

Legacy, Inc. Partners in Environmental Education

FY 2016 Grant Program

Note: Beginning with the fiscal year 2014 grant cycle, Legacy no longer accepts separate applications for Competitive Grants and Mini Grants. This application should be used for ALL grant requests, in any amount up to but not exceeding \$10,000.00.

IMPORTANT: There have been changes made to these instructions. Please read carefully. Failure to follow these instructions will result in disqualification of the grant application!

Legacy's Mission:

To be Alabama's primary source for science-based, environmental information and education, while cultivating a legacy of environmental stewardship for generations to come.

Grant Program Overview:

Legacy funds environmental education grants annually through the Environmental Education Grant Program. Funds for this program are allocated specifically to assist with helping to create environmentally responsible citizens through education. Both public and private non-profit organizations in Alabama may apply. All applying organizations need proof of tax-exempt status showing specific Internal Revenue Service qualification.

Grant Funding: Environmental Education grants are available in amounts up to \$10,000. Grant proposals requesting more than \$10,000 will not be considered.

Proposal Guidelines:

Type all information on the grant application form or retype the form on the computer using the same spacing, with 12 point or larger type. Forms may be downloaded from our Web site at www.legacyenved.org. **It is imperative that you follow the correct format. Failure to do so will result in the grant being disqualified.**

Complete all sections and be sure to include all pertinent information. Review evaluation criteria to ensure that your project meets specifications. Submit only the completed form for review. Do not include attachments.

Review the checklist to be sure all information has been included in your package, and that you have followed the correct format and spacing allocations as they appear on the original document.

Proposals will generally not be considered if they request funding for general operating expenses or building campaigns, computer equipment, student tuition, travel, or funding for personnel (salaries/stipends).

Submission Deadlines:

All grant applications MUST BE POSTMARKED ON OR BEFORE FRIDAY, SEPTEMBER 25, 2015!!

LATE SUBMISSIONS WILL NOT BE CONSIDERED!!!

Grants submitted before January 1, 2014 will not be considered.

Grant Timeline:

All grant contracts will begin January 1, 2015, and end December 31, 2015.

Award Announcements:

Award notifications will be sent by mail to Project Directors in November, 2015.

Distribution of Funds:

Funds will be distributed quarterly, as invoices are received by Legacy. It is mandatory that all organizations applying for the grant funds prove their tax-exempt status. A copy of the determination letter from the Internal Revenue Service, showing specific IRS qualification and identification number, must be attached.

EXCEPTION: Public schools have this status through their system and do not need the qualification letter. Groups without the status must choose a non-profit organization through which funds may be disbursed. This affiliating non-profit organization must then be willing to assume expenditure responsibility for the group without the IRS qualification.

Project Director:

Proposals must include a Project Director to implement and guide the project. The Director becomes the fiscal agent for the proposal and is responsible for the expenditure of any funds awarded. The Project Director may be asked to present the grant project at Legacy workshops.

Reporting Announcements:

Grant recipients will be required to complete Midterm and Final Reports. These reports will serve as an evaluation mechanism for the project. Failure to comply with reporting requirements will result in termination of the grant and disqualification from future grants.

Criteria for Evaluation:

(If this application format is not adhered to, grant will not be considered.)

Grants will be evaluated based on the following criteria: **Feasibility** – fulfillment of an environmental education need, how the need will be addressed, and qualifications and experience of personnel; **Audience** – size and diversity, reach under-served population, partnerships developed, and possibility of replication, if the program is not statewide; **Scope of Work** – goals clearly stated, description of work plan, use of existing materials and information, and consistency with Legacy's mission; **Schedule of Project** – delineate tasks and timelines; **Budget** – cost effectiveness, detailed and itemized, and match to include in-kind support; **Measurement & Evaluation** – how effectiveness of project will be measured; **Legacy Recognition** – the degree of public recognition for Legacy's granting of funds for the project. **Proposals will generally not be considered if they request funding for general operating expenses or building campaigns, computer equipment, providing student tuition, funding personnel (i.e. salaries/stipends), or travel.**

2016 Legacy Environmental Education Grant Application

Date of Application: _____

Project Title: _____

Project Director: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Budget Request Amount: _____

Project Length: _____

Project Director's Signature: _____ Date: _____

Do you have a "Protect Our Environment" license tag on any vehicle(s) in your household? If so, please provide the license tag number: _____

ALL grants must be sent as certified or registered mail, postmarked NO LATER than September 25!

Returned Completed Original Application and Ten Copies (total of 11) to:

Legacy, Inc., Partners in Environmental Education
Attn: FY2016 Competitive Grant Program
P.O. Box 3813
Montgomery, AL 36109

OR

UPS/Fed Ex:
4162-A Carmichael Court
Montgomery AL 36106

(334) 270-5921

Project Title: _____

Project Feasibility: (environmental education need addressed, how the need will be addressed, and personnel qualification and experience)

Audience: (size and diversity, reaches under-served population, partnerships developed, and potential for replication in other areas if not statewide)

Scope of Work: (goals clearly stated, description of work plan, use of existing materials and information, and consistency with Legacy's mission)

Schedule of Project: (delineate tasks by using a timeline)

Budget: (cost effectiveness, detailed and itemized, and match including in-kind)
Please check M for match or I for in-kind.

Other Sources: (Please list other sources and financial commitments)

Measurements and Evaluation: (how effectiveness of program will be measured)

Legacy Recognition: (how Legacy will be recognized)

Note: There MUST be clearly visible Legacy signage, featuring both logos, on site at ALL Legacy-sponsored grant projects. A member of the Legacy staff and/or Board of Directors will conduct site visits to ensure compliance.

Check List:

- Application is for \$10,000, or less
- All sections of the application are complete and in the correct format
- Spacing allocations have been adhered to
- Evaluation criteria has been reviewed after completing the grant application
- The *original* and *ten copies* are ready for mailing (must submit total of 11 copies)
- All partnerships are mentioned
- The application is being mailed on or before the deadline
- Application is in proper format
- Legacy recognition is clearly addressed
- Project has a strong environmental education component
- No extraneous attachments are included

Project Director's Initials: _____ Date: _____

Some Reasons Environmental Education Grant Proposals Do Not Receive Funding From Legacy

Your grant application will be examined closely by the Legacy Grants Committee. They will score its value by the criteria listed on this Form. The reviewers must be able to read and understand the message that you are trying to convey. Some of the most common pitfalls are listed below. Please read these carefully to make sure your grant application does not fall into one of these categories.

- Grant request exceeds \$10,000 limit
- Grant guidelines have not been followed
- Hastily prepared proposals assembled at the last minute
- Little or no research on the subject of the proposal. Inaccurate information
- Reviewers could not comprehend the importance of project's goals because they were not clearly stated
- No environmental education component
- Overall budget too high in relation to the project's activities
- Vague, round numbers used. Budget not specifically defined
- Failure to mention partnerships and explain how they will collaborate
- Inadequate or missing evaluation/assessment component
- Not meeting the application deadline
- Failure to complete all sections of the application form
- Environmental need not defined
- Limited target audience; cost per recipient too high
- Original and ten copies (total of 11) not mailed by the deadline

- Legacy recognition not clearly defined
- Grant application includes monetary request for salaries/stipends/travel
- Failure to follow correct format and spacing allocations