

## 2019 *Guidelines for Excellence* Small Grant Opportunities

The National Project for Excellence in Environmental Education, initiated by NAAEE in 1993, has created a series of publications that provide guidance for the development of high-quality environmental education. Each of these publications was developed by a diverse team of professionals, and each has gone through a substantive review by thousands of professionals prior to its publication (<https://naaee.org/our-work/programs/guidelines-excellence>). Guidelines in the series include:

- ✓ Environmental Education Materials: Guidelines for Excellence
- ✓ K–12 Environmental Education: Guidelines for Excellence, and its companion piece, the K–12 Environmental Education: Guidelines for Excellence Executive Summary. [newly revised and printed]
- ✓ Professional Development of Environmental Educators: Guidelines for Excellence.
- ✓ Nonformal Environmental Education Programs: Guidelines for Excellence
- ✓ Early Childhood Environmental Education Programs: Guidelines for Excellence.
- ✓ Community Engagement: Guidelines for Excellence.

Through ee360, we are offering **two grant opportunities** to support those NAAEE Affiliates interested in sponsoring *Guidelines for Excellence* workshops in their states/region:

### **GRANT #1: Sponsoring Guidelines for Excellence Workshops [\$500-1000 each]**

### **GRANT #2: Building Capacity at the State/Regional Level: Guidelines Trainers' Bureau [\$2000 each]**

### **GRANT #1: Sponsoring Guidelines for Excellence Workshops**

Successful applicants will sponsor at least one in-person, professional development workshop focusing on the *Guidelines for Excellence*. The specific focus and audience of the workshop(s) will depend on Affiliate needs. That is, workshops can focus on any one of the *Guidelines* publications or some combination of publications. Workshops can be designed as general professional development offerings, as a means of building partnerships or for a specific audience (e.g., classroom teachers, resource professionals, curriculum developers). Workshops can be offered in conjunction with other events (e.g., annual conference) or as a standalone event.

### **What is Required?**

A minimum of one, half-day to full-day workshop focusing on the *Guidelines for Excellence*.

**NOTE:** Depending on your situation, it is possible to use the grant to sponsor a workshop that also includes a **train-the-trainer component** (that is, selected participants also become members of the Guidelines Trainers' Bureau after participating in additional training).

**Eligibility?** NAAEE Affiliate. Must have 501c(3) status or be able to accept funds through a 501c(3) organization.

**How Much?** The award (\$500 - \$1000) is meant to defray costs of organizing and holding the workshop (e.g., staff time, advertising, facility rental, supplies, coffee breaks, lunch).

In addition to the cash award, the ee360 grant will provide (at no cost to you):

- Copies of the *Guidelines* publication(s) for all workshop participants (limited to availability).
- **Reasonable travel costs** for a member of the Guidelines Trainers' Bureau to facilitate the workshop (if needed).

### **Who will facilitate the training?**

The project will help you recruit a member of the Guidelines Trainer's Bureau to facilitate the workshop (**no cost to you**), if needed. The Guidelines Trainers' Bureau consists of environmental educators who, after participating in a train-the-trainer workshop, are prepared to give presentations to a variety of audiences on the *Guidelines for Excellence* and how they can be used. To see a listing of Guidelines Trainers' Bureau members by state/province visit:

<https://naaee.org/our-work/programs/guidelines-excellence>

**What else?** If you receive the grant, you will need to submit an invoice to NAAEE, applicable receipts, and documentation of in-kind (match) that totals a minimum of \$1000, and workshop evaluation forms.

**How Many Grants will be Awarded?** 4-8 grants will be awarded

**Deadlines?** Applications are due on February 18, 2019 (see attached application form)  
Hold the training and submit all paperwork by December 15, 2019

**How do we apply?** Complete the attached application & email to: Bora Simmons at [borasimmons@gmail.com](mailto:borasimmons@gmail.com)

**Grant #1 : Sponsoring Guidelines for Excellence Workshops Application**  
**[Application Deadline: February 18, 2019]**

**Name of Organization:**

**Contact name:**

**Address:**

**Phone number:**

**Email address:**

**1. Workshop Audience(s):**

**2. Focus** (e.g., Early Childhood EE, Materials Guidelines, K-12 EE Guidelines, Nonformal EE, Professional Development, Community Engagement, complete set, some combination):

**3. Would you like to build in a train-the-trainer component** (that is, selected participants could become members of the Guidelines Trainers' Bureau)? This requires a 1 ½ day workshop.

