

Green Partners environmental education grants

Motivating behavior change

Motivating behavior change guidelines and request for proposals

Hennepin County Environment and Energy works to protect water, land, and air, and conserve our natural resources for future generations. But we can't do it alone! Through the Green Partners environmental education grant program, Hennepin County supports organizations to actively educate, engage and motivate residents to become environmental stewards and make positive behavior changes, such as taking action to prevent waste, recycle, reduce household hazardous waste, conserve energy, care for trees, protect pollinators, and improve our air and water quality.

Application due date

Proposals are due by 4 p.m. on Friday, August 31, 2018. Submit your application through the new Hennepin County supplier portal. You must register with the [supplier portal](#) before you can submit an application. View instructions at hennepin.us/greenpartners.

Applicants are strongly encouraged to contact the county for feedback on project ideas before applying. For more information visit hennepin.us/greenpartners or contact the Green Partners program manager, Patience Caso at patience.caso@hennepin.us or 612-348-9352.

2018 Green Partners information meetings

- Wednesday, August 1, from 10 a.m. to noon at North Regional Library, 1315 Lowry Avenue North, Minneapolis
- Thursday, August 16, from 1 to 3 p.m. at North Regional Library, 1315 Lowry Avenue North, Minneapolis

Please RSVP to patience.caso@hennepin.us or 612-348-9352. RSVP appreciated but not required.

Recent program changes

The following changes are being implemented in 2018:

- Separate applications are being accepted for projects that focus on developing an environmental ethic and interest in environmental stewardship with youth and projects that motivate behavior change among older youth and adults.
- Applications will be accepted once per year. Hennepin County will now post opportunities on the Supplier Portal.
- Organizations that have received a Green Partners grant in the past are eligible to apply for up to a two year grant and receive up to \$20,000 per year. Organizations that have never received a Green Partners grant before are eligible to apply for a one year grant and receive up to \$10,000.

Why are there two applications?

The Green Partners environmental education grants program is ultimately focused on motivating individuals to take action to protect the environment. We recognize that environmental education is a process that involves developing the awareness, knowledge, attitudes, skills, motivation, and opportunity for participation in environmental issues and action.

Although environmental education at every age can focus on steps in this process, environmental education strategies should be tailored to the age of the audience. With younger audiences, we are seeking education projects that focus more on raising awareness of environmental issues, fostering a connection with the environment, and developing an interest in lifelong environmental stewardship. With older youth and adults, we are seeking education projects that focus more on identifying solutions to environmental problems and taking action to improve the environment.

Which application should I use?

The Green Partners environmental education grants programs has two options for applications **based on your primary audience and the focus of your project**. All projects must engage at least 150 adults or youth who live, work, go to school, or recreate in Hennepin County.

Application	Audience	Project focus
Youth application	Youth of all ages	Developing awareness of environmental issues and interest in environmental stewardship
Behavior change application	Adults, parents or high school youth	Motivating individuals to make behavior changes at home, at work or on-the-go.

- If you plan to engage mostly **adults**, complete the behavior change application and develop a project focused on motivating your audience to take one or two actions.
- If you plan to engage mostly **parents of preschool aged youth**, complete the behavior change application and develop a project focused on motivating your audience to take one or two actions.
- If you plan to engage **high school aged youth**, decide if your project is focused more on developing an environmental ethic and interest in environmental stewardship OR motivating your audience to change their behaviors to protect the environment. If your project is more focused on developing environmental awareness and a stewardship ethic, complete the youth environmental stewardship application. If you project is more focused on taking action, complete the behavior change application.
- If you plan to engage mostly **middle, elementary or preschool aged youth**, complete the youth environmental stewardship application and develop a project focused on developing an environmental ethic and interest in environmental stewardship.

Then determine the amount of funding you are eligible to apply for:

- If you **have received** a Hennepin County Green Partners environmental education grant before, you can apply for up to \$20,000 for a one-year project or up to \$40,000 for a two-year project.
- If you **have never received** a Hennepin County Green Partners environmental education grant before, you can apply for up to \$10,000 for a one-year project.

Contact the program manager if you have any questions about which application to use or what level you are eligible to apply for.

Behavior change application: projects to motivate action with adults and older youth

Behavior change projects must engage adults or an older youth audience. Projects must incorporate strategies to motivate people to take one or two environmentally friendly actions. Learn more about behavior change strategies at [Fostering Sustainable Behavior](#) and [The Psychology of Sustainable Behavior](#).

