EPA Environmental Education Grant Program 2013 Request for Proposals for Regional and HQ Model Grants

December 2013

This presentation provides a general overview of the current RFP and the Environmental Education Grant application process. Please consult the RFP notice for complete details.

This is the only RFP issues by EPA's Office of Environmental Education for Fiscal Year 2013.
Deadline for submission of proposals for this RFP is February 4, 2014

Send questions to EEGrants@epa.gov

The EE Regional and HQ Model Grants RFP

- 2 or 3 awards per each of EPA's 10 Regions (grants for no less than $75K and no more than $200K in federal funds)
- 2 awards at Headquarters for approximately, but not greater than $200K
- Combination of FY2011's regional model grant program and FY2012's sub-award program

Who is Eligible to Apply?

- Any local education agency, college or university, state education or environmental agency or a tribal education agency*
- A non-profit organization as described in Section 501 (C) (3) of the Internal Revenue Code
- A non-commercial educational broadcasting entity as defined and licensed by the Federal Communications Commission
- Applicant organizations must be located in the United States or territories and the majority of the educational activities must take place in the United States; or in the U.S. and Canada or Mexico; or in the U.S. territories

*Tribal education agencies that are eligible to apply include a school or community college which is controlled by an Indian tribe, band, or nation, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and which is not administered by the Bureau of Indian Affairs.

What Type of Project Will EPA Fund?

Will Fund

- Environmental education projects based on sound science that teach or enhance critical-thinking, problem-solving, and decision-making skills that lead to responsible actions to protect human health and the environmental

Will Not Fund

- Projects that advocate a particular viewpoint or course of action about environmental issues or those that simply disseminate information
- Lobbying or political activities
- Non-education-related research or development
- Technical training of environmental professionals
- Construction projects

Model, Replicable Projects

- Advance and strengthen the field of environmental education
- Are easily replicated in other settings—i.e., in a variety of geographic locations, with various audience types, in different educational settings (formal and/or non-formal), etc.
- Are models of quality practices, methods, and/or techniques
- Create a vision for how to inspire behavioral change and promote environmental stewardship

Environmental Priorities

- Addressing Climate Change and Improving Air Quality
- Taking Actions on Toxics and Chemical Safety
- Making a Visible Difference in Communities Across the Country
- Protecting Water: A Precious, Limited Resource
- Launching a New Era of State, Tribal and Local Partnerships

Educational Priorities

- EE Capacity Building
- Educational Advancement
- Community Projects
- Human Health and the Environment
- Career Development

Tips for Success

Start Early

- Leave plenty of time to review and edit your proposal

Read the RFP

- Read the RFP and the online FAQs **thoroughly** before beginning your proposal
- Send questions to EEGrants@epa.gov **after** you read the RFP and FAQs

Be Prepared

- If you will be using grants.gov, have an authorized organization representative register there **now**.

Application Tips

Demonstrate	Content	Format
• That you meet the criteria • Qualifications • Partner Support (if applicable) • Adequate resources	• Measure progress and success • Write simply and clearly • Do not assume reviewer knowledge	• As laid out in the RFP • Adhere to page limits • Explain acronyms/terms • Address all of the required areas

Content & Format of Applications

Content of Proposal Submission—Submit only the following documents in this order:

Standard Forms:

- Standard Federal Application Form (SF-424)
- Budget Form (SF-424A)– Section B only—EPA share, matching share, and total

Work Plan

- Project Summary Sheet—**maximum 5 points possible**
- Project Description (use headings: what, why, how ,who)—**maximum 45 points possible**
- Project Evaluation (how you measure success)—**maximum 10 points possible**
- Detailed Budget—Same order/categories as the 424A, but in much greater detail. Check against Forms 424 and 424A to ensure the amounts are the same—**maximum 10 points possible**