**4. Estimated number of participants:**

**5. Anticipated date or range of dates for the workshop** (if the workshop will be held in conjunction with another event, such as the annual conference, please note):

**6. Is there a Guidelines Trainers' Bureau member that you would like to facilitate your workshop?** ☐ Yes ☐ No If yes, who:

**7. Has your Affiliate received a previous Guidelines for Excellence small grant?**  
☐ Yes ☐ No If yes, when (approximately):

**Send completed application to Bora Simmons at [borasimmons@gmail.com](mailto:borasimmons@gmail.com)**



## **GRANT #2: Building Capacity at the State/Regional Level: Guidelines Trainers' Bureau**

### **What is the Guidelines Trainers' Bureau?**

The Guidelines Trainers' Bureau consists of environmental educators who, after participating in a train-the-trainer workshop, are prepared to give presentations to a variety of audiences on the *Guidelines for Excellence* and how they can be used. These workshop/presentations are designed to ensure that organizations and environmental education professionals throughout the country can use the Guidelines effectively. On average, we reach over 900 educators nationally through workshops and presentations each year.

### **What is the focus of this grant opportunity?**

Training and supporting members of the Guidelines Trainers' Bureau has been conducted, primarily, at the national level (through the National Project for Excellence in Environmental Education) often in cooperation with state/regional Affiliates. In recent years, a few Affiliates have begun to offer their own Guidelines Trainers' Bureau workshops with the support of the National Project for Excellence in Environmental Education.

Building the capacity, at the Affiliate level, to support the Guidelines Trainers' Bureau is an important next step. Affiliate sponsorship of the Guidelines Trainers' Bureau provides a number of benefits for Affiliates:

- positions the Affiliate as the go to source for providing guidelines on high quality environmental education
- builds leadership opportunities for Affiliate members
- offers on-going professional development of "veteran" environmental educators
- provides opportunities to offer Guidelines workshops as a member benefit and for partnership building
- brands the efforts as a State/Regional Project for Excellence in EE

This small grant is intended to facilitate the development of Affiliate level Guidelines Trainers' Bureaus, building capacity at the state and regional levels for offering on-going support and training for Guidelines Trainers' Bureau members. We envision this effort as a partnership between the Affiliate and NAAEE. NAAEE will continue to develop and coordinate the National Project for Excellence in Environmental Education, develop training materials, provide books (as supplies allow) and work with Affiliates to deliver training at the state/regional levels.

### **What is Required?**

1. A minimum of one workshop for new Guidelines Trainers' Bureau members and/or one renewal workshop for existing Guidelines Trainers Bureau members.
2. A minimum of one Guidelines workshop (any length, any focus) presented or co-presented by Affiliate Guidelines Trainers' Bureau members (opportunity for members to mentor each other and hone their skills).
3. Participation in a working group of Affiliates to discuss best practices related to the design and on-going sustainability of Affiliate level *Guidelines for Excellence* work. This will require participation in conference calls, reaching out to other Affiliate Network members for

consultation, and reporting back to the full Affiliate Network on work accomplished and recommended next steps (e.g., one or more webinars).

4. One end of grant report which describes what was done (e.g., number of workshops, number of people trained, and workshop evaluation forms) and describes how the Affiliate has or plans to provide on-going support and development of the Affiliate hosted Guidelines Trainers' Bureau into the future (e.g. who will be responsible for coordinating, website support, selection of Guidelines Trainers' Bureau members, requirements and expectations for membership, recognition and other benefits of membership).

### **Eligibility?** NAAEE Affiliate

**How Much?** The award (\$2000) is meant to defray costs of organizing and holding workshops (e.g., staff time, advertising, facility rental, supplies, coffee breaks, lunch) as well as staff time and other costs of creating a long-term plan for hosting an Affiliate sponsored Guidelines Trainers' Bureau.

In addition to the cash award, the ee360 grant will:

- Provide copies of the Guidelines publication(s) for all workshop participants (limited to availability).
- **Pay the travel costs** for a *Guidelines for Excellence* trainer to facilitate the workshop (if needed).

**What else?** If you receive the grant, you will need to submit an invoice to NAAEE, applicable receipts, and documentation of in-kind (match) that totals a minimum of \$2000, and end of grant report as outline above.

**How Many Grants will be Awarded?** 4 grants will be awarded

**Deadlines?** Application due on February 18, 2019  
Hold trainings and submit a report by December 15, 2019

**Application?** Complete the attached application & email to: Bora Simmons at [borasimmons@gmail.com](mailto:borasimmons@gmail.com)

**GRANT #2: Building Capacity at the State/Regional Level:**  
**Guidelines Trainers' Bureau**  
**[Application Deadline: February 18, 2019]**

**Name of Organization:**

**Contact name:**

**Address:**

**Phone number:**

**Email address:**

**Please answer the following three questions (Please limit your responses to no more than two single spaced pages).**

- 1. How has the Affiliate integrated the *Guidelines for Excellence* into its work (e.g., professional development workshops, certification, partnership development) over the past 3-5 years?**
  
  
  
  
  
  
  
  
  
  
- 2. In which ways is the Affiliate positioned to support and sustain an Affiliate sponsored Guidelines Trainers' Bureau?**
  
  
  
  
  
  
  
  
  
  
- 3. What mechanisms or capacity will need to be developed over the short- and long-term in order to develop and sustain an Affiliate sponsored Guidelines Trainers' Bureau?**

**Send completed application to** Bora Simmons at [borasimmons@gmail.com](mailto:borasimmons@gmail.com)