainable Jersey Grants Program** where applicable. Reasonable costs for signage can be included in the project budget. Project funders should also be indicated on reports or other materials developed with grant funds.

If installing signage or holding a ribbon cutting ceremony is not applicable to your project, there are other ways to share the success of the project with the rest of the community. Consider presenting grant accomplishments in public meetings, distributing printed communications, and creating website content and social media postings.

All grant recipients are also required to include at least **TWO** photographs depicting the grant project and/or related activities with their final report. Whenever possible, the photographs should include members of the community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.

H. Grant Recipient Reporting Requirements

$10,000 Project Grant Awards

Grantees will be required to complete an interim and final report using an online report form. Reminders will be emailed to the primary project contact at least 30 days in advance of the reporting submission deadline. For more specific details on reporting requirements, visit the Sustainable Jersey for Schools website.

Interim Report – Due April 28, 2024: Provide a status report on project progress, expenditures, photos and any modifications to the original proposal. Any changes to the original project **must be preapproved by Sustainable Jersey**. Include possible dates for ribbon cutting ceremonies or milestone events and plans for project signage (if applicable).

Final Report – Due January 29, 2025: Document completion of the project described (project scope finished and all funds spent) in the original application (or the portion of the project which the grant was intended). Recipients will be asked to provide a project summary, impact of the grant on the community, summary of community outreach efforts, at least **TWO** photographs, documentation that the PSEG Foundation and Sustainable Jersey for Schools were acknowledged as project funders in promotional materials and signage, lessons learned, expense summary and signed certification declaration that the grant is complete. The final 50% of the grant funding will be dispersed upon approval of the final grant report.

$2,000 Project or Green Team Support Grant Awards

Grantees will be required to complete a final report using an online report form by **July 31, 2024**. Reminders emails will be sent to the primary project contact at least 30 days in advance of the reporting submission deadline. The final report must document the completion of the project or green team activities described in the application, provide a summary of any modifications, describe the impact on the community, sample communications, photographs, lessons learned, documentation that the PSEG Foundation and Sustainable Jersey for Schools were acknowledged as project funders in promotional materials and signage, summary of expenses showing all funds have been spent, and signed certification declaration that the grant is complete.

Attachment 1: Energy Incentive Programs

New Jersey's Clean Energy Program (NJCEP) Programs	
Program	**Summary**
Combined Heat & Power (CHP) & Fuel Cell	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).
Energy Savings Improvement Program	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.
Local Government Energy Audit (LGEA)	Free ASHRAE Level 2 audit for local government buildings with a minimum 200kW monthly average peak demand.
New Construction (and Gut Renovation) Programs	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: www.NJCleanEnergy.com/muni, email Outreach@NJCleanenergy.com 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	Webpage, email EnergyEfficiency@atlanticcityelectric.com or call 866-353-0007
Elizabethtown Gas	Webpage, email ETGBusiness@appliedenergygroup.com or call 888-263-7372
Jersey Central Power & Light	Webpage, email energysavenj@firstenergycorp.com or call 800-662-3115
New Jersey Natural Gas	Webpage, email SAVEGREEN-Com@njng.com or call 877-455-6564
Public Service Electric & Gas	Webpage, email psegenergysaver@dnv.com or call 844-300-7734
Rockland Electric	Webpage, email DL-NJSaves@oru.com or call 877-434-4100
South Jersey Gas	Webpage, email SJGBusiness@appliedenergygroup.com or call 888-263-7372

EV and EV Charging Infrastructure Incentives	
Program	**Summary**
NJ BPU's Clean Fleet EV Incentive Program	Incentives for local government purchase of EVs and EV charging station(s)
NJ DEP's It Pay$ to Plug In	Incentives for EV charging stations; charging stations may be installed at workplaces, public places, and multi-unit dwellings
NJ DEP Stop the Soot Grant	Incentives to replace diesel vehicles with electric and for eMobility projects
NJ EDA's NJ ZIP	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).	
Atlantic City Electric Vehicle Program	PSE&G Electric Vehicle Charging Program
JCPL Electric Vehicle Program	Rockland Electric Company

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
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)		

Sustainable Jersey for Schools 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 and identify the source of the additional funding, if it has been secured, and any other details deemed necessary to include in the Budget Narrative. Other sources of funding can include district funding, other grant funds, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. Tthe Blue Ribbon Selection Committee looks favorably on budgets that make the best use of available, low-cost resources and show support from the school community and other stakeholders. 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.

A. SALARIES, WAGES, STIPENDS, AND FRINGE BENEFITS

Name	Title	Hours/Rate	Sustainable Jersey for Schools Grant Funds	Other Funding Sources	Total Cost
					$ -
					$ -
					$ -
Total Salaries			$ -	$ -	$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Jersey for Schools Grant Funds	Other Funding Sources	Total Cost
					$ -
					$ -
					$ -
Total Subcontractor/Consultant Cost			$ -	$ -	$ -

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey for Schools Grant Funds	Other Funding Sources	Total Cost
					$ -
					$ -
					$ -
Total Equipment Cost			$ -	$ -	$ -

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey for Schools Grant Funds	Other Funding Sources	Total Cost
					$ -
					$ -
					$ -
Total Cost of Supplies			$ -	$ -	$ -

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Jersey for Schools Grant Funds	Other Funding Sources	Total Cost
					$ -
					$ -
					$ -
Total Other Expenses			$ -	$ -	$ -

TOTAL PROPOSED BUDGET			$ -	$ -	$ -

Applications that meet the grant eligibility requirements will be evaluated using the criteria listed below:

Project Description (10 points)
- The description concisely summarizes the specific project to be funded by the grant award

Project Team Members (10 points)
- 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

Action Plan & Timeline (15 points)
- 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 (starting June 2023)
- Events where the grant will be promoted, such as a ribbon cutting ceremony, and materials will be distributed are identified

Community Engagement (15 points)
- The proposed project will capitalize on collaborations between community stakeholders including representatives from the municipality, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses.
- Details on how the project will be shared with the community are included

Project Impact and Evaluation (30 points)
- The project will augment existing green team efforts and contribute toward making progress in the Sustainable Jersey for Schools certification program
- The proposed project is unique, innovative and addresses a specific need
- What the project hopes to accomplish is clear and relevant background information is provided to better understand the impact of the project
- Who will benefit from the proposed project (staff, residents, etc.) and how is clearly articulated
- Project outcomes will be evaluated

Budget (20 points)
- 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 project leverages no or low cost resources to cost-effectively complete the proposed project
- It is clear that all additional funding besides the grant is in-hand or committed
- The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant
- The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value
- Promotional items including "give-aways" (i.e. T-shirts, water bottles), incentives, refreshment or awards do not comprise more than $1,000 of the proposed grant budget