Steps to achieve sustainable behavior change:

- Select specific behaviors that result in environmental protection and are appropriate for the audience.
- Identify barriers and benefits to taking action.
- Develop a strategy to overcome barriers.
- Pilot your strategy.
- Evaluate, make necessary changes, and implement broadly.

Project leaders must document project outcomes and share lessons learned with community partners and Hennepin County.

Youth environmental stewardship application: projects to encourage environmental stewardship

While we encourage behavior change at all ages, we recognize that youth aren't always ready to make changes or can't make changes due to factors like age, access, and decision-making ability. For these reasons, the focus for youth projects is to develop an environmental ethic and motivate long-term environmental stewardship. Youth projects must incorporate best practices for youth environmental education:

- Promote environmental stewardship through hands-on and skill-building activities
- Provide a physically and emotionally safe and inclusive environment for learning
- Incorporate outdoor, experiential, service learning, or place-based education
- Engage critical thinking skills by being inquiry-driven and interdisciplinary
- Develop awareness and increase knowledge of environmental issues
- Encourage youth leadership focused on issues relevant to their lives
- Promote community partnerships

Projects of interest

Hennepin County is seeking projects like those described below. Other projects that fit the criteria described in this document will also be accepted. Refer to Hennepin County's activity guides and environmental education resources at hennepin.us/environmentaleducation.

Preventing waste

- **Encourage reuse:** Host clothing and household item swaps, promote local retailers and services that reuse, repair and rent. Find retailers, events and reuse ideas on hennepin.us/choosetoreuse, and use Hennepin County's [Swap Party Activity](#) or Do It Green! Minnesota's [Swapping Made Easy Guide](#) to get started.
- **Reduce food waste:** Encourage participants to improve meal planning, learn how to properly store food, and take steps to preserve food before it spoils. See the Hennepin County [food waste activity guides](#) for ideas. Ask participants to share challenges, creative tips, and advice for others.
- **Focus on replacing disposable with reusable items:** Ask participants to assess what disposable, "convenience" items they commonly use and providing tips and resources for them to replace those items with reusable items. See our [top 10 list of disposal items to replace with reusables](#).
- **Reduce packaging waste:** Focus on buying in bulk and from the bulk section with reusable containers. Learn what packaging is recyclable and commit to choosing more reusable or recyclable packaging options. See the [what are you paying for activity guide](#) and [packaging waste education](#) kit for ideas.

Recycling and organics

- **Improve recycling at home:** Conduct a [recycling sorting activity](#) to ensure participants know what can and cannot be recycling, distribute [residential recycling, organics recycling and trash signs and guides](#). [Translated recycling and organics recycling guides](#) are available to engage communities whose first or primary language is Cambodian Khmer, Hmong, Lao, Oromo, Spanish, Somali, Swahili, Thai, or Vietnamese.
- **Expand recycling:** Encourage participants to recycle materials not accepted at home, such as bringing textiles to a drop-off facility for recycling, plastic bags to a local retailer, or scrap metal to a scrap metal recycler. The [Green Disposal Guide](#), hennepin.us/greendisposalguide, lists options for recycling materials not accepted in residential programs.
- **Stop wish-cycling:** Educate participants about the specifics of what is and isn't accepted for recycling and organics recycling. Take them on a tour (or watch a video) of a recycling or commercial composting facility to learn how recycling works and why some materials are a problem. Then help troubleshoot specific questions or concerns participants have.
- **Encourage backyard composting:** Educate participants on the process and options for compost bin set up. Practice composting at a community garden. Work with a Hennepin County Master Gardener to educate participants or improve your community backyard composting system. Educate participants on organics recycling, why it's important, and what options are available in their community.

Household hazardous waste

- **Make green cleaners:** Research effective and affordable green cleaners that participants can use in place of their current household cleaners. Host workshops on household hazardous waste and green cleaners. Purchase supplies to make green cleaners and purchase a variety of green cleaning products currently on the market. See the [green cleaning recipes](#) and [hazardous waste activities guides for ideas](#).
- **Identify hazardous products and choose the least hazardous options:** Provide samples of different household products to learn to read labels, have participants assess the products they have at home, explore options for less hazardous products, conduct side-by-side comparisons of the effectiveness, ease-of-use, and availability of products. See the [identity hazardous waste activity guide](#) for ideas.
- **Learn options for disposing of household hazardous waste** by [touring a drop-off facility](#) to learn what happens to materials, then encourage participants to use the [Green Disposal Guide](#) to find additional options.

