



## **Grant Application Instructions**

Our Grant Program was established to financially assist New Jersey teachers, troop leaders, environmental clubs, etc. and their students as they explore solutions to environmental problems. Grants are commensurate with your project's needs (\$1,000–\$5,000); however, if you can make a solid case for a more costly project, especially one that addresses Environmental Justice-related issues, we will consider a larger grant. The continuing goal of this program is to cultivate the next generation of environmental stewards.

*The content of the application is intended to be provided by the students with supervision – and the contact information – from their adult sponsor.*

### **I. Applications**

Green Matters will be awarding grants on a rolling basis. A determination will be made and conveyed within 2 weeks of receiving your completed application. Within 12 months of receipt of a grant, projects must be completed, as well as a final report detailing project outcomes and expenditures. (A report form will be provided to grantees along with award notification letters.) Grantees are also asked to present their project idea and outcomes in a short statement or video to be posted on our website and/or on social media.

### **II. Grant Criteria**

Upon review of a completed application, Green Matters will take one of three actions: 1) approve the application for funding; 2) return the application with suggestions for resubmission, or 3) not approve the application.

The following project criteria will be considered during evaluation:

1. Must be in congruence with Green Matters' mission (see below).
2. May include fees to bring in outside consultants; it cannot pay salaries or stipends to school personnel.
3. May include equipment or materials but only if they directly provide the means to achieve the outcomes stated in the application.
4. Must be completed within 12 months of receiving the grant monies.

*Technology Note: If grant request involves technology, please ensure the request is compliant with your school or organization's technology standards. This will ensure compatibility with the existing equipment and that a Tech Department can support and maintain the technology. Please include the cost of a warranty.*

While preparing the application, applicants may wish to consider the following questions:

- Is the statement of the proposed project clear?
- Are the project activities, needed materials, resource personnel, tentative schedule, and completion date specified?
- Is the budget request reasonable and sufficiently detailed?
- Does the project increase awareness of an environmental issue and engage the community in addressing it?
- Is there a method for assessing the project's effectiveness?
- Does the application meet the stated Grant Criteria? Does the nature of the project fall within Green Matters' Mission?

#### MISSION STATEMENT

*Green Matters is a nonprofit 501(c)3 based in central New Jersey dedicated to supporting students' efforts to increase awareness of and respond to climate change. We provide funding for them to develop and implement projects that address environmental concerns. Special consideration is given to projects that align with the principles of New Jersey's Environmental Justice Law. We also serve as an educational environmental alliance: maintaining a database of projects and publicizing the outcomes – successful or not – so that other groups can use them as models to guide their efforts. Ultimately, our goal is to cultivate the next generation of environmental stewards.*



**Green Matters, Inc.**  
**Grant Application**

**Grant Applicant Information**

Application Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Organization: \_\_\_\_\_

Applicant's E-Mail: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

Project Title: \_\_\_\_\_

Budget Request: \_\_\_\_\_

1-Paragraph Description of Project (e.g., what climate change issue do you want to address and what do you hope to accomplish?):

**Project Information**

**A. NEED**

1. What environmental need, problem or opportunity does the proposed project address?

**B. PROJECT DESCRIPTION**

1. Describe the projects/activities you wish to undertake. Address what you will do, who will do it, time frame, what resources will be required, and where project activities will take place.

2. If applicable, approximately how many people will benefit from this project? \_\_\_\_\_

**C. EVALUATION**

1. How will you determine whether the project is successful? Describe specific means of evaluation.

2. What will happen to the project at the conclusion of the grant? If it is to continue, or requires maintenance, how will it be funded?

**D. BUDGET REQUEST**

1. To the best of your ability, organize the budget items according to the project activities. Include information such as kinds of materials and equipment needed, sources of supply and costs. Please be as detailed as possible; for example, if you are hiring experts or purchasing equipment, specify below the chart how they will be used.

CATEGORY (e.g. Materials)	ITEM (e.g. pallet board)	QTY.	SUPPLIER	AMOUNT
			<b>TOTAL:</b>	

Use this space if necessary to detail your budget request.

**Waivers and Agreements**

I grant to Green Matters, Inc., the right to use this proposal, the results of this project (if funded), and the names of all participants, for public information purposes or to help other educators.

**Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Project participants release Green Matters, Inc., its Board members, volunteers and paid staff from any and all liability with respect to activities required to complete the project as well as to its publication or promotion.

**Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I agree to the terms stated in the Grant Application Instructions Section I. Applications.

**Student Rep./  
Project Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please save your completed application in the following format: “lastname\_firstname\_application\_month\_year.pdf” and forward to [green-matters@outlook.com](mailto:green-matters@outlook.com)**

If you have any questions or need assistance send an email to [green-matters@outlook.com](mailto:green-matters@outlook.com) with “Application Assistance Request” in the subject line.

We appreciate your interest in Green Matters and look forward to reviewing your application.

**– FOR USE BY GREEN MATTERS ONLY –**

Date Received: \_\_\_\_\_

Notes: