Environmental education grants
Hennepin County Environment and Energy, Patience Caso
Agenda

• Environmental education resources
• Recycling and natural resource grant programs
• Green Partners grant program
• Applying for a Green Partners grant
  • Application materials
  • Application process
Answer the poll question

What type of organization do you represent?
Stay in touch and interact

• Newsletters
  • Green Partners newsletter for environmental education
  • Green Notes newsletter for county-wide environmental news

• Social media
  • Hennepin Environment on Facebook
  • @hennepinenviro on Twitter
  • Youtube - Hennepin County MN
Environmental education resources

Search: Hennepin County environmental education

www.hennepin.us/environmentaleducation

Environmental education

A wide variety of free environmental education resources, project support and funding is available to organizations working with residents and youth in Hennepin County.

Get the latest updates on environmental education programs and resources, learn about events and training opportunities, and read what others in the field are doing by subscribing to our Green Partners newsletter. See the most recent edition for an example of the content.

Expand all Information

- Communication resources and print materials
- Curriculum ideas and activity guides
- Educational kits, supplies and event displays
- Tours and presentations
- Environmental education programs, field trips and bus funding
- Grants and project planning support
- Training, volunteer and citizen science opportunities
Recycling grant programs

Recycling, organics, waste prevention

• Recycling bins and equipment for schools, non-profits, and businesses

• Free signage, literature
Natural resources grant programs

- Natural resources grants
- Aquatic invasive species grants
- Tree canopy grants
Green Partner environmental education grants
Green Partners grants

Two types of grants

**Environmental action grants**
Motivate adults and older youth to take one or two actions to protect the environment using behavior change strategies.

**Youth environmental education grants**
Inspire youth to develop an environmental ethic and interest in environmental stewardship using environmental education best practices.
Green Partners grant topic areas

<table>
<thead>
<tr>
<th>Protecting natural resources</th>
<th>Taking action on climate change</th>
<th>Preventing waste and recycling</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Protecting water</td>
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<tr>
<td>• Caring for trees</td>
<td>• Improving air quality</td>
<td>• Reducing household hazardous waste</td>
</tr>
</tbody>
</table>
Audience/participants

• Engage at least 150 participants
• Participants must live, work, go to school, or recreate in Hennepin County
• Organizations must be able to engage the audience throughout the project period
• Able to engage historically marginalized and underserved communities
• Projects that incorporate participant decision-making will score higher
Green Partners grant eligibility

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

Must be registered as a nonprofit with the Minnesota Secretary of State
Grant amounts and project length

**New grantees**
- Up to $10,000 award
- 1-year project

Applicants that have never received a grant from the Green Partners program

**Past grantees**
- Up to $20,000 award
- Up to 2-year project

Previous Green Partners grantees

2-year projects have demonstrated success in the past
## Green Partners grant program timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28, 2020</td>
<td>Applications Due at 3 p.m.</td>
</tr>
<tr>
<td>June</td>
<td>Application review</td>
</tr>
<tr>
<td>August</td>
<td>Board approval</td>
</tr>
<tr>
<td>September</td>
<td>Projects begin</td>
</tr>
<tr>
<td>Orientation meeting</td>
<td></td>
</tr>
<tr>
<td>August 2021</td>
<td>Projects end</td>
</tr>
</tbody>
</table>

Follow MN Department of Health guidelines when conducting outreach.
Green Partners website

Environmental education grants tab
• Information about the grants
• How to apply for a grant
• Resources to help complete your application

www.hennepin.us/greenpartners
Proposals are being accepted now for Green Partners environmental education grants.

About the grants

Hennepin County awards two types of environmental education grants:

**Environmental action grants**

These grants are for projects that focus on motivating adults to do more to protect the environment by focusing on one or two environmentally friendly actions using behavior change strategies. Read the environmental action grant guidelines (PDF) for more information.

