



MAEOE

Maryland Association for Environmental &
Outdoor Education

2023-2024 Student Action Grant Application

Grant Specifics

Funding Range

- Award amounts, up to \$2000, are dependent upon the number of applications received.
- Please view the "2023-2024 Funding Opportunities from MAEOE" presentation prior to completion of the grant application. Viewing this presentation is a requirement to apply for this grant. *See Page 2 for more information.*

Eligibility Requirements

- Any public or private Maryland school can apply.
- One grant will be awarded per school.
- Costs associated with this student action project **MUST** be paid by the school first. *Costs incurred will be reimbursed after a final report is submitted.*
- Your school principal/administrator **MUST** know you are applying for student action funds. *If your administrator/principal is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.*
- Your school's W9 form is required.
- Student action project **MUST** occur in Maryland.

Project Guidelines

- Projects should exemplify students' voices and have an environmental focus.
- Student action projects must occur on or before 6/7/2024.
- An award agreement must be reviewed and signed.
- A final report **MUST** be submitted two weeks after the student action project is completed. *Final reports submitted after the two weeks run the risk of not being reimbursed.*
- Limited funds are available. Awards will be granted on a rolling basis until all funds are allocated.

Distribution of Funds

- All funds are reimbursed to the school.
- Sales tax is not reimbursed. A school's non-profit status should be used to make purchases.
- An itemized list of expenses with receipts needs to be included in the final report.
- The school will be reimbursed by MAEOE after the final report is reviewed and

approved.



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2023-2024 Funding Opportunities from MAEOE

Please view the "2023-2024 Funding Opportunities from MAEOE" google slideshow (with audio). Viewing this presentation is a requirement to apply for this grant.

Additional Resources:

"2023-2024 Funding Opportunities from MAEOE" google slideshow (without audio).

Transcript to "2023-2024 Funding Opportunities from MAEOE" google slideshow.

* 1. Did you view the "2023-2024 Funding Opportunities from MAEOE" google slideshow (link provided above)?

- Yes, I have viewed the "2023-2024 Funding Opportunities from MAEOE" google slideshow.
- No, I have not viewed the "2023-2024 Funding Opportunities from MAEOE" google slideshow.



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School Principal/Financial Administrator Approval

If you school principal/financial administrator is NOT aware that you are applying for this grant and that the cost incurred will be reimbursed, your application could be declined.

* 2. Do you have school principal/financial administrator approval for this student action project?

- I have talked with my principal/administrator and they are aware I am applying for student action funds and that the cost associated with this project must be paid by the school first. After I submit the final report with receipts and proof of payment, my school will be reimbursed for these costs.
- I have not talked with my principal/administrator yet, but I plan to in the near future.



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Grant Application Questions

* 3. Primary Contact First and Last Name:

* 4. Primary Contact School Email Address:

* 5. Primary Contact Personal Email Address (*in case we need to contact you after the school year ends or we have issues with your school email*):

* 6. Primary Contact Phone Number (*provide a phone number that can be used to easily reach you if we have questions*):

* 7. School Principal or Financial Administrator First and Last Name (*this contact must be the person responsible for the financial transactions at your school*):

* 8. School Principal or Financial Administrator School Email Address (*this contact must be the person responsible for the financial transactions at your school*):

* 9. School Name:

* 10. School Mailing Address (*this is where the reimbursement check will be mailed*):

Street Address

City:

State:

Zip Code:

* 11. County where your school is located:

* 12. How many students will be involved in this project?

- 1-10
- 11-20
- 21-30
- 31-40
- Other (please specify)

* 13. Indicate the grade(s) of the students involved in this project (*check all that apply*):

- Pre-K
- Kindergarten
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- Other

* 14. Will adults be involved in this project?

Yes (if yes, indicate the number below)

No

If you answered yes, specify the number of adults that will be involved.

* 15. Are you planning to partner with an agency and/or organization?

Yes (if yes, specify the agency/organization below)

No

If you answered yes, specify the name of the agency and/or the organization you partnered with

* 16. What is the focus of the project?

Water Conservation

Pollution Prevention

Energy Conservation

Solid Waste Reduction

Habitat Restoration

Structures for Environmental Learning

Responsible Transportation

Healthy School Environment

Community/Citizen Science

Other (please specify)

* 17. State the objective(s) for this project.

* 18. Briefly describe the project.

* 19. How will you evaluate the success of this project?

* 20. How much funding are you requesting for this project?

* 21. Budget:

- Download [2023-2024 Student Action Funding Budget Worksheet](#)
- Complete the information required on the tabs located at the bottom of the worksheet:
 - Timeline - The timeline is a planning document and must include specific dates and details about the student action project
 - Budget Spreadsheet - Do not include sales tax (*schools and nonprofits should use tax exemption certification when making purchases*). Sales tax will not be reimbursed.
 - Additional Information - add any additional information you'd like to share
- Share **a link** to the complete worksheet. *Make sure the link has no restrictions and can be viewed by anyone.*

* 22. W9 Form:

Share **a link** to your school's W9 form. Reimbursement funds cannot be sent to your school unless this form is provided. Since the time frame to distribute these funds is very short, we are requesting this form now. *Make sure the link has no restrictions and can be viewed by anyone.*