



EPA ENVIRONMENTAL EDUCATION GRANT PROGRAM TUTORIAL

Developing the Budget for an EPA Environmental Education Grant

This tutorial is a general overview of the Budget section of the Environmental Education Grant application. Please consult the Solicitation/RFP Notice for complete details about the application process.

December 2012

This is the second of a two-part Environmental Education Grant Tutorial

Budget Documents

There are three required budget components for every application:

- Standard Form (SF) 424*
- SF 424A*
- Detailed Budget
 - Submitted as a section of the Work Plan

* Standard Forms (SF) 424 and 424A are federal forms required to apply for federal grants. They are available for download at www.grants.gov and <http://epa.gov/education/grants>.

General Budget Considerations

Strong applications will:

- Ensure that all three budget documents contain identical amounts, and accurately reflect the proposed project.
- Show how all funds (federal, non-federal, and matching) will be used.
- Have a 25% (of total budget) match of funds.
- Use sub-grants and/or contracts appropriately.

Eligible Use of EPA EE Grants Funds

Funds must be used for projects that design, demonstrate, and/or disseminate environmental education practices, methods or techniques.

Fundable projects must adhere to the definition of environmental education:

***“educational activities and training activities involving elementary, secondary, and post secondary students, as such terms are defined in the state in which they reside, and environmental education personnel, but does not included technical training activities directed toward environmental management professionals or activities primarily directed toward the support of noneducational research and development”
(National Environmental Education Act of 1990).***

EE Grants Funds May NOT Be Used for the following ineligible activities:

- Technical training of environmental management professionals.
- Environmental 'information' and/or 'outreach' projects that have no additional educational component.
- Advocacy promoting a particular point of view or course of action.
- Lobbying or political activities.
- Construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building.
- Non-educational research and development.

Ineligible Use of EE Grants Funds: Technical Training

- Technical training of environmental professionals includes:
 - Training sessions/classes to prepare environmental professionals in the use of a new computer system or machinery, or to implement a new technical skill set, or change to infrastructure that will have environmental impacts.
- Technical training does NOT include teacher professional development, or other educational opportunities for teachers, students, or the general public. 'Teaching skills' are not 'technical skills.'

Ineligible Use of EE Grants Funds: Environmental Information/Outreach Programs

- Informational campaigns and outreach programs are not by themselves environmental education.
 - Environmental Education programs do more than raise awareness about a topic, and distribute information.

Note: To be eligible for funding, EE programs must:

- Be scientifically sound and objective
- Use critical thinking, problem solving and decision making skills
- Increase public awareness and knowledge about environmental issues **AND** provide participants with the skills to make informed environmental decisions and to take responsible actions.

Ineligible Use of EE Grants Funds: Advocacy and Lobbying

- Advocacy campaigns that promote a particular viewpoint and/or course of action will not be funded.
- Lobbying activities or political campaigns will not be funded.
 - See below for further information.
 - A-21 http://www.whitehouse.gov/omb/circulars_a021_2004/
 - A-87 http://www.whitehouse.gov/omb/circulars_a087_2004/
 - A-122 http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

Ineligible Use of EE Grants Funds: Non-educational Research and Development

- Non-educational research and development includes:
 - Medical studies
 - Environmental science research
 - Fundraising efforts

Ineligible Use of EE Grants Funds: Construction or Purchase of Property

- The construction of buildings (e.g. building a nature center, renovation of an existing property etc.) will not be funded.
- The acquisition of property, in the form of either buildings or land, will not be funded under this solicitation.

Formatting the Detailed Budget

- Create your own detailed budget table document with three columns:
 - EPA Funds
 - Non-EPA Funds
 - Total
- Use the following categories to show how funds will be used, as necessary:
 - Personnel/salaries
 - Fringe benefits
 - Travel
 - Equipment over \$5,000
 - Supplies
 - Contract costs
 - Other costs
 - Indirect costs

Formatting the Detailed Budget

- Provide details for each expense
 - Personnel items should include:
 - Number of staff
 - Title and role in project
 - Hourly wage
 - Percentage of time spent on project
 - Travel items should include:
 - Reasons for travel
 - Costs and location of trips
 - Cost per mile
 - Per diem per person
 - Supply items should indicate the task they will be used for.
- Identify ALL costs and clarify what will be paid for with EPA funds or by matching funds.

