



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



ACTIONS FOR SCHOOLS

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



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



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



Bronze or Silver certified schools can earn Digital Schools Star Recognition

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

DIVERSITY & EQUITY	
Accessible Communications	10
Breakfast After The Bell	20
Diversity on District Task Forces & Committees	10
ENERGY EFFICIENCY	
Energy Efficiency for School Facilities	5 to 50
Behavior-Based Energy Conservation Programs	10
Energy Tracking & Management	10 to 20
FOOD & NUTRITION	
Healthy Food Choices Beyond the Cafeteria	10
Promote Locally Grown Foods	10
School Gardens	10 to 30
GREEN CLEANING	
Green Cleaning Policy & Plan	10
Green Cleaning Equipment	10
Green Cleaning Supplies	10
Green Cleaning Training & Education Programs	10
GREEN DESIGN	
Green Building Policy	10
Design, Build or Certify New Construction & Major Renovations to Green Standards	10 to 50
Green Building Training	10
GREEN PURCHASING	
Green Purchasing Policy	10
Recycled Paper Purchase	10
Sustainable Fleets	5 to 15
HEALTHY SCHOOL ENVIRONMENTS	
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
INNOVATION PROJECTS	
Innovative Project #1	10
Innovative Project #2	10

INTEGRATED SCIENCE, TECHNOLOGY, ENGINEERING, ARTS & MATH (ISTEAM)	
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
LEARNING ENVIRONMENT	
All Arts Disciplines Offered	10
Curriculum Mapping	15 to 30
Outdoor Classroom	10
Student Participation in the Arts	10
SCHOOL CULTURE & CLIMATE	
Inclusive Environment Where All Can Thrive	10
School Culture & Climate Needs Assessment	20
Social Emotional Learning Integrated Unit	10
SCHOOL GROUNDS	
Biodiversity Audit & Management Plan	10
Biodiversity Project	10
Green Infrastructure Assessment & Plan	10
Green Infrastructure Installation	10
STUDENT & COMMUNITY OUTREACH	
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
STUDENT LEARNING 	
<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

STUDENT & STAFF WELLNESS	
School Wellness Council	20
Policies to Promote Physical Activity	10
Programs to Promote Physical Activity	10
Staff Wellness Program	10
STUDENT SAFETY	
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
WASTE REDUCTION & RECYCLING	
Waste Audit	10 to 20
Campaign To Reduce School Food Waste	10
Food Service Training & Best Practices to Reduce Food Waste	10
Food Recovery - Share Tables & Donation	10 to 20
Food Waste Recycling/Composting	15
Document Recycling Rates	10
Materials Reuse	10
Recycling Non-Mandated Materials	5 to 20

Priority action. Schools must complete at least two priority actions to achieve certification.

Mandatory action. The district or schools must complete the Green Team action to achieve certification.

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

School-only action.

Digital Schools action. Visit www.sustainablejerseyschools.com for more information about the requirements for adding Digital Star Recognition to Bronze or Silver certification.

Parallel action in the Sustainable Jersey municipal certification program. Visit the participating town map at www.sustainablejersey.com to find contact information for your local municipal green team to explore working with them on this action.

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



Sustainable Jersey Grants Program



- Since 2009, over \$3.2 million awarded to participating public schools and school districts for over 750 projects
- 210 / 404 (51.98%) 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