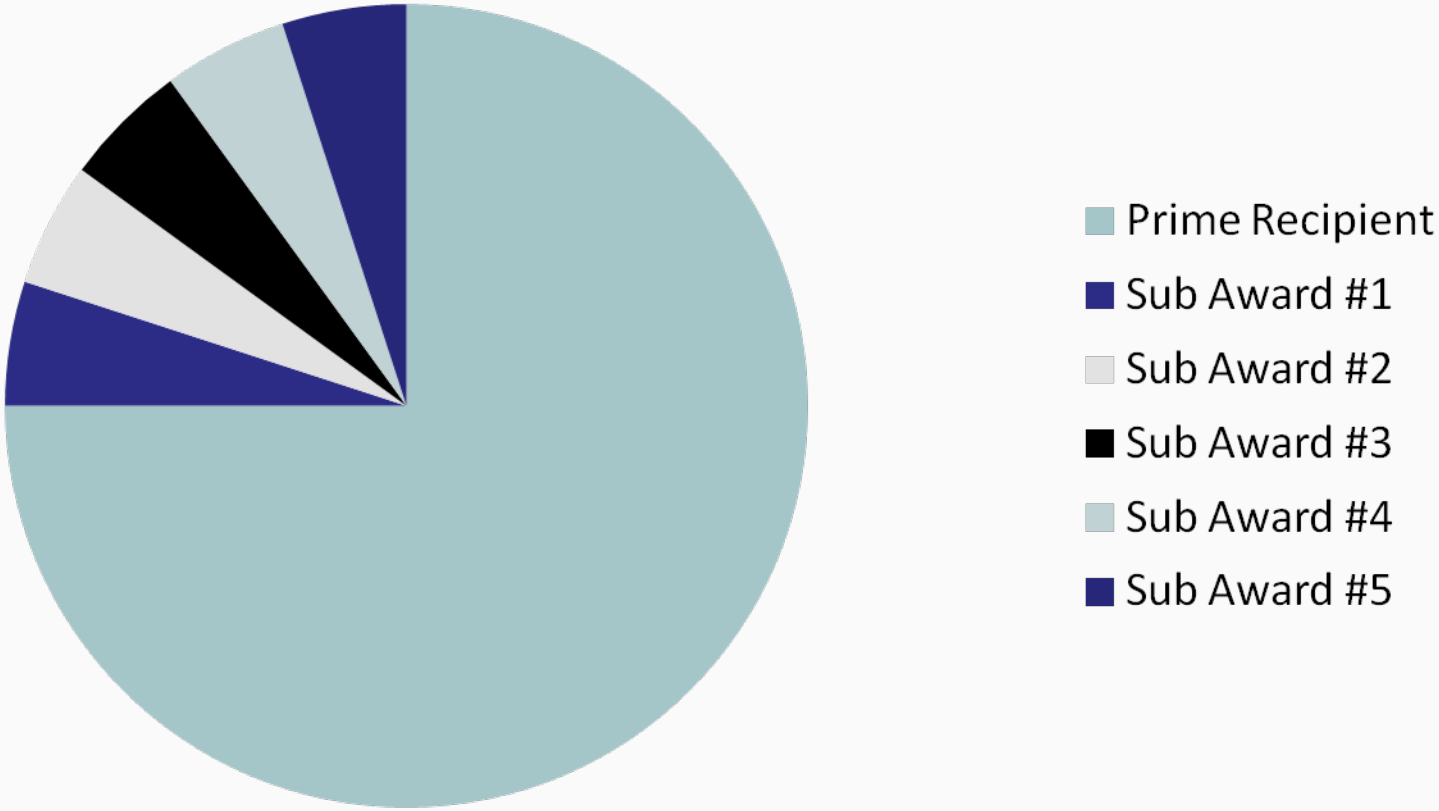
Appendices

- Timeline—Major activities and milestones over project period—**maximum 5 point possible**
- Logic Model—Shows outputs and outcomes—**maximum 5 points possible**
- Programmatic Capability and Past Performance—**maximum 15 points possible**
- Partnership Letters of Commitment—Explain tasks or funding they will provide **OR** explain how the organization will perform the project without partners—**maximum 5 points possible**