Matching Funds

- Non-federal matching funds must be at least 25% of the **TOTAL** cost of the project.
- There are 2 ways to calculate matching funds:
 1. Calculate how much you will spend on the entire project, including the EPA federal funds you are requesting and your own contributions. Divide by 4. The result is the minimum match required.
 - Example: Total project cost is \$288,000. Divide \$288,000 by 4, which equals \$72,000. \$72,000 must be matching funds, and you would request \$216,000 from EPA.
 2. Calculate how much you will request from the EPA only. Divide by 3. The result is the minimum match required.
 - Example: You are requesting \$216,000 from EPA . Divide \$216,000 by 3, which equals \$72,000. \$72,000 must be matching funds, and your total project cost is \$288,000.

Matching Funds

- Matching funds may be provided by:
 - Applicant or a partner organization
 - Cash or in-kind contributions and other non monetary support.
 - In-kind contributions often include salaries or other verifiable costs such as supplies/materials, and this value must be carefully documented.
 - Salaries must use fair market value for the locale.
 - All matching funds must be documented and their value explained in the detailed budget.
 - Matching funds supplied by a partner organization must also be thoroughly documented.
- All grants are subject to federal audit.

Matching Funds

- Federal funds may NOT be used to meet any part of the required 25% match, unless it is specifically authorized by statute.
- If an applicant has already been awarded federal funds for a project for which they are seeking additional support, those previously awarded funds must be documented in the budget section of the work plan.
 - Be sure to include the project officer, agency, office, address, phone number, and the amount of these previously awarded federal funds in the budget.

Ineligible Budget Items

- In addition to the ineligible use of grant funds previously described, there are also specific budget line items that we are not able to fund under this solicitation.
- These include:
 - **Meals** (coffee/light snacks during a working portion of the project is acceptable)
 - Alcohol
 - Fundraising events

Indirect Cost Rate Agreements

- Indirect cost rate should be included in the detailed budget if you have a federally approved/negotiated indirect cost rate agreement in place.
- If you do not have a current negotiated indirect cost rate or proposal, and if EPA is the your cognizant agency, EPA can allow the recipient to charge a flat indirect cost rate of 10% of salaries and wages (see 2 CFR Part 230, Appendix A).
 - In this case, you are obligated to use the flat rate for the life of the grant award.
- For more information on indirect cost rate agreements:
www.aqd.nbc.gov/services/ICS.aspx

Contracts and Subawards

- Awards will be made to a single applicant.
- Applicant may then award subgrants or subawards to fund *partnerships*, 40 CFR Parts 30 or 31, as appropriate.
- However, applicants must compete contracts for **services and products** (e.g. consultant contracts), and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate.
 - Subawardees/subgrantees and/or contractors need not be identified in the proposal.
- Applicants may NOT award subgrants to avoid competing contracts.

Program Income

- If you anticipate earning program income as a result of your EPA award:
 - Include the estimated amount
 - Explain how it will be earned (e.g. workshop fees)
 - Explain how it will be used to enhance the project
 - Include the amount in your detailed budget
- Program income may be used as the 25% no-federal matching funds.

Additional Information

- View the RFP:
 - www.epa.gov/education/grants
- View previously funded projects:
 - <http://www.epa.gov/education/grants/index.html#grants=4>
- Read Frequently Asked Questions:
 - http://www.epa.gov/education/grants_faq.html

This tutorial is the second in a series of tutorials that are intended to provide a general overview of the Environmental Education Grant application process and procedures that are followed after awards are made. Please consult the current Solicitation/RFP Notice for complete details.

For general information about the Environmental Education Grant Program, please contact Karen Scott at scott.karen@epa.gov

For questions about any current Environmental Education Grant Solicitation/RFP, please contact: eegrants@epa.gov

www.epa.gov/education/grants