Environmental education grants

Hennepin County Environment and Energy, Patience Caso
Agenda

• Grant program overview
• Grant program priorities
  • Youth and adult projects
  • Priority topics
• Applying for a grant
  • Applications questions
  • Application process
Additional grant programs

Solid waste grants
• Business (and nonprofit) recycling
• School recycling

Land and water grants
• Natural resources
• Aquatic invasive species
• Healthy tree canopy
Environmental education resources

- Communications resources and print materials
- Activity guides
- Educational kits and supplies
- Tours and presentations
- Environmental field trips and bus funding
- Training, volunteer, and citizen science opportunities (open to non-citizens as well)
Green Partners environmental education grants

• Hennepin County works to protect our environment and conserve our natural resources for future generations.

• We can’t do it alone!

• You have relationships, influence, and connection to the community.

• Grants support organizations to motivate residents to become environmental stewards and act to protect the environment.

• Projects help prevent waste, recycle, reduce household hazardous waste, conserve energy, care for trees, protect pollinators, and improve our air and water quality.
Grant eligibility

- State registered non-profits
- Community groups
- Faith-based groups
- Youth groups
- Park districts
- Public and private schools
Application timeline

May 6, 2019: Applications Due
June: Project review
August: Board approval
September: Projects begin
August 2020: Projects end
Application links and resources

Green Partners web page

www.hennepin.us/greenpartners

- Link to Supplier Portal to apply
- Sample applications
- Advice from past grantees
- Insurance requirements
Green Partners Environmental Education Program

Engage, educate, act and collaborate for the environment

Hennepin County provides funding and support to organizations to actively educate, engage and motivate residents to become environmental stewards and make positive behavior changes.

We focus on actions to prevent waste, recycle, reduce household hazardous waste, conserve energy, care for trees, protect pollinators, and improve our air and water quality.

Sign up for the Green Partners newsletter to get the latest environmental education updates.

Expand all information

- Environmental education grants
- Grants for organics recycling outreach
- Get field trip transportation and supplies through the Seed group
Grant program information

Environmental education grants

Proposals are being accepted now for Green Partners environmental education grants.

About the grants

Hennepin County awards two types of environmental education grants:

- **Motivating behavior change with adults** for projects that focus on motivating participants to take one or two environmentally friendly actions using behavior change strategies. See the [motivating behavior change guidelines (PDF)](#) for more information.

- **Promoting environmental stewardship with youth** for projects that work on developing an environmental ethic and interest in environmental stewardship using environmental education best practices. See the youth [environmental stewardship grant guidelines (PDF)](#) for more information.

Two levels of funding are awarded:

- If you **have received** an environmental education grant before, you can apply for up to $20,000 for a one-year project or, if you meet the criteria, up to $40,000 for a two-year project.

- If you **have never received** an environmental education grant before, you can apply for up to $10,000 for a one-year project.

Eligible organizations

- Registered nonprofit organizations such as community groups, youth programs and congregations
- Park districts
Applying for a grant

**Application due date**

Proposals are due by 3 p.m. on Monday, May 6, 2019.

You can find the application materials on the Hennepin County supplier portal. You must submit your application through the supplier portal.

If you need assistance registering or submitting your application documents, contact the Supplier Portal Help Desk at 612-543-5412 or supplierportal@hennepin.us, Monday through Friday, 8 a.m. to 4 p.m.

Before you can submit your application, you must:

1. Register an individual account with Hennepin County Online Services, THEN
2. Go to the supplier portal, log in, and register your company’s information or register as a new user with your organization. Learn more and get instructions.

**Information meetings**

Applicants are strongly encouraged to attend an information meeting or contact the program manager, Patience Caso at patience.caso@hennepin.us or 612-348-9352, for feedback on project ideas before applying.

2019 Green Partners grant information meetings will be held:

- Online webinar: Tuesday, April 9 from 2 to 3 p.m. Save the date, more information and link will be available soon.
- In-person: Tuesday, April 23 from 10 a.m. to noon at the Mississippi Watershed Management Organization, 2522 Marshall St NE in Minneapolis
Resources to help you complete your application

**Best practices**
To help organizations develop successful proposals and projects, we’ve compiled the [best practices for grant projects (PDF)](https://example.com). These were developed based on input received from past Green Partners grantees about how they define success and their advice for other project managers.

**Sample applications**
- Sample motivating behavior change application (PDF) and budget form (PDF)
- Sample youth environmental stewardship application (PDF) and budget form (PDF)

**Insurance requirements**
Hennepin County requires organizations to have insurance in order to conduct Green Partners environmental education projects. See the [insurance requirements (PDF)](https://example.com) to learn what is required. Some projects may require more insurance than what is listed; Hennepin County will contact you if this is the case.

