



**PUBLIC INFORMATION AND  
EDUCATION GRANT  
APPLICATION INSTRUCTIONS**

**Nebraska Academy of Sciences, 302 Morrill Hall, 14<sup>th</sup> and U Street, Lincoln, NE 68588-0339 402/472-2644**

## **PIE GRANT APPLICATION INSTRUCTIONS**

PIE Grant applications are being administered by the Nebraska Academy of Sciences (NAS) and are funded by the Nebraska Environmental Trust (NET). Although NAS is accepting, evaluating, and administering funds, procedures established by the NET will be followed throughout the granting process.

### **I. General Instructions**

You will need to submit one complete application. A complete MiniGrant application has a cover sheet, narrative and application budget worksheet.

The MiniGrant application is available in both electronic and printed format. Electronic forms can be downloaded from our web site at [www.neacadsci.org](http://www.neacadsci.org). Only hard copy applications or electronic submissions in PDF form will be accepted for the MiniGrant program. Postmark date will be used as the submission date of your application. You will receive a letter of confirmation after your application has been received.

Applicants are strongly encouraged to submit materials in 8½" x 11" format. We request that you type your applications with a font size of at least 10 ppi. When possible please use recycled paper and make double-sided copies of all documents to save paper as well.

Because they are so important, we require that you use our cover sheet and budget forms. You may use photocopies of the forms. You may complete these forms by hand but please include all the information requested on the cover sheet, on the cover sheet. We request you submit the budget information in the format described. Modifications to either form may result in disqualification of your application.

Label every page of your application with the sponsor name and project name at the top. Be sure that all attachments are clearly labeled to indicate content. You might ask someone unfamiliar with your application to read it for you. If they can't find attachments, chances are our reviewers will find it a challenge.

Applicants are advised that all information submitted in an application becomes a matter of public record once grant recommendations are announced by the Board. The Academy reserves the right to request additional information, as it deems appropriate. You will be given reasonable time to respond. Failure to provide requested information may cause your application to be declared ineligible.

The provision of false or misleading information will disqualify your application. The discovery of false or misleading information will result in a grant being revoked, and repayment of any funds issued. If your application is approved for funding, information provided in the application is a binding attachment to your grant contract.

The following instructions will guide you sequentially through the materials you need to assemble for a completed application. You are encouraged to read the "Standards of Evaluation" before you begin. The standards describe features the Trust seeks in projects, and these are the features you should emphasize as you design your application. Good luck.



## II. Application Components

You will need the two forms provided in this packet and about three sheets of letter-sized paper to create one copy of a MiniGrant application.

**A. The Cover Sheet.** A form called the “Application Cover Sheet” is included in this packet. Please complete the form and file it as the first page of your application. Line by line instructions follow.

1. Project Sponsor. The “Sponsor” is the person(s) or organization(s) who will carry out the project. When more than one person or organization is sponsoring a project, please list the lead entity first.

2. Project Name. Please keep the project name to one line. If you are submitting applications for more than one project, it is useful to create titles that are clearly distinct. For example, don’t name one project, “Prairie Habitat”, and another, “Prairie Preservation.”

3. Total Amount Requested. Fill in the total amount of grant funds requested from the NAS under this application. Do not list the total cost of the project here.

4 – 5. Project Location. List the counties where the project will be implemented. “Statewide” is a valid response in this item. Some projects may not have a physical location and you may answer these items “N/A.”

6 – 13. Contact Information. Provide information here for the individual who is best informed about this application, can answer questions that may arise and provide additional information which the NAS may request during the review period. Please include information so that we may reach this individual directly.

14. Sponsor web page. Sponsor organization’s web page address.

15. Sponsor category. Circle the appropriate option. If you select “other”, please provide a description.

16. Summary. It is important that your overview be brief; yet give a clear description of the project. It must be three type-written pages or less. See section B for additional instructions on narrative.

17-18. Budget and Attachments. Complete the Budget Summary as described in section C and attach applicable materials as described.

19. Signature. An authorized agent of the sponsor must sign the certification of the original copy of the cover sheet. Also print or type this name and title so that it is legible.

