2016 WEEB
School Forest Grant Application

This program was made possible through a generous donation by the
WI Sustainable Forestry Initiative Implementation Committee

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NEED HELP?

❖ Booklets containing copies of previously funded proposals are available via interlibrary loan.

CONTACT US

Grant Hotline: (715) 346-3805

Email: weeb@uwsp.edu

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: April 1, 2016

❖ Earliest project start date: June 1, 2016

❖ Project completion by: November 30, 2016

Grant Program Overview

Eligibility

WEEB/SFI grants are available only to *public* school districts with officially registered school forests by the grant application deadline (April 1, 2016). A listing of officially registered forests may be viewed at www.uwsp.edu/cnr/weeb/grant-program/categories/docs/WISchoolForests.pdf

For information on the status of school forests not on the list, or to register a school forest, contact Gretchen Marshall, School Forest Coordinator, in the LEAF program. Phone: (715) 346-2633 Email: gmarshal@uwsp.edu

Previous grant recipients must have submitted all required reports to be awarded funds from the 2016 grant cycle. Contact the WEEB office if uncertain whether this criterion has been met.

Funds Available

The school forest grant program is financed by state funds from the forestry account of the conservation fund, remaining funds collected as surcharges on environmental fines by the Department of Justice and donations. *Anticipated* total resources to be distributed through the 2016 WEEB/SFI grant program are approximately $20,000.

Awards are available for up to $2,500 per proposal.

Application Components

To apply, follow the directions provided on pages 4-7.
Submit the original and one copy (2 paper sets total) along with a single electronic PDF file of the following:
1. Cover Page *(see pages 4 and 8)*
2. Partner Verification *(if required, see pages 4 and 9)*
3. Project Description
   limited to <u>two sides</u> of one sheets of 8 1/2" x 11" paper, minimum 10 point font, 1 inch margins
4. Citation page (optional, limited to 1 side of 1 sheet)
5. Map or diagram page (optional, limited to 1 side of 1 sheet)
6. Budget Summary (*see pages 6, 7, and 10*)

Eligible applicants may submit more than one proposal. Each will be reviewed independently and thus must be able to stand alone.

For each proposal, submit it in <u>both</u> hard copy and electronic formats

Review Criteria

The WEEB appoints panels to evaluate applications. The panels will check proposals for **technical completeness** and evaluate their **merit as projects**..

Projects that facilitate student learning about sustainable forestry practices are preferred.

To receive full consideration, make sure the minimum criteria for funding summarized in the quality assurance checklist (page 11) are met.

Grant Period

- Grants are made from June 1 through November 30, 2016.
- The project director may begin and/or complete the project any-time within the project period (the full six month grant period does not need to be utilized).
- Project funds (including matching funds) may not be expended or encumbered before June 1, 2016 or receipt of the Notification of Grant Award letter, whichever is later.
- All project funds (including matching funds) must be expended or encumbered no later than November 30, 2016.

Notification

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

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.

Reporting Requirements

Several accountability measures are required of grant recipients. Details are described in the award letter. Reporting forms are 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 must have photographer's and/or subject's permission for use.
- present information on the project at a public forum (e.g., conference, public hearing, world wide web-ideally the EEinWisconsin website) 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 two copies of all written, visual, or audio materials produced

Project directors are encouraged to submit a short (1-2 minute) video that summarizes the scope and accomplishments of the project.

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.

Fundamental Tenets of EE

- **Awareness.** Develop observational skills that contribute to the awareness and sensitivity of environmental issues.
- **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.

Correlation to State Planning Documents

All grant writers are strongly encouraged to review the statewide planning document, *Wisconsin's Plan for Environmentally Literate and Sustainable Communities.* Available on the WEEB website.

Goal I. Communicating the Value of EE
　　　　Build awareness of environmental literacy and sustainable communities.
Goal II. Education
　　　　Promote access to information and educational experiences needed to support environmental literacy and sustainable communities at home, work, school and play.
Goal III. Community Resources
　　　　Build the capacity of individuals, organizations, businesses, and governments to advance environmental literacy and sustainable communities.
Goal IV. Research and Assessment
　　　　Promote research and/or assessment to identify strategies that advance environmental literacy and sustainable communities. Assess progress toward environmental literacy and sustainable communities.
Goal V. Funding
　　　　Identify, develop, share or secure funding strategies and resources to advance environmental literacy and sustainable communities.

