**DAEE Mini-Grant Program**

**PURPOSE**

The DAEE Mini-grant program provides funding to classroom teachers and non-formal educators for a variety ofprojects.

A grant of up to $500 will be available annually to formal educators (classrooms, Pre-K-16) and non-formal educators (nature centers, zoos, museums, government agency staff, etc.). Projects should promote meaningful experiences with nature, expand opportunities and the reach of environmental education in Delaware. Applicants are encouraged to plan innovative, create, replicable, and collaborative projects that conform to the program structure outlined below.

**ELIGIBILITY**

**Any current DAEE member**, may submit one proposal per year. Successful awardees may re-apply two years after their original proposal. **Awardees must continue to be DAEE members in order to receive funds.**

**GRANT TIMELINE**

* Proposal due date: April 15, 2022
* Notification of award: May 10, 2022
* Announcement of award: Via Email
* Grant life: May 15, 2022-April 30, 2023
* Grant report due date: May 15, 2023

**APPLICATION REQUIREMENTS**

The grant application will include:

* Official, completed printed application form with all items completed
* Project description
* Timeline
* Evaluation plan
* Itemized budget

The application should not exceed three pages.

Electronic versions of application documents are requested.

DAEE mini-grant program

Lindsay Lancaster

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**EVALUATION OF PROPOSALS**

The Grants Committee evaluates proposals according to the guidelines and merits presented in the Grant Application instructions. A proposal review rubric is available in the application packet.

**GRANT REQUIREMENTS**

* The funding period is from May 15 of the award year to April 30 of the following year. No extensions are possible.
* Cost sharing (match, in-kind, cooperative funding) is strongly encouraged.
* Institutional indirect, overhead costs and personal compensation (other than honoraria) CANNOT be funded (e.g. no salary for substitute teachers or other staffing, no payments for contractors, etc.).
* Grant funds will be issued on a reimbursement basis. The grantee will have to produce all relevant receipts in order to receive reimbursement from the DAEE Treasurer.
* The final report is due May 15. The required final report contents are outlined below.
* Original material produced using this grant support should be available in the public domain and should prominently display credit to the Delaware Association for Environmental Education.

**OBLIGATIONS OF THE GRANTEE**

* The Grantee must have an active DAEE membership in order to receive DAEE funds.
* The Grantee will retain and remit all project receipts in order to receive reimbursement.
* The Grantee may be asked to contribute updates or photographs for DAEE communications like the quarterly newsletter and/or the DAEE website.
* The Grantee will present a concurrent session at a DAEE conference.
* The Grantee will submit a final report, expense sheet, and receipts (electronic format preferred) to both the Grants Committee Chair and DAEE Treasurer following the end of the grant period; the report is due by May 15, 2023. The report (no more than five pages, exclusive of news articles and photos) should include the following items:
  + Project title
  + Project staff’s names and titles
  + Description of activities completed and/or copies of materials produced
  + Audience numbers and description
  + Evaluated impacts and user comments
  + Copies of news articles and/or pictures
  + Plans for project continuation (if applicable)

## DAEE Grants Committee Contact Information

# Grants Committee Chair

Ashley Melvin

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**DAEE Treasurer**

Claire Mickletz

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