



## Funding for Oklahoma Green Schools Action Projects

The Oklahoma Green Schools Program (OGSP) is pleased to announce that in 2016, we have designated \$10,000.00 available to registered schools in the **Oklahoma Green Schools Program** that have successfully completed a Project Learning Tree GreenSchools! investigation. Please see page two of this application to review the detailed grant requirements.

Project proposals are accepted on a first-come, first-served basis until designated funds have been distributed. There is no minimum or maximum amount that can be requested. Funds will be distributed to awarded projects and projects must be completed within one year from the date funds are received. A final report documenting how funds were used, as well as an itemized budget of spent funds, will be required. We encourage all grant recipients to present project accomplishments at the Oklahoma Green Schools Summit following project completion.

**Submission Instructions:** Email completed applications to Sara Ivey at [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov) with “Oklahoma Green Schools Grant” in the subject line. OGSP recommends saving a copy of the completed application for your records. Contact Sara Ivey at 405-702-7122 with any questions. No hard copy applications will be accepted.

### **Part I: Applicant Information**

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Contact Name

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Title of Contact Person

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School Name

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Address

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State

City

Zip

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School Phone

Cell Phone

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School Email

Personal Email

**Summer Contact Information** (if different from above)

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Address

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State

City

Zip

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Phone

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Alternate Email (required)

**Part II: Grant Requirements**

**Enter Yes or No**

1. Is your school registered on the [Oklahoma Green Schools website](#)? \_\_\_\_\_
2. Has your school established a Green Team consisting of students, teachers, and school staff? \_\_\_\_\_
3. Has your school completed one or more of the PLT *GreenSchools!* investigations? \_\_\_\_\_
4. Is this project based on the results and findings of one or more of the PLT *GreenSchools!* investigations? \_\_\_\_\_
5. Is this project a service-learning experience? \_\_\_\_\_
6. Is the project led by students? \_\_\_\_\_
7. Does this project involve local, community partners? \_\_\_\_\_

**You must have answered “Yes” to all of the questions in Part II to be eligible for funding.**

**Part III: Project Overview**

1. Project Title: \_\_\_\_\_
2. Project Type (school recycling, school site improvement, energy conservation, etc.):  
\_\_\_\_\_
3. Grade level(s) involved: \_\_\_\_\_
4. Number of students involved: \_\_\_\_\_
5. If awarded, make the grant check payable to: \_\_\_\_\_

Please Note: The recipient must be a school; not an individual’s name.

6. Project Abstract: Briefly describe your project using 100 words or less.

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7. Amount requested: \$ \_\_\_\_\_

8. Acquired matching funds (if any): \$ \_\_\_\_\_

9. Source of matching funds (if any): \_\_\_\_\_

**Part IV: Project Narrative**

1. Provide a detailed narrative of your *Green School* action project (the who, what, where, when, why). How was the project identified by the *GreenSchools!* investigation?

*Limit: 750 Words*

2. Describe how your *Green School* action project exemplifies student leadership. How will students be involved in the planning and implementation of the project?

*Limit: 250 Words*

3. Explain how the *Green School* action project exemplifies service-learning through its connection to academic curricula. What school need does this project address? How will the school community benefit from the project? How will students learn from the project? How will this project be tied to academic content standards? What specific lesson plans will be used in the environmental education efforts that accompany this project?

*Limit: 250 Words*

4. List and describe the role of community partner organizations involved in the *Green School* action project.

*Limit: 250 Words*

5. Provide a *Green School* action project timeline, which includes anticipated commencement and completion dates. If selected for funding, projects must be completed within one year from the date funds are received.

*Limit: 250 Words*

6. Describe your plan to inform the public and local officials about your *Green School* action project's accomplishments. For example, you may write press releases for your local media, send invitations to your school board, city, and government officials for a community volunteer day, and/ or submit articles and blogs to National PLT and other project partners for newsletters, websites, and social media.

*Limit: 250 Words*

## **Part V: Tax Information and Budget**

### **Tax Information (Required)**

Auditing procedures require the Oklahoma Green Schools Program to issue all grant recipients a 1099 form. To complete this form, your school's federal identification number, employer identification number (or similar) is required. These numbers can be obtained from the completion of a simple W-9 Form. In addition to this project proposal, all applicants must submit a W-9 form for their school.

Visit the Internal Revenue Service Website to download a [free W-9 Form](#).

Please save, complete, and submit the W-9 Form electronically, along with this grant application. Applications without accompaniment of a W-9 Form will not be considered.

Has your school completed a W-9 Form to submit with this application (Yes or No)? \_\_\_\_\_