Budget and Cost Items

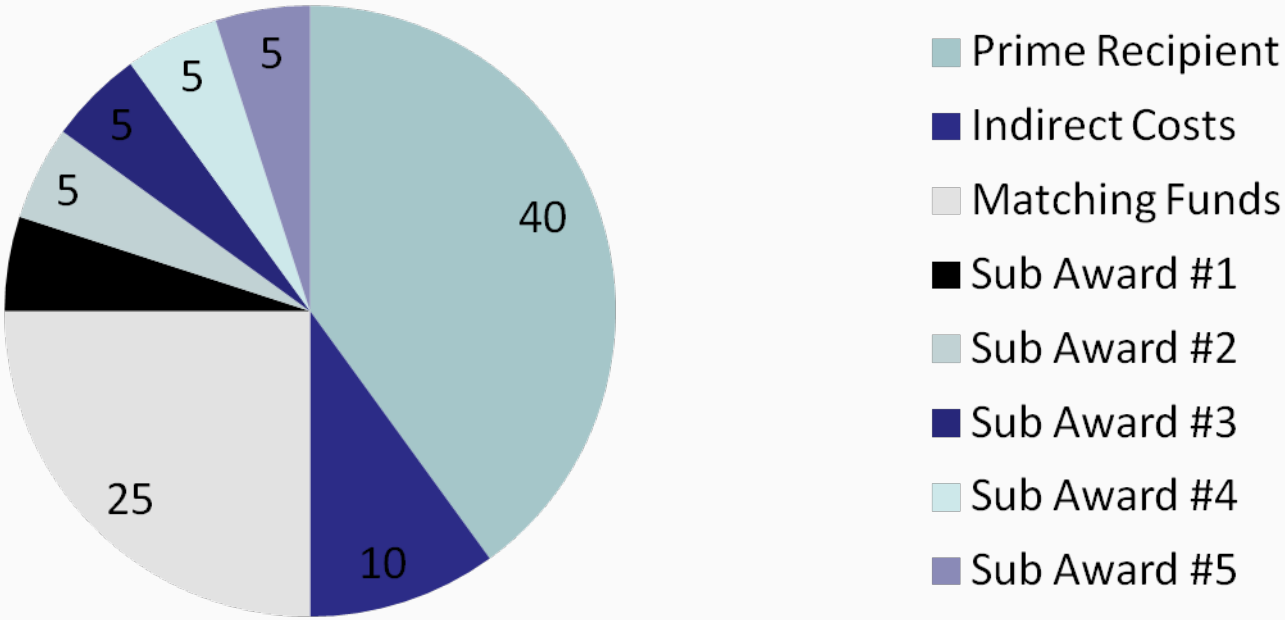
- **Matching Funds:**
  - 25% of the Total Budget
- **Indirect Costs:**
  - E.g., rent, admin/office support
- **Contracts and Sub-awards:**
  - Each Prime Recipient of a grant under this RFP will be required to award exactly 25% of the funds received from EPA for sub-grants of $5K or less
- **Program Income:**
  - Money a grant recipient earns as a direct result of a grant-supported activity (e.g., workshop fees)
- **Food/Beverage Costs:**
  - Allowed for “working” breakfast or lunch, or light refreshments during breaks
  - NOT allowed for evening receptions, banquets, or when alcohol is served, entertainment is provided, or funds are solicited
- **SF-424A and Detailed Budget:**
  - Both are required; make sure dollar amounts match each other exactly

Example Award/Sub-Award Distribution



For example purposes only – quantity and dollar value of sub-awards will vary by project

Example Total Budget Distribution



For example purposes only – to illustrate 25% in sub-awards and 25% in matching funds. Quantity and dollar amount of sub-awards will vary as will indirect cost percentages.