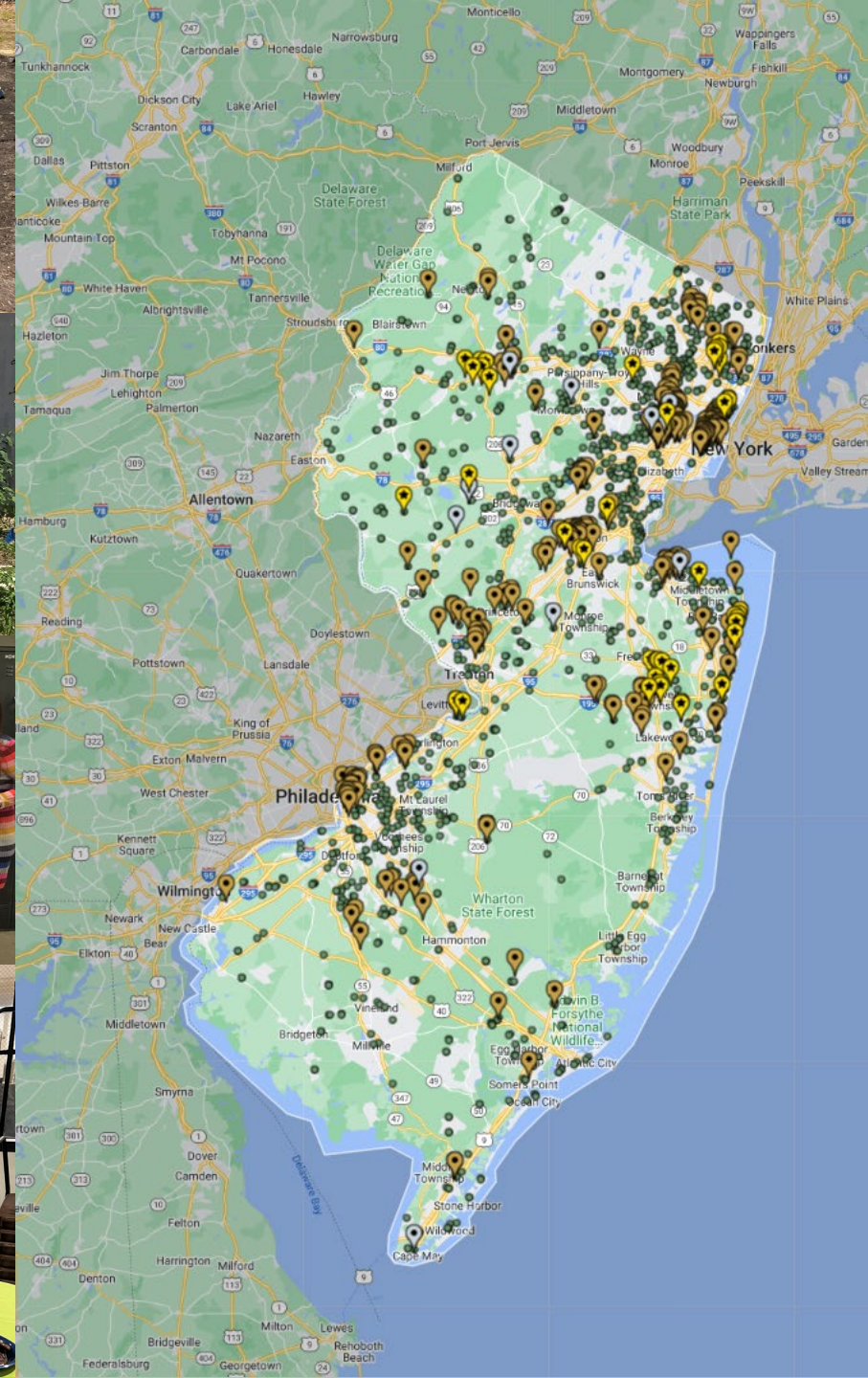
Student & Community Outreach

Green Team

10 Points

△ Required

• THIS ACTION HAS VARIABLE POINTS: 10, 15

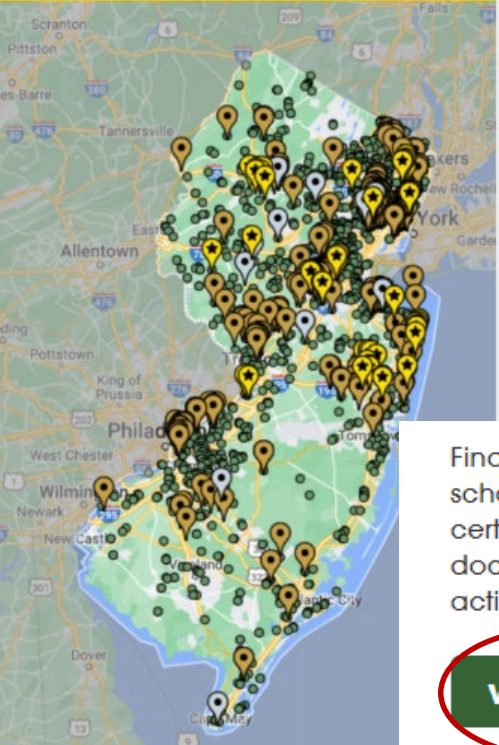




Participants Map Search

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 check your school or district's status in the Sustainable Jersey for Schools program

