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NEED HELP?

- ❖ Sample grants are available on the [WEEB website](#) or contact the WEEB office and ask for a set to be mailed.
- ❖ Previously funded proposals are available via interlibrary loan.

CONTACT US

- ❖ Grant Hotline: (715) 346-3805
- ❖ Email: weeb@uwsp.edu

WEEB 2008-2009 General Grant Program Application

WEEB Mission

To provide leadership in the development of learning opportunities that empower Wisconsin citizens with the knowledge and skills needed to make wise environmental decisions and take responsible actions in their personal lives, workplaces and communities.

IMPORTANT DATES:

- Submission deadline: February 15, 2008
- Earliest project start date: July 1, 2008
- Project completion by: December 31, 2009

Grant Program Guidelines

Grant Program Overview

Eligibility

WEEB grants are available to the following **Wisconsin** entities:

- Corporations (nonstock, nonprofit corporations) **registered under chapter 181 of state statutes** (page 5)
- Public agencies (counties, cities, villages, towns, public inland lake protection and rehabilitation districts, school districts, and cooperative educational service agencies)
- State agencies, tribal governments, public colleges, and universities
- Private nonprofit colleges and universities – if the school is not pervasively sectarian, including the absence of sectarian entrance and graduation requirements
- Private pre-school, elementary, and secondary schools – provided that a corporation or public agency applies for funds on their behalf and they meet the following four criteria:
 1. Grant funds may not be used for religious activity or instruction.
 2. Any materials purchased under the grant shall be nonsectarian in nature and content and may not be used for religious activity or instruction.
 3. Title to and administrative control of any capital goods purchased shall remain with the corporation or public agency. However, as long as the environmental education program remains in effect and meets criterion 2, the capital goods may be located in the private school facility.
 4. Grant funds may not be used to pay a private school instructor's base salary. Grant funds may only be used to supplement a private school instructor's contractual salary.

Previous grant recipients must have submitted all reports to be awarded funds from the 2008-2009 grant cycle. [Contact the WEEB office](#) if uncertain whether this criterion has been met.

Grant Period

- Grants are made for the period of July 1, 2008, through December 31, 2009.
- The project director may begin and/or complete the project any time within the project period (the full 18 month grant period does not need to be utilized).
- Project funds (including matching funds) may not be expended or encumbered before July 1, 2008.
- All project funds (including matching funds) must be expended or encumbered no later than December 31, 2009.

Funds Available

The grant program is financed by private donations and state-appropriated funds.

Anticipated sources for the 2008 - 2009 general grant program is a 5% assessment on environmental fines ~ (approximately \$45,000).

Award Levels

Awards are available for:

- mini-grants (up to \$1,000)
- small grants (\$1,001- \$5,000)

Payment of Grant Funds

The WEEB grant program operates on a reimbursement system. Payment will be made upon submission of an approved final report.

Alternative distribution methods may be negotiated on a case by case basis. The WEEB will not distribute the full award amount until the final report has been submitted.

Learning From Past Proposals

Summaries of the funded grant applications for 1990–2007 are available on the WEEB website.

Copies of previously funded proposals can be obtained from local libraries through the Wisconsin Interlibrary Loan System. Contact the WEEB office for the call number.

Reports and products may be viewed at the Wisconsin Center for Environmental Education, Room 403 of the Learning Resources Center at the University of Wisconsin, Stevens Point. The LRC is usually open Monday through Friday, 8 AM to 4 PM with some evening hours also available. Alternate hours during the University's semester break are likely. Please double check open hours by calling (715) 346-4854 or viewing the WCEE website at: www.uwsp.edu/cnr/wcee

Review Criteria

The WEEB appoints a panel to evaluate applications. The panel will check proposals for **technical completeness** and evaluate their **merit as projects**. To receive full consideration, make sure the minimum criteria for funding summarized in the quality assurance checklist (page 12) are met.

- Prior year review forms are available on our website.
- Small and mini grants are evaluated separately.

Notification

Project directors will be notified by US mail of funding decisions in early May 2008. Information will also be posted to the WEEB website.

Reporting Requirements

Several accountability measures are required of grant recipients. Details are described in the award letter. Reporting forms will be sent with the award packet, and are also available on the WEEB website.