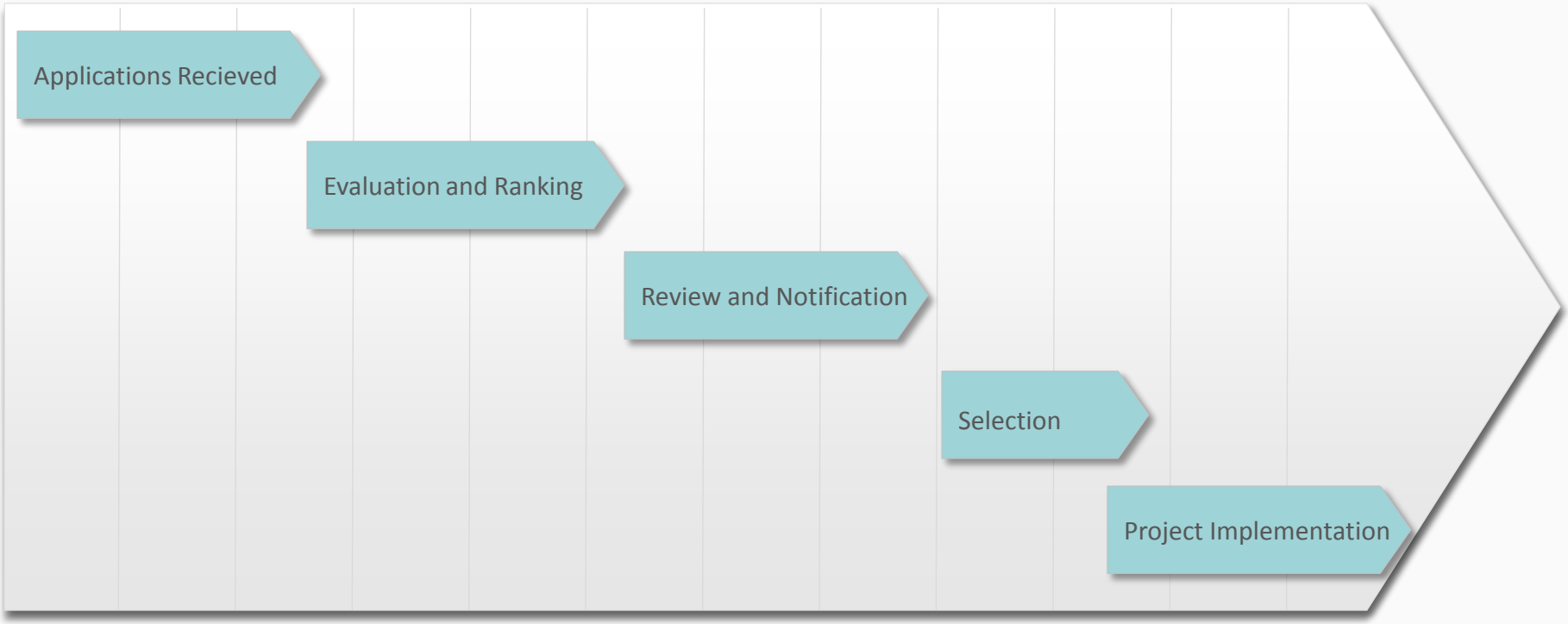
Partnerships

- **NOT** required
- **However**, partnerships can strengthen recruitment plans by increasing potential numbers and diversity of audiences, can increase the variety of and accessibility to expertise needed to create model projects, and can assist in meeting the matching fund requirement
- If there are no partners included in the project, make sure to explain how your organization will effectively perform the project without partners

