

DAEE Project Mini-Grant Program



PURPOSE

The DAEE Project grant program provides funding to classroom teachers and non-formal educators for environmental education projects.

One grant of up to \$500 will be available annually to formal educators (classrooms, Pre-K-16) and non-formal educators (nature centers, zoos, museums, government agency staff, etc.). Projects must focus on environmental education topics. Applicants are encouraged to plan innovative, collaborative projects that conform to the program structure outlined below.

ELIGIBILITY

Any current DAEE member with **at least one year's membership, or who attended the 2018 annual conference (Postlethwait Middle School, Camden, DE)**, may submit one proposal per year. Successful awardees may re-apply two years after their original proposal. **Awardees must continue to be DAEE members in order to receive funds.**

GRANT TIMELINE

- Proposal due date: January 20
- Notification of award: February 3
- Announcement of award: At annual conference
- Grant life: March 1-February 28 (12 months)
- Mid-year report due date: September 15
- Grant report due date: March 31

APPLICATION REQUIREMENTS

The grant application will include:

- Official, completed printed application form with all items completed
- Project description
- Timeline
- Evaluation plan
- Itemized budget
- Future plans
- One (or more) letter of support
- Supporting materials

The application should not exceed three pages (excluding letter of support and supporting materials). Letters of support and supporting materials must identify the proposal title and applicant(s).

Electronic versions of application documents are preferred. If this is not possible, send a single hard copy of the completed application, with supporting materials, to:

DAEE mini-grant program
Christopher Petrone
Delaware Sea Grant / Univ. of Delaware
700 Pilottown Road
Lewes, DE 19958
Email: petrone@udel.edu
FAX: 302-645-4213

EVALUATION OF PROPOSALS

The Grants Committee evaluates proposals according to the guidelines and merits presented in the Grant Application instructions. A proposal review rubric is available in the application packet.

GRANT REQUIREMENTS

- The funding period is 12 months from March 1 of the award year to February 28 of the following year. No extensions are possible.
- Cost sharing (match, in-kind, cooperative funding) is strongly encouraged.
- Institutional indirect, overhead costs and personal compensation (other than honoraria) CANNOT be funded (e.g. no salary for substitute teachers or other staffing, no payments for contractors, etc.).
- Grant funds will be issued on a reimbursement basis. The grantee will have to produce all relevant receipts in order to receive reimbursement from the DAEE Treasurer.
- A brief mid-project progress report is due on September 15 to the Grant Committee Chair for presentation to the Board. A template will be provided.
- The final report is due March 31. The required final report contents are outlined below.
- Original material produced using this grant support should be available in the public domain and should prominently display credit to the Delaware Association for Environmental Education.
- Proposals must clearly describe plans for ownership and continued use of project products and equipment purchased through the grant. After the grant period, the grantee may continue to produce and distribute project products at cost.
- Project staff should include an advisor from the target user group. The project should also receive input from knowledgeable professional educators and/or scientists other than the applicant. These individuals are identified in the grantee's proposal. Their contact information should be provided upon request by any member of the Grants Committee.

OBLIGATIONS OF THE GRANTEE

- The Grantee must have an active DAEE membership in order to receive DAEE funds.
- The Grantee will retain and remit all project receipts in order to receive reimbursement.
- The Grantee will provide a brief progress report for the DAEE Board at the mid-point of the grant (due September 15), and may be asked to contribute updates or photographs for DAEE communications like the quarterly newsletter and/or the DAEE website.
- The Grantee will present a concurrent session at a DAEE conference.
- The Grantee will submit a final report, expense sheet, and receipts (electronic format preferred) to both the Grants Committee Chair and DAEE Treasurer following the end of the grant period; the report is due by March 31. The report (no more than five pages, exclusive of news articles and photos) should include the following items:
 - Project title
 - Project staff's names and titles
 - Description of activities completed and/or copies of materials produced
 - Audience numbers and description
 - Evaluated impacts and user comments
 - Copies of news articles and/or pictures
 - Plans for project continuation (if applicable)

DAEE Grants Committee Contact Information

Grants Committee Chair

Christopher Petrone
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Lewes, DE 19958
Email: petrone@udel.edu
Phone: 302-645-4308
FAX: 302-645-4213

DAEE Treasurer

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