



Grant Information Guide and Application for Participation

Maryland Association for Environmental and Outdoor Education (MAEOE) FY26

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

June 15, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

This grant provides support to the Maryland Association for Environmental and Outdoor Education (MAEOE) to increase the number of MAEOE Green Schools, increase the number of environmental educators who will provide MAEOE Green School training, support professional development and activities that incorporate environmental best practices in Maryland schools, and support statewide MAEOE Green School events.

The Maryland Green Schools Program is a sustainable schools solution designed to integrate hands-on, inquiry-based instruction. The program is meant to empower youth to practically apply knowledge at school, home, and in their communities to reduce environmental impact and encourage sustainable practices. In Maryland, all Pre-K to grade 12 public and independent schools are eligible to apply for the Maryland Green Schools award program that provides recognition for schools' efforts to enhance environmental sustainability.

Each year of the grant, MAEOE will submit an annual evaluation of the impact of this program in terms of the increase in the number of MAEOE Green Schools, access to professional development for more teachers, and impact on the environmental literacy of students.

AUTHORIZATION

Maryland Green Schools Act of 2019, as amended, [Maryland Code §7-117](#)

GRANT OVERVIEW

Name of Grant Program

Maryland Association for Environmental and Outdoor Education FY 2026

Purpose

The Fiscal Year (FY) 2026 State Budget includes grant funds to MAEOE. Currently, approximately 36% of all Maryland schools are Green Schools. By increasing the number of Green Schools in Maryland, students, school administration, and school staff impact their school community by reducing environmental impacts and engaging in instruction towards environmental literacy aligned to Maryland Environmental Literacy Standards across discipline areas.

Dissemination

This Grant Information Guide (GIG) was released on May 15, 2025.

Deadline

Proposals are due no later than 5:00 p.m. on June 15, 2025.

Grant Period

July 1, 2025 -June 30, 2026

Funding Amount Available

The total amount of funding available is \$280,850.

Estimated Number of Grants

One (1)

Eligibility

Funding eligibility is limited to the Maryland Association for Environmental and Outdoor Education.

Submission Instructions

This funding opportunity can be found on the MSDE Grants [webpage](#). Grant applications must be submitted by 5:00 p.m. on June 15, 2025, via email to zachary.carey@maryland.gov.

PROGRAM CONTACT**Zachary Carey**

Director of Science
Science Branch
Instructional Programs and Services
Phone: (410) 767-0348
zachary.carey@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE program staff will be available to support when requested and will monitor program implementation throughout the grant performance period.

Use of Funds

As specified in the Maryland Green Schools Act of 2019, [Maryland Code §7-117](#), the use of funds includes the following amounts for each required category of activities:

- Category 1, \$116,250: To support professional development, assist with transportation of students to and from environmentally focused activities, or support school projects that incorporate environmental best practices for waste reduction and recycling, energy conservation, water conservation, schoolyard habitat, outdoor classrooms, transportation, or health.
- Category 2, \$141,600: To increase the number of environmental educators in the state who will provide Green Schools training and assist schools with becoming a Green School.
- Category 3, \$8,000: To support statewide Green School events.
- Category 4, \$10,000: To conduct an annual evaluation of the impact of the MAEOE grant funds on increasing the number of Green Schools in the state.
- Category 5, \$5,000: To create an online application form for a school to apply to get funding under this grant program.

Funds may be used for:

- Salaries, wages, and stipends;
- Contract services;
- Equipment for program delivery;
- Travel and transportation for staff;
- In-state transportation for field experiences for students;
- Materials and supplies; and
- Food and beverages for purposes directly related to the required activities identified above.

Funds may not be used for:

- Purchase of equipment for administrative purposes; and
- Construction.

Project Proposal

GRANT APPLICATION

As a requirement for this program, applicants must address the following areas in the grant application template found later in this document.

Project Description

The Project Description should be factual, brief, and focused on the LEA's selected project. The Project Description should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet identified goals, and intentional integration across departments. The Project Description should be 1 page or less.

Extent of Need

Identify a clearly defined problem, and how the use of these funds will address the problem. Applicants should include a brief overview of the target audience and expected outcomes. A compelling proposal will have a clearly defined problem supported by a needs assessment.

Goals and Measurable Outcomes

State the overall goal(s) of the project. The goal(s) should address the main problem identified at the beginning of the needs assessment. Include all relevant groups and individuals in the target population. While there should be at least one goal, it is possible to have multiple goals; however, the more goals established the more complex the project becomes. Goals must have long-term deadlines. Think about how to measure the change projected in each objective. If there is no way to measure a goal, it is not measurable and should be rewritten. The strongest applications will directly connect to the Blueprint for Maryland's Future. Measurable outcomes are the anticipated outcomes to be accomplished for the term of the project and must be related to the goal(s).

Plan of Operation, Key Personnel, and Timeline

The Plan of Operation includes the strategies 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. Include a timeline and the key personnel associated with the plan of operation. 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.

Strategies

Strategies are broad approaches (methods, procedures, techniques) employed to realize outcomes and accomplish goals. Applicants should begin this section with a justification as to why specific strategies were chosen, how they will help in accomplishing the stated goals, and the key personnel responsible for each strategy. What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Applicants should describe the targeted populations to be impacted by the strategies chosen and how they will be impacted.

