

HENNEPIN COUNTY  
MINNESOTA

**Request for Proposal**

2025 Green Partners Youth Environmental  
Education Grants

**Virtual information meeting:** Tuesday, April 8, 2025, from 4:00 to 5:00 PM (CST)

[Register at this link](#) to join the meeting.

**Solicitation due date: Thursday, April 17, 2025, at 3:00 PM (CST)**

Meetings will be recorded and posted at [hennepin.us/greenpartners](https://hennepin.us/greenpartners) under Green Partners grants.



## Table of Contents

<b>Request for Proposal</b> .....	1
1 Introduction .....	3
1.1 Project overview .....	3
1.2 The Grant.....	4
1.3 Grant Application .....	4
2 General rules.....	5
2.1 Solicitation for Grant Applications and Grant overview .....	5
2.2 Estimated timeline and extension of time.....	5
2.3 Application submission.....	6
2.4 Questions and Pre-Application Assistance .....	6
2.5 Addenda .....	6
2.6 County's right to withdraw, cancel, suspend and/or modify the Solicitation .....	7
2.7 Solicitation's right to edit or cancel submission .....	7
2.8 Applications will not be returned .....	7
2.9 Public disclosure of Application documents.....	7
2.10 Applicant's costs .....	8
2.11 Conflict of interest.....	8
3 Evaluation and selection .....	8
3.1 Applicant evaluation and recommendation for selection.....	8
3.2 Evaluation of responsiveness.....	8
3.3 Evaluation of responsibility .....	8
3.4 Evaluation panel and evaluation criteria.....	9
3.5 Execution of agreement .....	15
4 Attachments.....	15

# 1 Introduction

## 1.1 Project overview

The County of Hennepin, State of Minnesota (“County”) is soliciting proposals for Green Partners Youth Environmental Education grants (the “Grant”) for the Environment and Energy Department.

Through the Green Partners grant program, Hennepin County contracts with organizations to help the county educate, engage, and motivate residents to become environmental stewards and make positive behavior changes, such as taking action to prevent waste, separate organic waste and recycle, reduce household hazardous waste, care for trees, protect birds, bats, and pollinators, and improve water quality.

### Which application should I use?

The Green Partners grants program has three options to apply for funding based on the primary audience and the focus of the project.

Application	Audience	Project focus
<b>Environmental action grant application</b>	Adults (18+)	Motivating individuals to make environmental behavior changes at home and on-the-go.
<b>Youth environmental leadership grant application</b>	Youth and young adults in high school to age 24	Supporting environmental leadership and access to green job opportunities for young people in Hennepin County.
<b>Youth environmental education grant application</b>	Youth in elementary, middle, and junior high school	Developing awareness of environmental issues and interest in environmental stewardship with youth in junior high, middle school, and elementary school.

### What grant amount am I eligible to receive?

- If your organization **has never received a Hennepin County Green Partners grant before**, you can apply for up to \$12,000 for a one-year grant.
- If your organization **has received a Hennepin County Green Partners grant before**, you can apply for up to \$25,000 for a one-year grant or up to \$50,000 for a two-year grant. (Multi-year requests are not always granted. The grant review committee will determine if the full request will be awarded.)

In 2025, approximately \$145,000 is available for grants in the Green Partners Environmental Action grant category. Approximately \$200,000 is available for grants in the Green Partners Youth Environmental Leadership grant category and \$210,000 is available in the Green Partners Youth Environmental Education grant category.

Applicants are encouraged to contact the County for feedback on project ideas before applying. For more information visit [hennepin.us/greenpartners](https://hennepin.us/greenpartners) or contact Green Partners staff at 612-596-6856 or

[GreenPartners@hennepin.us](mailto:GreenPartners@hennepin.us). Assistance is available via phone with an appointment. Requests for appointments must be made Monday, April 14, 2025, by 5:00 PM (CST) to allow for accommodating all requests.

