



**City of Minneapolis
Health Department
Environmental Health**

**ENVIRONMENTAL
EDUCATION COST SHARE
PROGRAM**

**APPLICATION & INSTRUCTIONS
2018 – 2019 Cost Share Cycle**

MINNEAPOLIS ENVIRONMENTAL EDUCATION COST SHARE PROGRAM
APPLICATION AND INSTRUCTIONS

A. City of Minneapolis Environmental Education Program (www.minneapolismn.gov/mee)

The Minneapolis Environmental Education Program is an initiative established by the City of Minneapolis Health Department to provide resources for educators and/or school supported organizations in projects that promote the scientific understanding of how natural environments function and how people can manage their behavior and ecosystems in order to live sustainably.

The Minneapolis Environmental Education Program has the ability to support educators in the City of Minneapolis in their efforts to address environmental science, environmental health, and environmental justice concerns. The maximum amount of a grant for this program is \$2,000.

B. Program Goals

The MEE Program aims to provide financial resources to instructors/teachers who are implementing initiatives to address environmental health in the City of Minneapolis. The MEE Cost Share Program will fund projects that address one or more of the following goals:

- 1. To increase education and awareness about the environment in the Minneapolis community in order to inform decision making on environmental issues.**
- 2. To increase knowledge regarding environmental science, health and justice challenges.**
- 3. To provide education, skills, and resources to mitigate environmental concerns.**

C. Funding Available

Grant funds are available for the 2018-2019 cycle. The City of Minneapolis Health Department will fund projects with maximum grant amounts not to exceed \$4,000 per project. The grant term is rolling as funds are available.

D. Eligibility Criteria

To be eligible for a grant, the applicant must meet the following criteria:

1. A teacher/instructor – teaching in an educational institution for K-12 grade-level students

The institution meets the following guidelines:

- a) Operates primarily for scientific, educational, service, charitable, or other similar purposes in the public interest;
- b) Not organized primarily for profit;
- c) Located within the City of Minneapolis;

E. Not Eligible for Funding

- Individuals not working in a teaching facility
- Community organizations

F. Grant Timeline

| Date | Activity |
|-------------------------|---|
| | <i>Cost Share Application Deadline - Rolling</i> |
| Spring-Winter, Annually | Cost Share Application Review & Selection |
| Ongoing | Cost Share Awardees Announced, Agreements Distributed |
| | |
| Spring, Annually | Cost Share Application Review & Selection |
| Ongoing | Cost Share Awardees Announced, Agreements Distributed |
| | |

**Dates may be subject to change due to City of Minneapolis Fiscal Year*

G. Application Requirements

1. All applicants must submit a completed application, budget, cover sheet and all required attachments.
2. Only one application per applicant will be considered for a given project. Applicants may submit more than one application if the proposals are for separate and distinct projects.
3. Format Standards
 - A. Font: 12 point
 - B. Paper: 8 ½" X11", numbered if necessary

H. Application Deadline

Applications will be accepted on a *rolling basis*.

Applications must be scanned and/or emailed to:

ATTN: Markeeta Keyes
Minneapolis Environmental Education Program 250 South 4th Street, Room 414 Minneapolis MN 55415

markeeta.keyes@minneapolismn.gov

I. Examples of Project Activities

Proposed projects should have a clear focus on environmental education or issues that address school or community interests. Examples of project activities that can be pursued to meet one or more of the goals listed on page 1 could include, but are not limited to the following:

- Providing educational tools such as water sampling equipment for a classroom project, designed to understand environmental pollution and hazard issues;
- Enhance community understanding about environmental health issues which affect a particular community, such as air quality;
- Create curriculum, tied to the standard curriculum, regarding community issues related to environmental justice concerns;
- Innovative research in response to environmental concerns, such as partnering with a local university to sample consumer products for potentially harmful chemicals;

J. Application Review & Cost Share Agreement

1. **Application Review** – The MEE staff will review applications for adequacy and completion. Upon determination that an applicant is eligible, the staff will evaluate, and rank the project proposals. The Minneapolis Environmental Education Program staff, along with a panel of stakeholders, will make the final selection of projects to fund in consideration of a complete application and project proposal. The City of Minneapolis Health Department reserves the right not to award any or only a portion of the Environmental Education Grant, subject to funding availability. All applicants will be advised by letter, sent via email.
2. **Cost Share Agreement** - Following the approval of the Environmental Education Cost Share, awardees will be emailed from the City of Minneapolis Health Department Environmental Services, with a receipt of acknowledgement and a cost share agreement. These documents, along with the applicant's approved Budget and Work Plan, comprise the Cost Share Agreement. The awardee will be responsible for providing the following documentation:
 - a. Receipts for expenditures
 - b. One page mid-project progress update with pictures
 - c. One page final project summary with pictures