View Districts, Schools and Approved Actions



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

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

View Map

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

MAP VIEW **LIST VIEW**

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

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

Previous Grantees

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

Available Funding

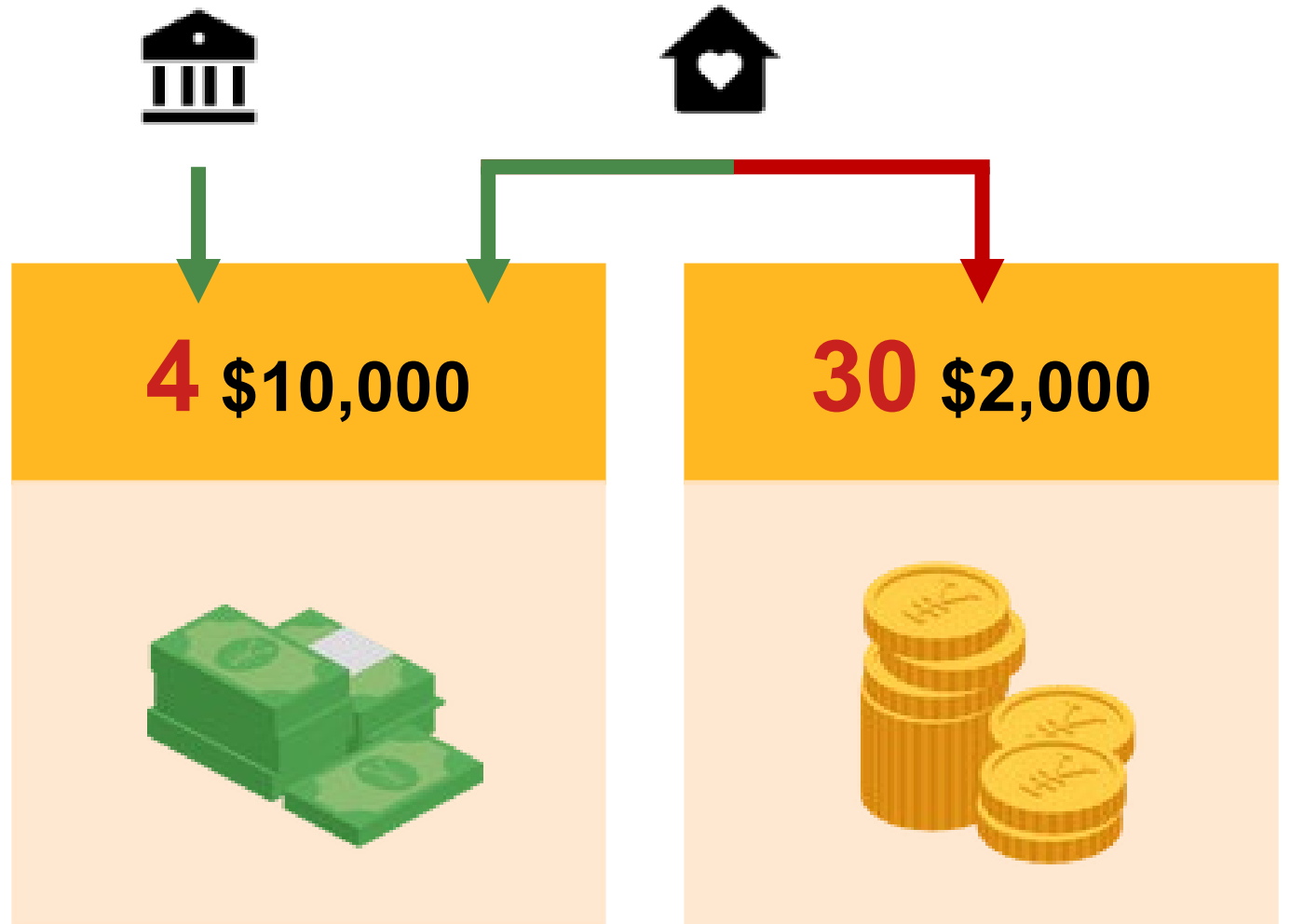
School Districts and Schools are considered separate applicants

School Districts

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

Schools

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



Use of Funding

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

Projects for Points

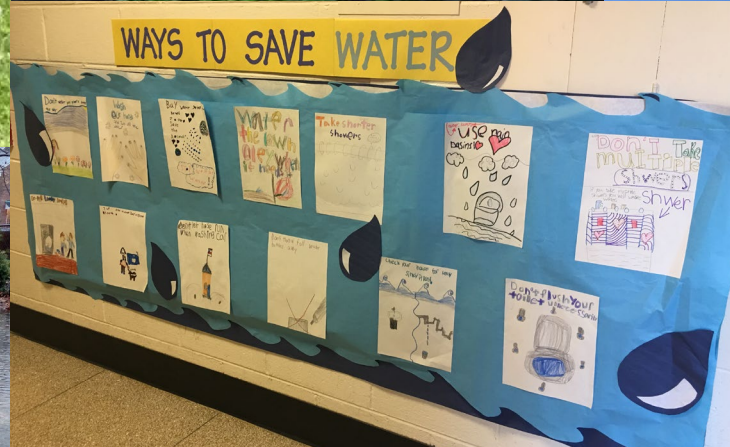
Think outside the box!

