

## Grant Specifics

### Funding Range

- Award amounts, up to \$2000, are dependent upon the number of applications received.
- Please view the "2024-2025 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 IRS Form W-9 in a PDF format 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 6/6/2025.
- An award agreement must be reviewed and signed.
- An interim report must be submitted by 3/6/2025.
- A final report, including a budget spreadsheet and all applicable receipts, must be submitted by 6/6/2025. *Final reports submitted after 6/6/2025 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.

## 2024-2025 Funding Opportunities from MAEOE

**Please view the "2024-2025 Funding Opportunities from MAEOE" google slideshow. Viewing this presentation is a requirement to apply for this grant.**

\* 1. Did you view the "2024-2025 Funding Opportunities from MAEOE" google slideshow (link provided above)?

- Yes, I have viewed the "2024-2025 Funding Opportunities from MAEOE" google slideshow.
- No, I have not viewed the "2024-2025 Funding Opportunities from MAEOE" google slideshow.

## 2024-2025 Student Action Grant Application

### 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.

## 2024-2025 Student Action Grant Application

### 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 Principal or Financial Administrator School Phone Number (*this contact must be the person responsible for the financial transactions at your school*):

\* 10. School Name:

\* 11. School Mailing Address (*this is where the reimbursement check will be mailed*):

Street Address:

City:

State:

Zip Code:

\* 12. County where your school is located:

\* 13. How many students will be involved in this project?

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

\* 14. 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

\* 15. Will adults be involved in this project?

- No
- Yes. Please specify below the number of adults that will be involved.

\* 16. Are you planning to partner with an agency and/or organization?

- No
- Yes. Please specify below the name of the agency and/or the organization you will partner with.

\* 17. 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)

\* 18. State the objective(s) for this project.

\* 19. Briefly describe the project.

\* 20. How will you evaluate the success of this project?

\* 21. How much funding are you requesting for this project?

\* 22. Budget:

- Download [2024-2025 Student Action Funding Budget Worksheet](#) (linked here)
- 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** - Please embed links to suppliers for price verification. 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.*

\* 23. IRS Form W-9:

Share **a link** to your school's IRS Form W-9 in a PDF format. 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.*

\* 24. Can you complete the student action project by 6/6/2025?

- Yes  
 No

2024-2025 Student Action Grant Application

Thank you for submitting an application!

**Thank you for submitting an application for student action funds. We will follow up with you shortly. If you have any questions, email [grants@maeoe.org](mailto:grants@maeoe.org).**

2024-2025 Student Action Grant Application

Qualification Notice

**Student action projects are required to be completed by June 6, 2025. Please contact [grants@maeoe.org](mailto:grants@maeoe.org) to discuss your reasons why submission by June 6, 2025 is not possible.**