**Youth environmental education grants**

These grants are for projects that engage youth in learning about the environment and becoming environmental stewards using youth environmental education best practices. Read the youth environmental education grant guidelines (PDF) for more information.

**Levels of funding**

- 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.
Insurance requirements

• General liability insurance

• Professional liability

• Employer’s liability

• Auto liability

• Workers’ compensation coverage is required by state law unless a certification of exclusion is provided.
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). 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)

**Motivating behavior change resources**
The following resources will help with planning environmental action grants with adult audiences:

- Journey map planning worksheet (PDF): Worksheet to help consider your audience's journey to taking action and planning outreach to support them in making change
- Barriers discussion guide (PDF): Grantees are required to conduct some audience interviews to research their barriers and motivations related to the actions you are focusing on
- Motivating behavior change checklist (PDF): Tips and steps for planning an environmental action projects
- Outcomes report document (PDF): Ideas for outcomes grantees can measure to demonstrate participants have made changes
Applying for a grant

Applications are being accepted until 3 p.m. on Thursday, May 28, 2020.

How to apply

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

Applicants are encouraged to register and submit their applications in advance of the due date.

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.

Groups must register and apply through the Hennepin County Supplier Portal. There are four steps to submit your application:

1. Register an Individual account with Hennepin County Online Services
2. Register your company’s Information in the Hennepin County Supplier Portal. Learn more and get instructions on the Supplier Portal information page.
3. Download grant application materials from the Hennepin County Supplier Portal
4. Submit your application materials through the Hennepin County 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.

Help & Training

Training materials

Find more information and training materials on the [Supplier Portal web page](#).

Need further assistance?

Call (612) 543-5412 (M-F, 8:00am - 4:30pm) or email supplierportal@hennepin.us

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### Events

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<td>General Services</td>
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<td>Fiber Cable</td>
<td>General Services</td>
<td>05/12/2020 02:00 PM CDT</td>
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<tr>
<td>Green Partners-Environmental Action grants</td>
<td>Grant/Loan Application</td>
<td>05/28/2020 03:00 PM CDT</td>
</tr>
<tr>
<td>Green Partners-Youth Environmental Education grant</td>
<td>Grant/Loan Application</td>
<td>05/28/2020 03:00 PM CDT</td>
</tr>
<tr>
<td>Healthy Tree Canopy Grants- Affordable Housing</td>
<td>Grant/Loan Application</td>
<td>06/18/2020 03:00 PM CDT</td>
</tr>
<tr>
<td>Healthy Tree Canopy Grants- Cities</td>
<td>Grant/Loan Application</td>
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</tr>
<tr>
<td>Hot Plant Mixed Asphalt (Bituminous Material)</td>
<td>Commodities/Goods</td>
<td>05/19/2020 02:00 PM CDT</td>
</tr>
<tr>
<td>Kivaru furniture for 1800 Chicago</td>
<td>Commodities/Goods</td>
<td>05/12/2020 02:00 PM CDT</td>
</tr>
<tr>
<td>SNAP EIT</td>
<td>Human Services/Public Health</td>
<td>06/15/2020 02:00 PM CDT</td>
</tr>
</tbody>
</table>

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### Bid Tabulations

Select an event below, then click the ‘View Event Package’ link to view the bid tabulations. Bid tabulations are only posted four weeks after the event end date.

<table>
<thead>
<tr>
<th>Event ID</th>
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<th>Type of Opportunity</th>
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</table>
Poll question

What topic are you interested in working on?

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Green Partners grants

Two types of grants

**Environmental action grants**
Motivate adults and older youth to take one or two actions to protect the environment using behavior change strategies.

**Youth environmental education grants**
Inspire youth to develop an environmental ethic and interest in environmental stewardship using environmental education best practices.
Important criteria to note

**Environmental action projects**

- Relationship with the audience
- Understanding of how behavior change strategies can be applied
- Willingness to modify strategies based on what you learn
- Ability to collect evidence indicating change

**Youth environmental education projects**

Programming is high quality, delivered by experienced staff, and appropriate for the age group
Environmental action grants
Environmental Action grants: Steps to motivate behavior change

1. Select a specific action or behavior that will result in environmental protection and is appropriate for the audience.