If your policy does not meet these requirements, contact the Green Partners program manager at patience.caso@hennepin.us or 612-348-9352 for more information.

**Program evaluation**
We conducted an evaluation in 2018 of the grant program that allowed us to reassess goals, analyze project outcomes, check alignment with community needs and county goals, and look for efficiencies in program management. Read the [Green Partners evaluation: feedback report and program](https://example.com).
Grant program priorities
Grant program priorities – youth

- Cross-curricular projects
- Environment-based education
- Outdoor education
- Field trips

- Environmental action planning
- Place-based learning
- Citizen science and service learning
Grant program priorities – adults

Preventing waste
  • Food waste
  • Disposables

Recycling
  • Wish-cycling

Household hazardous waste reduction
  • Avoiding hazardous products, proper disposal, green cleaners
Grant program priorities – adults

Water protection
  • Adopt a storm drain

Pollinators
  • Open to new ideas

Trees
  • Open to new ideas
Grant program priorities – adults

Air quality
  • Transportation
  • Wood burning and lawn equipment

Conserving energy
  • Home weatherization
  • Energy use
  • Clean energy
Important criteria to note

Audience/participants

• Engage at least 150 participants.
• Participants must live, work, go to school, or recreate in Hennepin County.
• Projects that incorporate participant decision-making will score higher.
• Projects that serve key audiences will score higher.

Organizational experience and capacity

• Background checks & training for staff and volunteers working with youth.
• Excellent track record of completing goals, activities, and reports.
Tips for a successful project
Advice from past project managers

• Build a solid project team
• Gain leadership support
• Focus and have a clear plan
• Make time to build relationships with participants
• Support and develop leadership within your audience

• Build in enough time to complete activities, report and evaluate
• Be flexible and expect change to be slow
• Communicate milestones and celebrate success
Successful projects to motivate change

- Center the audience
  Focus on understanding interests, barriers, motivations

- Choose specific actions
  Actions are specific, direct, impactful

- Offer custom support
  Consider audience’s journey and opportunities along the way

Hennepin County Environment and Energy
Successful youth project integrate best practices:

- 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, 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
Grant application questions
## 1. Project summary

<table>
<thead>
<tr>
<th>Organization name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project title</strong></td>
<td></td>
</tr>
<tr>
<td>Number of youth you will directly <strong>engage</strong> in project activities</td>
<td></td>
</tr>
<tr>
<td>Number of people you will reach <strong>through communications</strong> like newsletters and social media</td>
<td></td>
</tr>
<tr>
<td><strong>Demographics</strong> of your audience</td>
<td></td>
</tr>
<tr>
<td><strong>Geographic location</strong> (provide address or list of cities where your project work will take place)</td>
<td></td>
</tr>
</tbody>
</table>
| **Type of grantee** | □ Returning Green Partners environmental education grantee  
 □ New applicant |
| **Length of project** | □ 1-year project  
 □ 2-year project (returning grantees only) |
1. Project summary

**Topics:** What topics will you address during this project?

**Two applications**

**Youth environmental education**
- Best practices for youth environmental education
- Goals and activities
- Sustainability

**Adult environmental action**
- One or two specific actions will participants will focus on
- Goals and activities
- Outcomes
- Sustainability
2. Project goals and activities – youth projects (25 points)

**Project goals:** What and why? Why is this project timely with this audience?

**Best practices:** Indicate which best practices you will use:

- 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, 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

**Project activities:** Timeline and activities. Submit curriculum.

**Project sustainability:** What will continue? How you will share your project?
2. Project goals and activities – adult projects (25 points)

**Project goals**: What and why? Why is topic timely with this audience?

**Actions**: 1 or 2 specific actions will you focus on?

- Reduce waste by rejecting plastic bags.
- Clean streets and storm drains to protect water.

**Project activities**: Timeline and activities. Submit curriculum you plan to use.

**Outcomes**: What behavior outcomes will you track?

**Project sustainability**: What will continue? How you will share your project?
3. Participant information (25 points)

**Project participants:** Describe your audience. Where do they live?

**Experience working with audience:** Experience working with this audience. How you will recruit?

*If you do not have an established relationship with your desired audience, you must find a project partner who can provide a strong connection to your audience for the duration of the project.*

**Current participant knowledge:** What is your audience currently doing/thinking about this topic?

*Before you apply, survey or talk to people from your target audience, observe what people are doing, or investigate the latest environmental behavior change research. Tell us how you did your research.*

**Participant empowerment:** Will participants play a role in planning project activities?
4. Organization information (25 points)

**Organization website**

**Interest, background, experience**
- Youth education and environmental experience
- Behavior change and environmental experience

**Communication channels**

**Project staff and partners**
- Project staff and roles
- Letters of support from project partners
- Background checks for staff and volunteers working with youth
- 2 staff attend grant orientation

**Project support:** How can Hennepin County staff support your project?
5. Budget (25 points)

**Budget narrative:**

- How will you use the funds?
- Why do you need this grant?

