



APPLICATION FOR PARTICIPATION

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

MARYLAND STATE DEPARTMENT OF EDUCATION

Mohammed Choudhury

State Superintendent of Schools
Secretary-Treasurer, Maryland State Board
of Education

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Deputy Superintendent, Teaching and
Learning

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Dr. Joan Mele-McCarthy

Rachel L. McCusker

Lori Morrow

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

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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*

2. 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.

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.

3. Support statewide Green School events

Click or tap here to enter text.

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.

5. 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.

- a. Salaries and Wages

Click or tap here to enter text.

b. Contracted Services

Click or tap here to enter text.

c. Supplies and Materials

Click or tap here to enter text.

d. Other Charges

Click or tap here to enter text.

e. 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.

a. Salaries and Wages

Click or tap here to enter text.

b. Contracted Services

Click or tap here to enter text.

c. Supplies and Materials

Click or tap here to enter text.

d. Other Charges

Click or tap here to enter text.

e. 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.

a. Salaries and Wages

Click or tap here to enter text.

b. Contracted Services

Click or tap here to enter text.

c. Supplies and Materials

Click or tap here to enter text.

d. Other Charges

Click or tap here to enter text.

e. 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.

a. Salaries and Wages

Click or tap here to enter text.

b. Contracted Services

Click or tap here to enter text.

c. Supplies and Materials

Click or tap here to enter text.

d. Other Charges

Click or tap here to enter text.

e. 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.

a. Salaries and Wages

Click or tap here to enter text.

b. Contracted Services

Click or tap here to enter text.

c. Supplies and Materials

Click or tap here to enter text.

d. Other Charges

Click or tap here to enter text.

e. 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).