Accountability measures for grants include:

- maintain financial records
- submit a final report that includes a minimum of two photographs of representative activities. Submitted pictures to have photographer's and/or subject's permission for use in WEEB publications and on WEEB website
- present information on the project at a public forum (e.g., conference, public hearing, world wide web) and/or provide WEEB with a copy of a published news, journal, or newsletter article regarding the project
- participate in a progress review with a WEEB representative
- provide three copies to the WEEB of all written, visual, or audio materials produced

Copyright Provisions: All materials produced under a grant may be copyrighted or patented by the WEEB. The WEEB reserves a royalty-free, nonexclusive license to reproduce, publish, or otherwise use, and to authorize others to use all materials produced through the grant. This does not intend to infringe upon copyrights of materials that have already been produced by an organization and are used as part of a collection of materials. A copy of all grant produced materials will be made available for public use through the Wisconsin Center for Environmental Education.

Definition of Environmental Education

Environmental education is a lifelong learning process that leads to an informed and involved citizenry having the creative problem-solving skills, scientific and social literacy, ethical awareness and sensitivity for the relationship between humans and the environment, and commitment to engage in responsible individual and cooperative actions. By these actions, environmentally literate citizens will help ensure an ecologically and economically sustainable environment.

EE 2010 Goals

All grant funded projects, including mini-grants, MUST provide learning opportunities tied to one of the goals identified within *EE2010: A Plan for Advancing Environmental Education in Wisconsin*.

- Goal I. Focus content of environmental education (EE) on holistic outcomes.
- Goal II. Support and enhance cooperation and communication within the environmental education (EE) community.
- Goal III. Support and enhance environmental education (EE) in PreK-12 schools.
- Goal IV. Support and enhance the implementation of environmental literacy in institutions of higher education.
- Goal V. Support and enhance the expansion of non-formal and non-traditional environmental education (EE).
- Goal VI. Develop a research and evaluation agenda for environmental education (EE).

Grant writers are strongly encouraged to review the complete *EE2010* document before writing a proposal. The document is available on the WEEB website at www.uwsp.edu/cnr/weeb/Publications/StratPlan/EE2010FinalPlan.pdf or alternatively you may request a copy be mailed to you.

Fundamental Tenets of EE

- **Awareness.** Develop observational and other process skills that contribute to an awareness of and sensitivity to the total environment and its problems.
- **Knowledge.** Acquire basic information about the natural environment in order to understand how it functions, how it is affected by human activity, and how harmony between human activity and the natural environment can be achieved.
- **Attitudes and environmental ethic.** Develop feelings of concern for the environment and the motivation to participate actively in environmental maintenance and improvement.
- **Citizen action skills.** Develop skills needed to identify, investigate, and take action toward the resolution of environmental issues.
- **Citizen action experiences.** Gain experience in working individually and collectively toward the resolution of environmental issues.

General EE Grant Award Levels

Mini-Grant Proposals

This component of the WEEB grant program was adopted to encourage applications from individuals with limited grant-writing experience. The WEEB recognizes the importance of professional development and hopes this initiative will facilitate the addition of “grant writing” to educators’ repertoire of skills.

Award amount: up to \$1,000

To apply for a mini-grant submit the original and 5 copies (6 sets total) of the following:

- Cover Page (pages 5 and 9)
- Consortium Verification (if required, pages 5 and 10)
- Budget Summary (pages 7, 8, and 11)
- Map or diagram page (optional, limited to 1 side of 1 sheet)
- Narrative describing project (page 6)
(limited to one side of one sheet of 8 1/2” x 11” paper, minimum 10 point font, 1 inch margins). The narrative should include:
 - ◆ How project is tied to one or more fundamental tenets of environmental education
 - ◆ How project is tied to an *EE 2010* goal
 - ◆ Who will benefit
 - ◆ How they will benefit
 - ◆ What you intend to do to bring about this benefit
 - ◆ Timeline
 - ◆ How you will determine the impact
 - ◆ Qualifications of staff person(s)

The following **additional** guidelines apply to the mini-grant award level:

- Maximum award is \$1,000.
- Capital purchases may not exceed 75% of WEEB funds requested.
- Site/facility enhancement purchases (including labor) may not exceed 75% of WEEB funds requested.

To avoid disqualification and receive full consideration, make sure the minimum criteria for funding summarized in the quality assurance checklist (page 12) are met.

Small Grant Proposals

Previously funded proposals have ranged from grass roots initiatives to statewide programs.

Special consideration is given to underserved audiences and/or projects that incorporate citizen action experiences.

