

## 2020-2021 LEEC PROFESSIONAL DEVELOPMENT GRANT

### GUIDELINES

**Louisiana Environmental Education Commission (LEEC)**

**Under the Direction of Louisiana Department of Education (LDOE)**

**Application Deadline: Monday, April 6, 2020, 5:00 p.m. CDT**

*Grants that are funded must be based on sound scientific principles, have an environmental focus, and be designed to directly impact pre-service and/or in-service educators in Louisiana.*

*Maximum award: \$2,500.00*

---

#### GUIDELINES:

- Any Louisiana accredited school, college, university, government agency or nonprofit organization as described in Section 501(C)(3) of the Internal Revenue Code is eligible to apply. This Professional Development grant is made available to all educators who impact teacher education.
- While the grant is awarded in care of the applicant/Project Leader, the **actual agreement must be made with the affiliate organization**. In the event that the Project Leader leaves the organization, the organization must notify the LEEC grants coordinator and then satisfactorily demonstrate to the LEEC grants committee the ability to continue the project or the grant will cease.
- Funding requests are **not to exceed \$2,500.00**.
- Funds are provided on a **reimbursement basis only**, pending timely submission and acceptance of required reports and documentation.
- Mid-year and final reports, copies of receipts, expenditure spreadsheet, project photos and support documentation are required for reimbursement of expenses. Support documentation includes agenda, sign-in sheet, and any handouts provided.
- All monies must be spent on **materials of instruction** directly related to the purpose of the project, **supplies, facility rental, registrations, and/or stipends** to participants not to exceed \$15 per contact hour. Travel, furniture, indirect costs, food, clothing, and salaries will not be funded. Development or writing of instructional materials will not be funded.
- Changes in project scope or budget must be pre-approved through the Environmental Education Coordinator.
- Grants must be based on sound scientific principles, have an environmental focus, and be designed to directly impact pre-service and/or in-service educators in Louisiana. Funded projects

are those that involve learning experiences facilitated by an educator and that result in an increase of understanding in participants.

- Examples of fundable proposals include:
  - Providing environmental learning experiences that are standards-based, correlated to the Louisiana Student Standards for Science, and include quality resources that support implementation of research-based strategies and best practices.
  - Presenting workshops to non-formal educators or pre/in-service teachers that illustrate how environmental context and principles can be presented in standards-based, science as inquiry formats.
- If your project will be supported by outside organization(s), **letter(s) of commitment** from the organization(s) must accompany this proposal pledging the service to be provided.
- It is the responsibility of the grant recipient to adhere to organization guidelines and regulations.
- An individual may not submit more than one Professional Development Grant application.
- LEEC Members and/or member organizations as defined in R.S. 30:2503 may not apply.
- LEEC/LDOE reserves the right to use funded projects and photos provided for public information services that may include the LEEC/LDOE website, printed materials, and other means.
- Awarded applicants will be encouraged to attend **professional development events hosted by the LEEC and/or LDOE** to showcase their project and network with colleagues and state resource providers.
- Announcement of finalists will be made no later than May 1, 2020. Awardees will be notified by mail and/or email upon BESE approval.
- **Project start date is July 1, 2020.** Purchases made prior to this date will not be refunded.
- Grant recipients will be required to submit a **mid-year report by December 11, 2020** and a **final report by May 7, 2021. All projects must be completed and the final report submitted by May 7, 2021.**
- **Failure to comply** with these guidelines may result in lack of reimbursement and/or disqualify the applicant from any future grants with the LEEC.

#### **GETTING STARTED:**

- Be prepared to complete the application in one sitting; you may not be able to save your work.
- Secure the recipient organization's accounting contact name and contact information.
- The application requires an [itemized budget](#) (up to \$2500), so prepare this ahead of time.
- Your organization/agency must provide a signed letter of commitment on official letterhead. You may also include up to two additional letters of commitment from external partners. Save letter(s) of commitment in one of the following formats: gif, jpg, png, pdf.

## **PROPOSAL SECTION:**

- **IMPORTANT!** Proposals are anonymous and competitive. Identifying information in the proposal section (e.g. your name or names of other individuals, organization/agency name, parish or city, etc.) may result in this application being disqualified.
- We suggest that you prepare your responses in a Word doc (or similar) ahead of time. Once you begin the application, you can copy and paste your responses into the appropriate sections. The following short essay questions are included in the application:
  1. Project Abstract (up to 2000 characters) *Briefly describe your project's primary environmental goal. List each objective and the specific strategies that will be used to meet the objectives. Describe how this project will directly address the needs of your students.*
  2. Rationale (up to 2000 characters) *Explain how this project will further environmental education. Fully explain the need for this project. Explain how this project will benefit Louisiana citizens.*
  3. Project Design (up to 3000 characters) *Describe how you will implement your project. Describe how specific teaching activities will be based on Louisiana Student Standards for Science and meet your environmental education objectives. Fully explain the roles of all project personnel or partners who may be involved and include the overall results you expect from this project. Explain how you will use your funds for materials and/or equipment to support your objectives. Provide a brief implementation timeline.*
  4. Assessment/Evaluation Methods (up to 2000 characters) *Describe your assessment methods. How will you measure the success of your project and participant learning? Explain your assessment tools and strategies. Describe plans for post-workshop support, if any.*
  5. Training, Qualifications & Experience (up to 1000 characters) *List specific training, expertise and/or experience you (project leader) and your organization and/or project partners have had that will enable you to successfully implement this project. Remember, do not use identifying information.*

---

Find the application at: [LEEC Professional Development Grant Application Form](#)

---

**Questions?** Contact your grants coordinator at [EnvironmentalEducation@la.gov](mailto:EnvironmentalEducation@la.gov).