

and new assessments. School site changes may include creating magnet schools or encouraging parental and community involvement. *Note: All proposals must identify existing educational improvement needs and goals and discuss how the proposed project will address these needs and goals.*

*Environmental issue* is one of importance to the community, state, or region being targeted by the project, e.g., one community may have significant air pollution problems which makes teaching about human health effects from it and solutions to air pollution important, while rapid development in another community may threaten a nearby wildlife habitat, thus making habitat or ecosystem protection a high priority issue.

*Environmental Justice* refers to the fair treatment of people of all races, cultures, and income with respect to the development, implementation and enforcement of environmental laws, regulations, and policies. No racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences that might result from the operation of industrial, municipal, and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies.

*Partnerships* refers to the forming of a collaborative working relationship between two or more organizations such as governmental agencies, not-for-profit organizations, educational institutions, and/or the private sector. It may also refer to intra-organizational unions such as the science and anthropology departments within a university collaborating on a project.

*Wide application* refers to a project that targets a large and diverse audience in terms of numbers or demographics; or that can serve as a model program elsewhere.

#### Section IV. Requirements for Proposals and Matching Funds

##### K. Contents of Proposal and Scoring

In the order listed here, the proposal must contain the following: (1) *Two* standard federal forms; (2) project summary sheet; (3) project description; (4) detailed budget; (5) timeline; (6) description of personnel; and (7) letters of commitment (if you have partner organizations). Please follow the instructions below and do not submit additional items. EPA must make copies of your proposal for use by grant reviewers. Unnecessary cover letters, attachments, divider sheets, forms or binders create a paperwork burden for

the reviewers and failure to follow instructions may lower your score.

*Federal Forms: Application for Federal Assistance (SF-424) and Budget Information (SF-424A):* These two forms are required for all federal grants and must be submitted on the front of your proposal. The two forms, *along with instructions specific to this program* and examples, are included at the end of this notice. On our Web site these two forms can also be completed and printed off with your data and dollars included. Only finalists will be asked to submit the other federal forms necessary to process a federal grant.

*Work Plan and Appendices:* A work plan describes your proposed project and your budget. Appendices establish your timeline, your qualifications, and any partnerships with other organizations. Include all five sections described below in the same order in which each is listed. Correct order ensures that reviewers easily evaluate your proposal without overlooking information. Each section is evaluated and scored by reviewers. The highest possible score per proposal is 100 points as outlined below and in paragraph (N).

(1) *Project Summary:* Provide an overview of your entire project in the following format and on *one page only*:

(a) *Organization:* Describe: (1) Your organization, and (2) list your key partners for this grant, if applicable. Partnerships are encouraged and considered to be a major factor in the success of projects.

(b) *Summary Statement:* Provide an overview of your project that explains the concept and your goals and objectives. This should be a very basic explanation in layman's terms to provide a reviewer with an understanding of the purpose and expected outcome of your educational project. If a person unfamiliar with your project reads this paragraph and they cannot grasp your basic concept, then you have not achieved what is requested here.

(c) *Educational Priority:* Identify which priority listed in Section III you will address, such as education reform. Proposals may address more than one educational priority, however, EPA cautions against losing focus on projects. Evaluation panels often select projects with a clearly defined purpose, rather than projects that attempt to address multiple priorities at the expense of a quality outcome.

(d) *Delivery Method:* Explain how you will reach your audience, such as workshops, conferences, field trips, interactive programs, etc.

(e) *Audience:* Describe the demographics of your target audience

including the number and types you expect to reach, such as teachers and/or students and specific grade levels, health care providers, migrant workers, the general public, etc.

(f) *Costs:* List the types of activities on which you will spend the EPA portion of the grant funds.

The project summary will be scored on how well you provide an overview of your entire project using the format and topics stated above.

Summary-Maximum Score: 10 Points

(2) *Project Description:* Describe precisely what your project will achieve—why, how, when, with what, and who will benefit. Explain each aspect of your proposal in enough detail to answer a grant reviewer's questions. This section is intended to provide you with the flexibility to be creative and does *not* require any specific format for describing your project. However, you should address the following to ensure that grant reviewers can fully comprehend and score your project. Address all criteria in any sequence that best demonstrates the strengths of your project.

This subsection will be scored on how well you design and describe your project and how effectively your project meets the following criteria:

(a) *Why:* Explain the purpose of your project and how it will address an educational priority listed in Section III, such as education reform or community issues. Also identify your environmental issue, such as energy conservation, clean air, ecosystem protection, or cross-cutting topics. Explain the importance to your community, state, or region. Specify if the project has the potential for wide application, and/or can serve as a model for use in other locations with a similar audience.

(b) *Who:* Explain who will conduct the project; identify the target audience and demonstrate an understanding of the needs of that audience. *Important:* explain your recruitment plan to attract your target audience; and clarify any incentives used such as stipends or continuing education credits.

(c) *How:* Explain your strategy, objectives, activities, delivery methods, and outcomes to establish for reviewers that you have realistic goals and objectives and will use effective methods to achieve them. Clarify for the reviewers how you will complete all basic steps from beginning to end. Do not omit steps that lead up to or follow the actual delivery methods, e.g., if you plan to make a presentation about your project at a local or national conference, specify where.