2. Identify your audience’s barriers and benefits to taking action.

3. Develop a strategy to overcome barriers.

4. Pilot your strategy.

5. Evaluate, make necessary changes, and implement broadly.
Environmental Action grants:
Select an action

Topic: Reducing plastic waste
- Avoid plastic straws
- Avoid plastic bags
- Recycle plastic bags at drop-offs
- Reduce packaging waste
- Eliminate plastic water bottles
Environmental Action grants:
Study your audience and make a plan

- **Barriers discussion guide (PDF)**: Conduct interviews to research barriers and motivations related to the actions you are focusing on

- **Journey map planning worksheet (PDF)**: Consider your audience's journey to taking action and plan your support to them at each step

- **Motivating behavior change checklist (PDF)**: Strategies and steps for planning an environmental action project

- **Outcomes report document (PDF)**: Ideas for outcomes to measure that demonstrate participants have made changes
Environmental Action grants: Use strategies that motivate behavior change

<table>
<thead>
<tr>
<th>Barrier</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of motivation – value action</td>
<td>Commitment</td>
</tr>
<tr>
<td>Lack of motivation – don’t value</td>
<td>Norms</td>
</tr>
<tr>
<td>Significant lack of motivation</td>
<td>Incentives</td>
</tr>
<tr>
<td>Forget to act</td>
<td>Prompts</td>
</tr>
<tr>
<td>Lack of information</td>
<td>Social diffusion</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
</tr>
<tr>
<td>Lack skills; anxiety</td>
<td>Let people try an activity</td>
</tr>
<tr>
<td>External barriers</td>
<td>Convenient</td>
</tr>
</tbody>
</table>
Projects of interest:
Motivating environmental action

Preventing waste

• Plan meals to reduce food waste
• Repair broken items and buy reused products
• Avoid products with excess packaging
Projects of interest: Motivating environmental action

Recycling and composting

- Improve recycling at home
- Set up for organics recycling at home
- Set up a backyard compost bin
- Use your backyard compost bin
Projects of interest: Motivating environmental action

Household hazardous waste

- Make green cleaners
- Choose the less hazardous cleaning products
- Properly dispose of household hazardous waste at drop-off sites or collection events
Projects of interest: Motivating environmental action

Water protection
- Adopt a storm drain
- Capture and reuse rain water

Pollinators and trees
- Reduce pesticides use
- Plant and take care of trees
Projects of interest: Motivating environmental action

Conserving energy

• Weatherize windows and doors
• Use cold water and line dry clothing
• Purchase or install green energy

Air quality

• Replace gas with electric lawn equipment
• Ride a bike to work once a week in summer
Youth environmental education grants
Integrate best practices for environmental education

• 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

• Encourage youth leadership

• Promote community partnerships

• Provide a physically and emotionally safe and inclusive environment for learning
Projects of interest:
Youth environmental stewardship

- Cross-curricular projects
- Environment-based education
Projects of interest: Youth environmental stewardship

• Outdoor education
• Field trips
Projects of interest:
Youth environmental stewardship

• Environmental action planning
• Place-based learning
• Citizen and community science
• Service learning
Project expenses
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
- **Project supplies:** Activity, educator, take-home supplies.
Acceptable expenses

Team t-shirts and event supplies
Acceptable expenses

Waste prevention supplies

Speakers and nature field trips
Acceptable expenses

Education signs and stickers

Energy saving tools
Acceptable expenses

Activity and art supplies
Not allowed

- No items valued over $500
- No bottled water
- No Styrofoam
- No single-use, disposable items
- No waste bins (education props are ok)
- No native plant or rain gardens
- No general operating expenses
- No fees
Grant applications
Green Partners grants

Two grant applications

**Environmental action grant application**

Motivate adults and older youth to take one or two actions to protect the environment using behavior change strategies.

