



## Environmental Education Grant Program Grant Proposal Form

Closing Date: 11:59 pm, Tuesday, December 1, 2020.

### 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](mailto: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](mailto: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

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### 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 May 15, 2022.) Final Report due May 31, 2022.**

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 2021 and may be used on projects throughout the 2021/2022 school year. Final reports will be due May 31, 2022. (*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](mailto:sara.ivey@deq.ok.gov) by 11:59 pm on December 1, 2020.

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](mailto:sara.ivey@deq.ok.gov) by 11:59 pm on December 1, 2020.