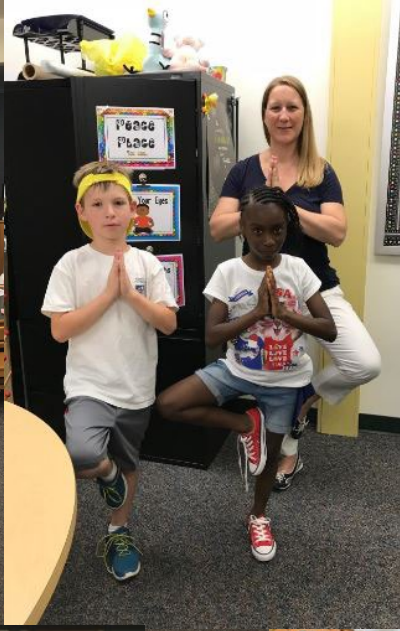
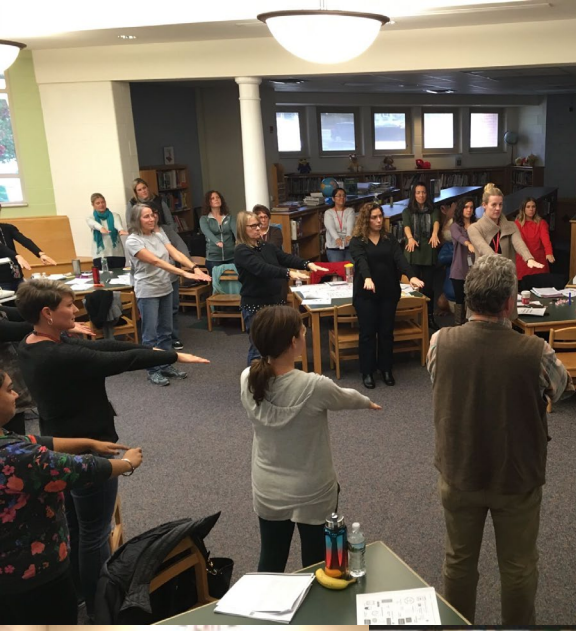
- What you should consider:
 - The status of your green team—does it need financial support?
 - Identifying a need within the community that can be addressed with a grant
 - Identifying where you need financial assistance to complete a program action
 - Identify an innovative project that you cannot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

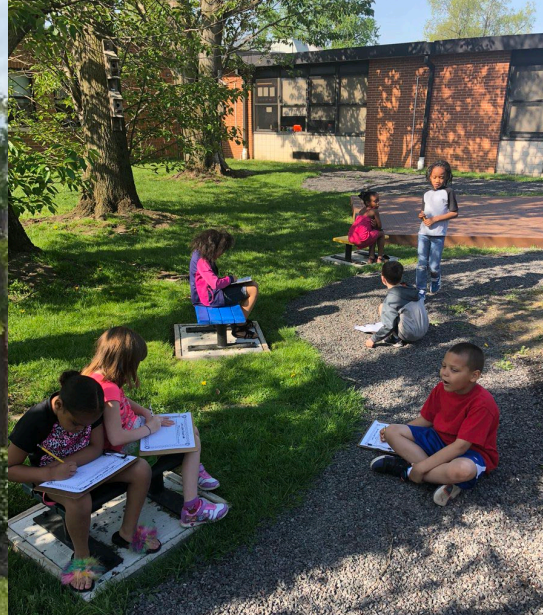


Think outside the box!