**Youth environmental education grant application**

Inspire youth to develop an environmental ethic and interest in environmental stewardship using environmental education best practices.
Poll question

Which grant are you thinking of applying for?

**Environmental action grants**

Motivate adults and older youth to take one or two actions to protect the environment using behavior change strategies.

**Youth environmental education grants**

Inspire youth to develop an environmental ethic and interest in environmental stewardship using environmental education best practices.
1. Project summary

<table>
<thead>
<tr>
<th>Organization name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project title</td>
<td></td>
</tr>
<tr>
<td>Number of <strong>youth you will directly engage</strong> in project activities</td>
<td></td>
</tr>
<tr>
<td>Number of <strong>people you will reach 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> the location(s) your project will take place</td>
<td></td>
</tr>
</tbody>
</table>
| **Type of grantee** | ☐ Returning Green Partners grantee  
☐ New applicant |
| **Returning grantees only:** Is this project viable for 2 years? | ☐ Yes, this could be a 2-year project  
☐ No, this is a 1-year project |

**Topics:** What topics will you address during this project?
2. Project goals and activities for action projects

**Project goals:** What do you want to achieve? Why is the topic timely with this audience?

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

**Project activities:** Timeline of activities. Submit curriculum you will use.

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

**Project sustainability:** What will continue? How you will share your project?

Follow MN Department of Health guidelines when conducting outreach.

Hennepin County Environment and Energy
2. Project goals and activities for youth projects

**Project goals:** What do you want to achieve? 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 of activities. Submit curriculum.

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

**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, we recommend that you find a project partner who can provide a strong connection to the audience for the duration of the project.*

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

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

Organization website and mailing address

Interest and background

Environmental project experience

Communication channels

Project staff and partners
  - Project staff and roles
  - Letters of support from project partners
  - Background checks for people working with youth?
  - 2 staff to attend training and orientation meeting

Project support: How can Hennepin County staff support your project?
5. Budget

**Budget narrative:**

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

*Be sure the application narrative matches the budget request.*

Find the Budget Form in the supplier portal announcement.
5. Budget form

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>(A) Staff and Personnel</td>
<td>Applicants must follow applicable U.S. labor laws. Contact a lawyer for assistance. (add rows below as needed)</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></td>
<td></td>
<td>SUBTOTAL = $0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B) Reimbursable Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Project Supplies</td>
<td>List all of the supplies you are seeking to purchase with this grant. (add rows below as needed)</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Food</td>
<td>For events and activities directly related to project activities. Indicate number of events and cost per event. (add rows below as needed)</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Incentives</td>
<td>Must be tied directly to an action or activity that motivates environmentally-responsible behavior. (add rows below as needed)</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</td>
<td>(add rows below as needed)</td>
<td>$0.00</td>
<td></td>
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<td></td>
<td></td>
<td>SUBTOTAL = $0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL = $0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What’s the Review Process?

Review scores and ratings
• Scores and ratings are a place to start

Group discussion
• Strengths and weaknesses of each project
• Grant manager insight into past projects
• Seek consensus

Follow up with applicants
• Calls/emails

Score sheet for environmental action grants – Fall 2019

Applicant: ________________________________
Reviewer initials: __________
SCORE: _____ (max 100)
RATING (circle one): Excellent  Good  Fair  Poor
Overall Comments/Strengths/Gaps/Areas to develop:

Project goals and activities (25 points)  Points for this section: _______
• Project goals are clear and compelling.
• The project focuses on one or two behavior(s)/action(s) and the action indicated
  is specific and will have a direct environmental impact.
• The project plan includes meaningful, engaging activities for participants.
• Project timeline is clear and summarizes the sequence of major activities.
• Outcomes they are interested in tracking are listed and seem achievable.
• Curriculum is provided as links or supplemental documents, if necessary.
• Aspects of the projects will continue and/or they plan to share this project
  experience with others.

