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**GRANT GUIDELINES**

**2019-2020 Academic Year**

**Rolling Deadline, last day is Friday, November 1, 2019**

Overview

The Baltimore Office of Sustainability, Baltimore Community Foundation, and Baltimore City Public Schools, with support from BGE and Constellation, an Exelon Company, are offering Green, Healthy, Smart Challenge grants to support environmental leadership by students at Baltimore City Public Schools.

Grant Amounts

* **$1,000**: All Baltimore City Public Schools may apply for up to $1,000.
* **$1,500:** Schools that have successfully completed at least one Green, Healthy, Smart Challenge grant project in the past **AND** are actively working on applying for Maryland Green School status in 2019-2020 may apply for up to $1,500.
* **$2,500:** Schools that are currently [Certified Maryland Green Schools](https://maeoe.org/green-schools-and-green-centers/green-schools-program) may apply for up to $2,500. To learn more about the Maryland Green School Awards Program, see page 3.

In order to apply

1) Organize a Green Team of five students or more to plan and implement the project.

2) Identify a teacher, administrator, or volunteer at the school to be the Project Coordinator.

4) Carefully read the Project Guidelines section on page 2 in coming up with your project idea. **Please submit only ONE application per school**.

5) Complete the application, print it out, and have the Principal and Green Team members sign it.

6) Mail, scan and email, or fax your application to ***Anika Richter at Baltimore Office of Sustainability, 417 E. Fayette St., 8th floor, Baltimore, MD 21202;*** [***Anika.Richter@baltimorecity.gov***](mailto:Anika.Richter@baltimorecity.gov)***; or 410-244-7358 (fax)***. You may submit any time on or before November 1st, 2019. The sooner you apply, the sooner you may receive funding.

After you apply

1) Applications will be judged on how well they meet the goals of the program (see page 2 for details). This is a competitive grant, and awards are not guaranteed.

2) If your school has applied in previous years, all reporting materials must be up to date and previous funds spent before new funds will be issued.

3) If your school is awarded a grant, we will issue a check directly to your school and hand deliver it.

4) You must record your progress by saving receipts, taking pictures, submitting a narrative report, and preparing info or images of your work for our annual GreenScape celebration in late Spring 2020 (date to be announced).

Project Guidelines

Sustainability means meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet those needs. **The goals of this grant program are to:**

* **Provide students with the opportunity to become leaders in sustainability.**
* **Make Baltimore’s schools and neighborhoods cleaner, greener, and more environmentally friendly.**
* **Help schools certify with the Maryland Green School Awards Program (more information on page 7).**

Be creative! Ask questions like, what are some of the things I’d like to improve at my school? If I could fix them, would they make my school a cleaner, greener, healthier place? Who might benefit from or participate in my project? How can this project create stronger ties with our families and communities?

Your grant project must fit into one or more of the following categories. You may use one or more of the examples provided or come up with your own ideas. *Please remember that projects must be student-led.*

**Water Conservation and Pollution Prevention**: Create and hang signage encouraging water conservation by school sinks and water fountains. Conduct water quality monitoring of local streams near schools. Conduct erosion-control projects such as planting rain gardens and trees.

**Energy Conservation**: Conduct energy audits of classrooms and hold a contest to see who can lower energy use the most. Build demonstration projects such as solar ovens and wind turbines.

**Solid Waste Reduction**: Monitor, track and/or manage school recycling. Create posters to remind each classroom what to recycle. Start recycling milk and juice cartons. Build, monitor, and maintain an outdoor compost bin or an indoor worm composting bin. Turn repurposed materials into art projects.

**Habitat Restoration**: Plant or tend a native butterfly or pollinator garden in schoolyard. Plant native trees or native bay grasses. Install and monitor bird, bat, or butterfly boxes. Construct oyster reef habitat balls.

**Structures for Environmental Learning**: Build and use an outdoor classroom. Grow food in gardens at school. Create environmentally-themed murals or other art. Build and use a nature trail around the schoolyard. Post interpretative signage about interesting environmental features in the schoolyard.

**Responsible Transportation**: Create a no-idling zone by posting signage and handing out fliers. Install bike racks and run a bike safety program. Do tire pressure/oil leak checks on faculty vehicles and inform vehicle owners of results (improper tire pressure leads to greater fuel consumption).

**Healthy School Environment**: Test and analyze the indoor air quality. Make and use non-toxic cleaning products for classrooms. Install no smoking signs in front of the school. Grow indoor plants to enhance air quality.

Want to get inspired? Visit <http://www.baltimoresustainability.org/projects/green-schools-initiative/> to see videos showcasing past projects. Have questions, need help? ***Contact Anika Richter at*** [***Anika.Richter@baltimorecity.gov***](mailto:Anika.Richter@baltimorecity.gov) ***or 443-984-2725.***

The Maryland Green School Awards Program

The Maryland Association for Environmental and Outdoor Education (MAEOE) is a nonprofit educational association that helps educators build a citizenry that understands and is responsibly engaged in advancing sustainability to address human needs and to conserve the Earth's natural resources. MAEOE launched the Maryland Green School Awards Program in 1999 to recognize schools that incorporate local environmental issue investigation, professional development, student-led environmental practices, and community stewardship. All Maryland K-12 schools, public and private, are eligible to become certified Green Schools.

