 

**Maryland Association of Environmental and Outdoor Education (MAEOE)**

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21201

**Deadline**September 30, 2022

No later than 5:00 p.m. EST

**APPLICATION FOR PARTICIPATION**

**MARYLAND STATE DEPARTMENT OF EDUCATION**



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

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

**Larry Hogan**Governor

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

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

Charles R. Dashiell, Jr., Esq.

Shawn D. Bartley, Esq.

Gail Bates

Chuen-Chin Bianca Chang

Vermelle Greene, Ph.D.

Jean C. Halle

Dr. Joan Mele-McCarthy

Rachel L. McCusker

Lori Morrow

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

**MARYLAND STATE BOARD OF EDUCATION**

Table of Contents

[Application Cover Page (1 page) 3](#_Toc112927025)

[Project Narrative (20 page limit) 4](#_Toc112927026)

[Extent of Need 4](#_Toc112927027)

[Goals, Measurable Outcomes and Milestones 4](#_Toc112927028)

[Evidence of Impact 6](#_Toc112927029)

[Plan of Operation 6](#_Toc112927031)

[Management Plan and Key Personnel 7](#_Toc112927032)

[Evaluation and Dissemination plan 7](#_Toc112927033)

[Budget and Budget Narrative (no page limit) 7](#_Toc112927034)

[Appendix 12](#_Toc112927035)

Submission Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures. Be sure to include the required attachments.

Required application components for the FY23 Grant to MAEOE include:

1. Completion of the Grant Application Form (Microsoft Word document, saved to pdf), and

2. Submission of Required Attachments and Supporting Documentation (#1 – #3).

Mary Weller

Coordinator of Science

410-767-0329

Mary.Weller@maryland.gov

# Application Cover Page (1 page)

Program name:

Name of contact person: Title of contact person:

Address:

Address:

Phone number: Email address:

Total amount requested: $272,100

Project statement describing the program (not to exceed 100 words):

|  |
| --- |
| Type response here. |

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

Signature of Executive Director Date

# Project Narrative (20-page limit)

## Extent of Need

Describe a clearly defined, data-supported problem, condition, or need to be addressed through the FY23 MAEOE Grant that will increase the number of Maryland Green Schools.

|  |
| --- |
| Type response here. |

## Goals, Measurable Outcomes and Milestones

Communicate the goals, measurable outcomes, and milestones of the program. Refer to the Grant Information Guide for further guidance on this section.

**Category 1:**  Professional development 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal: | | | |
| Activity | Identified Need | Milestone(s) | Expected Outcome(s) |
|  |  |  |  |
|  |  |  |  |

*\*Add more rows if 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal: | | | |
| Activity | Identified Need | Milestone(s) | Expected Outcome(s) |
|  |  |  |  |
|  |  |  |  |

**Category 3:** Hosting statewide Green School events.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal: | | | |
| Activity | Identified Need | Milestone(s) | Expected Outcome(s) |
|  |  |  |  |
|  |  |  |  |

*\*Add more rows if necessary*

1. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal: | | | |
| Activity | Identified Need | Milestone(s) | Expected Outcome(s) |
|  |  |  |  |
|  |  |  |  |

*\*Add more rows if necessary*

1. Creation of an online application form for a school to apply to get funding under this grant program.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal: | | | |
| Activity | Identified Need | Milestone(s) | Expected Outcome(s) |
|  |  |  |  |
|  |  |  |  |

*\*Add more rows if necessary*

## Evidence of Impact

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization’s experience in terms of effective practices (research-based strategies) leading to the desired outcomes.

|  |
| --- |
| Enter text here. |

## Plan of Operation

Discuss the strategies and activities to be used to accomplish the outcomes for each program requirement (#1-#5). Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. Refer to the Grant Information Guide for further guidance on this section.

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. |

1. 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. |

1. Support statewide Green School events

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

1. 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. |

1. Create an online application form for a school to apply to get funding under this section

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

## Management Plan and Key Personnel

The management plan clearly defines the roles, responsibilities, tasks, and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Refer to the Grant Information Guide for further guidance.

**Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Responsibilities** | **Time devoted** |
|  |  |  |  |
|  |  |  |  |

*\*Add more rows if necessary*

## Evaluation and Dissemination plan

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

|  |
| --- |
| Type response here. |

# Budget and Budget Narrative (no page limit)

**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 $115,600.00

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

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

1. Salaries and Wages

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

1. Contracted Services

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

1. Supplies and Materials

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

1. Other Charges

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

1. Equipment

|  |
| --- |
| 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. Total budget is $133,500.00

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

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

1. Salaries and Wages

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

1. Contracted Services

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

1. Supplies and Materials

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

1. Other Charges

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

1. Equipment

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

**Category 3**: Support statewide Green School events. Total budget is $8,000.00

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

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

1. Salaries and Wages

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

1. Contracted Services

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

1. Supplies and Materials

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

1. Other Charges

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

1. Equipment

|  |
| --- |
| 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. Total budget is $10,000.00.

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

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

1. Salaries and Wages

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

1. Contracted Services

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

1. Supplies and Materials

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

1. Other Charges

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

1. Equipment

|  |
| --- |
| 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. Total budget is $5,000.00

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

Provide a description of each budget category in the spaces below. For example, under Salaries and Wages, describe the number of staff attend trainings. If funds are used to hire substitute staff, include amounts. Include FICA/Benefits if applicable.

1. Salaries and Wages

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

1. Contracted Services

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

1. Supplies and Materials

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

1. Other Charges

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

1. Equipment

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

# Appendix

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

* + Signed assurances - Please read and complete the Recipient Assurances page which must be signed and dated by the head of your grantee agency.
  + An Excel version of the proposed [Itemized Budget Form (C-1-25).](https://marylandpublicschools.org/about/Pages/Grants/Forms.aspx)