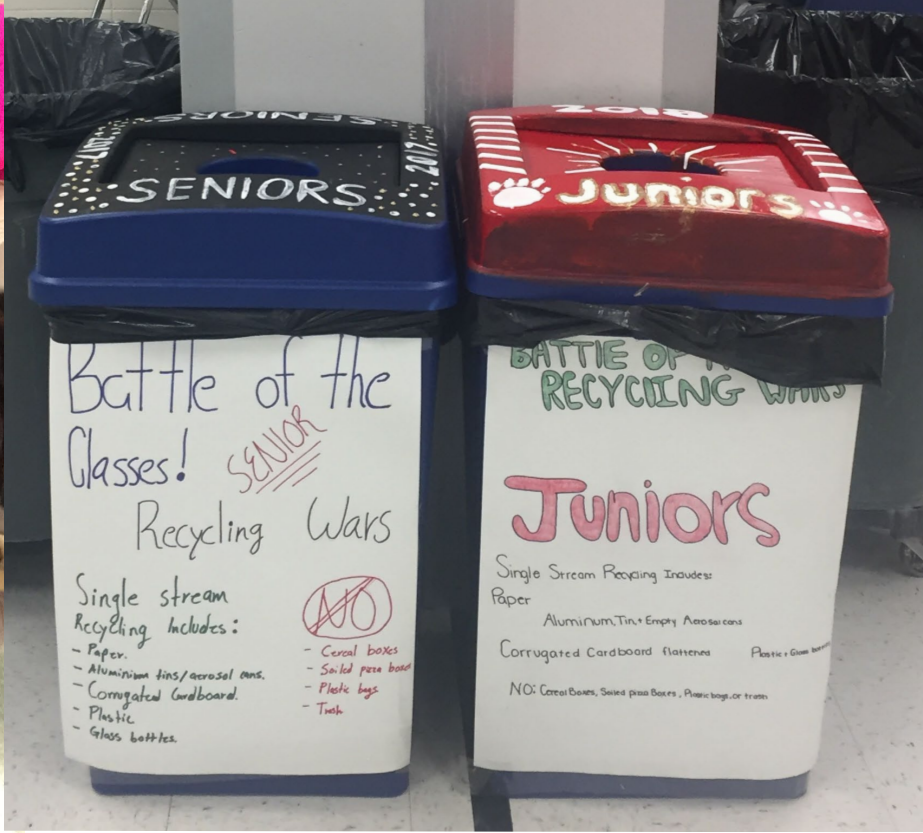
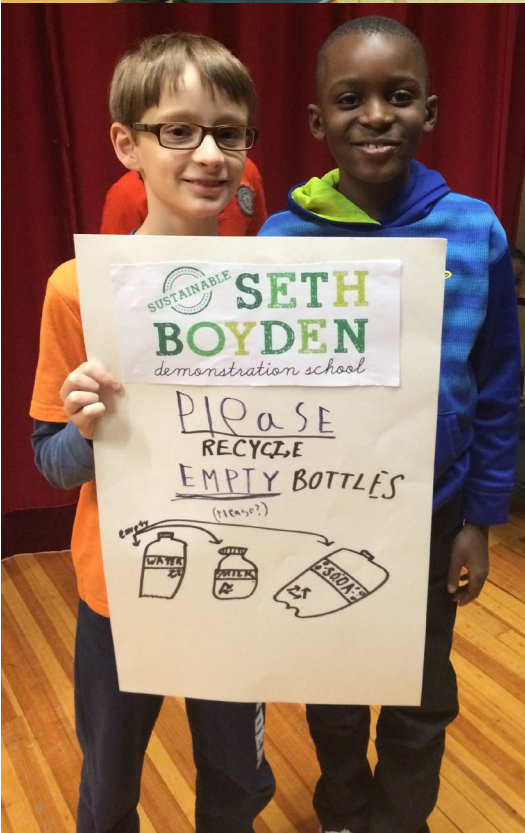
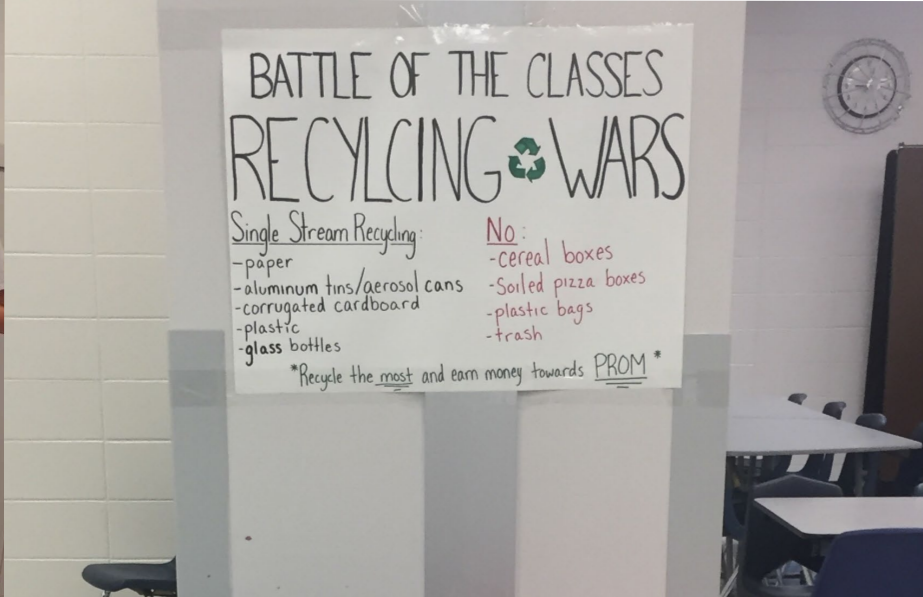














