



**Arkansas Environmental Education Association
Environmental Education Grant Application
2025 Grant Cycle**

Project Title: _____

Project Category: (See definition below) Formal Education _____ Non-Formal Education _____

Organization: _____

Non-profit Tax ID Number (if applicable): _____

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Work Phone: () _____

E-mail address of contact person: _____

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

Student Teacher Intern
School Administrator Nonprofit employee Volunteer
Other _____

If you are a student, intern, or volunteer, name the organizational employee you are working with. _____

Project Anticipated Beginning and Ending Dates (Expenses covered by the grant must be within the 2025 calendar year): _____

Amount Requested (maximum amount funded \$500): \$ _____

Anticipated Number of Participants: _____

Grant Application Details

1. **Project Summary:** Provide a concise 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 environmental and/or outdoor education in your school or community. (No more than 400 words.)
2. **Objectives and Outcomes:** Detail the measurable objectives and anticipated outcomes of the project, including the timeline of your project. Activities that occur outside the timeframe funded by AEEA can be included if helpful for project explanation. (No more than 300 words.)
3. **Participant Audience:** Briefly describe who will be served by this project and why this group is the main focus of the project. Include any information about the demographics or description of the audience. (No more than 100 words.)
4. **Project Continuation:** Describe how staff or people in the community will maintain or support the continuation of this project into the future. (No more than 100 words.)
5. **Project Budget:** 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. **Name the document in this format:** "Name of Organization or School _Budget"
6. **Project Impact:** Explain the lasting impact of the project and what a successful project outcome will look like. (No more than 200 words.)

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: _____

Job Title/Role: _____

Applicant Signature: _____

Important Information

Reporting Requirements (recommended length one page):

- A concise impact report that describes the scope of the project. Please include at least one example of engagement with project participants
- A description of how the objectives of the grant were achieved - can be bullet points
- A brief budget report detailing how the funds were used
- Mention how AEEA was recognized during the program or event
- At least one photograph of the project in action

Helpful Definitions:

- Formal education: education activities and projects conducted by a school, PreK-college level.
- Non-formal education: education activities and projects led by an organization other than a school, such as a nature center, government agency, non-profit organization, or community/civic organization
- 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.

For questions, please contact AEEA Executive Director, Sophia Stephenson at director@arkansasee.org.