Ohio Environmental Education Fund (OEEF) Application Overview

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Application Deadline
January 15, 2019
5:00 PM
Read the OEEF Guidelines

www.epa.ohio.gov/oee/

Environmental Education Tab

2019 General Grant and Mini Grant Guidelines
Ohio EPA eBusiness Center
Cover Sheet

Approved Letters of Intent become the application cover page.
Information on the cover page can be changed.
Proposed Start Date should be no earlier than June 1, 2019.

<table>
<thead>
<tr>
<th>Proposed Start Date:</th>
<th>06/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Completion Dates:</td>
<td>05/31/2020</td>
</tr>
</tbody>
</table>

Have you ever attended an OEEF grant-writing workshop? Yes | No
Will this project have statewide impact? Yes | No

Which Ohio counties will the activities take place in? (You may also select "STATEWIDE" from the list)

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide</td>
<td>remove</td>
<td></td>
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</tr>
</tbody>
</table>
Cover Sheet

Requested Budget Amount must match the OEEF Grant Amount on the budget spreadsheet.
Cover Sheet

Only include collaborators who have provided a letter of support or collaboration.

- **Friends of Rocky Fork Creek, Shawnee Forest Volunteers, Scioto Local Schools, Adams Local Schools**
Objectives and Activities

Objectives and Activities must address Environmental Education.

Rather than create new curriculum, applicants are urged to use existing Environmental Education Curriculum (e.g., Project WET).

Objectives explain what the project will achieve.

Activities are specific steps that will achieve the objectives.
Objectives and Activities

Applications must include at least one Objective.
Objectives and Activities

Representatives of 200 municipalities will learn which new storm water regulations apply to them and what they must do to comply.
Objectives and Activities

Each Objective must include at least one activity.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Management Workshop</td>
<td>Representatives of 200 municipalities will learn which new storm water regulations apply to them and what they must do to comply.</td>
<td>edit - remove</td>
</tr>
</tbody>
</table>

Click [here](#) to add activities.
Objectives and Activities

Each Objective must include at least one activity.
Objectives and Activities

Convene a team of six association members to develop a matrix of regulatory requirements. Offer the matrix to Ohio EPA regulatory staff for comment, and make needed changes.
Outcome Measurements

Each Activity must include at least one Outcome Measurement.
Outcome Measurements

Completion of Regulatory Requirements Matrix

Initial Outcome:
Surveys will be issued to all municipalities that have been issued the matrix. Results will show 40% of municipalities will use the matrix as a resource within six months of the release of the matrix and more than 60% will have made use of the matrix by the close of the project.

Long-Term Effects:
After the project closes, municipalities will continue to utilize the regulatory requirements matrix and provide training for new employees after they hired. The matrix will continue to be updated to ensure the information is current and accurate.
**Outcome Measurements**

<table>
<thead>
<tr>
<th>Objective Title</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Management Workshop</td>
<td>Representatives of 200 municipalities will learn which new storm water regulations apply to them and what they must do to comply.</td>
</tr>
</tbody>
</table>

**Activity Title** | **Activity Description** | **Start Date** | **End Date** | **% of Budget** | **Action** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Matrix of Regulatory Requirements</td>
<td>Convene a team of six association members to develop a matrix of regulatory requirements. Offer the matrix to Ohio EPA regulatory staff for comment, and make needed changes.</td>
<td>06/01/19</td>
<td>07/01/19</td>
<td>15%</td>
<td>edit - remove</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome Title</th>
<th>Initial Outcome</th>
<th>Long-Term Effects</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Regulatory Requirements Matrix</td>
<td>Surveys will be issued to all municipalities that have been issued the matrix. Results will show 40% of municipalities will use the matrix as a resource within six months of the release of the matrix and more than 63% will have made use of the matrix by the close of the project.</td>
<td>After the project closes, municipalities will continue to utilize the regulatory requirements matrix and provide training for new employees after they hired. The matrix will continue to be updated to ensure the information is current and accurate.</td>
<td>edit - remove</td>
</tr>
</tbody>
</table>
Budget

The budget must include 10% match.

- In Kind Contributions
- Cash Match
  - No Indirect Costs (electric, rent, etc.) are not eligible as match.
  - No Food

Budgets that provide at least 50% match will receive additional points during the staff review.
Personnel Costs

OEEF allows up to 35% of the budget request for personnel expenses.

<table>
<thead>
<tr>
<th>Category</th>
<th>OEEF Grant % Total</th>
<th>Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1. Salary or Wages</td>
<td>16.0</td>
<td>$7,880.00</td>
</tr>
<tr>
<td>A.2. Benefits</td>
<td>3.0</td>
<td>$1,576.00</td>
</tr>
<tr>
<td>A.3. Substitute Teachers</td>
<td>0.0</td>
<td>0.00</td>
</tr>
<tr>
<td>B.1. Supplies</td>
<td>37.0</td>
<td>$18,640.00</td>
</tr>
<tr>
<td>B.2. Equipment</td>
<td>0.0</td>
<td>0.00</td>
</tr>
<tr>
<td>B.3. Printing</td>
<td>17.0</td>
<td>$8,300.00</td>
</tr>
<tr>
<td>B.4. Other Costs</td>
<td>11.0</td>
<td>$5,604.00</td>
</tr>
<tr>
<td>C.1. Contractual</td>
<td>16.0</td>
<td>$0.00</td>
</tr>
<tr>
<td>D.1. Administrative</td>
<td>0.0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Budget: $50,000.00

$51,416.00

$111,416.00

Ohio Environmental Protection Agency
Projects Requesting 50% or more of the OEEF Budget for Personnel Costs will not be considered for funding.
Ineligible Expenses

Include but not limited to:

- Personnel Costs Exceeding 35% of the Budget Request
- Food
- T-Shirts
- Promotional Giveaway Items
- Construction
- Heavy Equipment Rental or Purchases
- Pass Thru Funds
- Indirect Costs

If 50% of the budget is ineligible for funding by OEEF, the proposal will not be considered for funding.
Contacts

Each application must include at least three contacts.

- Project Director
- Fiscal Agent
- Authorizing Agent

One person cannot be listed to serve in all three roles.
An applicant may upload a maximum of two files. All support and collaboration letters may be combined as one document. The second file can be items related to the project (e.g., workshop fliers, brochures, maps, education standards).
Letters

No form letters.

Must be signed and printed on the organization's letterhead.

Email messages will not be considered for support or collaboration.
Letters of Support

Representatives of the Target Audience should provide letters of support.

Letters should demonstrate the audience is committed to participating in the project.
Letters of Collaboration

Collaborators should describe or outline their role in the project.

Collaboration may include, but isn’t limited to:
• Providing Funds
• Dedicating Staff Time
• Purchasing new Equipment
OEEF Contact

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