To apply, a school must document activities in multiple categories, which often takes two years. Applications are non-competitive and are accepted each year in the spring. MAEOE recognizes newly awarded Maryland Green Schools in late spring and holds an award ceremony in late May. Schools must reapply every four years. Currently, 30 public schools in Baltimore City are Maryland Green Schools.

**Becoming a Green School is associated with significant increases in student test scores.** For a detailed review of the data on this, download the report at <https://www.baltimoresustainability.org/wp-content/uploads/2017/08/MDGS-test-scores-data.pptx>.

When you certify, your school will receive:

1. A Maryland Green School flag;
2. Statewide and local recognition;
3. Visibility as a model for other schools and for the local neighborhood; and
4. Eligibility to apply for up to $2500 in future GHSC grant applications!

Most importantly, pursuing Green School certification motivates your school community to achieve a big environmental goal! The momentum that starts with the certification process can transform a school community.

Certification as a Maryland Green School is not a required part of the Green, Healthy, Smart Challenge, but it is very much encouraged! By forming a Green Team and completing a Sustainability Project, your school will begin to fulfill some of the key criteria for certification.

Find resources and links to successful Baltimore City MAEOE applications [here](https://drive.google.com/open?id=1tzfBNpktlUWiemGsP1BpHixQZgqBvyVx) or visit [www.baltimorecityschools.org/sustainability](http://www.baltimorecityschools.org/sustainability).

**If your school is interested in applying, the staff of the Baltimore Office of Sustainability would love to help**! Please contact Abby Cocke at [Abby.Cocke@baltimorecity.gov](mailto:Abby.Cocke@baltimorecity.gov) or 443-631-0432 for assistance.

For more information on MAEOE and the Maryland Green School Awards Program:

**The Maryland Association for Environmental and Outdoor Education**

[greenschools@maeoe.org](mailto:greenschools@maeoe.org)

410-777-9530

<https://maeoe.org/green-schools-and-green-centers>

Additional Resources

Interested in learning more about what’s happening to improve sustainability throughout City Schools? Visit the City Schools’ Sustainability page at <https://www.baltimorecityschools.org/sustainability>, or contact Joanna Pi-Sunyer, Sustainability Analyst, at [JPi-Sunyer@bcps.k12.md.us](mailto:JPi-Sunyer@bcps.k12.md.us) or 443-642-4542. You can also check out the [Guide for Green Partners and Resources](https://drive.google.com/open?id=1QOSzFLzhrRnZIlps_nXSfkYEAMkohzGQLZwhNbFVnFU), from City Schools for detailed descriptions of partners and resources! Here are a few particularly useful contacts to have on hand:

*Help with recycling:*

**Baltimore Department of Public Works**

Erin Hafner, Recycling Program Associate

[Erin.Hafner@baltimorecity.gov](mailto:Erin.Hafner@baltimorecity.gov)

410-396-4511

<https://publicworks.baltimorecity.gov/recycling-services>

*Free trees and help with school tree plantings:*

**Tree Baltimore**

Charles Murphy, Operations Manager

[Charles.Murphy@baltimorecity.gov](mailto:Charles.Murphy@baltimorecity.gov)

410-458-7888

<http://www.treebaltimore.org>

*Stormwater education, resources, and plant nursery:*

**Blue Water Baltimore**

Michel Anderson, Senior Manager of Ecoliteracy & Engagement

[manderson@bluewaterbaltimore.org](mailto:manderson@bluewaterbaltimore.org)

410-254-1577 x121

<http://www.bluewaterbaltimore.org>

*Increasing equitable nature access for youth:*

**Cities Connecting Children to Nature**

Anika Richter, CCCN Coordinator for Baltimore

[Anika.Richter@baltimorecity.gov](mailto:Anika.Richter@baltimorecity.gov)

443-984-2725

<https://www.baltimoresustainability.org/children-and-nature/>

*City Schools resources:*

**Joanna Pi-Sunyer, Analyst – Sustainability**

[Jpi-sunyer@bcps.k12.md.us](mailto:Jpi-sunyer@bcps.k12.md.us)

443-642-4542

Including: toolkits for recycling, school gardens, cleaning, and more <https://www.baltimorecityschools.org/sustainability>

*Research and advocacy materials on the benefits of green schoolyards:*

**Children and Nature Network**

Jaime Zaplatosch, Director of Green Schoolyards for Healthy Communities

[jaime@childrenandnature.org](mailto:jaime@childrenandnature.org)

<https://www.childrenandnature.org/learn/research/>

*Environmental education:*

**Parks and People Foundation**

Sam Little, Environmental Education Manager

[sam.little@parksandpeople.org](mailto:sam.little@parksandpeople.org)

410-448-5663 x127

<http://www.parksandpeople.org>

*Free 2nd grade field trips, on-site trainings, and school garden support:*

**Baltimore City Public Schools’ Great Kids Farm**

Farm to School Specialists

[Farms@bcps.k12.md.us](mailto:Farms@bcps.k12.md.us)

