



## ELM School Grant Application Form 2008-2009

**Amount Requested** \$ \_\_\_\_\_

1. **Executive Summary** (Please provide us with an overview of your project; 50 words or less):

### 2. **Applicant Contact Information**

School/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

E-mail of contact person \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_

State Tax ID# \_\_\_\_\_

US Congressional District \_\_\_\_\_ MN Representative District \_\_\_\_\_

MN Senate District \_\_\_\_\_ *Districts can be found at: <http://geo.commissions.leg.state.mn.us/districts/start.html>*

### 3. **Project Type** (check all that apply)

Field Trip Transportation  In-School Programming  Equipment/Materials

Field Trip Admission/Program Fees  Service Learning Projects  Guest Speakers

School Site Development  Other \_\_\_\_\_

Have you done this activity in the past? Yes  No

Will you be able to provide us with digital photos and/or video of the project to be used in future publicity of the ELM Grant Program?

YES  NO

\*\* Applicants should consult the ELM School Grant Program **Score Sheet** (on page 4) to aid them in the design and creation of their proposals. The ELM Grant Program Committee will use this sheet to review and evaluate submitted proposals. \*\*

4. **Project Description** (250 words or less):

5. **Project Justification** (300 words or less)

A. **Project Audience** (Be sure to include age level & number of students)

B. **How the project fits into your curriculum**

C. **How does your audience benefit from the project?**

6. **Project Goals, Objectives & Assessment** (What will students learn & how will you know?)

7. **Project Activities and Timeline:**

Date(s)	Activities

**8. Project Budget**

Category	ELM Funds	ELM FUND ADMIN ONLY
Stipend or Substitute Pay		
Supplies		
Equipment		
Printing		
Transportation		
Mileage		
Program Fees		
Speaker Fees		
Other (describe)		
<b>TOTAL</b>		

**9. Signatures**

**Contact Person**

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**District/School/Organization Administrator**

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ELM School Grant

## Application Score Sheet

These criteria will be used by the ELM Grant Program Committee in evaluating the School Grant Application.

- \_\_\_\_\_ 1. Executive Summary (10 points)
  - The summary is clear and succinct.
  - The summary describes an overview of the project that is understandable.
- \_\_\_\_\_ 2. Applicant Contact Information
- \_\_\_\_\_ 3. Project Type
- \_\_\_\_\_ 4. Project Description (10 points)
  - The application describes how the project will further environmental education in the state of Minnesota
  - The application describes how the audience will benefit directly.
  - The project provides the audience with real world environmental learning experiences.
- \_\_\_\_\_ 5. Project Justification (20 points)
  - The applicant has provided evidence that justifies how the intended audience will benefit from the project.
  - The intended audience is well defined.
  - The application clearly explains how the project supports or is aligned with the Minnesota Department of Education's Academic Content Standards.
  - Up to five additional points may be awarded to applicants that connect learning objectives with the *Minnesota Environmental Literacy Scope and Sequence*.
- \_\_\_\_\_ 6. Project Goals, Objectives & Assessment (30 points)
  - The objectives are clearly defined and linked to the needs of the audience.
  - The objectives define what will be learned.
  - The objectives are measurable.
  - The project objectives describe how the audience engages in real world environmental learning experiences.
  - The assessment is aligned with and adequately measures project goals and learner objectives.
- \_\_\_\_\_ 7. Activities and Timeline (10 points)
  - The project activities are specific and sequential.
  - The project activities will accomplish the identified objectives.
  - The timeline identifies the beginning and ending dates of the activities.
  - The timeline is realistic for accomplishing the proposed activities.
- \_\_\_\_\_ 8. Budget Spreadsheet (20 points)
  - The budget is accurate.
  - The budget clearly delineates all expenses to be funded by the ELM Grant Program.
  - The budget is appropriate for this type of project.

# ELM School Grant

## Application Review Checklist

(\*\*Complete checklist and include with application\*\*)

For  
Applicant

Use

For ELM  
Committee

Use

**Overall**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a. Project meets eligibility requirements?</li> <li>b. School/Organization meets eligibility requirements?</li> <li>c. Format followed and all spaces filled in correctly</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| <p><input type="checkbox"/> 1. <b><u>Executive Summary</u></b></p> <ul style="list-style-type: none"> <li>a. Format followed</li> </ul>  | <input type="checkbox"/>   |
| <p><input type="checkbox"/> 2. <b><u>Contact Information</u></b></p> <ul style="list-style-type: none"> <li>a. Legal Name of School &amp; Contact Person</li> <li>b. Contact information provided</li> <li>c. Federal Tax ID number included</li> <li>d. Minnesota Tax ID number included</li> <li>e. Grant request under \$3,000</li> <li>f. Grant request amount same as Total on Budget Spreadsheet</li> <li>g. US Congressional district correctly identified</li> <li>h. MN Senate District correctly identified</li> <li>i. MN House Representative District correctly identified</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p><input type="checkbox"/> 3. <b><u>Project Type</u></b></p> <ul style="list-style-type: none"> <li>a. Project type(s) correctly identified</li> <li>b. Project type(s) matches description</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/>   |
| <p><input type="checkbox"/> 4. <b><u>Project Description</u></b></p> <ul style="list-style-type: none"> <li>a. Format followed</li> </ul>  | <input type="checkbox"/>   |
| <p><input type="checkbox"/> 5. <b><u>Project Justification</u></b></p> <ul style="list-style-type: none"> <li>a. Audience identified by applicant is appropriate for the described project</li> </ul>  | <input type="checkbox"/>   |
| <p><input type="checkbox"/> 6. <b><u>Project Goals, Objectives &amp; Assessment</u></b></p> <ul style="list-style-type: none"> <li>a. Goals clearly identify connection with curriculum</li> <li>b. Objectives are connected with academic content standards               <ul style="list-style-type: none"> <li>Environmental Literacy Scope &amp; Sequence: Award up to 5 additional points if the applicant connects learning objectives with the <i>Environmental Literacy Scope and Sequence</i></li> </ul> </li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |

**For  
Applicant  
Use**

**For ELM  
Committee  
Use**

**7. Project Activities & Timeline**

- a. ELM Grant Program funded activities do not begin before the earliest start dates published in these guidelines
- b. Grant activities completed by June 12, 2009

**8. Budget**

- a. Budget format followed
- b. Itemized detail provided
- c. Figures are accurate

**9. Signatures**

- a. Signature and date for contact person present
- b. Signature and date for administrator present
- c. One person is not serving as both Contact person and Administrator

**General**

- a. Application is NOT stapled
- b. Other
  - a) Ineligible expenses (add comments below)

*Comments:*