Award amount: \$1,001-\$5,000

To apply for a small grant follow the directions provided on pages 5-8 and submit the original and 5 copies (6 sets total) of the following:

- Cover Page (pages 5 and 9)
- Consortium Verification (if required, pages 5 and 10)
- Budget Summary (pages 7, 8, and 11)
- Map or diagram page (optional, limited to 1 side of 1 sheet)
- Narrative describing project (pages 6 and 7)
(limited to two sides of one sheet of 8 1/2” x 11” paper, minimum 10 point font, 1 inch margins). The narrative should include:
 - A. Applicant Name and Project Title
 - B. Statement of Need (15 percent)
 1. Target Audience
 2. Need(s)
 3. Goal Addressed
 4. Evidence of Need(s)
 5. Previous Efforts
 - C. Project Goals, Objectives, and Activities (40 percent)
 - D. Dissemination (5 percent)
 - E. Project Evaluation (10 percent)
 - F. Staff Qualifications (5 percent)
 - G. Continuation (5 percent)

The following **additional** guidelines apply to the small-grant award level:

- Maximum award is \$5,000.
- Capital purchases may not exceed 50% of WEEB funds requested.
- Site/facility enhancement purchases (including labor) may not exceed 50% of WEEB funds requested.

To avoid disqualification and receive full consideration, make sure the minimum criteria for funding summarized in the quality assurance checklist (page 12) are met.

Completing the Application

The application consists of: application cover page, consortium verification (if required), project narrative, map/illustration page (if desired) and budget summary.

Preparing the Cover Page

Type or print all responses. [Electronic versions](#) of the form are available on the WEEB website. Some guidelines are provided below.

Administering Organization

Identify the administering organization that will provide the accounting services for grant funds (i.e., the institution that writes the checks). Individual public schools must identify their school district or CESA as the administering organization. If an individual school is involved, put that name below the district/CESA name.

Wisconsin Nonprofit or LEA Number

School applicants should contact the district's superintendent or business office for the local educational agency (LEA) number. The Department of Public Instruction assigns this 4-digit number to the district.

Nonstock, nonprofit corporations should contact the Wisconsin Department of Financial Institutions, Division of Corporations, Office of the Secretary, at (608) 261-7577 ext. 5 for the "corporate form" identification number. Or use the department's website (www.wdfi.org/corporations/default.htm) to perform a CRIS (Corporate Registration Information System) search for the number. Note that the Wisconsin nonprofit corporate number is different from the tax-exempt number provided by the Internal Revenue Service.

Legislative Districts

The WEEB will notify legislators of grant recipients in their districts. Please list the legislative district where the administering organization is located. Please also list the legislative district(s) from which members of the target audience will be drawn. Information regarding legislative districts may be found at <http://waml.legis.state.wi.us/>

Chief Executive Officer Signature

The chief executive officer is the highest-ranking employee or officer of the submitting group and typically has the ultimate authority to enter into contracts and commit institutional resources, e.g., the school district superintendent (*not* principal or curriculum director), agency administrator (*not* regional or facility director), or the organization's executive director.

The chief executive officer's signature must be included, indicating his/her approval of the project. Failure to include the administering agency's chief executive officer's signature on the cover page, will result in disqualification of the proposal. If you have questions regarding this criteria, please contact the WEEB office for clarification.

Abstract

Provide an abstract in the space provided just below the signature lines. Failure to do so will result in disqualification.

Preparing the Consortium Verification

Type or print all responses. [Electronic versions](#) of the form are available on the WEEB website. You *must* submit a consortium verification page if one or more of the following apply:

1. **An outside organization**, including a public agency, is providing one-third or more of the total match (see 'Matching Contributions' on page 8), that organization's *Chief Executive Officer's* signature must be included on the consortium verification page. Failure to include the partnering CEO's signature will result in disqualification of the proposal.

The chief executive officer is the highest-ranking employee or officer of the partnering group and typically has the ultimate authority to enter into contracts and commit institutional resources, e.g., the school district superintendent (*not* principal nor curriculum director), agency administrator (*not* regional or facility director), or the organization's executive director.

2. **An individual** is providing 1/3 or more of the total match, that individual's signature must be included on the consortium verification page. Failure to include this signature will result in disqualification of the proposal.

3. **A public agency** and/or corporation is involved in the project, regardless of the amount of match they provide or compensation they receive, the *individual(s)* involved must sign the consortium verification page. For example, if an employee of the Department of Natural Resources will be serving as a guest speaker, and the DNR will not be providing 1/3 or more of the total match, then the individual serving as the guest speaker needs to sign the consortium verification page. If the DNR will be providing 1/3 or more of the total match, then the Secretary of the DNR must sign (see #1 above), and the individual serving as the guest speaker need not do so, for the Secretary has signed on the individual's behalf.