← Thread

Ms. McGrath
@HVArtMcGrath

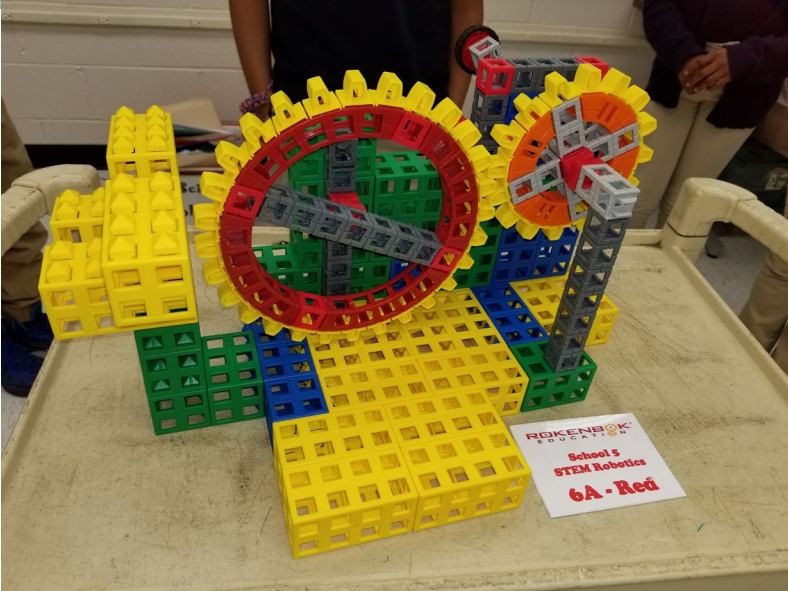
The @HVRSD Green Team was excited to share our #zerowaste event kits with @HVCentralHS yesterday! This project was made possible by a \$2000 grant through the Sustainable Jersey Grants Program funded by the PSEG Foundation #SJGrants @SJ_Schools @PSEGdelivers