Contact the [Supplier Portal Help Desk](#) for assistance with viewing the application materials, registering, and uploading your Application at 612-543-5412 (Monday through Friday, 8 a.m. to 4:30 p.m.) or [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

## 1.2 The Grant

To be eligible for the Grant, the Applicant must be one of the following:

- A non-profit entity, such as a community, youth, or faith group, registered with the State of Minnesota Secretary of State;
- A public school district or private school, including community education and early childhood family education programs; or
- A park district.

Awards will fund the following:

### **Youth Environmental Education grants**

Youth environmental education projects engage youth in elementary and middle school in environmental education and outdoor nature experiences, (collectively, the "Project"). Project activities engage youth in learning about the environment to develop their awareness and increase their knowledge of environmental issues and solutions. Strong projects are inquiry driven, incorporate hands-on and experiential environmental learning, provide outdoor nature experiences, and promote environmental stewardship. Preferred projects incorporate county identified project ideas (see **Attachment 3 - Youth Environmental Education project ideas**).

Selected applicants will enter into contracts with Hennepin County. Projects will begin no earlier than September 1, 2025. One-year grant projects will end by August 31, 2026. Two-year grant projects will end by August 31, 2027.

## 1.3 Grant Application

When submitting an Application, Applicants must follow the specific format and content requirements below and in **Attachment 1 – 2025 Youth Environmental Education Application for Green Partners** and **Attachment 2 – Green Partners Budget Form**. Failure to do so may prolong the evaluation process and/or may be grounds for rejection of an application.

Applicant shall describe, in detail, the proposed uses of the Grant funds for the Project. Any other use of Grant funds is strictly prohibited. Applicant shall be solely responsible for securing all additional funds necessary for completion of the Project.

Applicant agrees to only use the Grant funds for the uses indicated above. Use of Grant funds for any other purpose is strictly prohibited. If Applicant uses Grant funds for any other purpose, Applicant shall, upon County's written demand, repay all Grant funds awarded.

#### Application format requirements

- Follow the Application format and answer all questions.
- Submit the Application in a Word or PDF format and the Budget in Excel or similar format.
- Be concise and do not repeat information provided in other sections.
- Do not exceed 10 pages not including budget. Keep the font size readable. Do not include a cover sheet. You may delete the question text and instructions to fit the page limit.
- Supplemental materials are not always required. Up to 4 pages of supplemental materials may be submitted with your application. Supplemental materials may include partnership letters, curriculum, and past project reports. Please reference supplemental materials in the Application narrative.

## 2 General rules

### 2.1 Solicitation for Grant Applications and Grant overview

This Solicitation for Grant Applications is an invitation for Applicants to submit a submit a Grant Application to the County. It is a means by which the County may facilitate the acquisition of information related to awarding the Grant and is **NOT A COMMITMENT OR OBLIGATION TO AWARD ANY AMOUNT.**

Nothing in this Application shall obligate County to (i) award any amount; (ii) award any subsequent grants; or (iii) pay or otherwise make any additional distributions.

### 2.2 Estimated timeline and extension of time

- Suggested date to request appointments: Monday, April 14, 2025, by 5:00 PM (CST)
- **Applications due: Thursday, April 17, 2025, by 3:00 PM (CST)**
- Application review: April-June 2025
- Hennepin County approvals: July-August 2025
- Contracting: August 2025
- Projects begin & orientation meeting: September 2025
- One-year projects end: August 31, 2026
- Two-year projects end: August 31, 2027

These dates are subject to revision or cancellation by the County in its sole and absolute discretion.

## 2.3 Application submission

Applications will be received in the [Hennepin County Supplier Portal](#). To submit an Application, you must first register with the Supplier Portal. For more information on how to register, go to the [Supplier Portal help page](#). Register early to allow enough time to resolve technical issues which could cause you to miss out on this contract opportunity.