Evidence of Impact

Discuss your organization's history of impact on the target population, what has worked, what has not worked, and your track record in effectuating change. Document current or past efforts to address the problem. Show why those efforts failed or are inadequate to address the total need. Discuss how past performance has informed the proposed activities, and the future impact your proposed key activities are likely to have on the target population. Briefly identify new or other proposed evidence-based strategies that will be implemented and how they will be measured to determine the impact on the target population.

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, cost-effective, and integrates other sources of funding. 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 management plan and the budget line items.

Provide content justifying any line-item expenses that are not obvious from the project narrative. Discuss and align line-item activities in the budget narrative. Explain how the estimated cost of each line item was derived if the rationale is not obvious. An MSDE [Grant Budget C-125](#) form must also be completed, signed, and submitted as an appendix.

Following the budget narrative, include a line-item description. Group line items according to the following categories: Salaries and Wages, Contracted Services, Supplies and Materials, Other Charges, Equipment, and Transfers (indirect costs). Total each category. Each line must be detailed and specific. General expenses should be broken down into specific line items. There is no page limit for the budget, so be as detailed as possible. Here is an example of the budget and budget narrative template.

1. Salaries and Wages (list each position separately)

Line Item	Calculation	Requested	In-Kind	Total
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Totals for Salaries and Wages:				

Using the space below, explain how the costs for salaries and wages above are necessary, reasonable, and cost-effective.

Type response here.

The Review Process

The review of proposals will be a three-part process:

- Written applications will be pre-screened for submission requirements and the inclusion of all required sections. Applications not meeting all pre-screen requirements may be returned to the applicant for revisions.
- A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
- Final approval for awards will be determined by the review committee.

MSDE reserves the right to take into consideration geographic distribution when making awards.

MAEOE FY 2026 Grant Scoring Rubric

EXTENT OF NEED

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The main problem and contributing factors are clear, concise, and demonstrate considerable understanding of the issues.</p> <p>The proposal details who are affected by the problem, and when and where the problem exists, including historical impacts on the target population(s).</p>	<p>The main problem is clear and concise.</p> <p>The proposal identifies who is affected by the problem and when the problem exists.</p> <p>Data supports the identified problem. Local data is referenced to document the problem and includes demographic and other statistics.</p>	<p>The main problem is missing or is not clear.</p> <p>The proposal does not accurately identify the target population(s).</p> <p>Data has not identified or does not support the problem stated.</p> <p>The proposal lacks details of how the funds will address the problem.</p>

GOALS AND MEASURABLE OUTCOMES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.</p> <p>Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.</p>	<p>The goal(s) are measurable and aligned to the extent of need.</p> <p>Outcomes are realistic and attainable.</p>	<p>The goal(s) are not measurable and are not clearly aligned to the extent of need.</p> <p>Outcomes are not realistic or attainable.</p>

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All requirements listed in the meets criteria are listed and the applicant provides additional information.	The plan is clear and concise. There is a timeline and experienced personnel (with their percentage of time) for all key activities. Names and titles are present.	The plan of operation provided does not address the items identified in the extent of need.

STRATEGIES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The proposal provides several rationales for selecting specific, evidence-based strategies, and precisely how they will be implemented to ensure outcomes are achieved. Multiple broad strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation.	<p>The proposal provides clear rationale for selecting a specific strategy and how it will help achieve the outcome.</p> <p>The applicant provides broad strategies and includes methods, procedures, techniques for implementation.</p>	<p>No rationale for selecting specific strategies and how they will help achieve the outcome.</p> <p>The applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.</p>

EVIDENCE OF IMPACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The application identifies how proposed strategies are evidence-based and will lead to the desired impact and lists success data for their existing program. They also provide information on students who	The applicant describes how the proposed program goals are research-based. There is data on how students in the program have progressed in prior years, and a description of what the intended impact of	The application does not identify evidence of impact

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
have graduated from their program.	the proposed activities will be on the target population.	

BUDGET AND BUDGET NARRATIVE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The budget is detailed and comprehensive of all activities for successful implementation. The budget aligns to the proposal and does not rely entirely on grant funds. There are no mathematical errors, and all expenses are cost effective and appear necessary.	The budget is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.	Budget does not align with the proposal, includes costs that are not reasonable or allowable, or has several mathematical errors.

Timeline and Reporting Requirements

GRANT APPLICATION TIMELINE

Date	Timeline Event
May 15, 2025	The Grant Information Guide and application for participation are released.
May 22, 2025	MSDE will hold a virtual customer service support session for the applicant.
June 15, 2025	The grant application is due.
July 1, 2025	MSDE will notify the applicant of the award status.
July 1, 2025	The grant period begins.
June 30, 2026	The grant period ends.
September 30, 2026	Grant funds must be liquidated.

Date	Reporting Requirement
Ongoing	Fiscal and programmatic monitoring
January 31, 2026	Interim Report (C-1-25C)
July 30, 2026	Final Progress Report (C-1-25D)

REPORTING REQUIREMENTS

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25B form found in the Grant Forms Workbook MSDE Grants [webpage](#). Final invoices must be submitted no later than 60 days after the grant period ends.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office**Office of the Deputy State Superintendent for Finance and Operations**

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