039°F 09:55AM 01/18/2021 CO HO 0997 #MOULTRIECAM 02 JAN 2017 01:59 am



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



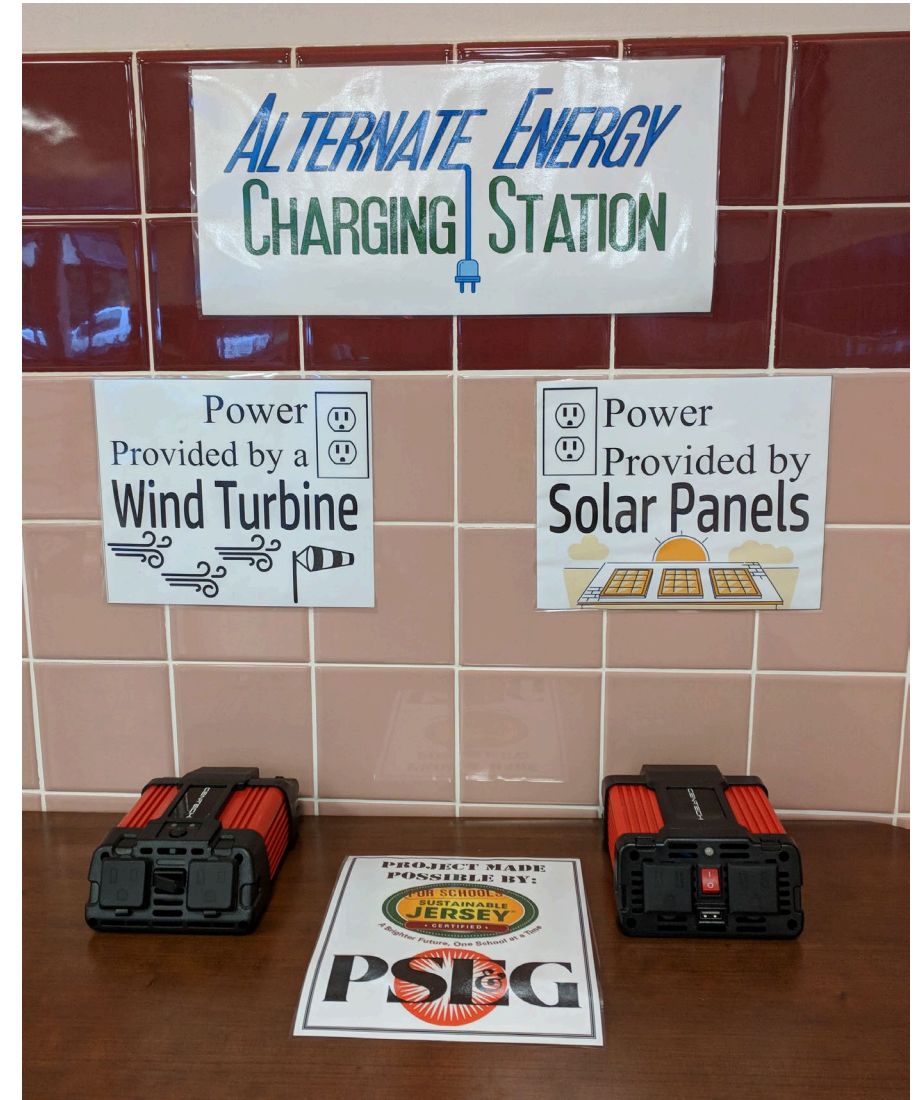
Electric Vehicle Purchases

- 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





Funding and Resources for Ineligible Energy Projects

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 pseenergysaver@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

Sustainable Jersey Energy Technical Assistance

Free Energy TA

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

PSE&G Partnership Program

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

PSEG Cycle

NJEA Cycle

SJ-PSE&G Energy
Efficiency
Partnership Program

Trees for Schools

Energy Technical
Assistance for
Municipalities and
School Districts

EmPowered Schools

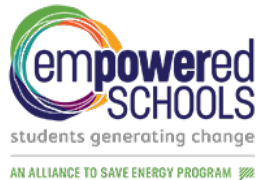
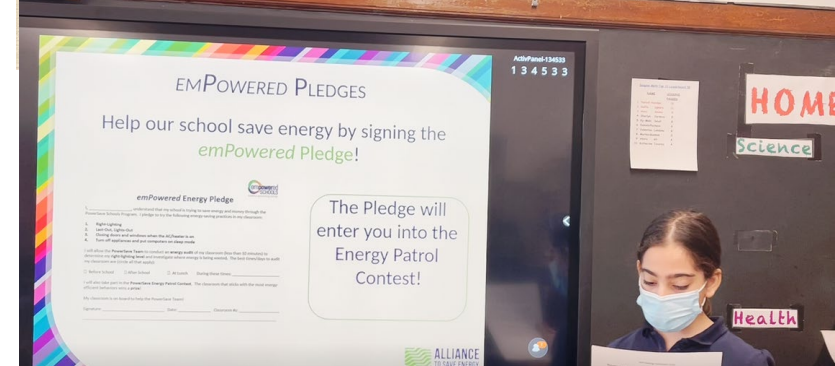


Empowered Schools

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





How to Apply



PSEG Cycle

NJEA Cycle

SJ-PSE&G Energy Efficiency Partnership Program

Trees for Schools

Energy Technical Assistance for Municipalities and School Districts

EmPowered Schools

> Thinking about Applying for Grants?

> Grant Recipient Information

Previous Recipients & Projects



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 \$3.4 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.

Applicant Eligibility Requirements

In order to be eligible for this funding, applicants must be **NJ public schools or school districts currently participating in the Sustainable Jersey for Schools program**. Applicants must have an appointed **green team** that meets the standards in the Green Team petition. Applicants that have received previous Sustainable Jersey

Online Application

Deadline: Friday, March 8, 2024, at 11:59pm

App Link: 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.



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

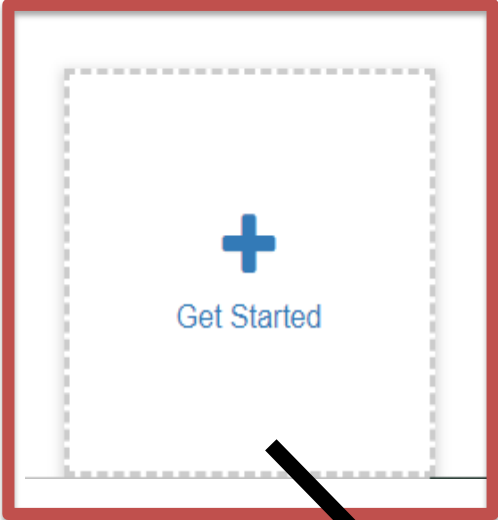
MUST be a school district employee. If working with a consultant who plans on submitting the application on behalf of the school/district, they should submit it using a school/district grant account with a proper primary contact.

