

Environmental Education Grant Program  
Oklahoma Department of Environmental Quality  
**Grant Proposal FY25**

Grant money is not guaranteed. Funding is limited. DEQ's ability to fund environmental education requests is entirely dependent on the amount of money available to DEQ to issue grants.

**Basic Information:**

- Grants are provided based on the amount requested by the Grantee, and approved by DEQ.
- Grantees must be a vendor with the state of Oklahoma. No funds are available until a Purchase Order is issued.
- Invoices may be sent in the full grant amount after a Purchase Order number has been issued.
- Agreements expire June 30, 2025.
- Invoices are due by August 31, 2025. Invoices submitted after August 2025 may not be reimbursed.
- Refer to the Environmental Education Grant Program Guidelines before completing the Grant Proposal Form.
- If you have any questions, contact Sara Ivey at (405) 702-7122 or email [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov)
- Please answer every question. Where a question does not apply to your proposal, write "not applicable" or preferably briefly explain why.
- Submit this form and send all required attachments to [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov) by the grant closing date of December 1, 2024 by 11:59 p.m. central time.

## **Process for Receiving Funds**

1. Submit application.
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Proposal and Budget to DEQ, if necessary.
3. DEQ notifies grantee if their project has been awarded grant funding.
4. DEQ begins state's procurement process for approval.
5. DEQ issues Purchase Order number for project.
6. Applicant may now begin to spend funds and can use DEQ funding as reimbursement for any funds spent prior to receiving payment.
7. Applicant sends invoice to DEQ.
8. DEQ Reimburses invoice within 45 days.

For more information and application deadlines, visit the DEQ website at <https://www.deq.ok.gov/external-affairs-division/environmental-education/#EducationGrants>

## **Application Submittal Instructions**

Return by email to [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov) with the subject line, “[Organization] FY24 Environmental Education Grant Application DEQ”  
e.g., Salina High School FY24 Environmental Education Grant Application DEQ

Or send a hard copy to:

Oklahoma Department of Environmental Quality  
Attn: Sara Ivey, Office of Communication & Education  
P.O. Box 1677  
Oklahoma City, OK 73101-1677  
Phone: 405-702-7122

## **Environmental Education Grant Requirements**

Applicants must be an Oklahoma teacher, public or private (early childhood-12th grade), postsecondary-institution, school environmental club, youth group leader, and/or organization with a youth component to apply for the grant.

The proposed project must:

- have an environmental education focus
- include direct student involvement
- contain clear ties to classroom learning objectives or state curriculum standards
- be completed by the end of the next school year.

Additional suggestions:

- community collaboration is strongly encouraged

## Environmental Education Grant Application FY25

The following information must be provided before a proposal will be considered. Scoring will be based on the following categories: environmental education, feasibility, new project, need, student involvement, learning objectives, longevity, community collaboration, student impact, quality of proposal, budget, and past performance, if applicable. See the *Tag Grant Judging Rubric* for specific details. This form has been prepared to be applicable to a wide range of projects and as a result some of the questions may not seem directly applicable to what you propose. Please answer the questions to the best of your ability based on the information you have.

Date:

1. Legal name of organization seeking funding:

2. Dollar Amount Requested:

3. Contact information for organization:

<b>Name/Title:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

4. Finance Officer for organization (for finance related questions only):

<b>Name/Title:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

5. Addresses

<b>The grant documents will be sent here (name and email):</b>	
<b>Payment will go to this mailing address:</b>	

6. Project Details. Answer each question in its answer box to the right.

Question	Answer
<b>a. Project Title</b>	
<b>b. Project Overview. Please provide a one-paragraph summary describing your project. 100 words maximum.</b>	
<b>c. Project Category. Which category best describes your project? Select only one.</b>	<input type="checkbox"/> Environmental Club Project <input type="checkbox"/> Outdoor Classroom <input type="checkbox"/> School Garden <input type="checkbox"/> Recycling <input type="checkbox"/> Composting <input type="checkbox"/> Green Schools <input type="checkbox"/> Environmental Education Project <input type="checkbox"/> Other :
<b>d. Number of students directly impacted.</b>	
<b>e. Grade Level of students directly impacted.</b>	
<b>f. Number of students indirectly impacted.</b>	
<b>g. Grade Level of students indirectly impacted.</b>	
<b>h. Percentage of student body indirectly impacted.</b>	

**Project details continued...**

Question	Answer
<p><b>j. Proposed start date and completion date.</b> *(All projects must conclude by May 15, 2026. Final report due May 31, 2026.)</p>	
<p><b>k. Project description. Give a clear, concise description of your proposed project. Include how students will be directly involved in the planning, implementation or execution of this project. Describe goals and objectives.</b> (Limit 1000 words)</p>	

**Project Details continued...**

Question	Answer
<p><b>l. Describe how this project will fit into classroom learning objectives, meets a curriculum standard, or fits into your organization's mission.</b> (Limit 250 words)</p>	
<p><b>m. