## 

**Ee360+: *Leadership and Training Collaborative -* Requests for Proposals**

ee360+ Year Three (June 1, 2023 – May 31, 2024)

Updated 7.21.23

Project WILD is excited to share that we are a NAAEE partner of ee360+, a national cooperative agreement between the U.S. Environmental Protection Agency, North American Association for Environmental Education, and numerous national and locally based non-profits and universities.

As part of this initiative, Project WILD will provide up to three boxes of guides (Project WILD, Aquatic WILD, Flying WILD, Climate & Wildlife) at no cost (including shipping). This training will enable educators to effectively teach about environmental issues and use Project WILD as a tool for improving teaching, learning, and achieving a healthy and sustainable environment.

**Goal: Drive Educator Excellence through developing a cadre of educators and trainers who are environmentally literate and better prepared to be effective environmental educators.**

**Objectives**

* Deliver in-service educator training that builds on existing quality environmental education programs.
* Increase outreach to diverse populations (including geographical diversity).
* Increase delivery of wildlife and climate change professional development to in-service educators.
* Deliver pre-service educator training that enables faculty and instructors in education departments at colleges and universities to effectively include environmental education in their courses. Special emphasis on working with HBCU’s and Tribal colleges.

Links to all related documents can be found at <https://www.fishwildlife.org/projectwild/ee360-year-3>

**Project WILD’s Measurable Outputs**

Project WILD will work with state coordinators to train at least 600 educators (formal and non-formal). We will also work with pre-service educators to train 100 pre-service teachers.

## Competitive Grant Guidelines

**Applicant Eligibility:** Eligible applicants for funding are Project WILD sponsors with signed Memorandums of Understanding between the state sponsor and the Association of Fish & Wildlife Agencies, as well as higher education faculty.

**Grant Period:** The grant period extends from **June 1, 2023 – May 31, 2024**. All activities must conclude by the end of the grant period.

**Grant Application Deadline:** Grant applications are accepted on a rolling basis until all funds are exhausted.

**Available Funding – 1A: In-service and non-formal educator training**

* $13,000 is available for Project WILD, Aquatic WILD, and Flying WILD guides (must use the EPA 360+ order form!) For each guide received, you must train one individual.
* $1,000 is available for Climate & Wildlife guides (must use the EPA 360+ order form!). For each guide received, you must train one individual.
* *Note: Grant funds cannot be used for food or indirect expenses*.

**Available Funding – 1B: Preservice and college educator training**

* $4,000 is available for Project WILD, Aquatic WILD, and Flying WILD guides (must use the EPA 360+ order form!). For each guide received, you must train one individual.

**Application Format -** To be eligible for review, the grant proposal must address each of the items outlined in the attached *ee360+ Competitive Grant Application* (included below). Competitive applications will include clear, concise, and thoughtful descriptions and explanations for all items on the form. **Please limit applications to no more than four pages.**

**Grant Determination** - The National Project WILD office will review and evaluate the applications and make award determinations.

**Award Notification** - Grant recipients will be notified by the National Project WILD office.

**Grant** **Requirements** - Once the grants have been awarded, states are responsible for the implementation of the projects. Individual states must oversee the programs, complete workshops by **May 31, 2024**, collect evaluations, maintain records of individuals trained, maintain financial records, and provide timely reports to the National Office.

**Grant Reports -** All grant recipients are responsible for providing an interim progress report by **December 31, 2023** and a final report by **May 31, 2024.** National Project WILD will distribute the necessary reporting forms and requirements.

Required documentation includes:

* Attendee List
* Agenda
* Description of workshop

Optional documentation include:

* Demographic information – not required, but STRONGLY requested, especially zip codes
  + [1A (in service) demographic form](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=GrMlOeV1qk20h91J2lLvuoetbjhmxYJHmmWpS01tLf1UQU1ESjNHTkpSVVlGQjJaVkRDSUZBQ1hSVC4u)
  + [1B (pre service) demographic form](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=GrMlOeV1qk20h91J2lLvuoetbjhmxYJHmmWpS01tLf1UOEVINVJSODY1S1ZWNVQyN1RZNUNTWlQyWC4u)
* Photos – Release form available [on our website](https://www.fishwildlife.org/projectwild/ee360-year-3)
* Flyers used to advertise for the workshop
* [1A Report](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=GrMlOeV1qk20h91J2lLvuoetbjhmxYJHmmWpS01tLf1URE9OSEtMWVRGUk1LR0IwQ0RaVUNYNkxXQi4u) - If your audience is mainly in-service educators
* [1B Report](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=GrMlOeV1qk20h91J2lLvuoetbjhmxYJHmmWpS01tLf1UMDRMVVdUNEE1UjZHRllIS04wNVQyN0lRRS4u) - If your audience is mainly pre-service educators

**ee360 Competitive Grant Application**

# Leadership and Training Collaborative Year 3

Please respond to the following items. Limit applications to no more than four pages.

