**2023 DAEE Member Mini-Grant Program**

**Protocols**

**PURPOSE**

The DAEE Member Mini-grant program provides funding for a variety ofprojects focusing on outdoor learning and environmental education.

A grant of up to $1,500 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 to receive funds.**

**GRANT TIMELINE**

* Application Submission period: June 30, 2023-July 31, 2023
* Notification of award: August 15, 2023
* Announcement of award: Via Email
* Grant life: August 21, 2023 – August 21, 2024
* Grant report due date: September 1, 2024

**APPLICATION REQUIREMENTS**

The grant application will include:

* Project title & description
* Timeline
* Expected benefits & evaluation plan
* Itemized budget

Application can be accessed here: [**https://forms.gle/JibNL5fMVjUMmWjb9**](https://forms.gle/JibNL5fMVjUMmWjb9)

**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 August 21 of the award year to August 21 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 September 1. 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 September 1, 2024. 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

Email: ashley.melvin@delaware.gov

**DAEE Treasurer**

Stacey Helmer

Email: seh@dsw.org