K. Cost Share Program Contact

For clarification on this year's Minneapolis Environmental Education Cost Share solicitation, please contact:

Minneapolis Environmental Education Program
City of Minneapolis Health Department
Environmental Services
markeeta.keyes@minneapolismn.gov

Mailing Address:
250 South 4th Street, Room 414
Minneapolis, MN 55415

Cost Share Application Submittal Checklist

Cost Share Applicants (Your application should include *all* of the following):

- Cost Share Application (Appendix 1)
- Budget (Sample Budget Appendix 2)
- Cost Share Cover Sheet (Appendix 3)
- Supporting Documentation – as necessary

Minneapolis Environmental Education Website:

www.minneapolismn.gov/mee

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APPLICATION INSTRUCTIONS

CITY OF MINNEAPOLIS ENVIRONMENTAL EDUCATION COST SHARE PROGRAM

Appendix 1

1. Please Describe the Project/Program Narrative (2-3 Paragraphs)

- Summary of the size and scope of the project that will be funded and the size of the award being sought. The project description should give the reader a detailed description of the program that will be funded by the requested grant.
- This description should explain the duration of time during which the funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about.
- This description should include the amount of funding requested and what the funds will be used to purchase.

2. Please Describe Target Audience (One Paragraph)

- **Target Area:** Provide a geographic description of the area that would be served (such as specific neighborhoods and communities).
- **Target Population:** List the number of intended recipients of the proposed program – if known, age distribution of the population, racial/ethnic composition of the population, and/or income distribution of the population.
- **Community Partners:** Describe other partners and their role (if any).

3. Please Describe Project Goals, Activities, Timelines (2-3 Paragraphs)

- **Primary Goal:** State goal that you expect to accomplish as a result of the program and the intended final outcome.
- **Activities:** Describe the steps or actions you plan to take to implement the project.
- **Milestones/Timeline:** Provide a schedule for project implementation.
- **City of Minneapolis Health Department Cost Share Promotion:** Describe how you will promote the goals (www.minneapolismn.gov/health/aboutus).
- **Rationale:** Please explain why each activity will be effective for your target population and the expected benefits.

4. Evaluation Components (One Paragraph)

- **Measurement:** State specifically how you will measure or evaluate progress towards meeting your goal.
- **Quantify:** Describe how you will quantify your grant activities. Examples include number of pounds of carbon dioxide reduced, number of participants, number of volunteer hours, pre and post energy use, jobs created/retain, number of flyers distributed, number of specific activities, etc.

5. Organizational Capacity (One Paragraph)

- **Organization:** Provide a short description of your school. Describe similar/relevant activities and connections with the community to be served.
- **Key Project Staff:** Title and responsibilities of key program staff including their qualifications and who will be in charge of the project.

SAMPLE BUDGET

Appendix 2

Budget justification instructions: Provide a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request.

Budget and Justification

| PROJECT BUDGET FORMAT | |
|----------------------------------|---------------|
| COSTS: | Grant Request |
| | |
| Materials – Tomatoes Seeds | \$100 |
| Supplies – Shovels, Garden Boxes | \$400 |
| Tools – Pots, Potting Soil | \$50 |
| Soil analysis | \$400 |
| Miscellaneous – Water Buckets | \$50 |
| | |
| | |
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| | |
| | |
| | |
| OTHER EXPENSES: | N/A |
| | |
| | |
| TOTAL PROJECT EXPENSES | \$1000 |

*Other cost categories may be used.

CITY OF MINNEAPOLIS ENVIRONMENTAL EDUCATION COST SHARE PROGRAM

2018-2019 COVER SHEET

Appendix 3

Applications accepted on a *rolling basis*.

Email: markeeta.keyes@minneapolismn.gov

Minneapolis Environmental Education Program
ATTN: City of Minneapolis, Environmental Services
250 South 4th Street, Room 414
Minneapolis, MN 55415

Contact Person Name:

Project Title:

School Name:

School Address:

Telephone Number:

Fax Number:

E-mail address:

Total Grant Request: \$

Affected City Council Wards:

Short Description of Proposed Project (summarizing main goals and activities):