

FORMAL/NON-FORMAL EDUCATORS PROFESSIONAL DEVELOPMENT PROPOSAL
OFFICE OF ENVIRONMENTAL EDUCATION
2007-2008

Project Leader: _____

Agency Affiliation: _____ Tax ID Number: _____

Mailing Address: _____
Street/P.O. Box City Zip

E-Mail: _____ Daytime Phone: _____ Fax: _____

Project Partner/Affiliation: (if applicable) _____

Project Title: _____

Parishes Served by Project: _____

_____ Number of Educators Served: _____

Budget Requested: _____ (Up to \$2500, depending upon scope of project.)

Guidelines: Non-Profit Organizations, Governmental Agencies, Non-Formal/Formal Educators, Colleges and Universities are eligible to apply. The EE Commission will review all proposals and reserves the right to select projects based on merits. Current members of the EE Commission may not receive direct support or review of any proposals from organizations of which they are members. Professional Development grants will be awarded to applicants in single amounts not to exceed \$2,500.00.

Professional Development proposals that are funded must be based on sound scientific principles, have an environmental focus and be designed to directly impact Pre-Service and/or In-Service Educators in Louisiana. All monies must be spent on materials of instruction directly related to the purpose of the project, rental of retreat housing, or stipends to participants not to exceed \$10 per contact hour. (The EE Commission will not provide indirect costs or salaries.) Development or writing of instructional materials will not be funded.

Funds should be used to deliver standards-based environmental education to educators. Participants may include other non-formal educators, and do not have to be pre-service or in-service teachers. Significant in-kind services, cost-share **OR** matching funds (minimum of 50% match of requested funds) must be shown. A letter(s) of support from the source(s) must accompany this proposal pledging the in-kind or matching funds. For example, in delivering a two-day facilitators training workshop, the participants may pay a registration fee to cover meals, the project personnel may use their time spent preparing, presenting and traveling as a match, and if the facilities, meals or materials are donated, those too may be considered a match.

This Professional Development grant is made available to all educators who impact teacher education. Examples of fundable proposals include:

- Providing environmental learning experiences that are standards-based, correlated to the Louisiana Content Frameworks and include printed lesson plans or other resources that help ensure implementation of strategies.
- Presenting workshops to other non-formal educators or pre/in-service teachers that illustrate how existing environmental education curricula can be presented in standards-based, environmental science as inquiry formats.

Applications are anonymous and competitive. **Identified information**, such as the names of the **project personnel or agency affiliation** should appear **only on Pages 1 and 2** of this proposal. Further mention of **names or affiliates** in **Pages 3-6** will **disqualify** the application. **ALL PROPOSALS MUST BE MAILED. FAXED PROPOSALS WILL NOT BE ACCEPTED!**

If funded, applicants will be required to submit documentation, which will include mid-year and final reports. **All projects must be completed and the report submitted by June 5, 2009.** Failure to comply with these guidelines will disqualify the applicant for any future grants from this agency. Final reporting information will be included in the packet to awardees. Note: The Office of Environmental Education reserves the right to use the funded projects for public information services that may include the Office of EE website, printed materials and other means that may be used to inform or to assist educators. Questions: Call the Office of EE at: 1-877-523-6833 (toll free) or 225-219-3186. Announcement of awardees will be made no later than **April 21, 2008.** Awardees will be notified by mail. All awarded applicants are encouraged to attend the **2009 Environmental Education Symposium** to showcase their project and network with colleagues and state resource providers.

IMPORTANT! Mailed applications must be postmarked on or before **Friday, March 14, 2008.** Mailed applications should be sent to the post office address below.

Submit **ONE** copy of the Letter(s) of Support and completed pages 1 and 2, and **FIVE** copies of the completed Project Description, pages 3-6, to:

Tiffany Soileau, Coordinator
Office of Environmental Education
P.O. Box 82980
Baton Rouge, LA 70884-2980

Signature of Applicant

Date

Signature of Co-applicant

PROFESSIONAL DEVELOPMENT PROJECT DESCRIPTION

THE FOLLOWING INFORMATION MUST BE TYPED! Please use this form to answer the questions in the space provided. Use a 10 point font or larger. Remember, do **not** identify **yourself or your agency** in the information you provide in this Project Description. This form may be photocopied or scanned but **may not be altered in appearance. Failure to follow any of these guidelines will result in disqualification.**

GENERAL INFORMATION:

Amount requested \$_____ Number of educators who will be impacted by this project: _____

Grade Level(s) and Content Area(s) targeted: _____

1. PROJECT ABSTRACT: 10 POINTS What is the primary **environmental education** objective of this project? How will your funds be utilized?

2. RATIONALE: 30 points Why do you want to implement this project? How will this project further environmental education? How will it benefit Louisiana citizens?

3. PROJECT DESIGN: 20 Points How will you implement this project? Describe how specific teaching activities are 1) standards-based; 2) address the Louisiana Content Frameworks; and 3) meet your environmental education objectives. Fully explain the roles of all project personnel or partners who may be involved, and include the overall RESULTS you expect from this project. Connect project activities to your budget, and justify the expenditures.

4. ASSESSMENT/EVALUATION METHODS: 10 points How will you know that you have accomplished your objectives? Describe your assessment method(s). What tools will you use to measure your success?

5. TRAINING & QUALIFICATIONS: 10 points What specific training and/or expertise do you and your project partners have that will enable successful implementation of this proposal?

6. ITEMIZED BUDGET: 10 points Complete the form below or include an attached line-item budget. All proposed expenditures must be justified in your Project Description.

ITEM/SERVICE DESCRIPTION (Stipends/Rental Fees /Materials)	VENDOR (if applicable)	UNIT COST	# OF UNITS	TOTAL COST
GRAND TOTAL OF PROPOSED EXPENDITURES				
IN-KIND/COST SHARE/MATCHING DESCRIPTION OF SERVICES	FUNDING SOURCE		TOTAL	
GRAND TOTAL OF MATCHING FUNDS				