Green Partners grant program overview

Environment and Energy, Patience Caso

Hennepin County Environment and Energy
Grant expectations

**Partnership with Hennepin County**

- Keep us informed and let us help.
- Invite us to see your project in action.
- Use our environmental resources.
- Recognize Hennepin County as funder.
Grant expectations

Report on time

• Discussion with participants about barriers*
• Annual report of activities, expense report, receipts
• Youth stewardship surveys
• Data collected on behavior change outcomes
• Stories and anecdotes from projects

*Motivating behavior change projects only

Hennepin County Environment and Energy
Grant expectations

Project and budget changes

• Discuss changes with your grant advisor.

• Budget changes must be approve in writing by Patience Caso.
Grant reporting

**Discussion report due:** Nov. 30, 2019*

**Annual reports due:** Aug. 31, 2020

**Project debrief:** Fall 2020

*Motivating behavior change/Action projects only*
Reporting documents
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<th>Vendor</th>
<th>Description</th>
<th>Total</th>
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| Subtotal   | $15.85    |
| Tax        | $0.71     |
| TOTAL      | $16.56    |

*3957 VISA CHARGE $16.56

**SAMPLE RECEIPT**

Label and submit all RECEIPTS with your final report.
Acceptable expenses

• **Project supplies**
• **Staff time**
• **Green events**: Use Hennepin County’s [green events checklist](#) and [recycling at events resources](#).
• **Food and beverage**: Follow the county’s healthy eating guidelines.
• **Transportation**: Nice Ride, transit, mileage, buses
• **Communications**: printing, mailing, workshop materials

Hennepin County Environment and Energy
Acceptable expenses

Team t-shirts and event supplies

Safety equipment
Speakers and nature centers

Waste reduction supplies
Education signs

- We protect the Mississippi River
- Cool planet family lives here

Energy saving tools

- Various energy saving tools and equipment
Education supplies, art supplies, outdoor experiences
Not allowed

- No items valued over $500
- No bottled water
- No Styrofoam
- No single-use, disposable items
- No general operating expenses
- No waste bins
- (Education props are ok)
- No rain gardens
- No fees
What if I want to change the budget?

ALL budget changes must be pre-approved in writing by the Green Partners project manager, Patience Caso.

Pre-approved in writing by me!
Out of the mouths of grantees: Project tips and best practices

- Build a solid **project team** and gain **leadership support**
- Focus and have a **clear plan** from the beginning
- Make time to **build relationships** with your participants
- Support and **develop leadership** within your audience
- **Build in time for reporting and evaluation**
- Be **flexible** and expect change to be slow
- **Communicate and celebrate** milestones and successes
Patience Caso

Patience.Caso@hennepin.us
612-348-9532

Environment and Energy
701 4th Ave South, Suite 700
Minneapolis, MN 55415
Lunch from Breaking Bread

Sandwiches
- Turkey, ham, roast beef, roasted vegetable
- Gluten free options
- Tomato and dairy-free options*

Salads
- Citrus kale salad

Coffee from Carma Coffee in Minneapolis

https://breakingbreadfoods.com/catering/