

# EEAI Mini-Grant Guidelines and Proposal Questions

EEAI mini-grants are awarded each year for up to **\$350** per proposal. This is a competitive process with a state-wide review committee. Successful grants are complete, following the guidelines listed below, and show how the project will have a sustained impact. For example, a student field trip to learn about the function and value of wetlands will have more of an impact if supplies, field guides, and equipment are purchased and re-used, and the experience is supplemented with classroom curriculum.

The mini-grant program is designed to support, enhance and expand the implementation of environmental education throughout the state of Illinois.

First time writing a grant? Have questions? Email [teresa\\_wisniewski@yahoo.com](mailto:teresa_wisniewski@yahoo.com)

**Eligible Applicants:** Illinois formal and non-formal educators are eligible to apply. Must be members of EEAI.

**Timeline:** Proposals must be received by November 30. Grantees will be notified by the end of December. You have one year from the time of receiving notification of your grant award to use the funds.

**Eligible Costs and Projects:** Requests should focus on projects/activities that help to educate students, visitors, or community members about natural resources, ecology, environmental issues, or stewardship of the environment. Examples of items eligible for funding include: equipment, books, program materials, displays, guest speakers, and field trip expenses etc. If you have a question about eligible costs email [teresa\\_wisniewski@yahoo.com](mailto:teresa_wisniewski@yahoo.com) or call 618-967-6876.

**Ineligible Costs:** Grant funds cannot be used for food or beverages, indirect costs, stipends or to reimburse any expenses prior to the grant period.

**Funding and Payment:** The EEAI mini grant program is a competitive process. A committee of EEAI members will evaluate each proposal based on the guidelines. Project contact person will be notified of acceptance by the end of December. A check will be mailed by the end of January.

**Project Reporting if you are awarded a grant:** Funded grantees are required to complete a post-grant report. No future grants proposals will be accepted from the agency/school without a post-grant report. A post-grant report form will be emailed to you. You are required to include the EEAI logo or acknowledgement of EEAI funds on any publications or press releases related to the project.

## EEAI's criteria for judging the grant applications:

- Complete the Application on Google Forms and submit no later than November 30.
- A limit of one grant per facility per year. Multiple teachers from the same school may apply for separate grants.
- Applicants may re-apply each year. Funded grantees must complete a post-grant report in order to re-apply the following year.

## APPLICATION QUESTIONS -

### 1. Applicant Information

- A. Project Title
- B. Amount requested (maximum \$350)
- C. Name of school/organization/facility
- D. Name of contact person
- E. Address
- F. Phone number of contact person
- G. Alternate phone number
- H. Email
- I. Proposed project dates
- J. Brief description of proposed audience (e.g. age or grade level, general public or students, current members or new visitors, etc.)
- K. Number of individuals impacted
- L. If awarded grant funds, check should be made out to:

### 2. Budget:

- A. List the cost and quantity of items/materials/services to be purchased with EEAI funds with a brief explanation of each item or group of items
- B. List in-kind matching funds
- C. List other funding sources if needed

### 3. Project Description:

- A. Describe the intended audience for this project and what need this proposed project fulfills (max 200 words)
- B. List the goals, objectives, and anticipated outcomes of this project
- C. Provide a general timeline for implementation of activities
- D. Explain how this project will support, enhance, or expand environmental education in your school/community/facility (max 200 words)
- E. Describe the anticipated long-term impact of this project on the intended audience (max 150 words)
- F. How will this project be expanded and/or sustained in the long-term? (max 150 words)
- G. Explain how you will determine if your goals have been met (max 150 words)