# Application for District of Columbia Department of Energy and Environment Overnight Meaningful Watershed Educational Experience for Fifth Grade Students in the District

**INSTRUCTIONS**

1. Read the Request for Applications (RFA) for the Overnight Meaningful Watershed Educational Experience program.

To locate this RFA on DOEE’s website:

* Visit <https://doee.dc.gov/>
* Click on “Resources”
* Click on “Grants and Funding”
* Click on “Notice of Funding Availability – District of Columbia Department of Energy and Environment Overnight Meaningful Watershed Educational Experience for Fifth Grade Students in the District”

1. Complete the application that starts on Page 2 below by answering the questions in the fillable text box below each question.
2. Include the following attachments in the application package:
   1. **Cover Sheet** in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.
   2. **Project Activities, Outputs, &** **Outcomes Table**. See Question 9 in application for specifications.
   3. **Project Timeline Table.** See Question 10 in application for specifications.
   4. **OMWEE Schedule.** See Question 11 in application for specifications.
   5. **Budget Table.** For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4).See Question 17 in application for specifications.
3. Compile all required documents listed in Section 3.3 of the RFA for submission.
4. Submit the completed application with all required documents before the application deadline described in the RFA. Late or incomplete submissions will not be considered. See Section 2 of the RFA for information on how to submit.

**Proposal Content:**

DOEE intends to fund a project that will provide at least 2,200 fifth grade students enrolled in DC Public Schools and DC Public Charter Schools with an Overnight Meaningful Watershed Educational Experience (OMWEE) to help create a generation of environmental stewards while meeting DC Educational Standards approved by the DC Office of the State Superintendent of Education (OSSE).

Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant.

**SECTION A: *The Applicant***

1. **Describe the organization’s history, mission, and a brief description of current or past projects that demonstrate the organization’s capacity to achieve the program’s goals. To provide further information, the applicant can reference its website or attach organizational brochure(s).**  
   Click here to enter text.
2. **State the location(s) of overnight facilities where the OMWEE will take place. Include address, name, and managing organization.**  
   Click here to enter text.
3. **Identify the key team members for the program. List their full name, title, and brief description of their responsibilities for implementing the program. The team members can be staff, volunteers, or contractors. Please also attach brief biographies or their resumes.**   
   Click here to enter text.
4. **Identify the key project partners and list their full name, title, and organization. Be sure to include Letter(s) of Support from the partner(s) that includes a brief description of their responsibilities for implementing the program. More information on partners is described in Section 3.2 in the RFA.**   
   Click here to enter text.
5. **List any competitive grants or contracts you have received in the last five years from an agency of the Government of the District of Columbia. List the grant/contract number, the supporting agency, and the amount. Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships.**

Click here to enter text.

**SECTION B: *Program Description***

1. **Provide a brief one paragraph summary that explains the program.**   
   Click here to enter text.
2. **Provide a full program description. State how this program will meet the criteria for an Overnight Meaningful Watershed Experience as described in Section 7 of the RFA.**   
   Click here to enter text.
3. **State the target audience for this program.**  
   Click here to enter text.
4. As an attachment using the format below as a guide, list the activities, outputs, and outcomes of the program. Provide quantifiable measurements including number of expected students, teachers, and partners engaged throughout the grant period. You will need to create your own template and include it with your application as an attachment. Title the document “**Project Activities, Outputs, & Outcomes**”. NOTE: The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

***Activities*** *are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.  
  
An* ***output*** *is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.  
  
A* ***project outcome*** *is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.*

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| **Activities** | **Outputs** | **Outcomes** |
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1. As an attachment using the format below as a guide, provide a proposed work plan that describes the timeline for program implementation and the responsible parties. You will need to create your own template and include it with your application as an attachment. Title the document “**Project Timeline**”.   
     
   Please be as specific as possible, including actual dates when available. Please note that if your project is selected, DOEE will work with you to determine the actual schedule. You may use as many rows as needed.

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| --- | --- | --- |
| **Date** | **Tasks to be Completed** | **Parties Responsible** |
|  |  |  |
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1. As an attachment, provide an example OMWEE three (3) days and two (2) nights schedule starting from when the students are dropped-off at the facility and ending when the students are picked-up three (3) days later. Title the document “**OMWEE Schedule**”.

**SECTION C: *Additional Questions***

1. **What methods will you use to increase participation, both in recruiting new schools and by implementing measures that encourage students’ participation, in the OMWEE program?**   
   *Plans should include an achievable growth rate and provide preliminary figures for sequential school years. Note: If the project period is extended, the award amount could increase in year two (2) and year three (3) to reflect an increase in student participation, depending on available funds.*

Click here to enter text.

1. **How will you equitably recruit the target audience to participate in the program?**   
   *Include ways to address potential barriers to participation, especially for students that are considered “at risk”. Students that are “at risk” are identified as homeless, in the District’s foster care system, qualify for Temporary Assistance for Needy Families (TANF) or the Supplemental Nutrition Assistance Program (SNAP).*Click here to enter text.
2. **Describe a waitlist policy that you may implement if the number of students scheduled to attend the OMWEE program reaches capacity, as determined by the allowable grant budget.**Click here to enter text.
3. **How will you prevent schools from canceling scheduled trips and ensure schools participate in the pre-visit *and* post-visit?**Click here to enter text.
4. **How will you engage teachers prior to the overnight trip?**   
   *Include methods that provide teachers with resources on how to integrate the OMWEE into their curriculum, knowledge of watershed environmental issues, and how to prepare students and parents for the trip. Note: Teacher engagements can be scheduled independently or in collaboration with pre-established professional development days.*   
   Click here to enter text.
5. **How will the OMWEE curriculum help students and teachers meet at least two Next Generation Science Standards?** *Specify the Next Generation Science Standards that will be met and the curriculum used.*   
   Click here to enter text.

**SECTION D: *Project Budget***

The application must include a **numeric budget** and a **budget narrative** as part of your application package. Allowable and non-allowable expenses are described in Section 3.2 of the RFA.   
  
Budgets **must** include a “per-student” cost per-trip with an explanation of the expenses that comprise the per-student cost, in addition, to other detailed expenses such as grant management staff time and indirect costs. The majority of expenses are expected to be incurred during the three (3) days and two (2) nights portion of the program and the proposed budget should reflect this. Meals associated with the overnight portion of the program for participants are considered an allowable cost.  
The applicant does not need to seek funding to transport students to and from the overnight facility. Busses will be provided through the DC Office of the State Superintendent of Education (OSSE) Department of Transportation.

Matching funds are highly encouraged but not required.

*Note: To ensure equal access, the OMWEE must be free to all participants and participating schools. Therefore, the applicant cannot seek payment from participants and participating schools to be used as matching funds.*

1. As an attachment, provide a **numeric budget**. DOEE strongly urges applicants to use the budget template format provided (Appendix 4).
2. **Provide a budget narrative that explains and justifies every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid $xx per hour times xx hours.”**Click here to enter text.

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