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:

- If the cycle is open and accepting applications, use the "get started" button to create a new grant application for Sustainable Jersey Grants Program Cycle funded by the PSEG Foundation
- Complete the reporting requirements associated with any previously-awarded PSEG-funded Sustainable Jersey grants

SUBMITTING YOUR APPLICATION

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



PSEG School Grant Proposal There are 87 days remaining to submit this. Submit

Please complete Section One: PSEG School Grant Proposal. This section must be submitted by the end of the day on **March 8, 2024**.

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.



SUSTAINABLE JERSEY GRANTS PROGRAM



FUNDED BY:
PSEG
Foundation

Application Information Packet

Sustainable Jersey Grants Program Funded by the PSEG Foundation 2024 Application Information Packet for School Districts and Schools

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Application Sections

Grant Account and Profile	
School Grant Proposal - due 3/8/2024	
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 3/8/24	
1. Current Status in the SJS Program	2. Green Team Documentation*
Grant Authorization Resolution – due 4/8/2024	
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

LARGE and SMALL

- 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

LARGE

- 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

LARGE and SMALL

KNOW THAT YOU...

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

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)		

Action Plan & Timeline

LARGE and SMALL

- 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 May 2024 (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

LARGE

- 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

LARGE

- 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

LARGE and **SMALL**

- 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



Sustainable Jersey Grants Program
Budget Template



Detailed Project Budget Template

LARGE and SMALL

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			\$ -	\$ -	\$ -
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Budget Template

LARGE and SMALL

- 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

LARGE and **SMALL**

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 NO OTHER INFORMATION
- xxx
- xxx
- xxx
- xxx

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

Summary of Green Team Activities

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

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



Grant Authorization Document Templates

LARGE and SMALL

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 gning our school community to iendly 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.

\$10,000 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

2024 Cycle Timeline

<u>Timeframe</u>	<u>Action</u>
Friday Dec. 15, 2023	Webinar presentation & recording posted on website
Friday Mar. 8, 2024	Section One: Grant Proposal and Section Two: Current SJS Status of all grant applications due
Monday Apr. 8, 2024	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>
Late April	Recipient/non-recipient notification
Late May	Grant announcement event and funds distributed

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.



Application Tips



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

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

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: **152-604-185**
- Type your question in the question box





NEW JERSEY

STUDENT CLIMATE CHALLENGE

The New Jersey Student Climate Challenge is open to New Jersey public school students in grades 6 to 12. It is an innovative way for teachers to motivate their students to learn about climate change through a fun place-based project that aligns with the new Climate Change Education Student Learning Standards.

<https://bit.ly/NJStudentClimateChallenge>





APPLYING FOR CERTIFICATION IN 2024?

Submission Deadline:

- #1 January 12
- #2 March 22
- #3 June 13

bit.ly/SJS2024CertCycle



Upcoming Webinars

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

DEC
13

Countdown to Certification Webinar 2:30pm - 3:30pm

The first 2024 Sustainable Jersey for Schools certification deadline is Friday, January 12 at 11:59pm! This webinar will help you prepare to submit your application by reviewing how to access your application, the steps to upload documentation and submit the application, the Digital Schools Star application process, submission tips, resources and answers to frequently asked questions. There will be time at the end of the presentation for Q&A.



Webinar Recordings

<https://bit.ly/SchoolsWebinarRecordings>

You can find the recording and presentation slides for our webinars on our website. The ones below may be useful to review when working on applying for a grant or certification.

Successful School Green Teams

October 2023

Foundations of Education for Sustainability & Action Updates

October 2023

Food Waste Actions - New & Updated

November 2023

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

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



Join Sustainable Jersey For Schools
Mailing List

Join

Sign-up button located at the bottom of the Sustainable Jersey for Schools website homepage at sustainablejerseyschools.com

Contact Us



Questions about the certification program?

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



Questions about the grants program?

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



Questions about Digital Schools and Climate Change Education?

Rosalie Morillo
Program Manager, Schools Content & Special Projects
rosalie.morillo@tcnj.edu
609-771-2802