

Maryland Association for Environmental and   
Outdoor Education (MAEOE)

**APPLICATION FOR PARTICIPATION**

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

Deadline  
August 11, 2023  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Deann Collins, Ed.D.**Deputy Superintendent of Teaching and Learning

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

**Clarence C. Crawford**President, Maryland State Board of Education

Susan J. Getty, Ed.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang

Monica Goldson, Ed.D.

Nick Greer

Irma E. Johnson, Ph.D.

Joan Mele-McCarthy, D.A.

Rachel L. McCusker

Joshua L. Michael, Ph.D.

Samir Paul

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

[Instructions 4](#_Toc140042762)

[Proposal Cover Page 5](#_Toc140042763)

[Project Narrative 6](#_Toc140042764)

[General Education Provisions Act (GEPA) 21](#_Toc140042765)

[Appendices 22](#_Toc140042766)

# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The completed application should be saved as a pdf and sent as an email attachment to Dr. Mary Weller, Coordinator of Science, at [mary.weller@maryland.gov](mailto:mary.weller@maryland.gov), by 5:00 pm on   
   August 11, 2023.

# Proposal Cover Page

Program Name:

Project Director:

Director Phone:

Director Email:

Organization Name:

Organization Address:

Amount of the request for grant period (July 1, 2023 – June 30, 2024): $ 276,400

Project Statement

|  |
| --- |
|  |

Signature of MAEOE Executive Director Date

# Project Narrative

## PROJECT ABSTRACT (250 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization’s efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

|  |
| --- |
|  |

## EXTENT OF NEED

#### Describe a clearly defined, data-supported problem, condition, or need to be addressed through the Fiscal Year 2024 MAEOE grant that will increase the number of Maryland Green Schools and advance environmental and outdoor education programs.

|  |
| --- |
|  |

## GOALS, MEASURABLE OUTCOMES AND MILESTONES

### Goals

State the overall goals of the project. The goal(s) should address the main problem identified within the needs assessment as well as the number of expected Green Schools by the end of the grant period. The applicant must identify at least one goal for each required area of implementation:

* Professional development and environmentally focused activities.
* New environmental educators in the state.
* Statewide Green School events.
* Annual evaluation of impact.
* Online application for schools.

### Measurable Outcomes

Measurable Outcomes are the anticipated outcomes to be accomplished for the project and each must be related to a goal. Outcomes break the long-term goals into steps or address the factors contributing to the problems addressed by the goal. It is imperative that outcomes be established for every target population the project is designed to affect.

Below are some tips for writing outcomes:

* State your outcome in quantifiable terms.
* Outcomes should specify the result of an activity.
* Outcomes should identify the target audience or community being served.
* Objectives need to be realistic and capable of being accomplished within the grant period.

### Milestones

Ongoing evaluation is essential to the management of a project. Since goals and outcomes are not evaluated until the end of the year, milestones must be established to measure progress during the year. Milestones should be evaluated either quarterly or semiannually.

Since milestones are intended to indicate progress towards an outcome, each milestone must be related to a stated outcome. Keep in mind that milestones are indicators of progress and may not use the same measurement tool as the objective to which they are related. A project may take months before there is an impact on clients, or the rate of improvement may level off over time. Milestones should anticipate this and be gauged accordingly. Be sure that milestones are ambitious, yet attainable.

Category 1. Professional development for teachers, transportation for environmentally focused activities, or support for school projects that incorporate environmental best practices for waste and recycling, energy conservation, water conservation, schoolyard habitat, outdoor classrooms, transportation, or health. The application for funding must include a description of each activity to address the identified need and expected outcome.

|  |
| --- |
| **Goal 1:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

|  |
| --- |
| **Goal 2:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

Category 2. Identification of new environmental educators in the state who will provide Green Schools training and assist schools with becoming a Green School. The application for funding must include a description of each activity to address the identified need and expected outcome.

|  |
| --- |
| **Goal 1:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

|  |
| --- |
| **Goal 2:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

Category 3. Hosting statewide Green School events. The application for funding must include a description of each activity to address the identified need and expected outcome.

|  |
| --- |
| **Goal 1:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

|  |
| --- |
| **Goal 2:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

Category 4. Conducting an annual evaluation of the impact of the MAEOE grant funds on increasing the number of Green Schools in the state, providing professional development to more teachers, and increasing the environmental literacy of students. The application for funding must include a description of each activity to address the identified need and expected outcome.

|  |
| --- |
| **Goal 1:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

|  |
| --- |
| **Goal 2:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

Category 5. Creation of an online application form for a school to apply to get funding under this grant program. The application for funding must include a description of each activity to address the identified need and expected outcome.

|  |
| --- |
| **Goal 1:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

|  |
| --- |
| **Goal 2:** |

| **Activity** | **Identified Need** | **Milestone(s)** | **Expected Outcome(s)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows, as necessary.*

## Plan of Operation, Key Personnel and Timeline

### Plan of Operation

The Plan of Operation includes the strategies and activities that will be implemented to achieve the project's goals, outcomes, and milestones. Describe a plan of operation that addresses, at a minimum, the key components of the program’s implementation or expansion.