Consortium signatures that are faxed to the applicant and then submitted with the proposal are acceptable. In order to conserve paper, you may cut and paste information (including signatures) from multiple organizations onto the consortium page. Consortium pages faxed to the WEEB office will *not* be accepted.

Narrative Instructions for Small Proposals (continued)

No matter what format is used (e.g., table, bulleted list, paragraphs) the goal, objective, activity section **must** include:

- how (goals, objectives, and activities related to the *EE 2010* goal and the identified need for this project)
- who (who will do it and who will benefit)
- what (activities that will be undertaken)
- where (facilities that will be utilized)
- when (a graphical timeline or completion dates for each activity described within the body of the narrative)

D. Dissemination (5 percent)

As indicated in the Reporting section (page 3), outline plans to disseminate information about the project. Include how your grant will positively influence those *outside* your target audience who are also working in the field of environmental education, in both the short and long term. Detail how the dissemination efforts may increase the visibility of the WEEB.

E. Project Evaluation (10 percent)

Proposals should have strong evaluation components designed to measure changes to members of the target audience.

Summarize how the entire project will be evaluated. Provide details of how you will know if you have reached your goals and objectives. In other words, how will you know if the activities accomplish the goals and objectives? Evaluation techniques to consider include pre/post testing of target audience, review by outside personnel, surveys, etc.

F. Staff Qualifications (5 percent)

Describe briefly the qualifications of staff members involved. Qualifications should correlate to the skills and knowledge needed to complete activities assigned to that individual. Do not include resumes.

If a staff person will be hired to work on the project, summarize the desired qualifications for the position.

G. Continuation (5 percent)

One of the purposes of this grant program is to stimulate additional activities or projects after the WEEB funding has ended. Explain how project activities will be continued after funding has ended, what other activities or projects may result from this project, and where funding will come from.

Preparing the Budget Summary

Electronic versions of the [budget form](#) are available on the WEEB website.

Each expenditure *must* be correlated to the project narrative. Type or print all responses clearly. This section of the application is valued at 20 percent.

Itemize each expenditure . Identify specific items, unit cost, and quantities.

Round all calculations for each budget item to the nearest dollar.

Eligible and Ineligible Expenditures

Eligible expenditure categories include:

- Salaries and honoraria
- Fringe benefits
- In-state travel, meals, and lodging
- Materials/supplies

Ineligible expenditures include:

- Grant funds used to supplant existing funding
- Ongoing operations funds
- Indirect costs or overhead costs
- Expenses or funds encumbered prior to July 1, 2008 or after December 31, 2009
- Religious activity or instruction
- Salaries and honoraria which pay a private school instructor's base salary
- Costs of attending, exhibiting, or presenting at conferences
- Out-of-state travel, meals and lodging (including costs to bring out-of-state people into Wisconsin)
- Real estate acquisitions
- Office equipment or furniture
- Endowment contributions
- Accreditation fees
- Projects which are essentially field trips
- Capital expenditures beyond the maximum limit
- Site enhancement expenditures beyond the maximum limit

If ineligible expenditures are inadvertently included within the grant request column, they will be removed and added to the match column. If such removal causes the grant request to exceed capital and/or site enhancement limits, the proposal will be disqualified.

Capital Expenditures

Capital items are defined as a material/supply budget item, listed within the grant request column, with an initial, individual cost of \$100 or more.

Proposals seeking more than the maximum capital expenditure, as determined by the reviewers, will be disqualified.

- Mini-grant proposals—maximum of 75% of WEEB funds requested.
- Small grant proposals—maximum of 50% of WEEB funds requested.

Preparing the Budget Summary (continued)

Site Enhancement Expenditures

Site and/or facility enhancement items are *anything* that physically alters the property in *any way* and includes but are not limited to:

- landscaping, planting, or harvesting
- construction or modification of indoor or outdoor structures
- site development or modification (trail development, interpretive sign or display installation, habitat improvement or restoration projects, renewable energy equipment installation, installation of paintings or other artwork, etc.)

Purchase or rental costs for equipment/tools and materials to conduct the enhancement (e.g., rakes, shovels, loppers, saws, hammers, paintbrushes, safety glasses, ladders, lumber, plants, hoses, concrete, bolts, hip waders, etc.) must be included in calculating the site enhancement cost.