Comments:

Participant information (25 points)  Points for this section: _______
• Project will engage at least 150 people who live, work, go to school, or recreate in
  Hennepin County.
• Applicant is likely to be successful in recruiting, engaging, and retaining people
  to participate in the project.
• Applicant has familiarity with what their audience is currently doing and thinking
  about regarding this topic.
• Project will engage an important audience for this project topic and scope.
• Participants will be empowered to make decisions about project activities and/or
  take on leadership roles during the project.

Comments:
Applying for a grant in the Supplier Portal
The Supplier Portal

1. View and download application documents

2. To apply, you must set up an account. Registration is a two step process:
   a. You may already be registered, IF NOT, Register an individual account, THEN
   b. Log in and register your organization or link to your individual account to your organization’s account

3. Log-in and submit your application through the Supplier Portal
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 – Log in or create a new account

Hennepin County Environment and Energy
Step 2 – Register in the Supplier Portal

Complete your registration with the Supplier Portal

Select the appropriate option below.

- Has your company previously done business with the county or registered with the Supplier Portal? Register a new user account.
- Is your company new to doing business with the county? Register as a new bidder.

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.
If new to working with the county...

Welcome - Step 1 of 7

Click the question mark icon in each section for more information. For further instructions, go to the How to register as a bidder document.

For questions or issues, call (612) 543-5412 or email supplierportal@hennepin.us.

Select an activity below:

What type of entity do you represent?
- Business
- Individual

* Required field
You need your organization’s Tax ID number
Step 3 – Download application materials

You can download application materials at any time from the Supplier Portal. You do not need to be registered or logged in.
Step 3 – Download application materials

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<td><strong>Green Partners-Environmental Action grants</strong></td>
<td>Grant/Loan Application</td>
<td><strong>05/28/2020 03:00 PM CDT</strong></td>
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<td>Healthy Tree Canopy Grants- Affordable Housing</td>
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## Event Details

**Event Name:** Green Partners-Environmental Action grants  
**Event ID:** HNCTV-GFP0000025  
**Event Format/Type:** Sell Event, RFx  
**Event Round:** 1  
**Event Version:** 1  
**Event Start Date:** 04/20/2020 10:52AM CDT  
**Event End Date:** 05/28/2020 03:30 PM CDT

**Event Description:**
REQUEST FOR GRANT APPLICATIONS: Green Partners - Environmental Action grants

WEBINARS:
1. May 6, 10 a.m.
2. May 14, 1 p.m.
Go to www.hennepin.us/greenpartners and link under Environmental Education Grants

**Contact:** Patience Caso  
**Phone:** 612/349-9352  
**Email:** patience.caso@hennepin.us

**Payment Terms:**
- **My Bids:** 0  
- **Edits to Submitted Bids Allowed:** Yes  
- **Multiple Bids Allowed:** No

**Bidding Shortcuts:**
- [View Event Package](#)
### Event Comments and Attachments

**Event ID:** GFP0000025

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<th>Attached File</th>
<th>Attachment Description</th>
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<td>Budget_form.xlsx</td>
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<tr>
<td>Environmental_action_grant_guidelines.pdf</td>
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**Document Version:**

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Step 4 – Log-in to submit your application

Hennepin County Environment and Energy
Event Details

Event Name: Green Partners-Environmental Action grants
Event ID: HNCY-GFP0000025
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Event Version: 1
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Contact: Patience Caso
Phone: 612/349-9352
Email: patience.caso@hennepin.us

Payment Terms:
My Bids: 0
Payments to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Bid on Event
Submitting your application
Submitting your application

What to submit:

1. Application
2. Budget
3. Supplemental documents
Patience Caso
Green Partners grant manager
Patience.Caso@hennepin.us
612-348-9352

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

Supplier Portal Help Desk
Monday – Friday
8 a.m. – 4:30 p.m.
612-543-5412
supplierportal@hennepin.us