Water protection

- **Adopt a storm drain:** Keep leaves and trash out of our lakes, rivers, and streams, post yard signs and host clean-up events, providing food, gloves, leaf bags, and rakes to clean the drains. Separate trash and recyclables from leaf litter. Count or weigh your bags to determine how much you collected and share the results with participants. If your city offers it, be sure to sign people up for the local program to receive reminders each season. Provide information to participants about storm drains and your local watershed. See the [maintain your drain and storm drain detectives activity guides](#) for ideas.
- **Use stormwater:** Assess where water flows when it rains, make or purchase a rain barrel, assist residents in redirecting their home downspouts to soak water into the soil instead of down the storm drain, and more. See the [protecting land and water activity guides](#) for ideas.

Pollinators and trees

- **Protect pollinators:** Plant pollinator gardens, learn about food and habitat requirements, and encourage participants to plant native plants and create pollinator friendly spaces.
- **Care for trees:** Conduct a tree inventory, learn about the benefits of trees, provide hands-on training opportunities to practice tree planting, trimming, and watering. See hennepin.us/trees, hennepin.us/ashtrees, and [Minnesota DNR residential tree care](#) for resources.

Air quality

- **Encourage cleaner transportation:** Motivate people to get out of cars and on to a bicycle or public transit. Involve residents in discussions about energy use and air pollution. Engage participants in making short trips by bike or practice trips on public transit. Move beyond short trips, and encourage commuters to try bicycling or taking public transit to work. Provide transit incentives and workshops on basic bike maintenance, navigating online public transit and bicycling resources, paying fares, and loading bikes on to bus racks. Help plan routes and provide panniers and a packing list to help participants have a successful first trip. See the [encouraging biking and walking activity guide](#) and visit hennepin.us/bike for ideas and resources.
- **Reduce smoke and smog at home:** Engage residents in learning about household sources of air pollution and actions they can take to reduce air pollution, like eliminating wood burning or replacing gas-powered lawn equipment with electric or manual options.

Conserving energy

- **Conduct an energy audit:** Understand energy use and recommended changes residents can make at home.
- **Conserve energy:** Learn about energy use, how to save energy by weatherizing homes, installing programmable thermostats, turning off lights, unplugging electronics, using solar chargers, and more. See the [energy conservation, air quality and climate change activity guides](#) for ideas.

Motivating behavior change grants project selection criteria

The application review committee will evaluate projects based on the following criteria:

Topic focus areas

Focus one or more of the following areas:

Protecting air, land, and water

- Protecting water
- Protecting pollinators
- Improving air quality
- Caring for trees

Using resources wisely

- Conserving energy
- Preventing waste
- Recycling
- Composting and organics recycling
- Reducing household hazardous waste

Project goals and activities

- Work with adults or high school youth.
- Focus on motivating participants to take one or two environmental actions during the project.
- Incorporate meaningful education and activities that will motivate behavior changes.
- Tailor activities to audience interests and experience.
- Use hands-on activities and/or existing resources such as Hennepin County environmental education activity guides, factsheets, and education kits, when appropriate (find these at hennepin.us/environmentaleducation).

Audience/participants

- Organizations must show that they have effectively engaged the audience in past activities or will be able to engage the audience.
- Participants must live, work, go to school, or recreate in Hennepin County.
- Participants are empowered to influence project plans and activities once the project begins (optional, but applications that incorporate participant decision-making will score higher).
- Geographic location of projects and current contracts with Hennepin County will be considered to maximize the reach of the Green Partners program.
- Project activities must engage at least 150 participants.
- The Green Partners program is interested in engaging residents who aren't taking environmentally friendly actions or don't have environmental knowledge or experience, especially youth, new immigrants and historically underserved communities.

Organizational experience and capacity

- Foster a partnership with Hennepin County.
- Use varied and effective channels to communicate with their audience.
- Conduct background checks on staff and volunteers working with youth.
- Show that the organization has the capacity to implement the project and meet grant obligations.
- Returning grantees must have an excellent track record of completing goals, activities, and reports.
- Experience leading environmental and behavior change projects is not required.