**Applicants are strongly encouraged to make their submissions well in advance of the Application due date as the process may take some time to complete.**

Applicants must follow the specific format and content requirements mentioned in the Grant RFP documents, including **Attachment 1 – 2025 Youth Environmental Education Application for Green Partners** and **Attachment 2 – Green Partners Budget Form**. Failure to do so may prolong the evaluation process and/or may be grounds for rejection of the Application.

Failure to submit an Application on time may be grounds for rejection of the application; however, the County reserves the right, in its sole and absolute discretion, to accept Applications after the application due date.

**Applications are due by Thursday, April 17, 2025, by 3:00 PM (CST)**

## 2.4 Questions and Pre-Application Assistance

Applicants are encouraged to contact the County for feedback on project ideas before applying. For more information visit [hennepin.us/greenpartners](https://hennepin.us/greenpartners) or contact Green Partners staff at 612-596-6856 or [GreenPartners@hennepin.us](mailto:GreenPartners@hennepin.us). Assistance is available via phone with an appointment. Requests for appointments should be made by Monday, April 14, 2025, by 5:00 PM (CST) to allow for accommodating all requests.

Prospective applicants are strongly encouraged to attend a virtual informational meeting on:

**Virtual Informational Meeting** is scheduled for **Tuesday, April 8, 2025, at 4:00 – 5:00 PM (CST)**. Please register with the following link: [Register at this link](#). Attendance to the Virtual Information Meeting is not mandatory or required to apply to the solicitation.

Contact the Supplier Portal Help Desk **for assistance with viewing the application materials, registering, and uploading your Application** at 612-543-5412 (Monday through Friday, 8 a.m. to 4:30 p.m.) or [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

## 2.5 Addenda

The County reserves the right to modify this Solicitation at any time prior to the Application due date. An addendum will be posted in the Supplier Portal if the Solicitation is modified. Addenda may be viewed by clicking on the 'View Documents' on the Event Details page. It is the responsibility of each prospective Proposer to assure receipt of all addenda.

The County will modify the Solicitation only by formal written addenda. Applications should be based on this solicitation document and any formal written addenda. Applicants should not rely on oral statements, including those occurring at pre-proposal meetings or site visits.

## **2.6 County's right to withdraw, cancel, suspend and/or modify the Solicitation**

The County reserves the right to withdraw, cancel, suspend, and/or modify this Solicitation for any reason and at any time with no liability to any prospective Applicant for any costs or expenses incurred in connection with the Solicitation or otherwise.

## **2.7 Solicitation's right to edit or cancel submission**

Solicitation may edit, submit, resubmit and/or cancel or withdraw its proposal at any time before the Application due date. For instructions go to the [Supplier Portal help page](#).

## **2.8 Applications will not be returned**

Upon submission, Applications will not be returned.

## **2.9 Public disclosure of Application documents**

Under Minnesota law, proposals are private or nonpublic until the application are opened on the Application due date. Once the submissions are opened, the name of the Applicant becomes public. All other data in the application is private/nonpublic data until completion of the evaluation process. The evaluation process is completed when the County enters into a contract with an Applicant. At that time, all remaining data submitted by all Applicants is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

**Applicants must not submit trade secret material, as defined by Minn. Stat. § 13.37, as part of their proposal.** The County does NOT consider cost or prices to be trade secret material, as defined by the statute. Applicants may present and discuss trade secret information during an interview or demonstration, if applicable.

The Applicants agrees, as a condition of submitting its application, that the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the proposal. The Applicant agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision. This indemnification survives the County's award of a contract. In submitting a proposal in response to this solicitation, the Applicant agrees that this indemnification survives as long as the Application is in the County's possession. The County is required to keep all the basic documents related to its contracts, including solicitation applications, for a minimum of seven years.

## **2.10 Applicant's costs**

The County shall not be responsible for any costs incurred by Applicant in connection with this Solicitation. Applicant shall bear all costs associated with proposal preparation, submission, and attendance at interviews, or any other activity associated with this Solicitation or otherwise.