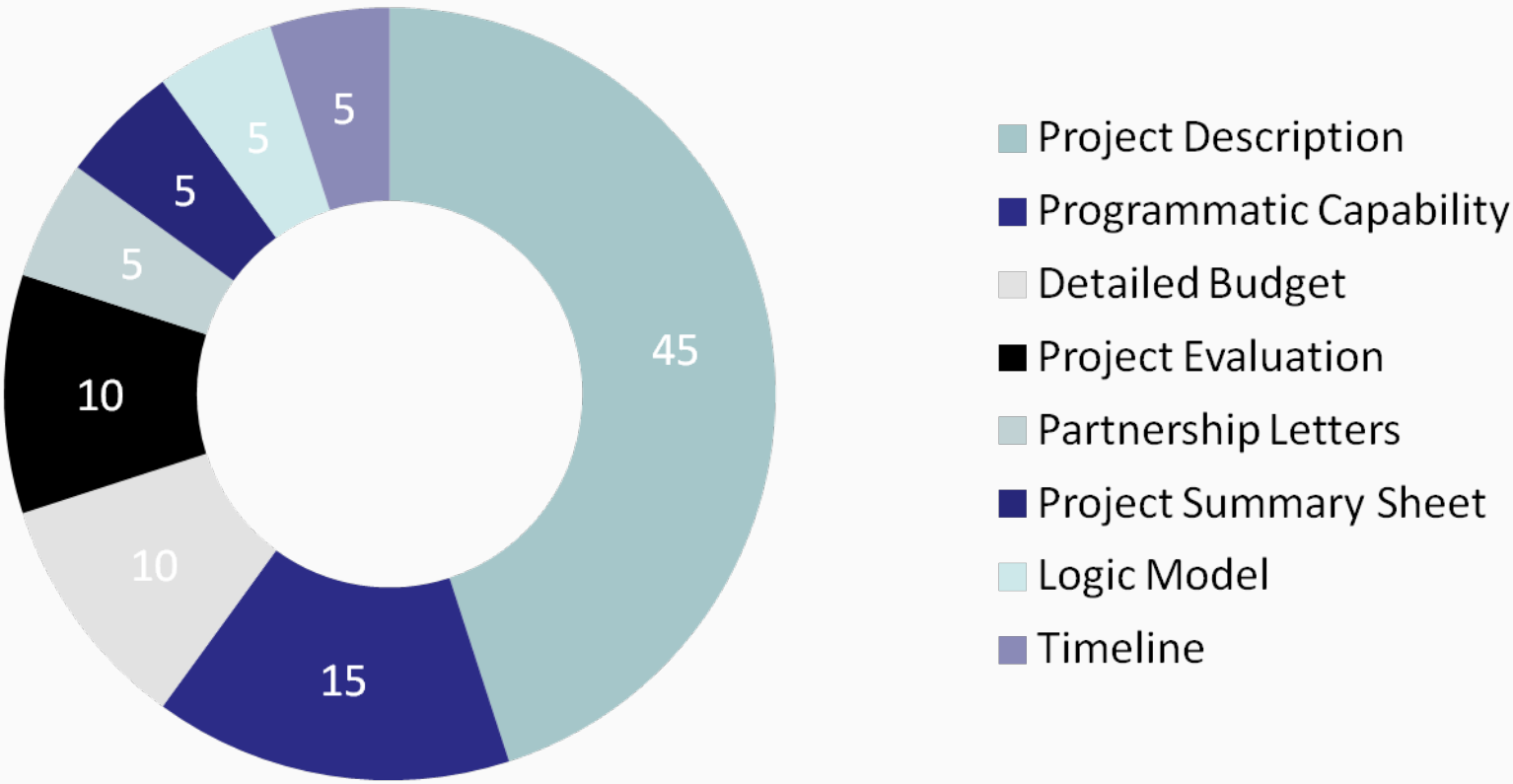
How To Apply

- Determine eligibility
- Complete the application and budget forms
- Submit either in hard copy or electronically to grants.gov
- Deadline is February 4, 2014: hand delivered by COB; post marked by that date: submitted to grants.gov by 11:59 EST 02/04/2014

Review and Selection Process



Scoring


45
15
10
10
5
5
5
5
Project Description
Programmatic Capability
Detailed Budget
Project Evaluation
Partnership Letters
Project Summary Sheet
Logic Model
Timeline

Helpful Resources

- If you are training educators*: Guidelines for Preparation and Professional Development of Environmental Educators* on http://epa.gov/education/resources.html

- If you are developing materials:
  - *The Guidelines for Excellence in EE series* of publications listed at the above web site.
  - *The Ocean Literacy Framework* at http://oceanliteracy.wp2.coexploration.org/?page_id=47
  - *The Energy Literacy Framework* at www1.eere.energy.gov/education/energy_literacy.html
  - *The Climate Literacy Framework* at www.globalchange.gov/resources/educators/climate-literacy

- If you are developing your evaluation plan*: My Environmental Education Evaluation Resource Assistant* at http://meera.snre.umich.edu

More Questions?

Website

- http://www2.epa.gov/education/environmental-education-ee-grants
- Here you'll find the RFP, grant writing tips, tutorials, application forms and descriptions of projects that have been funded in the past

FAQs

- http://www2.epa.gov/education/frequently-asked-questions-about-2012-environmental-education-ee-regional-model-grants

E-mail

- EEgrants@epa.gov