

2020-2021 LEEC EDUCATOR GRANT

GUIDELINES

Louisiana Environmental Education Commission (LEEC)

Under the Direction of Louisiana Department of Education (LDOE)

Application Deadline: Monday, April 6, 5:00 p.m. CDT

Grants that are funded are based on sound scientific principles, have an environmental focus, and impact Louisiana teachers and students.

Maximum award: \$2500

GUIDELINES:

- School administrators or full-time classroom teachers in accredited public or non-public schools (K-12) in Louisiana are eligible to apply on behalf of their school.
- While the grant is awarded in care of the applicant/Project Leader, the **actual agreement must be made with the applicant's school/school system and the school/school system receives the award payment.** In the event that the Project Leader leaves the school, the school must notify the LEEC grants coordinator and then satisfactorily demonstrate to the LEEC grants committee the ability to continue the project or the grant will cease.
- Funding requests are **not to exceed \$2,500.00.**
- Funds are provided on a **reimbursement basis only**, pending timely submission and acceptance of required reports and documentation.
- Mid-year and final reports, copies of receipts, expenditure spreadsheet, project photos and support documentation are required for reimbursement of expenses. Examples of support documentation include examples of student work, videos, lesson plans, etc.
- All monies must be spent on **materials and/or equipment** directly related to the purpose of the project. Travel, furniture, acquisition of real property, indirect costs, registration fees, clothing, and/or food items will not be funded.
- Changes in project scope and/or budget must be pre-approved through the LEEC grants coordinator.
- Grants must be based on sound scientific principles, have an environmental focus, and be designed to directly impact student learning. Funded projects are those that involve a series of learning experiences facilitated by a teacher and that result in an increase of understanding in students.
- It is the responsibility of the grant recipient to adhere to school guidelines and related regulations.

- An individual may not submit more than one application.
- LEEC members and/or member organizations as defined in R.S. 30:2503 may not apply.
- LEEC/LDOE reserves the right to use the funded projects and photos provided for public information services that may include the LEEC/LDOE website, printed materials, and other means.
- Awarded applicants will be encouraged to attend the professional development events hosted by the LEEC and/or LDOE to showcase their project and network with colleagues and state resource providers.
- Announcement of finalists will be made no later than May 1, 2020. Awardees will be notified by mail and/or email upon BESE approval.
- **Project start date is July 1, 2020** and grants are to be implemented during the 2020-2021 academic school year. Purchases made prior to this date will not be refunded.
- Grant recipients are required to submit a **mid-year report by December 11, 2020** and a **final report by May 7, 2021**. All projects must be completed, funds spent and the final report submitted by May 7, 2021.
- **Failure to comply** with these guidelines may result in lack of reimbursement and/or disqualify the applicant from any future grants with the LEEC.

GETTING STARTED:

- Be prepared to complete the application in one sitting; you may not be able to save your work.
- Secure the recipient organization's accounting contact name and contact information.
- The application requires an [itemized budget](#) (up to \$2500), so prepare this ahead of time.
- Your school administrator must provide a letter of commitment, which includes the the text below. Secure signed letter(s) of commitment on official letterhead, scanned and saved in one of the following formats: gif, jpg, png, pdf. You may also include up to two additional letters of commitment from external partners.

Required administrator letter text:

"I understand that [teacher's name] at my school has applied for a grant from the Louisiana Department of Education's Environmental Education Commission, and I approve and support the application. If the proposal is selected, the funds will be awarded to the school/school system and are to be used entirely by this teacher to implement the project described herein.

I also understand that if [teacher's name] leaves or transfers to another school at any point, I must notify the LEEC grants coordinator and then satisfactorily demonstrate to the LEEC grants committee the ability to continue the project or the grant will cease.

I will ensure that an appropriate evaluation process is implemented and that all monies are properly accounted for as described. I will also ensure that reporting requirements as described in the grant guidelines are adhered to.”

PROPOSAL SECTION:

- **IMPORTANT!** Proposals are anonymous and competitive. Identifying information in the proposal section (e.g. your name or names of other individuals, school name or mascot, school district, school parish or city) may result in this application being disqualified.
- We suggest that you prepare your responses in a Word doc (or similar) ahead of time. Once you begin the application, you can copy and paste your responses into the appropriate sections. The following short essay questions are included in the application:
 1. Project Abstract (up to 1500 characters) *Briefly describe your project’s primary environmental goal. List each objective and the specific strategies that will be used to meet the objectives. Describe how this project will directly address the needs of your students.*
 2. Rationale (up to 3000 characters) *Explain how this project will further environmental education. Describe the educational needs of your student population. Explain how this project will support student learning and benefit the school.*
 3. Project Design (up to 3000 characters) *Describe how you will implement your project. Include specific teaching activities and strategies that will actively engage your students in the learning process. Justify all expenditures, explaining how you will use your funds for materials and/or equipment to support your objectives. Provide a brief implementation timeline.*
 4. Assessment/Evaluation Methods (up to 2000 characters) *Describe your assessment methods. How will you measure the success of your project and student learning? Explain your assessment strategies (e.g. rubrics, journals, portfolios, graphic organizers, other alternative assessments).*
 5. Projected Usage of Project (up to 1500 characters) *Explain what will happen to your project at the conclusion of your grant. Describe any long-term plans for use and sustainability of this project.*
 6. Training, Qualifications & Experience (up to 1000 characters) *List specific training, expertise, and/or experience you have had that would enable you to successfully implement this project. Remember: Do not use identifying information (e.g. school name or mascot, school district, individual names, school parish or city).*

Find the application at: [LEEC Educator Grant Application Form](#)

Questions? Contact your grants coordinator at EnvironmentalEducation@la.gov.