



# SUSTAINABLE JERSEY GRANTS PROGRAM



FUNDED BY:  
**PSEG**  
*Foundation*

## 2024 PSEG Grants Cycle “Cheat Sheet”

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

**APPLICATIONS ARE DUE BY 11:59PM ON MARCH 8, 2024**

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# Eligibility Rules

## Eligible Applicants

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 in the Sustainable Jersey for Schools program. View Sustainable Jersey for Schools participation status [here](#).
- The applicant must have appointed a district or school green team that meets the [Green Team action standard](#).

\*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/school district and sent to its fiscal agent.

## Multiple Applications

### Can I Apply for More than One Grant?

Schools are eligible to apply for one \$10,000 AND one \$2,000 grant.

- The \$10,000 grant proposal will be considered first. If the \$10,000 grant proposal is selected for funding, the \$2,000 proposal will no longer be considered. If the \$10,000 grant proposal is not selected for funding, the \$2,000 proposal will be considered.

**Due to the limited number of large grants, applying for both a large and \$2,000 grant is a good strategy to optimize the chances of receiving a grant.**

School districts are only eligible to apply for **one \$10,000 grant** and not a \$2,000 grant

## Previous Grant Recipients

If you received a Sustainable Jersey grant in program year 2023 or earlier, refer to the chart below to determine if you are eligible to apply. Contact Kaitlyn Vollmer at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or 609-771-3189 if you have questions.

Grant Cycle Year	Grant Level	Current Grant Status	Eligible to Apply for Large Grant	Eligible to Apply for \$2,000 Grant
2023 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
2015-2022 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 30 but are not awarded until March of the following year

# Potential Grant Projects

## Eligible Projects

The 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.

Besides funding projects, \$2,000 grants can also be used for general green team support such as outreach efforts and capacity-building.



## Need Help Thinking of a Project?

View the project ideas presentation [here](#) or view projects that have been funded through previous grant cycles via the Previous Recipients and Projects [page](#) on the Sustainable Jersey for Schools website.

## Ineligible Projects

Besides projects that do not meet the Eligible Projects guidelines, any projects that are already underway or completed are not eligible for funding.

## Energy 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.** 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

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.

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 in the [Application Information Packet](#) for a list of additional funding resources for energy-related projects. Interested in energy projects? Contact our energy team at [woodst@tcnj.edu](mailto:woodst@tcnj.edu) to learn more about these opportunities.

## Grant Expenses

### Eligible Grant Expenses

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
- Promotional items
  - **These items should not comprise of more than 10% of the proposed grant budget.** 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.

Matching or in-kind contributions are encouraged, but not required. Any donated items, time and expertise should also be included in your budget—if you are unable to monetize the value of these donations, note them in your budget narrativr. Including in-kind contributions such as donations (PTO, local businesses, etc,), fundraising, district funds, municipal funds, etc. as part of your budget makes it more competitive.

### \$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 for Schools program.
- The project should leverage partnerships with community resources and include an outreach component focused on promoting community awareness of the project.

## \$2,000 Grants

- Can be used for general green team expenses or for a specific project that will contribute to earning points for an [action](#) in the Sustainable Jersey for Schools program.

## Ineligible Expenses

- Facilities and administrative (overhead) costs.
- 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 late May.

## Application Sections

The [online PSEG grant application](#) is comprised of three sections:

1. School Grant Proposal
2. Sustainable Jersey for Schools Program Status
3. Grant Authorization Documentation

Instructions on how to complete each section of the grant application are available in the [Application Information Packet](#) but a brief overview is available below. The first two sections must be completed by **March 8, 2024**. The third section does not need to be completed until **April 8, 2024**.

### Section One: School Grant Proposal

Complete this section requesting information about your school/district, your school/district's Sustainable Jersey grants history, and your proposed project. The main proposal sections for \$2,000 and \$10,000 include:

- Project Title and Brief Project Description
- Action Plan and Timeline
- Budget Narrative and Detailed Project Budget
- Optional Information

\$10,000 grant proposals must also include:

- Project Team
- Community Engagement
- Project Impact and Evaluation

Templates are available for use for some sections:

[Action Plan & Timeline](#)

[Project Budget](#)

## Section Two: Sustainable Jersey for Schools Program Status

**Complete this section 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.

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.

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

More detailed information, including an explanation on each type of program status and [how to get registered](#) if your school/district is not, can be found in the [Application Information Packet](#)

## 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 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. You are not required to use one of the templates as long as the grant authorization document names the **specific Sustainable Jersey grants cycle** (2024 Sustainable Jersey Grants Program funded by PSEG), **the requested funding amount(s)** (\$10,000 and/or \$2,000), and the **name of the applicant** (your school district/school name).

[Sample School Board Resolution](#)

[Sample School Letter](#)