Program guidelines and requirements

<p>Eligibility</p>	<ul style="list-style-type: none"> • Eligible organizations include: <ul style="list-style-type: none"> ○ State registered nonprofits, such as community, youth, and faith groups ○ Private and public schools, including community education and early childhood family education programs ○ Park districts
<p>Audience requirements</p>	<ul style="list-style-type: none"> • Projects must engage 150 participants in direct behavior change activities • Projects must serve those who live, work, go to school, or recreate in Hennepin County
<p>Award amount</p>	<ul style="list-style-type: none"> • Returning grantees: Up to \$20,000 per year (Up to \$40,000 for two-year projects) • New grantees: Up to \$10,000 for a one-year project
<p>Timeline</p>	<ul style="list-style-type: none"> • Proposals due: Friday, August 31, 2018, by 4 p.m. • Proposal review: September 2018 • Hennepin County Board approval: December 2018 (anticipated) • Projects begin: January 2019 (anticipated)
<p>Meetings</p>	<ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ○ Orientation meeting: January 9, 2019 ○ Meeting with Green Partners project mentor: March 2019 ○ Project meeting with county staff: May 2019 (for groups intending to reapply for a grant in 2019) ○ End of project celebration and presentations: September 2019 ○ Project debrief meeting with county staff: October or November 2019 • Optional: Networking meetings
<p>Reporting requirements</p>	<ul style="list-style-type: none"> • Discussion report due February 2019 • Annual project report due each November for all projects
<p>Project evaluation</p>	<p>Project managers must evaluate how many people are taking environmentally responsible actions or are developing an environmental ethic/engaging in environmental stewardship. Project leaders will work with the county to develop a plan to evaluate project outcomes. See a list of evaluation tips and recommendations at hennepin.us/greenpartners.</p>
<p>Acceptable expenses</p>	<p>Funds may be used for materials, project supplies, printing, communications, staff time, and outreach.</p> <ul style="list-style-type: none"> • Project supplies: We encourage groups to seek grant funds for project supplies that will enable participants to have experiences and make behavior changes in

	<p>their daily lives, including educator supplies and take home resources that are not disposable.</p> <ul style="list-style-type: none"> • Staff time: Unless staff time is funded through other means, applications should include funding for staff to complete project management activities and reporting. Suggestions for staff reporting and evaluation time is included in the budget form. Projects that seek funding primarily for staff time will not score as well as projects with budgets that support both staff time and tools for participants to take action to make environmentally friendly changes. • 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 tips and guidelines for offering healthy foods at meetings or Eat Well Work Well. • Receipts: Receipts must be submitted with final report. Organizations will not be paid for expenses without receipts or proof of purchase. This applies to all items except staff time, mileage, and in-house printing expenses.
<p>Ineligible expenses</p>	<ul style="list-style-type: none"> • Disposable items: Styrofoam, bottled water and other disposable, single 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. • General operating expenses such as attorney fees, rent, and electricity are not eligible expenses • Recycling and organics bins and funding for additional recycling and organics infrastructure are available through the business recycling and school recycling grant programs. • Rain garden funding is available through the natural resources grant program or your watershed.
<p>Project agreement</p>	<p>Each project recipient must formally enter into a contract agreement with the county. The agreement will address the conditions of the award, including implementation of the project and required reports. The agreement is a legal, binding document. Project recipients are expected to keep accurate financial records of the project including proof and documentation of all expenses.</p> <p>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</p>

	<p>aggregate, \$1 million in personal and advertising injury, \$1 million in combined bodily injury and property damage – each occurrence, professional liability insurance coverage of \$1 million, employer’s liability insurance coverage of at least \$500,000 for disease – policy limit, \$100,000 for disease – each employee, and \$100,000 for accident – each accident. Workers’ compensation coverage is required by state law unless a certification of exclusion from workers’ compensation requirements can be provided. Auto liability of \$1 million is required for projects that involve transporting project staff or participants. If applicants do not have the insurance coverage listed above, contact the program manager to discuss waiver options. You may submit your organization’s “Certificate of Insurance” with your proposal for review.</p>
<p>Payments</p>	<p>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 approval of the final report. 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 approval of the final report, which requires documentation of expenditures, project activities, and behavior change outcomes.</p>

The Fine Print

Proposal evaluation and recommendation for selection

This RFP does not commit the county to award a grant. Submission of an application shall neither obligate nor entitle an applicant to enter into a contract with the county. The county reserves the following rights, to be exercised in the county’s sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by addenda this RFP, in part or entirely; 6) to award multiple contracts to applicants; and/or 7) award a contract to a vendor that did not submit a proposal.

Evaluation of applications by a selection committee, evaluation panel, County staff, a technical advisory committee, or by another group, individual or entity is advisory only. The County Board or its designee may consider or reject such evaluation(s) for any or all proposals. Such evaluations are for the sole benefit of the County Board or its designee, and as such, they are not binding upon the County, nor may they be relied upon in any way by an Applicant.

