



Green Team Action Plan Grant Request

Application Guidelines

Deadline: On-going throughout the school year

Eligibility:

- All public and private K-12 schools in Deschutes, Crook and Jefferson Counties.
- Applications can be submitted by: teachers, principals, school staff, school recycling coordinators, custodians, students, student clubs, and parent volunteers.
- Projects must be completed during the school year applied in
- Requests cannot exceed \$250.00.
- An additional EarthSmart Grant of up to \$500.00 is also available at envirocenter.org.
- No more than two Action Plan grants can be submitted in the same year

Selection Criteria:

- The application is complete: All questions are answered completely; the application is signed by the applicant and the school principal, and includes a **complete budget**.
- The project is clearly defined through goals and objectives and a reasonable budget.
- Students and staff are actively involved in project activities and the entire school is educated about the project and its accomplishments.
- The application must demonstrate how the project will be sustained past the first year of funding and will contribute to waste prevention at the school over the long-term.
- Applicants are encouraged to seek in-kind contributions or matching funds for their project.
- **A copy of the Action Plan must be submitted with the grant request.**

Submitting Applications:

A receipt of confirmation will be sent via email as we receive applications. Please make sure to double side your applications and send in a copy of the action plan. Send completed applications to:

Jackie Wilson, c/o The Environmental Center, 16 NW Kansas Ave, Bend, OR 97701
Or jackie@envirocenter.org Questions? Call us at 541-385-6908 x15 or email

Action Plan Grant Application

Name _____ School _____

Position _____

Phone _____ Email _____

Please answer the following questions either on here or a separate document

1. What is the issue that the Green Team is trying to solve?
2. What action are you going to take?
3. How will you know if you succeed?
4. How will the Green Team Monitor the progress?
5. When will the action item be completed by?
6. How will you make sure your efforts are sustained over time?
7. How will you educate the school, staff and PTA about your success?
8. Please describe how you will track the success and report it to The Environmental Center staff.

Please provide a detailed list of the budget.

Description of Cost	Amount requested from EarthSmart	Amount received from matching funds	Amount received from in-kind donations	Total
Materials/Supplies				
Professional Services				
Other				
Total \$ Amounts	Amount requested from EarthSmart	Amount received from matching funds	Amount received from in-kind donations	TOTAL

Applicant
signature _____ Date _____

Principal
Signature _____ Date _____