## B. The Narrative Section.

In three pages or less, provide a discussion of your project. Be sure to cover the following points:

1. Describe how the project will meet at least one of the Trust’s environmental funding categories.



2. Why is there a need for the project in your community or in the field of environmental education?
3. Define the specific goals and objectives of the project.
4. Describe exactly what are you going to do and how you are going to do it.
5. What information will you produce and how you will distribute it.
6. Specify the methodology you will use to implement the project and explain how it teaches critical thinking, problem solving and decision making skills.
7. Describe clearly the individuals or groups that make up your audience and how you will recruit them.
8. Explain how the project will promote environmental stewardship.
9. Explain the project's potential for wide application or how it could serve as a model for other communities or organizations.
10. Develop a methodology for evaluating the project: describe how you will know when the goals and objectives have been met; identify the strategies, milestones and tools that you will use to monitor the project; and describe how monitoring will be used to strengthen the project.

**C. Instructions for the Application Budget Worksheet.**

Source of Funds. In Row 1 of the table, name the contributing partners of the project. Cell 1-B is completed, as Column B is reserved for the grant funds you are requesting from the NAS. Name the other sources of funds or contributing partners in Cells 1-C, 1-D and 1-E as needed.

Budget Categories. In Column A, beginning in Row 3, list the budget categories. For example, funding for a workshop might have meeting space rental, transportation and agenda materials as budget categories. A project producing a brochure might have design, copywriting, print production and mailing budget categories. Place each category in a separate row.

Dollar amounts. Complete the table by inserting dollar amounts in the correct row and column. In Column B, insert the dollar amount requested in grant funds for each component in the appropriate row. In Columns C, D and E, show matching contributions for each category from the other sources of funds for the project.

In-kind (non-cash) contributions. Place an asterisk (\*) in each cell where contributions are in-kind (for example, donated labor).

Totals. Complete Column F by totaling each row. Complete Row 18 by totaling each column. Column F and Row 18 should total the same amount in Cell 18-F.



### III. Application Assembly and Submission Checklist

Review the instructions in Section II to be sure you have included all of the required information and documentation.

The board of the Nebraska Academy of Sciences has adopted the following policies on the grant submission and modifications to pending applications. Please review these 3 policies before submitting your application.

1. All essential components including partner letters must be submitted by the deadline, with the original application filing.
2. If material changes are required to a pending grant application, the applicant must submit a written modification request, explaining the conditions of and reasons for the change. Changes will be accepted at the discretion of the Grants Committee.

We request that you follow these formatting guidelines while you are preparing your application packet to ensure a streamlined review process by NAS. These few guidelines will assist the NAS staff, technical reviewers and Board process your application more efficiently.

- \_\_\_\_\_ Type your application with a font size of at least 10 ppi
- \_\_\_\_\_ Submit all materials in 8 1/2" x 11" format if possible
- \_\_\_\_\_ Make double-sided copies
- \_\_\_\_\_ Use recycled paper
- \_\_\_\_\_ Assemble the materials in the following order:
  1. Application Cover Sheet
  2. Narrative and attachments
  3. "Budget" Section
- \_\_\_\_\_ Bind the application with spring clips or paperclips.
- \_\_\_\_\_ Have an authorized person from your organization sign the Application Cover Sheet.

**Hard-copy submission.** One copy of the completed application must be **postmarked** on or before the application deadline date. Hard copy submissions should be mailed to:

**The Nebraska Academy of Sciences**  
**302 Morrill Hall, 14<sup>th</sup> and U Street**  
**Lincoln, NE 68588-0339**  
**(402) 472-2644**  
**Fax: (402) 472-8899**

**Office Manger: Michelle Lopez**  
[nebacad@unl.edu](mailto:nebacad@unl.edu)  
**402/472-2644**

Funds for the Public Information and Education Grants are provided by the Nebraska Environmental Trust.





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## PUBLIC INFORMATION AND EDUCATION GRANT STANDARDS OF EVALUATION

### STANDARDS OF EVALUATION

PIE Grant applications are being administered by the Nebraska Academy of Sciences and are funded by the Nebraska Environmental Trust (NET). Although NAS is accepting, evaluating, and administering funds, procedures established by the NET will be followed throughout the granting process.

