



Environmental Protection Agency  
Region 7 · Kansas City, KS

# Environmental Justice *Small Grants Workshop*

FAIR TREATMENT AND MEANINGFUL INVOLVEMENT FOR  
ALL PEOPLE.

## Overview

On Tuesday, June 5, 2007, the Environmental Justice (EJ) program in the Enforcement Coordination Office, hosted a one-day Environmental Justice Small Grants workshop training in Jefferson City, Missouri at Lincoln University. The workshop's purpose was to inform the public on the EJ Small Grants Program and to provide information about the grant application process, eligibility requirements, and project management. The workshop also provided participants with the tools and knowledge necessary for writing successful grant proposals.

The Region 7 Environmental Justice program has hosted the small grants workshop since 1997. The workshop was initially developed in response to the Office of Inspector General's Report on the Nationwide Audit of the Environmental Justice Small Grants Program. The report stated that efforts needed to be made in order to: 1) improve the completion of work plans, 2) ensure that environmental justice concerns are addressed through the work of grantees, 3) to ensure that successful projects were promoted for widespread application, and 4) improve post-award monitoring of grantees.

## Attendance and Stakeholder Representation

Approximately 30 stakeholders attended the workshop. Stakeholder representatives that attendance included: Kansas City Missouri Health Department, Missouri Department of Natural Resources, United Parents Against Lead, Mo-Kan Regional Council, and the 2006 EJ grant recipients, to name a few.



## **Workshop at a Glance**

### **Workshop Agenda**

- 9:45 Registration
- 10:15 Welcome
- 10:30 Grants Application Process
- 11:30 Networking/Exhibits
- 11:45 Lunch & Learn
- 1:00 Grant Writing Tutorial
- 3:00 Wrap-Up & Adjourn

### **"How to Apply for and Manage an EPA Grant"**

Debbie Titus, from EPA's Grants Administration Office, opened the session with a small grants overview of the application process regarding the rules and proper forms needed for submitting a complete EPA grant application. Debbie also discussed the importance of connecting project work plans with the EPA's Strategic Plan. She also discussed what occurs after an applicant is selected to receive an EPA grant and how one should manage the grant.

### **Lunch & Learn**

During the Lunch & Learn portion of the workshop participants heard from three speakers: Vannessa Frazier, Althea Moses, and Gwen Yoshimura.

Vannessa Frazier, a 2005 EJ grant recipient from Howardville Community Betterment, was the luncheon speaker. Vannessa discussed the success of her grant, which helped the town of Howardville, Mo. clean up and reduce solid waste dumping within the community, and empower community members by educating them regarding environmental hazards. Althea Moses, the Environmental Justice Program Manager, presented Environmental Justice 101, a short version of EJ training. She also provided more details and answered questions regarding the EJ grant program. Lastly, Gwen Yoshimura, a Community Action for a Renewed Environment (CARE) representative, provided participants with information regarding the CARE program. Topics

covered in her presentation included: What is CARE, CARE Goals & Strategies, and the Benefits to a Community.

### **Grant Writing Tutorial**

The grant writing tutorial was conducted by Shelley Hilton, from the University of Missouri-Columbia. Shelley provided participants with information regarding: Proposals, Proofreading, Need Statements, Writing Goals and Objectives, Activity Statements, Logic Models, and Preparing a Budget. She also provided participants with sample proposals that demonstrated the difference between a successful proposal with a high funding rate and one exactly the opposite. Attendees were also provided an easy-to-follow tip sheet, for successful grant writing.

