



**DELAWARE-OTSEGO
AUDUBON SOCIETY**

PO BOX 544, ONEONTA, NY 13820

2018 ENVIRONMENTAL EDUCATION GRANT PROGRAM

GUIDELINES AND INFORMATION

Environmental Education Grants are awarded to educators in the DOAS area (Delaware, Otsego, eastern Chenango, and western Schoharie Counties as well as small parts in southern Herkimer and Montgomery Counties) to enable them to add new or continue existing environmental education activities. This competitive grant program is available all educators, including those in Home School Programs and Student Service Organizations. The maximum award amount is \$500. Educators may receive one grant per school or organization each year. Grants are competitive and will be evaluated by a committee of the Delaware-Otsego Audubon Society. To apply for a grant, follow the Proposal Guidelines below.

Proposal Guidelines:

- Deadline for applications for spring semester of 2018 is Saturday, March 3, 2018.
- Print the application form from the DOAS web site or request email copy.
- Please type and confine your proposal to three pages *maximum (plus Application Cover Sheet)*
- The project must be completed before the end of the school year (June 2018)
- You must include all items requested, in order or priority
- Maximum award is \$500 (unless funding permits additional)

Items to Include in Your Proposal:

- Educator's name and school district or operating region
- Educator's school and home address and phone numbers
- Grade level(s) and number of students involved with the project
- Description of others involved
- Project or Activity title
- Project description, including the following
 - Description of proposed activities
 - Time line of major activities
 - Explanation of how this project will enhance environmental awareness in your school and/or community
 - Discussion of how you will know that this project is successful for you and your students
- Itemized budget for the project, including amount requested from DOAS as well as other sources of funding or in-kind support. (*DOAS will not fund the purchase of computer hardware or software, salaries or fees.*)
- Dated signatures of the educator applicant and their administrator

Successful applicants will be asked to submit a final report, including receipts from purchases as well as photo documentation for use in DOAS publicity, upon completion of the project. Please contact Susan O'Handley at sjohandley@gmail.com if you have questions.

Proposal Deadline:

Your application must be received by 5pm on March 3, 2018.

Mail it to: Susan O'Handley, DOAS Education Chair, 107 East Hill Road, Hartwick, NY 13348.

Or Email to: sjohandley@gmail.com with 2018 EE Grant Application in the Subject Line.



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**2018 ENVIRONMENTAL EDUCATION GRANT PROGRAM
APPLICATION COVER SHEET**

Eligibility

- Classroom teachers, home school educators & student service group leaders may apply for these competitive grants
- Request amounts will be accepted for up to \$500 towards projects that support environmental education activities. Funds may not be requested for salaries, stipends or computer supplies
- Preference will be given to educators in the DOAS region
- Preference will be given to projects that reflect additional support through matching funds or in-kind donations
- Grant proposals must be received no later than March 3, 2018

Grant Proposal

- Complete the information and signature form below
- Attach your written proposal narrative, limited to three pages, including the following:
 - Description of the environmental activity you propose
 - Time line of activities, giving specific dates of events
 - Description of students involved (grades, numbers)
 - Description of others involved
 - Anticipated benefit(s) of the activity, and discussion of how activity success will be assessed
 - Detailed budget specifying expenses for which DOAS funds are requested

Information and Signatures

Applicant Name _____

Address: School/Org _____ Home _____

Email address: _____

Phone: Daytime _____ Evening _____

I agree to comply with the terms of this grant set forth by the Delaware-Otsego Audubon Society.

(Educator's Signature)

(date)

I support the attached grant request.

(Principal or Supervisor's Signature)

(date)