Labor to research, design, plan, conduct or supervise site enhancement activities must be included in calculating the total enhancement costs.

Calculate the site enhancement expenditure by adding all salary/honoraria, fringe benefits, travel, and material/supply items listed within the grant request column that are in *any way* related to site and/or facility enhancement.

Proposals seeking more than the maximum site/facility enhancement expenditure, as determined by the reviewers, will be disqualified.

- Mini-grant proposals—maximum of 75% of WEEB funds requested.
- Small grant proposals—maximum of 50% of WEEB funds requested.

Site/facility enhancement projects *must* have a strong educational component.

Matching Contributions

Matching contribution must be at least 25% of the *requested grant funds*.

Match amounts listed on the budget summary page must be contributed within the proposed project timeline and between July 1, 2008 and December 31, 2009.

Amount of match over minimum is not evaluated as a criterion of funding.

All matches must be *guaranteed* at the time proposal is submitted. Match may be contributed from sources other than the applicant. See consortium verification (page 5).

State agency applicants should contact the local budget specialist regarding agency grant application procedures and in-kind contributions.

Matching contributions consist of money, supplies, or services:

- **Monetary** contributions.
- **Supply** contributions involve the purchase or donation of materials *specifically for use in the project*. This does not include the value of supplies (e.g., land, office space, or field or classroom equipment) that already are available for use for this and other projects.
- **Service** contributions involve the donation of time to implement the project. The value of the time for people who would normally be paid for their role in the project may be included. Base the value on what you would pay to have comparable work done.

Format and Submission

- Assemble the proposal in this order: 1) application cover page, 2) consortium verification (if required), 3) project narrative, 4) map/illustration page (if desired) 5) budget summary
- Submit the original and 5 copies (**6 sets total**) of all application materials
- Print or copy the proposal back-to-back and staple each set in the upper left-hand corner. Original may be submitted as a single sided document.
- Do not use covers or binders of any kind.
- Do not submit letters of support.
- Do not return the checklist with the proposal.
- Submission must be postmarked or hand-delivered no later than February 15, 2008.
- Faxed and/or e-mailed proposals will not be accepted.
- Disqualified proposals will not be returned for correction.

Send by US Mail or parcel delivery to:

Wisconsin Environmental Education Board
110B College of Natural Resources
University of Wisconsin - Stevens Point
800 Reserve Street
Stevens Point, WI 54481-3897

GENERAL EE GRANT PROGRAM COVER PAGE			
Administering Organization		Mailing Address (Street, City, State, Zip)	
Eligibility: Corporation (nonstock, nonprofit) or public agency (check appropriate box). <input type="checkbox"/> Public School District <input type="checkbox"/> "Friends" Group <input type="checkbox"/> Municipal Government <input type="checkbox"/> Service Club <input type="checkbox"/> CESA <input type="checkbox"/> Conservation organization <input type="checkbox"/> State Agency <input type="checkbox"/> Youth Organization <input type="checkbox"/> College/University <input type="checkbox"/> Nature Center/Museum/Zoo <input type="checkbox"/> Tribal Government <input type="checkbox"/> Labor Union <input type="checkbox"/> Cooperative Extension <input type="checkbox"/> Professional association <input type="checkbox"/> Lake district <input type="checkbox"/> Other (Specify) _____			
Wisconsin Nonprofit Corporation Number or LEA ID Number (Please do not use federal non-profit number or federal employer identification number). _____			
Project Director/Contact Person		Daytime telephone area code/number	Fax area code/number
			Email
Mailing Address (if different from above) Street, City, State, Zip		If different addresses, send mail to: <input type="checkbox"/> Admin. Organization <input type="checkbox"/> Project Director	
Project Title			
Grant Request: \$ _____ Matching Funds: \$ _____ Percent Match: _____ %		Project Start Date: _____ Project End Date: _____ What <i>EE2010</i> goal does the project address? Select one . <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI	
WI Legislative Assembly District of Administering Organization _____ WI Legislative Senate District of Administering Organization _____		Assembly District(s) of Target Audience	Senate District(s) of Target Audience
CERTIFICATION			
If this project is approved, the undersigned certifies that the organization will participate as indicated in the narrative and will provide the matching dollars by cash, services, or in-kind contributions between July 1, 2007 and December 31, 2008. None of these grant funds will be used to supplant existing funding.			
Project Director	Signature	Title	Date signed
Primary Grant Writer	Signature	Title	Date signed
Chief Executive Officer	Signature	Title	Date signed
REQUIRED ABSTRACT Limit to space provided.			