Find the Budget Form in the supplier portal announcement.
### 5. Budget (25 points)

**Directions**: Complete this form in detail. Common line items are indicated. Add or change categories and add rows as necessary. This form has formulas; double check to be sure totals are accurate. If you have any questions about the budget form, contact Patience Caso at 612-348-9352 or patience.caso@hennepin.us.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Description</th>
<th>Hourly Rate/Cost per Item</th>
<th>Number Hours or Items</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(A) Staff and Personnel</strong> - Applicants must follow applicable U.S. labor laws. Contact a lawyer for assistance. (add rows below as needed)</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>SUBTOTAL =</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>(B) Reimbursable Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Project Supplies -- List all of the supplies you are seeking to purchase with this grant. (add rows below as needed)</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Food -- For events and activities directly related to project activities. Indicate number of events and cost per event. (add rows below as needed)</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Incentives -- Must be tied directly to an action or activity that motivates environmentally-responsible behavior. (add rows below as needed)</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>4. Marketing and Communications</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Other Expenses (add rows below as needed)</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>SUBTOTAL =</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL =</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
Acceptable expenses

- **Staff time:** To complete project activities and reporting.

- **Green events:** Use Hennepin County’s [green events checklist](#) and [recycling at events resources](#).

- **Food/beverage:** See county’s healthy eating guidelines.

- **Transportation:** Nice Ride, transit, mileage, buses

- **Communications:** printing, mailing, promotions, materials
Acceptable expenses

Team t-shirts and event supplies

Safety equipment
Education signs

We protect the Mississippi River
adopt-a-drain.org

Energy saving tools
Education supplies, art supplies, outdoor experiences
Not allowed

- No items valued over $500
- No bottled water
- No Styrofoam
- No single-use, disposable items
- No waste bins
- No general operating expenses
- No fees
- No native plant or rain gardens
- Education props are ok
Applying for a grant
Applying for a grant in the Supplier Portal

- Visit www.hennepin.us/greenpartners to find the link to application materials on the Hennepin County supplier portal.

- You must submit your application through the Hennepin County supplier portal.

- Before you can submit your application, you must:
  1. Register an individual account with Hennepin County Online Services, THEN
  2. Go to the Hennepin County supplier portal, log in, and register your company's information or register as a new user with your organization. Learn more and get instructions.
Supplier Portal Help Desk

Registration and Supplier Portal questions?

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

supplierportal@hennepin.us
Step 1 – Register for an online services account

You will first need to create an account with Hennepin County Online Services.

Create a Hennepin County Online Services account.

After you create your online services account, you will also need to create an account for the Supplier Portal.
Step 2 – Register in the Supplier Portal

Choose the option that describes your business:

**Option 1:** you have previously done business with the county or registered with the Supplier Portal. You will register as a new user.

[How to register as a new user (PDF)](#)

**Option 2:** you have never done business with the county. You will register as a new bidder.

[How to register as a bidder (PDF)](#)
Supplier Portal

Log in

Register with the Supplier Portal and select categories that align with your business in order to receive notifications of solicitations and bid on events.

You can view current opportunities on the right without logging in.

To register, follow two steps:

1. Register an individual account with Hennepin County Online Services, THEN
2. Come back to the Supplier Portal, log in, and register your company’s information.

Log in or register

Complete List of Solicitations

Events listed here don’t represent all solicitations. For a complete list, visit the Contract opportunities web page.

Bid tabulations

Bid tabulations for public commodities and non-professional services events are now posted here on the Supplier Portal.

To view bid tabulations, select the appropriate event under the Bid Tabulations section, then click the 'View Event Package' link.

Events

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Type of Opportunity</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control System Replacement</td>
<td>Services (professional)</td>
<td>04/17/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Communications lifecycle management solution RFP</td>
<td>Services (professional)</td>
<td>04/16/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Community resource navigation support RFP</td>
<td>Human Services/Public Health</td>
<td>05/20/2019 03:00 PM CDT</td>
</tr>
<tr>
<td>Elevator and escalator maintenance services</td>
<td>Services (non-professional)</td>
<td>04/09/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Green Partners - environmental action grants</td>
<td>Grant/Loan Application</td>
<td>05/06/2019 03:00 PM CDT</td>
</tr>
<tr>
<td>Green Partners-youth environmental education grant</td>
<td>Grant/Loan Application</td>
<td>05/06/2019 03:00 PM CDT</td>
</tr>
<tr>
<td>Outside-Plant Fiber Optic Cables</td>
<td>Services (non-professional)</td>
<td>04/09/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Uniforms for Department of Community Corrections</td>
<td>Commodities/Goods</td>
<td>04/02/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Wraparound services pilot RFP</td>
<td>Human Services/Public Health</td>
<td>04/03/2019 03:00 PM CDT</td>
</tr>
</tbody>
</table>

Event search page

Bid Tabulations

Select an event below, then click the 'View Event Package' link to view the bid tabulations. Bid tabulations are only posted for public commodities and non-professional services events. View bid tabulations for up to two weeks after the event end date.