Return completed proposal to Elena Takaki at [etakaki@fishwildlife.org](mailto:etakaki@fishwildlife.org). By agreeing to accept funds, you also agree to provide required documentation (see above) and do your best to get demographic information (especially zip codes) from workshop attendees.

## **1. Contact Information**

***a. Coordinator/contact****:* Identify the person responsible for organizing and implementing the project -- name, address, phone, fax, and e-mail.

Name: Title:

State and Agency/Organization:

Address:

Phone:

E-mail: Website:

***b. Fiscal Agent:*** Identify the organization that will provide the accounting for grant funds received. **Proposals must include this information to be considered for funding.**

Name: Title:

State and Agency/Organization:

FEIN of State Agency/Organization:

Tax Exempt Code (if applicable):

Address:

Phone:

E-mail: Website:

## **2. Target Audiences, Projected Numbers, and Materials**

## A. Indicate which audiences, target numbers, and type of Project WILD training you are applying for (mark all that apply):

Pre-Service Faculty:

Target Number to be Reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials to be training in:

Preservice Students (trained in a workshop separate from their coursework)

Target Number to be Reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials to be training in:

In-Service Educators:

Elementary

Target Number to be Reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials to be training in:

Middle

Target Number to be Reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials to be training in:

Secondary

Target Number to be Reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials to be training in:

Non-Formal

Target Number to be Reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials to be training in:

**3. Project description**

Describe the training you propose to do (location, Title 1 school, demographics, etc.).

Number of educators: \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guides requested: \_\_\_\_\_\_\_\_\_\_

In-person, Online, or Hybrid: \_\_\_\_\_\_\_\_\_\_\_

Goal of Workshop:

List at least two outcomes you expect of workshop participants. Outcomes are the value added of your workshop; the impact; knowledge gained; behavior changed. Ex: Nature center educators will be able to confidently deliver at least three activities outdoors as part of their 4th grade program.

Outcome 1:

Outcome 2:

Any other details you want to provide:

**5. Timeline**

Please complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your training activities. Trainings must be completed and invoices submitted by **May 31, 2024**. The final reporting form (provided by the Project WILD national office) must be received by no later than **May 31, 2024**. As the table indicates, we will also request you e-mail a brief mid-year progress report. You may add or delete rows to the table below. Items to put in here include creating flyers, posting the flyers, sending email reminders to registered participants, etc. Add rows as needed.

|  |  |
| --- | --- |
| **Steps** | **Expected Completion Date** |
|  |  |
| Interim progress report due | December 31, 2023 |
|  |  |
|  |  |
| Final reporting form due | May 31, 2024 |

**BUDGET (If applicable. Not necessary if you are only requesting guides)**

Indicate the total funds you are requesting, budget categories, and an explanation of expenses.

i.e. Supplies (guides) - $1,200

Note:

* Access to Financial Records
  + You are required to adequately account for and maintain reasonable records for expenditures incurred as part of the grant. You must be able to allow access to these records by Project WILD/AFWA, the Independent Auditors and/or the Legislative Fiscal Analyst as may be necessary for audit purposes and in determining compliance with EPA requirements.
  + Grantees will be required to submit a record of expenditures incurred for the performance and completion of their work with their final grant report. Project WILD may request that states submit receipts and timesheets for verification of expenses.
  + Grantees must also be able to retain all records related to their grant for a period of three years from the completion date of this Agreement. If any litigation, claim or audit is started before the expiration of the three-year period, the records must be retained until the litigation, claim or audit findings have been resolved.
* Funding cannot be used for food.
* Funding cannot be used for indirect expenses.

|  |  |  |
| --- | --- | --- |
| **In-Service Educator Training Funding Request** | | |
| **Expense** | **Explanation  (Include detailed cost breakdown)** | **Funding Requested** |
| Salaries (i.e. State Coordinator) |  | $ |
| Contractual  (Cannot exceed $650 per day per contractor) |  | $ |
| Materials/Supplies  (Cannot include food). Do NOT include guides in this section. |  | $ |
| Travel |  | $ |
| Other Expenses |  | $ |
| **TOTAL** | | $ |

|  |  |  |
| --- | --- | --- |
| **Pre-Service Faculty and Student Training Funding Request** | | |
| **Expense** | **Explanation  (Include detailed cost breakdown)** | **Funding Requested** |
| Salaries (i.e. State Coordinator) |  | $ |
| Contractual  (Cannot exceed $650 per day per contractor) |  | $ |
| Materials/Supplies  (Cannot include food). Do NOT include guides in this section. |  | $ |
| Travel |  | $ |
| Other Expenses |  | $ |
| **TOTAL** | | $ |