## **2.11 Conflict of interest**

The Applicant affirms that to the best of its knowledge the submission of its Application, or any resulting contract, does not present an actual or perceived conflict of interest. The Applicant agrees that should any actual or perceived conflict of interest become known, it will immediately notify the County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

The County may make reasonable efforts to avoid, mitigate, or neutralize a conflict of interest by a Proposer. To avoid a conflict of interest by a Proposer, the County may utilize methods including disqualifying a Applicant from eligibility for a contract award or cancelling the contract if the conflict is discovered after a contract has been issued. The County may, at its sole and absolute discretion, waive any conflict of interest.

# **3 Evaluation and selection**

## **3.1 Applicant evaluation and recommendation for selection**

County will consider the Application to determine whether it meets County's requirements and is otherwise eligible for a Grant award. Submission of an Application shall neither obligate nor entitle an Applicant to enter into a contract with the County or to receive a Grant.

## **3.2 Evaluation of responsiveness**

The County will consider all the material submitted by the Applicant to determine whether the Applicant's offer is in compliance with the terms and conditions set forth in this Solicitation. Applications that do not comply with the provisions in this Solicitation may be considered nonresponsive and may be rejected.

## **3.3 Evaluation of responsibility**

To determine whether a Proposer is responsible, the County will consider the Proposer's general qualifications to perform the requested services in a satisfactory manner; financial responsibility; integrity; skill; and ability.

Factors considered by the County may include, but are not limited to, Proposer's past performance on previous projects; the Proposer's technical capabilities; individual qualifications of Proposer's key personnel; and the Proposer's financial ability to perform on the contract. Proposals from Proposers considered non-responsible will be rejected.

### 3.4 Evaluation panel and evaluation criteria

The County will consider all the material submitted by the Applicant to determine whether the Applicant's offer is in compliance with the terms and conditions set forth in this Solicitation. Applications that do not comply with the provisions in this Solicitation may be considered nonresponsive and may be rejected. Notwithstanding the foregoing, County expressly reserves the right to reject any or all Applications with or without cause.

Applications will be evaluated during the review process using an adjectival rating for each section, as well as a summary rating for the overall proposal. Evaluation criteria includes the following:

#### **Project focuses on the following topics:**

Exploring waste, reuse, and recycling

- Recycling
- Reducing, reusing, repairing
- Organic waste and composting
- Waste systems

Exploring natural resources

- Trees and forests
- Lakes, rivers, wetlands, and water uses and conservation
- Native plants and the animals that depend on them
- Habitats and local wildlife
- Exploring nature

Exploring climate change

- Climate science
- Climate issues
- Increasing resiliency

#### **Section 1: Applicant and project team**

- The organization's mission makes this project a good fit for the grant program.
- A project manager and back-up project manager are identified in the application.
- Applicant and project partners have the capacity to implement the project and meet contract obligations:
  - Enough staffing to implement the project
  - The project team are in roles and have experience that is suitable and important to the project
- Partnership letters are submitted by significant project partners, indicating they are a partner in the project.
- Applicant and project partners have demonstrated efforts to increase cultural competency of project staff. For examples, see the list below. The list is not comprehensive, and Applicant does not need to achieve all of the possibilities to be considered.
  - The project team reflects the demographic of the audience to be engaged

- The project team has experience implementing culturally competent programming
- The project team has participated in trainings on diversity topics such as unconscious bias, equity and inclusion, cultural and identity awareness, and more
- Applicant has policies and practices in place to prevent volunteers from working unsupervised with youth unless background checks are completed.
- Applicant has a track record of successfully completing projects for previous Hennepin County contracts or grants, if applicable.
- Applicant would benefit from Hennepin County resources and the support requested is appropriate for the project. Hennepin County has subject matter experts to advise or engage your community on the topics listed below, see the website for program information (not all program initiatives have websites): [Environmental programs and initiatives | Hennepin County](#)

