# Environmental Education Grant Application Checklist

Applicants may choose to use this checklist as a tool to help organize their application and to assist them in submitting a complete and accurate application. This checklist is not required and does not need to be included with the application.

1. Indicate what type of eligible organization you are:

* local education agency
* college or university
* state education or environmental agency
* nonprofit organization as defined in Sec. 501(C)(3) of Internal Revenue Code
* noncommercial educational broadcasting entity as defined/licensed by FCC
* tribal education agency
* Tribal organizations that qualify as non-profit organization described 501(C)(3)

1. Indicate where your project will take place:   
     
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Indicate your environmental priority(ies) and specify the topic(s) related to the priority(ies) that your project will address (note that topics listed in the NOFO are suggestions only):

* **Addressing Climate Change and Improving Air Quality**

**Topic:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Ensuring Clean and Safe Water**

**Topic:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Cleaning Up our Communities by Revitalizing land and Preventing Contamination**

**Topic:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: If more than one environmental priority is addressed in your application, then it is important that the application is clear which environmental priority is the focus of the project and why that focus was chosen for the proposal.*

1. Indicate your educational priority(ies):

* Community Projects
* Career Development
* Environmental Education Capacity Building
* Environmental Justice
* Indigenous Knowledge

*Note: if more than one educational priority is addressed in your application, then it is important that the application is clear which educational priority is the focus of the project and why that focus was chosen for the proposal.*

1. Have you demonstrated clearly in the Work Plan (Project Summary Cover Letter and Detailed Project Description) how your project will increase environmental literacy and encourage behavior that will benefit the environment in the local community in which it is located?

* Yes
* No

1. Ensure the following dollar amounts are consistent in all documents in your application: SF 424, SF 424A, Work Plan and Detailed Budget Table/Narrative. (Be sure to check your math, especially if you do not use the exact figures listed in the examples below. The [EE Grant Calculator](https://www.epa.gov/education/grants), located on the right side of the webpage, can be used as a tool to confirm your subaward and match amount):
   1. Total budget request amount = EPA funding request + non-federal match
      * $\_\_\_\_\_\_\_\_\_\_\_ (e.g., $100,000 + $33,333 = $133,333)
   2. Federal requested amount (minimum $50,000 – maximum $100,000)
      * $\_\_\_\_\_\_\_\_\_\_\_
   3. Match (at least 25% of Total project amount, can be more):
      * $\_\_\_\_\_\_\_\_\_\_\_ (e.g., 25% of $133,333 = $33,333)
   4. Subaward amount (exactly 25% of Federal requested amount, no more & no less):
      * $\_\_\_\_\_\_\_\_\_\_\_ (e.g., 25% of $100,000 = $25,000)

*Note: If subrecipient organizations are named in application, applicant must provide detail on how each named subrecipient is an eligible entity (i.e., local education agency, college or university, State education or environmental agency, NGO or Tribal Organization - (501(C)(3)), Tribal education agencies, Noncommercial educational broadcasting entity as defined and licensed by the FCC*

1. Check that you have submitted all aspects of the application. Please submit only the following documents:

* Standard Federal Application Form (SF-424)
* Budget Form (SF-424A) – only Section B
* EPA Key Contacts Form 5700-54
* EPA Form 4700-4

Project Narrative (*Work Plan and Attachments*)

**Work Plan (not to exceed 10 single-spaced pages total)**

* Project Summary Cover Letter (no more than two-pages in length)
* Detailed Project Description
  + Section 1 – Community Description
  + Section 2 – Project Strategy and Approach
  + Section 3 - Environmental and Educational Results – Outputs, Outcomes, and Project Evaluation Plan

**Attachments (no page limit)**

* Attachment A: Detailed Budget Table and Narrative
* Attachment B: Timeline and Milestones
* Attachment C: Logic Model
* Attachment D: Programmatic Capability and Past Performance
* Attachment E: Partnership Letters of Commitment (only if you have partner organizations making commitment to the project)

*Note:**All partnership letters of commitment must be included in the application package and received by the close of the grants.gov application period along with the full application package. Please do not submit letters of recommendation or endorsement from individuals or organizations that explain the merits of your project or your past accomplishments. They will* ***not*** *add to your score regardless of who sends them on your behalf. Also, please do* ***not*** *submit unnecessary other attachments, binders and binder sheets, and audio visuals such as videos or CDs. These create a burden for the reviewers and are not helpful, nor are they reviewed or evaluated.*