Grant writers may also wish to reference the *Wisconsin Plan to Advance Environmental Literacy and Sustainability in PK-12 Schools .* Available on the WEEB website.

Learning From Past Proposals

Funded grant application summaries from 1990 to 2015 are available on the WEEB website.

Copies of previously funded proposals are housed as government documents at the state depository libraries. Each volume in the series contains photocopies of the complete proposal for funded grants in a given year beginning in 1990. Request each volume by its call number: ED.1/2:E 58/ 2/XXXX (XXXX = year). The most recent year is 2015. Patrons who are unable to visit a depository library may request volumes be delivered to their local library via the Wisconsin Interlibrary Loan System.

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 open Monday through Friday, 8 AM to 4:30 PM or by appointment. Please call (715) 346-4854 or visit www.uwsp.edu/cnr/wcee for further details.

Copyright Provisions

All grant-produced materials 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. There is no intention to infringe upon copyrights of materials that have been produced by an organization and are used as part of a collection of materials. A copy of all grant-produced materials will be available to the public at the Wisconsin Center for Environmental Education.

Steps to Completing the Application

1. Preparing the Cover Page

Type or print all responses. Electronic versions of the form are available on the WEEB website. 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, insert that school's name below the district/CESA name.

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. Legislative district information can be found at http://waml.legis.state.wi.us/

Target Audience
Provide a specific number of individuals you will reach through this effort. Do not include people that may be reached indirectly (such as students of teachers, when teachers are the primary audience).

Abstract
Provide an abstract in the space above the signature lines. If typed, use 10 point or large font. **Failure to include an abstract will result in disqualification.**

Superintendent Signature
The Superintendent's signature will be required, via a grant award acceptance form, in the event your project is selected for funding . For this grant cycle, not providing the superintendent's signature on the application will not be a cause for disqualification .

2. Preparing the Partner Verification

Type or print all responses. Electronic versions of the form are available on the WEEB website. You *must* submit a partner 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 6*). The organization's *Chief Executive Officer's* signature <u>must</u> be included on the partner 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. The individual's signature must be included on the partner verification page. Failure to include this signature will result in disqualification of the proposal.

3. **A <u>public</u> 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 partner 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 partner 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.

4. If the school **forest is managed in partnership**, the partner verification page must be signed by the partnering managing organization(s).

5. If the **proposal includes <u>any</u> type of forest management activities** (e.g., removing invasive species, harvesting and/or planting, updating a management plan), the local DNR forester must sign the partner verification page even if she/he will not be directly involved in the project.

   Partner 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 partner verification page. Partner verification pages faxed to the WEEB office will <u>not</u> be accepted.

3. Preparing the Narrative

Create a concise, readable proposal and follow directions carefully.
- Print or type narrative on plain white 8 ½" x 11" paper.
- Text may be single or double-spaced.
- All margins must be at least one inch.
- Minimum of a 10-point font for the narrative of the document.

Project proposals should leverage existing programs—not duplicate them. Proposals that address gaps in, utilize, or complement current education programs are encouraged.

The narrative must detail how the project will enhance the environmental literacy of the target audience.
- Narrative for grant proposals may not exceed two pages (two sides of one sheet).
- Suggested narrative guideline for $1,000 or less— one side

Proposal will be disqualified if narrative exceeds 2 pages.
The cover, partner verification, citation, map/diagram, and budget pages do not count toward the narrative two page limit.

Project Description Outline
A.   Project Title and Administering Organization Name
B.   Project Description and Timeline
C.   Need(s) , justification of need(s), and description of target audience
D.   Dissemination
E.   Project Evaluation
F.   Staff Qualifications
G.   Continuation

A.   Project Title and Applicant Name
Provide the name of the administrative organization and the project title as shown on the cover page. Also provide the forest name(s).

