**Advancing Environmental Education in Region 6**

**Application
Due September 1, 2012**

1. What is the location of your project? You may check more than one state if your project takes place in two or more states. Write in the cities or towns where the project will focus:

|  |
| --- |
| * Arkansas - City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Louisiana - City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Texas - City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Oklahoma - City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* New Mexico - City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

2. Specify which of the following EPA priorities your proposed project addresses. Your proposed project must address one or more priority for each column.

|  |  |
| --- | --- |
| Educational Priorities | Environmental Priorities |
| * Capacity Building
* Educational Advancement
* Community Projects
* Human Health and the Environment
* EE Teaching Skills
* Career Development
 | * Taking Action on Climate Change
* Improving Air Quality
* Assuring the Safety of Chemicals
* Cleaning Up Our Communities
* Protecting America’s Waters
* Expanding the Conversation on Environmentalism and Working for Environmental Justice
* Building Strong State and Tribal Partnerships
 |

3. Please provide a brief description of your organization.

4. Please provide your mission statement.

5. Please describe your involvement with state or national level environmental education efforts (i.e., membership and/or committee member or other leadership role in an EE organization, involvement/staff working on EE initiatives, involved with state EE Certification, etc.).

6. Please state the objectives of your proposed project and how these objectives address your state’s priorities listed in the RFP.

7. Please provide a project description and action plan that details the activities you will undertake to implement your grant project. Include intended audience(s), inclusive practices, and the methods or strategies you will use to reach your objectives as well as the state and federal grant objectives.

8. Please describe the measurable outcomes that will result from the implementation of your action plan.

9. Timeline
Complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your grant activities, events, milestones and assessments. Quarterly and final grant reports must be submitted by the dates indicated below. Add rows as needed.

|  |  |
| --- | --- |
| Steps | Expected Completion Date |
| Grant Period Begins | December 2012 |
|  |  |
| Quarterly progress report  | March 15, 2013 |
|  |  |
| Quarterly progress report | June 15, 2013 |
|  |  |
| Quarterly progress report | September 15, 2013 |
|  |  |
| Final reporting form completed and sent to info.eeanm.org@gmail.com | December 15, 2013 |

10. Evaluation
Use the table below to describe how you will measure, monitor, and share outcomes using quantitative and/or qualitative forms of evaluation. Please incorporate the use and dissemination of pictures, blogs, media opportunities, etc. into your plan. Add rows as needed.

|  |  |
| --- | --- |
| Outcome | Measure, Monitor, Share |
|  |  |
|  |  |
|  |  |

11. Budget
Present a complete budget for your project, indicating funds being requested from Region 6, matching non-federal funds of at least 25% of the total budget, and the total cost of the project. In order to ensure you meet the match requirement, divide the total cost of your proposed project, including the minimum 25% match, by 4. For example, if the total cost of your program is $2,000 then your match must be a minimum of $500 (2000/4 = 500) and your request from Region 6 would be no more than $1,500 (2,000 – 500 = 1,500). Region 6 funds may be used for items such as salary, consultants, travel, professional development, meeting expenses, etc. Funds cannot be used for overhead costs. Matching funds may include in-kind support. Add rows as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|   | EPA Funds | Non-Federal Match | Match Source | Total |
| Personnel |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |
| Travel |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |
| Supplies |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| Contractual |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |
| Other Costs |   |   |   |   |
|   |   |   |   |   |
|   |   |  |  |  |
| Total |   |   |   |   |

## 12. Organizational Capacity Please describe the key personnel’s qualifications and experience. Send as a separate attachment a one page resume for each of the key personnel for this project.

Please sign and date the proposal. A scanned signature is acceptable. Otherwise, please print, sign, and scan the whole document and send as a PDF.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Thank you for your interest in this program and your commitment to environmental education.

Please email your proposal to EEANM at info.eeanm.org@gmail.com and look for an emailed acknowledgement within 24 hours.

**Appendix 1 – Selection Criteria**

Only proposals that complete the full application, with complete contact information and address the EPA priorities will be considered responsive to this request for proposals. Responsive proposals will be evaluated on a 100 point scale using the criteria below. Applicants should take these criteria into consideration when designing proposals and should address them directly in their proposals.

|  |  |  |
| --- | --- | --- |
| Section  |  | Criteria |
| Application is complete and accurate. | 5% | All information requested is provided clearly and accurately. |
| State Priorities | 15% | Addresses the state priorities stated in the RFP. |
| Project Description | 20% | Fully describes project objectives, action plan, methods/strategies, identifies appropriate audience, and inclusive practices. Any professional development program is correlated to State educational standards. |
| Outcomes | 10% | Defines measurable project outcomes. |
| Timeline | 10% | Links the steps of the plan to a clear project schedule and clearly indicates a realistic timeline of when each action, event, milestone, and evaluation will occur. |
| Measure, Monitor, Share | 10% | Demonstrates a clear evaluation plan for measuring, monitoring and sharing their successes at the local, state, regional and national level, including communication strategies. |
| Budget | 20% | Presents budget clearly and accurately shows how funds will be used. Budget is a reasonable expenditure for the planned outcomes. |
| Organizational Capacity | 10% | Appropriate experience for the timely and successful achievement of the objectives including involvement in statewide EE efforts with local EE organizations/EE Certification program/other initiatives. |