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Type of Opportunity</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFB0000143</td>
<td>Library Totes and Lids</td>
<td>Commodities/Goods</td>
<td>03/19/2019 02:00 PM</td>
</tr>
</tbody>
</table>
Step 3 – Apply for a grant

Once you have registered with Hennepin County Online Services and the Supplier Portal, you can respond to events online.

View events and login to the Supplier Portal.
<table>
<thead>
<tr>
<th>Event Name</th>
<th>Type of Opportunity</th>
<th>End Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control System Replacement</td>
<td>Services (professional)</td>
<td>04/17/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Communications lifecycle management solution RFP</td>
<td>Services (professional)</td>
<td>04/16/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Community resource navigation support RFP</td>
<td>Human Services/Public Health</td>
<td>05/20/2019 03:00 PM CDT</td>
</tr>
<tr>
<td>Elevator and escalator maintenance services</td>
<td>Services (non-professional)</td>
<td>04/09/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Green Partners - environmental action grants</td>
<td>Grant/Loan Application</td>
<td>05/06/2019 03:00 PM CDT</td>
</tr>
<tr>
<td>Green Partners-youth environmental education grant</td>
<td>Grant/Loan Application</td>
<td>05/06/2019 03:00 PM CDT</td>
</tr>
<tr>
<td>Outside-Plant Fiber Optic Cables</td>
<td>Services (non-professional)</td>
<td>04/09/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Uniforms for Department of Community Corrections</td>
<td>Commodities/Goods</td>
<td>04/02/2019 02:00 PM CDT</td>
</tr>
<tr>
<td>Wraparound services pilot RFP</td>
<td>Human Services/Public Health</td>
<td>04/03/2019 03:00 PM CDT</td>
</tr>
</tbody>
</table>
# Event Details

**Event Name:** Green Partners - environmental action grants

**Event ID:** HNCTY-GFP000009

**Event Format/Type:** RFx

**Event Round:** 1

**Event Version:** 1

**Event Start Date:** 04/01/2019 10:50 AM CDT

**Event End Date:** 05/06/2019 03:00 PM CDT

---

**Event Description:**
REQUEST FOR GRANT APPLICATIONS: Green Partners - environmental action grants

INFORMATIONAL MEETINGS:
1. WEBINAR: April 9, 2-3 p.m. www.hennepin.us/greenpartners link under Environmental Education Grants

---

**Contact:** Sarah Lee

**Payment Terms:**

---

[View Event Package]
<table>
<thead>
<tr>
<th>Event RFx Doc</th>
<th>Attached File</th>
<th>Attachment Description</th>
<th>Document Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>green-partners-budget-form-fall-2019.xlsx</td>
<td>Budget Form</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>green-partners-behavior-change-guidelines-fall-2019.pdf</td>
<td>Grant RFP Guidelines</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>SAMPLE-BUDGET-behavior-change.pdf</td>
<td>SAMPLE Budget Form</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>SAMPLE-APPLICATION-GP-behavior-change-fall-2019.pdf</td>
<td>SAMPLE Grant Application Form</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Green_Partners_environmental_action_grants.pdf</td>
<td>Event Details</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>GP-motivating-behavior-change-application-fall-2019.docx</td>
<td>Grant Application Form</td>
<td>0.00</td>
</tr>
</tbody>
</table>
How to guides

Tour the Supplier Portal

Instructional video - new users (YouTube)

Instructional video - bidders (YouTube)

How to respond to an “event”

How to respond to an event (PDF)

Responding to an event (YouTube)

Find more information and instructional materials on the Supplier Portal web page.
Portal tips

Terminology:

- View grant application materials (click on “View event package”)
- Apply for grant (click on “Bid on event”)
- If you have previously done business with Hennepin County, you will register as a New User
- If you are new to Hennepin County’s system, you will register as a New Bidder

- Countdown clock. Save often!

Registration and Supplier Portal questions?

Contact the help desk!

Monday – Friday
8 a.m. – 4:30 p.m.
612-543-5412
supplierportal@hennepin.us
Application links: [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

What to submit:

1. Application
2. Budget
3. Supplemental documents: curriculum, letters of support, etc. (optional)

Patience Caso
[Patience.Caso@hennepin.us](mailto:Patience.Caso@hennepin.us)
612-348-9352

Environment and Energy Department
701 4th Avenue South, Suite 700
Minneapolis, MN 55415