Grant applications are evaluated against several standards established by the Trust Board and by state law and regulation. These standards are summarized in this section for easy reference.

**Trust Board Funding Categories** Any project or portion of a project funded by the Nebraska Environmental Trust must achieve one or more of the following Trust priority areas. These priority areas are equally important.

**Habitat**: actions to preserve or restore native habitats and areas critical to at-risk, rare or endangered species; other preservation actions for at-risk, rare or endangered species including actions to understand ecosystem relationships which inform sound management; community habitat enhancement emphasizing native and ecologically appropriate plantings which provide food and shelter for wildlife; actions to inform and educate which contribute to the attainment of this category.

**Surface and Ground Water**: actions to preserve or restore lakes, streams and ground water from degradation or depletion; actions to research, design or foster best management practices; actions to conserve water and/or efficiently and effectively manage water use; actions to inform and educate which contribute to the attainment of this category.

**Waste Management**: actions promoting and implementing source reduction, waste management or toxicity reduction; actions promoting and implementing the development of recycling markets; actions promoting and implementing reuse and other disposal diversion actions; actions to inform and educate which contribute to the attainment of this category.

**Air Quality**: actions promoting and implementing clean air strategies; actions to research, design or foster best management strategies; actions to inform and educate which contribute to the attainment of this category.

**Soil Management**: actions and strategies to preserve, conserve and restore soil health; actions to research, design or foster the implementation and management of these strategies; actions to inform and educate which contribute to the attainment of this category.



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**Project Eligibility Criteria – All projects must meet all of the following criteria to be considered for funding. For the complete text of the regulations defining eligibility, please see our web site link to Title 137, Chapter 5.**

1. The applicant must demonstrate that the project is environmentally acceptable. The project shall not cause harm to the environment and results in a net gain for the environment.
2. The project must have clear and direct environmental benefits.
3. The project must make a real contribution to achieving the Trust Board's environmental categories.
4. The project must provide public benefits.
5. The funds requested will provide assistance only to proposals which are deemed technically feasible.
6. The funds requested will provide assistance only to proposals which are deemed financially feasible.
7. The funds requested shall not be used to provide direct assistance to regulatory programs.
8. The funds requested shall not be used to implement actions mandated by regulations except remediation.
9. The funds requested shall not pay for private benefits or provide assistance to projects whose benefits are primarily private in nature.
10. The funds requested shall not be used to relieve private liability for environmental damage.
11. The funds requested shall not pay for projects which have direct beneficiaries who could afford the costs of the benefits without experiencing serious financial hardship.
12. The funds shall not pay for land or easements acquired without the full and express consent of the landowner.

**Application Rating Scale – All projects that are judged eligible are scored using the following scale. For the complete text of the rules governing project rating, please see our Web site link to Title 137, Chapters 7 and 8.**



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**Mandatory Rating Factors** – Every eligible project is rated on the following factors:

<b>Ratings Statement</b>	<b>N/A</b>	<b>Low</b>	<b>Below Avg.</b>	<b>Avg.</b>	<b>Above Avg.</b>	<b>High</b>
Addresses Trust Categories	0	5	10	15	20	25
Evaluation Plan	0	5	10	15	20	25
Distribution of Information	0	5	10	15	20	25
Number of People or Communities Educated	0	5	10	15	20	25
Public Benefit	0	5	10	15	20	25
Matching Funds and In-Kind Contributions	0	2	4	6	8	10
Public/Private Partnerships	0	2	4	6	8	10
Cost-Effectiveness	0	2	4	6	8	10
Economic Impact	0	2	4	6	8	10
Direct Environmental Impact	0	2	4	6	8	10
Replication Potential	0	2	4	6	8	10
<b>Total Points Available</b>						<b>185</b>
Geographic Points – vary each year and are announced in August (Up to 15 points)						

**Optional Rating Factor** – Additional points can be awarded for:

**GEOGRAPHIC DISTRIBUTION**

In order to ensure equitable distribution of funds across the entire state over time, the Trust may assign points to a project benefiting an area deemed previously under-served by Trust funded projects. The Trust defines seven districts to determine geographic distribution, and usually assigns points based on the district in which a project will be accomplished. This factor is not used every year. Many projects do not receive any points in this category.



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