B.   Project Description
The project description section **must** include:
- **Who**: who will do it and who will benefit
- **What**: activities that will be undertaken
- **How**: activities relate to the EE goals (*page 3*) and the identified need for the project . The project you define must be measurable.
- **Where**: facilities or location that will be utilized
- **When**: a graphical timeline or completion dates for each activity described within the body of the narrative

Successful proposals are presented with sufficient detail that should the project director and/or grant writer become unavailable, this section can serve as the plan of work.

C. Target Audience, Need(s), and Justification of Need(s)

- **Target Audience(s):** Describe the makeup and the number of people served. The audience must be Wisconsin residents.

- **Need:** Provide a precise statement of identified need(s) for each target audience.

- **Justification for Project:** Provide evidence (e.g., observations, data, expert testimony) that a need for the project exists. Reference any *directly related* sources on the citation page. Strong proposals include references to prior research, including needs assessments supporting the need for project activities.

D.   Dissemination
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. Consider using a press release, a newsletter article, or posting information about your event, product, resource, etc. on the EE in Wisconsin website: http://www.eeinwisconsin.org Also consider sharing your project with your legislators or other local officials.

E.   Project Evaluation
Proposals should have strong evaluation components designed to measure changes to members of the target audience. Indicate whether the project addresses demonstrative cognitive, affective, and/or behavioral changes. Evaluation techniques to consider include pre/post testing of target audience, review by outside personnel, surveys, etc. Use of quantitative and qualitative assessment tools is encouraged. More information regarding the advantages and disadvantages of various assessment strategies is available on the Project Evaluation Protocol Assistance webpage.

Be sure to answer the following questions:
1)   What are the expected changes in the target audience?

2)   How will members of the target audience benefit/be affected by participation in the proposed project?

Provide details of how you will **measure** whether the activities accomplished the goals and objectives. Proposals that lack evaluation plans are rarely funded.

F.   Staff Qualifications
Describe staff member qualifications. 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.

Narrative Instructions (continued)

G. **Continuation**
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.

Supporting the Narrative (Optional)
4. Citations and 5. Map or Diagram

- One additional 8 ½" x 11" page for citations may be attached. One side of one sheet only. (Optional)
- One additional 8 ½" x 11" page for a **map** or **diagram** (*not* a table containing text) related to the proposal may be attached. Free-hand drawings, computer generated graphics and photographs are acceptable. One side of one sheet only. (Optional)

6. Preparing the Budget Summary

Electronic versions of the budget form are available on the WEEB website. Type or print all responses clearly.

⇒ **Each expenditure must be correlated to the project narrative.**
⇒ **Itemize each expenditure.** Identify specific items, unit cost, and quantities.
⇒ **Round calculations for each budget item to the nearest dollar.**

Matching Contributions

Matching contributions consist of money, supplies, or services:
- **Monetary** contributions involve the donation of money or collection of participant fees to facilitate implementation of the project.
- **Supply** contributions involve the **purchase or donation of materials** *specifically for use in the project* and within the grant project timeline of June1 2016 and November 30, 2016. This does not include the value of supplies (e.g., land, office space, or field or classroom equipment) that are already 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.

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 June 1, 2016 and November 30, 2016.

All matches must be *guaranteed* at the time the proposal is submitted. Match may be contributed from sources other than the applicant. See partner verification (*page 4*).

Applicants should contact their local budget specialist regarding grant application procedures for matching and in-kind contributions. Amount of match over minimum is not evaluated as a criterion of funding.

Reviewers consider how each requested item contributes to the overall value of the project. Proposals are funded on an "all or nothing" basis. Grant writers are therefore strongly encouraged to limit the budget request to resources which are essential for meeting the proposal's goal(s) and objective(s).

Applicants should contact their local budget specialist regarding appropriate rates (especially in regard to salary, fringe, and transportation).

If desired, your itemized budget may include itemized bid(s) from vendors or contractors.