### **General grant project support**

- Project planning, [Green Partners grant program](#) and Hennepin County [environmental education resources](#)
- Assistance with reporting requirements, [Green Partners grant program](#)
- Assistance with budgeting and expense reports, [Green Partners grant program](#)

### **Contracting, insurance, W9s, invoices, electronic deposit**

- [Green Partners grant program](#)
- [Purchasing and Contract Services](#)
- [Office of Budget and Finance](#)

### **Waste topics**

Recycling, composting, and waste disposal

- [Backyard composting](#)
- [Community Recycling Ambassador training](#)
- [Green Disposal options](#)
- [Household hazardous waste collection events](#)
- [Medicine disposal](#)
- [Multifamily recycling](#)
- [Organics recycling for business and organizations](#)
- [Recycling building materials](#)
- [Recycling for businesses and organizations](#)
- [Residential organics recycling](#)
- [Residential recycling](#)
- [School waste prevention and recycling](#)

### **Waste reduction**

- [Community Zero Waste initiatives](#)
- [Fix-it clinics](#)
- [Food waste: Trash or Cash](#)
- [Plastic Waste](#)
- Reuse and [swap events](#)

- [Zero waste challenges](#)
- [Zero waste initiatives](#)

### **Waste tours**

- [Brooklyn Park drop off facility and tours](#)
- [Hennepin Energy Recovery Center and tours](#)

### **Land and water topics**

#### Ecosystems and land

- Supporting [birds](#) and [bats](#) and their [habitat](#)
- [Conservation resources](#)
- [Land protection and restoration](#) in rural areas
- [Managing rural and agricultural land](#)
- [Natural resource grants](#)
- [Natural resources strategic plan](#)
- [Pollinators](#)
- [Protecting natural resources](#) at home and in your community

#### Trees

- [Trees and forestry](#)

#### Water

- [Adopt-a-Drain](#)
- [Aquatic Invasive Species](#)
- [Lakes and rivers](#)
- [West Metro Water Alliance](#)
- [Wetlands and natural areas](#)
- [Winter salt / chloride](#)

#### Climate change topics

- [Climate action](#)

## **Section 2: Project goals and activities**

- Applicant has a demonstrated understanding of the scope of services.
- Projects focus on topics allowed in the grant guidelines. See **Attachment 3 – Green Partners Youth Environmental Education Project Ideas** posted with this solicitation for a list of county priorities.
- Project activities incorporate environmental education, encourage an environmental stewardship mindset, and/or get kids outside to experience nature.
- Project activities and educational curriculum or lesson plans are included in the application. Applicant will use existing resources when appropriate, such as Hennepin County

environmental education activity guides, factsheets, and education kits found at [www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation).

- Activities match the abilities, interests, and education level of the participants and use culturally appropriate approaches to support youth facing disparities.
- Integrates environmental education best practices for youth:
  - Encourage youth leadership
  - Promote community partnerships
  - Develop awareness and increase knowledge of environmental issues
  - Engage critical thinking skills by being inquiry-driven and interdisciplinary
  - Incorporate outdoor, experiential, hands-on, service learning, or place-based education
  - Promote environmental stewardship through hands-on, skill-building activities
  - Provide a physically and emotionally safe and inclusive environment for learning.
- Timeline of activities is logical and realistic in relation to organizational capacity and programming.
- Required surveys will be administered to youth to assess outcomes.

