



## EEAI Mini Grant Program

Do you have a project that would educate your community about an environmental issue? Do you have a curriculum that will engage your participants in learning about an ecological concept? Can you provide an experience that will help students increase their understanding of the natural world?

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 ones that follow 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.

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

Proposals must be received by October 31. Funds may be used from November 31 through October 1 of the following year.

More information can be found on our [Members Page](#).

**Eligible Costs and Projects:** Requests should focus on projects/activities that help to educate students, visitors, or community members about natural resources or the environment. Examples of items eligible for funding include: equipment, books, program materials, displays, guest speakers, field trip expenses etc.

**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:** A committee of EEAI members will evaluate each proposal. Mini-grant award recipients will be notified in mid-December. A check will be mailed by the end of December. Funds may be used through October 1 of the following year.

**Project Reporting:** Funded grantees are required to complete a post-grant report. No future grants will be accepted from the agency without the post grant report.

### **If awarded a grant:**

- Grantees will be notified by the end of November.
- Checks will be mailed by the end of December. Grant projects must recognize EEAI on any press releases or publications. Please contact your regional director to obtain the official EEAI logo.
- Grantees are required to submit a Post-Grant Report by October 1st of the following year.
- Please include any pictures, publications, or press releases with your report.
- We would love to promote your funded project. Send your project description with pictures to your regional director and it may be chosen to be highlighted in an issue of the UPDATE.

# Application Process

Proposals must include:

1. [Application Cover Form](#)
2. Maximum of one page for the budget. Budget information should include: cost and quantity of items/materials/services to be purchased with EEAI funds, any in-kind matching funds, other funding sources if needed and an explanation of budget items.
3. Two pages maximum, typed, with the narrative information listed below:
  - Project description. What are the goals, objectives, and anticipated outcomes? Include a general timeline for implementation of activities.
  - How does this project support, enhance, or expand environmental education in your school/community/facility? Is it part of a larger project or program? Who is the intended audience and what need does this proposed project fulfill?
  - What is the impact of this project on your audience? Is there a long-term impact or effect? How will this project be expanded and/or sustained in the long-term?
  - Include a clear plan for evaluation. How will you determine if your goals have been met? Is the evaluation plan realistic and measurable?

**Proposals must be received by October 31.**

- Complete the Application Form and attach it to the Proposal (max of 3 pages plus the application cover form).
- Funds may be used from November 31 through October 1 of the following year.
- Proposals must be typed.
- Send 5 copies of the complete proposal.
- 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.

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

**Mail completed proposals to:**

Teresa Vaughn  
1845 Texas Eastern Rd.  
Buncombe, IL 62912



# EEAI Mini-Grant Application Form

**Project Title:**

\_\_\_\_\_

**Amount Requested:**

\$ \_\_\_\_\_

**School/Organization/Facility:**

\_\_\_\_\_

**Contact Person:**

\_\_\_\_\_

**Street Address:**

\_\_\_\_\_

**City, State and Zip Code:**

\_\_\_\_\_

**Telephone Number: (include area code)**

( \_\_\_\_\_ ) \_\_\_\_\_

**Fax:**

( \_\_\_\_\_ ) \_\_\_\_\_

**E-mail:**

\_\_\_\_\_

**Proposed project date(s)**

\_\_\_\_\_

**Age level(s) of individuals:**

\_\_\_\_\_

**Number impacted:**

\_\_\_\_\_

**Check should be made out to:**

\_\_\_\_\_

*I understand that the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the Environmental Education Association of Illinois. If awarded a grant, I agree to submit a final report when the project is completed. The Environmental Education Association of Illinois, shall assume no responsibility or liability for claims of damage of any kind to the property or for claims of injury to any person in connection with this grant.*

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date:

**Submit completed grant application and proposal by October 31 to:**

EEAI Mini Grants  
c/o Teresa Vaughn  
1845 Texas Eastern Rd.  
Buncombe, IL 62912