Eligible and Ineligible Expenditures

Eligible expenditure categories include:
- Salaries and honoraria
- Fringe benefits
- In-state travel, meals, and lodging
- Materials/supplies
- Increased itemized operating expenses that are directly related to the proposed project

* Ineligible grant expenditure categories include:
- Grant funds, which supplant existing funding, including existing salary or honoraria
- Ongoing operating expenses
- Indirect costs or overhead costs
- Expenses or funds encumbered prior to June 1, 2016 or after November 30, 2016
- Religious activity or instruction
- Salaries and honoraria which pay a private school instructor's base salary or which supplant existing funding
- 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 75% of grant funds requested (see page 7)
- Site enhancement expenditures beyond 75% of grant funds re- quested (see page 7)

* If ineligible expenditures are 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, (see page 7) the proposal will be disqualified.

Preparing the Budget Summary (continued)

Capital Expenditures

Capital items are defined as a material/supply budget item, **listed within the grant request column**, with an initial, individual unit cost of $100 or more. Proposals whose budgets seek more than 75% in capital expenditures, **as determined by the reviewers,** will be disqualified .

Site Enhancement Expenditures

Site and/or facility enhancement items are items listed **within the grant request column** which purchase *anything* that physically alters the property or facility in *any way, for any period of time,* and include but are not limited to:

- landscaping, grading, planting, or harvesting
- construction or modification of indoor or outdoor structures including picnic tables, benches, lighting, fencing, etc.
- 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, installation of bird houses or feeders, 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.

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

Proposals whose budgets seek more than 75% in site enhancement expenditures, **as determined by the reviewers, will be disqualified.**

Format and Submission

- Assemble the proposal in this order: 1) cover page, 2) partner verification page (if required), 3) project description, 4) citation page (if desired) 5) map/diagram page (if desired) 6) budget summary.
- Although not required, please print or copy the proposal back-to-back and staple each set.
- Submit the original *and* 1 copy (**2 paper sets total**) *and* an electronic pdf file of all materials
- Do not submit covers or binders, letters of support, or the quality assurance checklist

Send paper copies by US Mail or parcel delivery to:
Wisconsin Environmental Education Board
110 Trainer Natural Resources Bldg.
University of Wisconsin - Stevens Point
800 Reserve Street
Stevens Point, WI 54481-3897

Send Electronic file (one file per proposal) to: weeb@uwsp.edu
 Prefer single PDF file. Word or Rich Text file acceptable.

Please indicate the administering organization name in the subject line

For each proposal submit *both* paper and electronic formats.

The WEEB is not responsible for electronic communication malfunctions including server difficulties. *If you would like confirmation of receipt of electronic submission please use the delivery or read request functions associated with your email software.*

Deadlines

- Paper submission must be postmarked no later than Friday April 1, 2016 or hand-delivered to the WEEB office by 4:30 PM on Friday April 1 2016.
- Electronic submission must be time-stamped by 11:59 PM Central Daylight Savings Time on Friday April 1, 2016.

Failure to submit both paper and electronic copies may result in disqualification.

If submission of electronic file is not possible, contact WEEB by 4:30 PM on April 1 to inquire about alternate arrangements.

	WEEB GRANT PROGRAM COVER PAGE		
Administering Organization	Mailing Address (Street, City, State, Zip)		
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: ☐ Admin. Organization ☐ Project Director		
Project Title			

Grant Request: $ _____

Matching Funds: $ _____

Percent Match: _____ %

Project Start Date: _____

Project End Date: _____

Number People Served_____

WI Legislative Assembly District of Administering Organization _____	Assembly District(s) of Target Audience	Senate District(s) of Target Audience
WI Legislative Senate District of Administering Organization _____		

	REQUIRED ABSTRACT **Limit to space provided below.**	

	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 June 1, 2016 and November 30, 2016. **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
Superintendent	WILL BE REQUIRED IF YOUR PROPOSAL IS SELECTED FOR FUNDING		Date signed

	PARTNER VERIFICATION FORM *Electronic versions available on website*	

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.

WI DNR FORESTER (NOT REQUIRED FOR ALL PROJECTS)

If the **proposal includes <u>any type of forest management activities</u>** (e.g., removing invasive species, harvesting and/or planting, updating a management plan), the local DNR forester must sign the partner verification page even if she/he will not be directly involved in the project.

