



Environmental Education Grant Program

Grant Proposal Form

Closing Date: 11:59 pm, Saturday, December 15, 2018.

General Information

- To complete this form you must have the latest Adobe Acrobat Reader installed, please visit <http://get.adobe.com/reader/> to ensure you have the latest version.
- Refer to the Environmental Education Grant Program Guidelines before completing the Grant Proposal Form.
- If you have any questions, contact Sara Ivey at (405) 702-7122 or email sara.ivey@deq.ok.gov
- Please answer every question. Where a question does not apply to your proposal, write "not applicable" or preferably briefly explain why.
- Submit this form and send all required attachments to sara.ivey@deq.ok.gov by the grant closing date.

Section A: Grantee Details

A1: Organization Details

School or Organization Name: _____

School District _____ FEI# or Tax ID # _____

Mailing Address _____

City _____ State _____ Zip code _____

A2: Primary Contact Person (for all correspondence related to this grant)

Title _____ First Name _____ Last Name _____

Position _____ School Phone Number _____

Cellphone Number _____ Email Address _____

A3: Finance Officer Information (for finance related questions only)

Title _____ First Name _____ Last Name _____

Position _____ Phone Number _____

Email Address _____

Section B: Project Details

B1: Project Title

B2: Project Overview (Provide a one-paragraph summary describing your project. (100 word maximum)

B3: Project Category (which category best describes your project proposal). Select only one.

Environmental Club Project
Recycling Composting

Outdoor Classroom Revitalization
Green Schools

Edible Gardens
Environmental Education Project

B4: Project Audience

Grade Level(s) directly impacted _____

Number of students directly impacted _____

Grade Level(s) indirectly impacted _____

Number of students indirectly impacted _____

Percentage of student body indirectly impacted _____

B4: Funding Request (Amount of funding requested)

\$100.00 \$500.00 \$1000.00 Other (must be between \$100-\$1000) _____

B5: Time Frame (Projects must conclude by December 31, 2019.) Final Report due April 15, 2020.

Proposed Start Date: _____ Proposed Completion Date: _____

B6: Project Description. Give a clear, concise description of your proposed project. (*Limit 750 words*)

B7: Please indicate how the project will educate students about the environment, their role in it, and what actions they can take to improve the environment around them. *(Limit 250 words)*

B8: Describe how the project fits into your school's classroom learning objectives or curriculum standards or your organization's mission. *(Limit 250 words)*

B9: Please describe how the project involves community partnerships or community outreach. *(Limit 250 words)*

B10: Describe how this project will fulfill a need that cannot be achieved without this grant funding. *(Limit 250 words)*

B11: Please describe how students will be directly involved in the planning, implementation, and execution of this project. *(Limit 500 words)*

B12: Is this project a completely new idea for your school or organization? Or is this project a continuation of a project that has already started? Please explain. *(Limit 500 words)*

Section C: Goals and Objectives

C1: Clearly define realistic goals and objectives. Include information outlining how these goals address specific needs. *(Limit 500 words)*

Section D: Implementation

D1: Description of delivery method (how the project will be implemented) and if it emphasizes an interactive learning approach. Also include project's potential for broad implementation. *(Limit 500 words)*

Section E: Timeline

E1: Provide a project timeline, which includes anticipated commencement and completion dates of each stage of the project.

If selected for funding, checks will be distributed in early 2019 and may be used on projects throughout the 2019 calendar year. Final reports will be due April 15, 2020. (*Limit: 500 Words*)

Section F: Evaluation

F1: Provide a description of the methods used to measure project effectiveness. Show how your evaluation method will improve project's strength. *(Limit 250 words)*

F2: How will the project continue after grant funds are expended. *(Limit 250 words)*

Section G: Budget

G1: Provide an itemized budget with specific project expenditures (actual cost, not estimated is preferred) of grant funds. Please provide vendor information. *(Limit 250 words)*

Product	Vendor	Cost per item	Number of items	Total cost

Section H: Attachments (ALL ARE REQUIRED)

H1: Include a letter of commitment from your principal or supervisor supporting the project.

This item must be emailed directly to sara.ivey@deq.ok.gov by 11:59 pm on December 15, 2018.

H2: No more than five pages (front and back acceptable) of photographs, clippings, diagrams, etc. may be included to provide additional information that may be helpful when your grant proposal is reviewed.

These items must be emailed directly to sara.ivey@deq.ok.gov by 11:59 pm on December 15, 2018.