* Category 1: Professional development for teachers and transportation for environmentally focused activities, or support school projects that incorporate environmental best practices for waste and recycling, energy conservation, water conservation, schoolyard habitat, outdoor classrooms, transportation, or health.

|  |
| --- |
| Click or tap here to enter text. |

* Category 2: Increase the number of environmental educators in the state who will provide Green Schools training and assist schools with becoming a Green School.

|  |
| --- |
| Click or tap here to enter text. |

* Category 3: Support statewide Green School events.

|  |
| --- |
| Click or tap here to enter text. |

* Category 4: Conduct an annual evaluation of the impact of the MAEOE grant funds on increasing the number of Green Schools in the state.

|  |
| --- |
| Click or tap here to enter text. |

* Category 5: Create an online application form for a school to apply to get funding under this section.

|  |
| --- |
| Click or tap here to enter text. |

### Key Personnel and Timeline

Include a timeline and the key personnel associated with the plan of operation by Category. For key personnel, include the responsibilities, tasks, and FTE percentage of key contributors required for program success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are included. Add more rows, as necessary.

### Category 1

| **Timeline** | **Strategies** | **Person Responsible & Tasks** | **FTE%** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

### Category 2

| **Timeline** | **Strategies** | **Person Responsible & Tasks** | **FTE%** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

### Category 3

| **Timeline** | **Strategies** | **Person Responsible & Tasks** | **FTE%** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

### Category 4

| **Timeline** | **Strategies** | **Person Responsible & Tasks** | **FTE%** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

### Category 5

| **Timeline** | **Strategies** | **Person Responsible & Tasks** | **FTE%** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Evaluation and evidence of Impact

Describe the plan to evaluate the extent to which the funding has increased support for the development of Green Schools, provided professional development to more teachers, and increased the environmental literacy of students.

|  |
| --- |
|  |

## BUDGET AND BUDGET NARRATIVE

The project’s budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable and cost-effective. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the project activities and the budget line items. The itemized budget form (C-1-25, Appendix B) can be accessed through the [MSDE grants web](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/Forms.aspx)page, and a proposed budget must be submitted with the application.

Provide a description of each budget category. For example, under Salaries and Wages, describe the number of staff attending training. If funds are used to hire substitute staff, include amounts. Include FICA/Benefits if applicable. Add more rows to each table, if necessary.

Category 1: To support professional development, assist with the transportation of students to and from environmentally focused activities, or support school projects that incorporate environmental best practices for waste and recycling, energy conservation, water conservation, schoolyard habitat, outdoor classrooms, transportation, or health. Total budget is $116,000.

| **Activity** | **Budget Category** | **Unit Cost** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Provide a description of each budget category in the spaces below.

* Salaries and Wages

|  |
| --- |
| Click or tap here to enter text. |

* Contracted Services

|  |
| --- |
| Click or tap here to enter text. |

* Supplies and Materials

|  |
| --- |
| Click or tap here to enter text. |

* Other Charges

|  |
| --- |
| Click or tap here to enter text. |

* Equipment

|  |
| --- |
| Click or tap here to enter text. |

Category 2: To increase the number of environmental educators in the state who will provide Green Schools training and assist schools with becoming a Green School. Total budget is $137,400.

| **Activity** | **Budget Category** | **Unit Cost** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Provide a description of each budget category in the spaces below.

* Salaries and Wages

|  |
| --- |
| Click or tap here to enter text. |

* Contracted Services

|  |
| --- |
| Click or tap here to enter text. |

* Supplies and Materials

|  |
| --- |
| Click or tap here to enter text. |

* Other Charges

|  |
| --- |
| Click or tap here to enter text. |

* Equipment

|  |
| --- |
| Click or tap here to enter text. |

Category 3: To support statewide Green School events. Total budget is $8,000.

| **Activity** | **Budget Category** | **Unit Cost** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Provide a description of each budget category in the spaces below.

* Salaries and Wages

|  |
| --- |
| Click or tap here to enter text. |

* Contracted Services

|  |
| --- |
| Click or tap here to enter text. |

* Supplies and Materials

|  |
| --- |
| Click or tap here to enter text. |

* Other Charges

|  |
| --- |
| Click or tap here to enter text. |

* Equipment

|  |
| --- |
| Click or tap here to enter text. |

Category 4: To conduct an annual evaluation of the impact of the MAEOE grant funds on increasing the number of Green Schools in the state. Total budget is $10,000.

| **Activity** | **Budget Category** | **Unit Cost** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Provide a description of each budget category in the spaces below.

* Salaries and Wages

|  |
| --- |
| Click or tap here to enter text. |

* Contracted Services

|  |
| --- |
| Click or tap here to enter text. |

* Supplies and Materials

|  |
| --- |
| Click or tap here to enter text. |

* Other Charges

|  |
| --- |
| Click or tap here to enter text. |

* Equipment

|  |
| --- |
| Click or tap here to enter text. |

Category 5: To create an online application form for a school to apply to get funding under this grant program. Total budget is $5,000.

| **Activity** | **Budget Category** | **Unit Cost** | **Quantity** | **Total** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Provide a description of each budget category in the spaces below.

* Salaries and Wages

|  |
| --- |
| Click or tap here to enter text. |

* Contracted Services

|  |
| --- |
| Click or tap here to enter text. |

* Supplies and Materials

|  |
| --- |
| Click or tap here to enter text. |

* Other Charges

|  |
| --- |
| Click or tap here to enter text. |

* Equipment

|  |
| --- |
| Click or tap here to enter text. |

# General Education Provisions Act (GEPA)

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the [GEPA](https://oese.ed.gov/gepa/) (gender, race, national origin, color, disability, and age).

|  |
| --- |
|  |

# Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

Appendix A: A signed [Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: A signed MSDE [C-1-25 Budget Form](https://marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)