### **Section 3: Participant information**

- Youth must live, work, go to school, or recreate in Hennepin County.
- Applicant will engage at least 150 youth in project activities.
- Applicant has a well-defined audience that they plan to engage, and they can engage their audience because of relationships, partnerships, and/or previous experience with the audience.
- Age group: Youth may be in junior high, middle, or elementary school.
- Disparities
  - Special consideration will be given to projects that engage participants who face one or more [disparities identified by Hennepin County](#), disparities in employment, income, education, health, housing, transportation, and justice.
  - See Hennepin County's [Climate Vulnerability Assessment](#) for insights on disparities and vulnerabilities related to climate change.
  - For schools, special consideration will be given where more than 50% of students are eligible for educational benefits, such as the former free or reduced lunch program.

### **Section 4: Budget**

- Budget includes eligible expenses.
- Staff time listed includes estimated hours, hourly rates, or relevant pay details.
- Details about items to be purchased and cost per item are provided, estimates are acceptable.
- Budget includes adequate personnel time for the project and/or project supplies that are appropriate for the project.
- Budget matches project activities and it is clear how the items will be used for the project.
- If you are seeking funding for two years, submit a separate spreadsheet for each year's budget – a sheet for year one activities and a separate spreadsheet for year two project activities.

Eligible expenses:

Funds may be used for project supplies, printing, communications, staff time, youth stipends, volunteer appreciation, food, transportation, and outreach.

- Staff time: Only include staff time that would be covered by this grant. We recommend planning for a minimum of 10 staff hours for grant related meetings and reporting. Stipends for interns and apprentices are allowed.
- Project supplies: We encourage groups to purchase supplies that will enable participants to engage in hands-on learning and take action. Education materials and supplies that contribute to environmental learning and action are allowed.
- Transportation: Bikes, bike and scooter share programs, transit, mileage, buses.
- Communications: Printing, mailing, promotions, educational and informational materials
- Green events: Grantees must take steps to make events low waste. Use Hennepin County's green events checklist, recycling at events resources, and lead by example resources.
- Food and beverage: Grantees must follow the County's healthy eating guidelines and minimize waste when purchasing food and beverage items. See Hennepin County's event recycling and waste reduction guide and offer healthy food options at meetings.

Ineligible expenses:

- General operating expenses such as attorney fees, rent, insurance, phone, electricity, and internet are not eligible.
- Disposable items: Styrofoam™, bottled water and other disposable, single-use food service items, and disposable event decorations are not eligible expenses.
- Equipment valued more than \$500: Funds may not be used for computers, dishwashers, or other durable equipment valued over \$500.
- Recycling and organics bins and funding for additional recycling and organics infrastructure are available through the Hennepin County business recycling, multifamily buildings, and school recycling programs.
- Funding for larger natural resource projects, such as rain gardens, habitat restoration, and cisterns is available through Hennepin County natural resources grants or your watershed. A small proportion of Green Partners funds may be used to purchase plants.
- Field trips and overnight trips outside of Hennepin County, unless the site is on our pre-approved list.

### **Section 5: Supplemental documents, if applicable**

- Curriculum was shared, if applicable.
- Partner letters were submitted, if applicable

### **New Applicants and returning grantees reviewed separately**

Returning Green Partners grantees will be evaluated against other returning grantees and Applicants that are new to the program will be evaluated against other Applicants that are new to the program.

For returning grantees, Green Partners grant advisor(s) will be consulted to provide some insight about their previous grant project(s).

### **Two-year criteria for returning grantees**

Returning Green Partners grantees are eligible for a two-year grant after receiving at least one previous award for a Green Partners grant. Additional criteria are considered for two-year environmental action projects. The additional criteria are listed below.

- Section 1: Applicant and project team
  - Applicant has been awarded a grant for at least one successful project through the Green Partners grant program.
  - Special consideration will be given to efforts led by people who experience disparities like the audience they are engaging.
- Section 2: Participant information
  - Special consideration will be given to projects that engage participants who face [disparities](#).
- Section 3: Project activities
  - Project activities in year two are a logical next step.
- Section 4: Budget
  - A detailed budget for year 2 was provided.
- Section 5 Supplemental Documents

### **Additional criteria**

In addition, we will consider the criteria below in our grant award recommendations. If many applications are received, applications may be split up by these criteria to be reviewed by different review committees:

- Applications from “returning” Green Partners grantees and new Proposers (have not received a Green Partners grant in the past) to ensure new proposers will be awarded grants.
- Overall budget and associated staffing to supporting organizational fundraising to ensure a diversity of organizations are represented.
- Geographic distribution of projects to ensure projects are reaching audiences throughout the county.