	CONSORTIUM VERIFICATION FORM <i>Electronic versions available on website</i>	
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Each of the undersigned certifies that they will participate in this project, that the specified obligations and responsibilities in this project will be met, and that the project will be administered by the public agency or corporation designated.

ADMINISTERING ORGANIZATION

Organization's Name	Project Director's Name
Project Title	Telephone Area/No.

PARTICIPATING ORGANIZATION(S)

Organization's Name		Telephone Area/No.
Address (<i>Street, City, State, Zip</i>)		Supplying 1/3 or More of the Total Match? (If yes, then CEQ must sign.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title	Signature	Date Signed
Organization's Name		Telephone Area/No.
Address (<i>Street, City, State, Zip</i>)		Supplying 1/3 or More of the Total Match? (If yes, then CEQ must sign.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title	Signature	Date Signed
Organization's Name		Telephone Area/No.
Address (<i>Street, City, State, Zip</i>)		Supplying 1/3 or More of the Total Match? (If yes, then CEQ must sign.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title	Signature	Date Signed
Organization's Name		Telephone Area/No.
Address (<i>Street, City, State, Zip</i>)		Supplying 1/3 or More of the Total Match? (If yes, then CEQ must sign.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title	Signature	Date Signed

In order to conserve paper, you may cut and paste signatures from multiple organizations onto the consortium page.
 Use a duplicate of this form if there are more than four participating organizations. WEEB (Rev. 7/07)

BUDGET SUMMARY
Electronic versions available on website

Administering Organization		Project Director		Telephone Area/No.	
Budget Category Expense	Project Activity	Grant Request Round each item to whole dollars	Match Amount Round each item to whole dollars	Match Type (i.e., monetary, service, or supplies) & Source Coding Column "C" for Capital "S" for Site Enhancement	
Salary/Honoraria (Name or Position) (Rate & time period)	Activity				
Fringe Benefits (Name or Position) (Rate or % of salary)	Activity				
Travel (mileage, lodging, meals) (Name or # of people) (Rate & distance, charge)	Activity				
Materials/Supplies (Be specific. Identify & quantify items.)	Activity				
Other	Activity				
TOTALS		Total Request \$	Total Match \$		

Quality Assurance Checklist

The following are some important details to watch out for.

Absence of any starred (*) and bolded item will cause the proposal to be disqualified.

Disqualified proposals will not be returned to the applicant for correction.

Application Cover Page

- *Official WEEB cover page form submitted.**
- Administering applicant specified
- *Grant request amount provided and within award limit**
 - \$1,000 for mini-grant proposals
 - \$5,000 for small proposals
- *Dated signature of chief executive officer** (e.g., superintendent, executive director, president, etc.)
- *Abstract supplied in space provided**

Consortium Verification form completed and signed, if required

- *CEO's signature from every institution providing 1/3 or more of total match**
- Signature from every partnering public agency

Project Narrative

- Project title and name of administering applicant
- *Needs statement shows relationship of project to one EE2010 goal**
- Goals, objectives, and activities provided
- Staff positions and qualifications provided
- Continuation addressed
- Copies printed back-to-back
- *Page restrictions of narrative observed**
8 1/2" x 11" paper, 1" margins, 10-point or larger font
 - limit of 1 page for mini-grant of \$1,000 or less (one side of one sheet)
 - limit of 2 pages for small grant of \$1,001 to \$5,000 (two sides of one sheet)

Budget Summary

- *Budget page provided**
- All expenses are eligible
- Expenditures identified and itemized
- Expenditures correlated to the narrative
- Matching amounts provided
- Source and type of match identified
- Grant request and matching totals provided
- *Matching total provided and equivalent to at least 25 % of the grant funds requested**
- *Minimum required match (25%) contributed during project timeline and between July 1, 2008 and December 31, 2009**
- *Capital purchases do not exceed limits**
- *Site/facility enhancement expenditures do not exceed limits**

Common budget errors include exceeding the maximum award amount, capital limit, and/or site enhancement limit.
Re-check all calculations!

Final Preparation

- Proposal assembled in proper order
- Each copy stapled in upper left corner
- Proposal free of endorsements or brochures
- *Original and 5 copies of complete proposal submitted (total of 6 sets)**
- *Postmarked, or hand delivered to the WEEB office by February 15, 2008**

Have a Question?

Contact the grant hotline:
(715) 346-3805 or
Email: weeb@uwsp.edu