



# Arkansas Environmental Education Association 2022 Environmental Education Grant

The Arkansas Environmental Education Association is soliciting proposals of up to **\$500** for AEEA's Environmental Education Mini-grant Program. The program is designed to support, enhance, and expand the implementation of environmental education throughout the state of Arkansas by classroom teachers and non-formal educators and organizations.

## Eligibility Requirements:

- Applicants or their organization must be a current member of AEEA. To become a member, see <http://www.arkansasee.org/membership/>.
- Proposals must be submitted for consideration in either formal education or non-formal education
  - Formal education is conducted by a classroom teacher of elementary, secondary, or college
  - Non-formal education is conducted by staff of a nature center, park, government agency, non-profit organization, or community/civic organization.
- Completed proposals must be received by AEEA by the stated deadline.
- Grant funds must be used within the calendar year of the award.

## What AEEA Funds:

AEEA funds projects that include, but are not limited to, direct hands-on education programs, educator professional development, and community engagement events. Proposed projects must support, enhance or expand the implementation of environmental education in your school or community. For more on environmental education, see <http://www.arkansasee.org/about-ee/>.

## What AEEA Does Not Fund:

- Direct grants to individuals
- General ongoing operation support including salaries
- Political campaigns, events, or lobbying activities
- Projects serving religious purposes
- Food and/or beverages
- Expenses incurred prior to receipt of AEEA grant award
- Any use not specified in the grant proposal and budget

## **Timeline:**

- Applications open **September 7, 2021**
- Deadline for applications is 5:00pm **October 15, 2021**
- Award notification announced **December 1, 2021**
- Funds will be distributed in **January 2022**
- Final grant report due to AEEA by **December 31, 2022**

## **Grant Submission Requirements:**

- Complete proposals **must be received by AEEA by 5:00pm October 15, 2021.**
- Applicants are encouraged to submit proposals via Google Forms. You do not need a Google account to fill out the form. The application questions are listed below. <https://forms.gle/KckoxuW4ap8Xaqir5>
- Proposals must include a project budget. You may use this [Google Sheets template](#) provided or create your own. If using the template provided, save as your own copy before adding information.
- Proposals from nonprofit organizations must include an organization tax exempt ID number.

## **Reporting Requirements (not to exceed two pages):**

- An impact report that describes the scope of the project
- A description of how the objectives of the grant were achieved
- A budget report detailing how the funds were used
- Description of how AEEA was recognized during the program or event
- At least one example of engagement with project participants
- At least one photograph of the project in action

## **Helpful Definitions:**

- Goal: Overall aim the project will help achieve, which may be longer-term and extend beyond this grant.
- Objectives: Specific, measurable implementation steps within the grant period that will help realize the goal.
- Outcomes: The quantitative or qualitative change that you expect to happen as a result of the grant.
- Outputs: Direct and short-term results of activities which are necessary but not sufficient to produce the targeted outcomes.

AEEA may request to have an AEEA Board representative(s) attend or view the event or project.

# AEEA Grant Application Form 2021

**Project Title:** \_\_\_\_\_

**Project Category:** Formal Education \_\_\_\_\_ Non-Formal Education \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Non-profit Tax ID Number (if applicable):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Street Address:**  
\_\_\_\_\_

**City/State/Zip:**  
\_\_\_\_\_

**Work Phone:** (      ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**For the person filling out the grant application, are you a**

Student

Teacher

Intern

Nonprofit employee

Other \_\_\_\_\_

**If you are a student, name the adult who is sponsoring your project. If you are an intern, name the employee you are working with.** \_\_\_\_\_

**Project Date (must be within the 2022 calendar year):** \_\_\_\_\_

**Amount Requested (max. \$500):** \$ \_\_\_\_\_

**Participant Audience:** Briefly describe who will be served by this project \_\_\_\_\_

**Anticipated Number of Participants:** \_\_\_\_\_

## Grant Application Details

1. Provide a brief summary of the project, including the project goal as well as the need that is being addressed. Describe how this project will support, enhance or expand the implementation of EE in your school or community.

2. Detail the measurable objectives and anticipated outcomes of the project. Describe the timeline of your project, including activities that might occur outside the timeframe funded by AEEA.
  
3. Describe how the project will continue into the future.
  
4. Please include a copy of your project budget summary showing how the funds will be used, including quotes, shipping charges, and taxes where applicable. You may use this [Google Sheets](#) as a template or create your own. If using the template provided, save as your own copy before adding information.
  
5. Explain the lasting impact of the project and what a successful project outcome will look like.

*I understand that the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the Arkansas Environmental Education Association. If awarded a grant, I agree to submit a final report as indicated in the grant guidelines. The Arkansas Environmental Education Association shall assume no responsibility or liability for claims of damage of any kind to the property or for claims of injury to any person in connection with this grant.*

**Applicant Name:** \_\_\_\_\_

**Applicant Initials in lieu of Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_