

MAEOE Grant Application Planning Document



To aid in planning your answers to the MAEOE grant application, we have created this document. Before starting to fill out the application form, please plan the answers to these questions and draft your Excel or Google Sheet budget. The Google Application Form must be completed in one sitting, as it can not be saved and accessed for edits later. **The only acceptable application is the MAEOE Grant Google Form, no version of this document will be accepted as an application.** See the end of this planning document for the grant guidelines.

Section 1

Email

Section 2

1. Applicant First Name
2. Applicant Last Name
3. Are you a MAEOE member in good standing? (yes or no)
4. Are you a certified Project WILD and/or PLT instructor? (yes or no)
5. Does this project/program/event utilize Project WILD and/or PLT activities? (yes or no)
6. Facility Name
7. Facility address
8. Phone number
9. Email
10. Facility or program website

Section 3

1. Project/Program/Event title
2. Program/Event date
3. Requested monetary amount (grant reimburses up to \$500)
4. As the grantee, do you accept the terms of the grant and agree to the guidelines and reporting timeline? (yes or no)
5. Please describe in detail, who the target audience is, unique needs, and estimated participation numbers.
6. Describe the learning outcomes for participants (e.g. participants will...) These should include opportunities for inquiry, analysis, questioning and environmental investigation.
7. Describe all environmental education and outdoor activities involved. (Consider the grant criteria on page one when writing this description). Describe the who, when, and how of your instruction (e.g. approaches to teaching strategies, parts of an exhibit, hands-on, and outdoor, etc.).
8. Discuss concrete examples of how your program/event aligns with the specific mission and vision of MAEOE. The mission of the Michigan Alliance for Environmental and Outdoor Education (MAEOE) is to support, inspire and empower a diverse network of individuals with a passion for environmental and outdoor learning.

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9. Describe if your program/event uses any collaboration/partnerships (e.g. community, formal/non formal, etc.) to help provide accurate and balanced instruction.
10. Please describe how your program/event/project supports MAEOE's efforts towards justice, equity, diversity and inclusion.
11. Please describe the methods you will use to evaluate the project/program and how you would adjust the project/program with that feedback. (i.e. participant review, self reflection, etc.)

Section 4

Please use a copy of the budget sheet found here, file name should be "Last Name, Project Name"

<https://tinyurl.com/MAEOEgrantbudget>

The link is view only. You will need to make a copy of the file and rename it with your "Last Name, Project Name"

When you add the link/file below, please be sure your share settings are for "anyone with the link can view"

1. Upload your completed itemized budget using the provided template
2. Describe how the requested budget items are necessary to the success of the program (e.g. how do the budget items work together for the whole).
3. Optional: Please provide any additional information that you feel would help the Grant Committee better understand your project (website, flier, etc.) Attach extra pages if necessary in the next question.
4. Optional: Upload supplemental photos, videos, models/sketches or documents to support your application. (up to 5 files, file size 10 MB each)

Please note:

- There is a new email address for MAEOE grant questions: grantsmaeoe@gmail.com
- No old fillable PDF grant applications will be accepted.
- The form will close on the grant deadline (March 15 and October 15). No late applications will be accepted.
- See next page for full grant guidelines

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Grant Guidelines

The Michigan Alliance for Environmental and Outdoor Education (MAEOE) offers Environmental Education (EE) Grants to formal and non-formal educators.

MAEOE Mission

The mission of the Michigan Alliance for Environmental and Outdoor Education (MAEOE) is to support, inspire and empower a diverse network of individuals with a passion for environmental and outdoor learning.

Grant applications that address ALL criteria identified in MAEOE's requirements below, will be given consideration.

Spring Grant Cycle: Applications are due between February 1 and March 15.

Fall Grant Cycle: Applications are due between September 1 and October 15.

Awardees will be announced April 15 and November 15.

Grant Criteria:

- o The grant must be used for an EE or OE program for non-formal (e.g. nature centers/zoos) or formal (e.g. PreK-12 classrooms) educational audiences that incorporate outdoor activities.
- o Programs must demonstrate correlation to the MAEOE Mission (see above).
- o Grants must be submitted 45 days prior to proposed program to allow for review by the Grant Committee and approval by the MAEOE Board of Directors.
- o Each applicant may only submit 1 proposal per grant cycle. Preference will be given to grant applicants/organizations who have not received MAEOE funding in the last 12 months.
- o Grants awarded in April must be completed by November 15.
- o Grants awarded in November must be completed by April 15.
- o Grants are awarded to MAEOE members ONLY.
- o Grant requests are funded based on a maximum of \$500. A \$5/person rate guideline will be considered for transportation and/or program admission costs.
- o Grants whose program or materials demonstrate evidence of long-term impact will be given highest priority.
- o Grant funds are best used for reusable equipment and educational supplies, and approved materials/services that support exceptional programs, events, speakers, or field trips.
- o Grant funds cannot be used for staff time.

Grant Budget:

- o A required detailed line item budget illustrating costs, vendors, and uses for requested purchases must be attached.
Please use this template for your detailed budget (be ready to upload when completing the application)
<https://tinyurl.com/MAEOEgrantbudget>
- o Grants that fail to provide a detailed, line item budget will not be considered for funding.

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Grant Reporting:

If approved, grant funds are distributed following the submission of requirements below.

Grant reporting must occur by the following deadlines, and include:

1. Submission within one week after the event: Press releases acknowledging MAEOE as a supporter. Submit to grantsmaeoe@gmail.com and to social media/print channels. Samples are available at maeoe.com
2. Submission within one week after the event: final attendance numbers.
3. Submission within one month after the event: proof of purchases (receipts or order summaries) for materials and/or services covered by the grant.
4. Submission within one month after the event: an article to be published in the next MAEOEgram newsletter.

Article guidelines: 600 word limit.

Should include:

- Detailed description of the event/project
- Number of attendees
- Reflection on how the event/project impacts environmental and outdoor education
- 4 pictures sent as separate labeled jpegs

If grant criteria and reporting are not met, funds will not be dispersed.

For questions regarding this application or for help completing the form contact grantsmaeoe@gmail.com