443-620-3453

<http://www.baltimorecityschools.org/great-kids-farm>

https://www.friendsgkf.org

*Info on saving energy and taking a pledge:*

**Baltimore Energy Challenge**

443-869-2614

[baltimoreenergychallenge.org](http://baltimoreenergychallenge.org/)

*Other environmental grant opportunities:*

**The Chesapeake Bay Trust**

[info@cbtrust.org](mailto:info@cbtrust.org)

410-974-2941

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**GRANT APPLICATION**

**2019-2020 Academic Year**

**Rolling Deadline, last day is Friday, November 1, 2019**

Please use the format provided below. Typed responses are preferred. If you hand write your application, please use additional pages and write neatly.

*Send completed application [pg. 5-8] to Anika Richter, Youth Sustainability Coordinator, Baltimore Office of Sustainability, at* [*anika.richter@baltimorecity.gov*](mailto:anika.richter@baltimorecity.gov)*.*

*Guidelines do NOT need to be submitted with application.*

School Information

School Name and Number:

School Address:

Principal’s Name:

Principal’s Email:

Principal’s Signature (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide a description of your school, including name(s) of the surrounding neighborhoods, grades served, community partnerships, and any past projects dealing with sustainability:

Project Coordinator Information

The Project Coordinator is the administrator, teacher, or volunteer who will be the point of contact for notification of funding, reporting requirements, and special events and opportunities related to the program.

Project Coordinator’s Name:

Project Coordinator’s Position at the School:

Project Coordinator’s Direct Phone Number:

Project Coordinator’s Email:

Student “Green Team” Information

A Green Team is a group of students working together to make their school a more environmentally friendly place. If your school does not have a Green Team, you must form one. Please include the names, grades, and signatures of at least five students that will lead the project. Feel free to attach an additional sheet if necessary.

Names and Grades:

1.

2.

3.

4.

5.

Signatures:

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Please provide a description of your Green Team, including which classes and/or grades the participating students are drawn from, when the group was formed, when it will meet, whether membership will stay the same or will change throughout the school year, and what other projects, if any, the team has worked on so far:

Project Description

1. What will you call your school’s Sustainability Project? Be creative!
2. Describe your project (please answer all questions):
   1. What will you do with the funds you are requesting, including steps you will take, how you will spend the money, and expected outcomes of the project?
   2. What is the timeline for your project?
   3. How will students be involved as leaders through the project?
   4. How will the project increase sustainability at your school / in your community?
   5. Will any partners be involved, and, if so, how?
3. Please check this box if you’re interested in receiving more information about energy conservation at your school.

*Due to limited capacity, Baltimore Energy Challenge will not be offering their school grants this year. Nonetheless, we are still able to distribute light-switch decals to GHSC schools.*

1. Please check this box if you would like assistance finding a corporate volunteer group to help you with a project this year

*If your program involves a project that could benefit from more hands, adult assistance, or other community involvement, we are happy to help find a corporate volunteer group that may be able to lend a hand! Last year, we were able to build brand new garden beds and do plantings and community clean-ups at over 10 schools thanks to the help of volunteer groups.*

Budget

Please complete the budget form below. Total budget request per school may not exceed:

* **$1,000** for schools new to GHSC or schools that are not applying for (or already have) Maryland Green School status
* **$1,500** for schools that have previously completed a GHSC grant project AND are currently seeking Certified Maryland Green School status
* **$2,500** for [Certified Maryland Green Schools](https://maeoe.org/green-schools-and-green-centers/green-schools-program).

Please list all items individually, rather than listing generic categories such as “garden supplies.” You may attach an additional sheet if needed. Travel expenses (such as bus rental fees), promotional/give-away items (such as Green Team t-shirts), and fees for professional services (such as paying a stipend to a speaker), should take up no more than half of your budget.

| **Item** | **Cost per item** | **Quantity** | **Total cost** |
| --- | --- | --- | --- |
| Example: Hand trowels for garden club | $5 | 10 | $50 |
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| **Total request (this amount should be the sum of the “Total cost” column):** | | |  |

Reporting Requirements

Before submitting your application, please make sure you are aware of our requirements regarding reporting.

1. You will need to submit a comprehensive report at the completion of your project via an online form that includes a final project description, pictures, quotes, and number of students reached by the project, as well as an updated budget and receipts from all funds spent. We will also need to submit student ID numbers for your Green Team members for the purpose of tracking and reporting metrics. The survey will be distributed in Spring 2020.
2. Throughout the year, please send any detailed testimonials, quotes, and pictures about your project(s). We want to share your school’s greening stories and achievements on the Baltimore Office of Sustainability’s and City Schools’ websites!
3. You will need to create a presentation poster for GreenScape, a celebration of student greening projects, to be held in late Spring 2020. The poster will describe your project, and ideally, students will attend and speak about their work. The best posters at GreenScape will win prizes! This event provides an opportunity for schools and students to share their sustainability efforts with each other, celebrate their successes, and develop ideas for other potential projects moving forward. We hope to see you there!