For returning grantees, Green Partners grant advisors will be asked to provide their perspectives on previous grant project(s) at the beginning of the grant review process.

Projects to engage businesses or schools in changing their green practices are not a good fit for this grant program. Examples of ineligible projects include projects to get businesses to recycle, recycle better, or provide low-waste alternatives and projects to get a school’s administration and janitorial staff to implement better recycling.

The County reserves the right to determine whether any aspect of the Application satisfactorily meets the criteria, the right to seek clarification or additional information from any Applicant(s), and the right to waive any irregularities or informalities that the County deems is in its best interest.

### 3.5 Execution of agreement

County may condition the Grant award upon Applicant's execution of a contract provided by County. As applicable, the contract shall define the legal relationship between County and Applicant.

**Insurance requirements:** Hennepin County requires insurance coverage for most Green Partners grantees in the following amounts: general liability insurance coverage of \$1 million in General Aggregate, \$1 million in products – Completed Operations Aggregate, \$1 million in Personal and Advertising Injury, \$1 million in Combined Bodily Injury and Property Damage – Each Occurrence, Employer's Liability insurance coverage of at least \$500,000 for Bodily injury by disease – Policy Limit, \$100,000 for Bodily injury by Disease – Each Employee, and \$100,000 for Bodily injury by accident – Each Accident. Workers' compensation coverage is required by state law unless a certification of exclusion from workers' compensation requirements can be provided. Automobile Liability is required when projects require driving between project sites or transporting participants. Such insurance shall cover liability for bodily injury and property damage arising from the use or operation of any auto, including those owned, hired or otherwise operated or used by or on behalf of the grantee.

Auto liability of \$500,000 is required if the grantee is driving between project sites, and \$2 million is required for projects that involve transporting people and staff. Some examples of driving include, driving between project sites, driving to an outreach event from your place of business (this does not include your home if you work from home), driving from one event/meeting to another, or driving clients or county residents to a project location. Your agent can advise you on what policy is best for your organization's situation.

If the grant owns automobiles, they must have "owned coverage". If the grantee leases automobiles, they must have "scheduled coverage". If the grantee does not own automobiles, but employees or volunteers are renting or using their own vehicles to drive, they must have "hired and non-owned coverage". An umbrella or excess policy is an acceptable method to provide the required auto insurance coverage

If applicants do not have the insurance coverage listed above, contact the program manager to discuss waiver options.

**Payment schedule for one-year projects:** Once a contract is executed, 60% of the award amount will be provided to the applicant. The remaining 40% will be provided after successful completion of the project and approval of the final report.

**Payment schedule for two-year projects:** Once a contract is executed, 50% of the award amount will be provided to the applicant. A second payment of 20% of the grant will be released once the project is approved to continue for the second year. The remaining 30% will be provided after successful completion of the project and approval of the final report.

## 4 Attachments

### 4.1 Attachment 1 – 2025 Youth Environmental Education Application for Green Partners (Attachment 1 Youth EE App 2025) (Application form)

- 4.2 Attachment 2 – Green Partners Youth Environmental Education 2025 Budget Form (Attachment 2 Green Partners Budget Form) (Budget form)**
- 4.3 Attachment 3 – Green Partners Youth Environmental Education Project Ideas (Potential Ideas Document)**
- 4.4 Attachment 4 – Green Partners Frequently Asked Questions (Frequently Asked Questions Document)**
- 4.4 Attachment 5 – Hennepin County Terms and Conditions (Sample Contract)**