Organization's Name: WI DNR (Please list sub-unit/location)		Telephone Area/No.
Address *(Street, City, State, Zip)*		Supplying 1/3 or More of the Total Match? (If yes, then **_CEO_** must sign.) ☐ Yes　☐ No
Name and Title	Signature ➤	Date Signed

PARTICIPATING ORGANIZATION(S)

Organization's Name		Telephone Area/No.
Address *(Street, City, State, Zip)*		Supplying 1/3 or More of the Total Match? (If yes, then **_CEO_** must sign.)
Name and Title	Signature ➤	Date Signed
Organization's Name		Telephone Area/No.
Address *(Street, City, State, Zip)*		Supplying 1/3 or More of the Total Match? (If yes, then **_CEO_** must sign.)
Name and Title	Signature ➤	Date Signed
Organization's Name		Telephone Area/No.
Address *(Street, City, State, Zip)*		Supplying 1/3 or More of the Total Match? (If yes, then **_CEO_** must sign.)
Name and Title	Signature ➤	Date Signed

In order to conserve paper, you may cut and paste signatures from multiple organizations onto the partner page.
Use a duplicate of this form if there are more than three participating organizations or individuals.　　　　WEEB (Rev. 8/15)

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 & Source (i.e., monetary, service, or supplies and contributor)
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.) **Non Capital Items**	Activity				
Capital Items					
Other	Activity				
TOTALS		Total Request $	Total Match $		

Wisconsin Environmental Education Board WEEB 2 (Rev. 5/14)   **Use additional page(s) as needed.**

Quality Assurance Checklist

Minimum criteria include all starred (*) and bolded items. Absence of any of these items 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 $2,500 award limit.**
- ☐ Number of people served provided
- ☐ ***Abstract supplied in space provided**

Partner Verification 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
- ☐ If the school forest is managed in partnership, the page must be signed by the partnering managing organization
- ☐ If *any* type of forest management activity will occur, the page must be signed by the local DNR forester

Project Description

- ☐ Project title and name of administering applicant
- ☐ ***Need and justification provided**
- ☐ Target audience(s) identified
- ☐ Project description and timelines provided
- ☐ Dissemination plan provided
- ☐ Evaluation plan provided
- ☐ Staff positions and qualifications provided
- ☐ Continuation addressed
- ☐ ***Page restrictions of narrative observed 8 1/2" x 11" paper, 1" margins, 10-point or larger font—limit of 2 pages (two sides of one sheet)** The cover, partner verification, citation, map/diagram, and budget pages do not count toward the narrative page limit.

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

Budget Summary

- ☐ ***Budget page provided**
- ☐ All expenses are eligible
- ☐ Expenditures identified and itemized
- ☐ Expenditures correlated to the narrative
- ☐ Grant request and matching totals provided
- ☐ Source and type of match identified
- ☐ ***Matching total provided and equivalent to at least 25% of the grant funds requested**
- ☐ ***Minimum required match (25%) contributed during project timeline and between June 1, 2016 and November 30, 2016**
- ☐ ***Capital purchases do not exceed 75%**
- ☐ ***Site/facility enhancement expenditures do not exceed 75%**

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

Final Preparation

- ☐ Copies printed back-to-back
- ☐ Proposal assembled in proper order
- ☐ Each copy stapled in upper left corner
- ☐ Proposal free of endorsements or brochures
- ☐ ***Original and 1 paper copy of complete proposal submitted (total of 2 sets)**
- ☐ ***Postmarked to the WEEB office by April 1, 2016 or hand delivered by 4:30 PM on April 1, 2016.**
- ☐ ***Electronic proposal (ideally one file) submitted to weeb@uwsp.edu by 11:59 PM on April 1, 2016. Submitted electronic proposals without corresponding paper copies may be disqualified.** If submission of electronic file is not possible, contact WEEB by 4:30 PM on April 1, 2016 for alternate arrangements. Prefer single PDF file, other acceptable formats include Word or Rich Text. A separate email is requested for each grant application. Please indicate organization name within the subject line.

The WEEB is not responsible for electronic communication malfunctions including server difficulties. *If you would like c onfirmation of receipt of electronic submission please use the delivery or read request functions associated with your email software.*