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 RFP. Applications that do not comply with the provisions in this RFP may be considered nonresponsive and may be rejected.

Evaluation of responsibility

To determine whether an applicant is responsible, the county will consider the applicant'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, applicant's past performance on previous projects, the applicant's technical capabilities, individual qualifications of applicant's key personnel, and the applicant's financial ability to perform on the contract. Applications from applicants considered non-responsible will be rejected.

Requests for additional information

The county reserves the right to request additional information from applicants during any phase of the evaluation process. During the evaluation process, the county may require the applicant to make a presentation, answer specific questions regarding their application, and/or to provide additional information, including but not limited to two years of audited financial statements. Applicants should reserve time to follow-up with the county within 1 to 2 business days

Execution of a contract

Before a contract becomes effective between the county and any applicant, the contract award must be ratified and signed by the Hennepin County Board or its designee. If for any reason the county board or its designee does not ratify and sign the contract, then there are no binding obligations whatsoever between the county and the applicant relative to the proposed contract.

Addenda

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

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

County's right to withdraw, cancel, suspend, and/or modify RFP

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

Applicant's right to edit or cancel proposal

An application may be edited or cancelled in the Supplier Portal prior to the due date. For instructions, view the Edit or Cancel a Response section of the [How to Respond to an Event Guide](#).

Applications will not be returned

Upon submission, applications will not be returned.

Public disclosure of proposal documents

Under Minnesota law, proposals are private or nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the applicant becomes public. All other data in the proposal 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.

If the applicant believes private/non-public data is included in its proposal, applicant shall clearly identify the data and provide the specific rationale in support of the asserted classification. Applicant must type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the proposal that the applicant believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such under any applicable law.

The applicant agrees, as a condition of submitting its proposal, 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. Typically, pricing, fees, and costs are public data. 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.

Applicant's costs

The county shall not be responsible for any costs incurred by applicant in connection with this RFP. Applicant shall bear all costs associated with application preparation, submission, and attendance at interviews, responses to requests for additional information, or any other activity associated with this RFP or otherwise.

Applicant's ideas

The county reserves the right to use any or all ideas, concepts, or other information provided in any applications. Selection or rejection of the application does not affect this right.

Collusion

If the county determines that collusion has occurred among applicants, none of the proposals of the participants involved in the collusion shall be considered. The county's determination shall be final.

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 an applicant. To avoid a conflict of interest by an applicant, the county may utilize methods including disqualifying an 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.

Motivating behavior change application instructions

The motivating behavior change application is for projects that focus on working with adults or older youth to motivate them to take one or two environmentally friendly actions.

Application due date

Proposals are due by 4 p.m. on Friday, August 31, 2018. Submit your application through the new Hennepin County supplier portal. You must register with the [supplier portal](#) before you can submit an application. View instructions at [hennepin.us/greenpartners](#). Late submittals will not be accepted.

Applicants are strongly encouraged to contact the county for feedback on project ideas before applying. For more information visit [hennepin.us/greenpartners](#) or contact the Green Partners program manager, Patience Caso at patience.caso@hennepin.us or 612-348-9352.

Format requirements

- You must follow this format. Proposals in other formats will not be accepted.
- Do not exceed 6 pages. Keep the font size readable. Do not include a cover sheet. You may delete questions and instructions to fit the page limit.
- Points are indicated for each section and will be used during the review process.
- Supplemental materials may be included as attachments and will not be counted toward the page limit; however, project recommendations will be based on information provided in the application. Materials may include brochures, endorsement letters, staff and volunteer bios, pilot project results, newsletters, event fliers, and other documents relevant to the project. Please reference any supplemental materials in the proposal narrative. Documents will be briefly reviewed by the program manager and shared with the review committee.
- Find the program guidelines, application, and budget form at [hennepin.us/greenpartners](#).

Application submission checklist

Review and submit the following items with your Green Partners project application by 4 p.m. on August 31, 2018. Find more information at [hennepin.us/greenpartners](#).

Steps to submit an application:

- Review the Green Partners program guidelines.
- Determine if you should submit a *youth environmental stewardship* application or a *motivating behavior change* application.
- Determine if your project qualifies for a one-year or two-year grant. (Organizations that have received a Green Partners grant in the past are eligible to apply for a two-year grant.)
- Fill out and submit a project application. You must follow the format provided; other formats will not be accepted.
- Fill out and submit the budget form.
- Submit links to or copies of curriculum that will be used (if applicable).
- Submit letters of support from significant project partners listed in your application (if applicable).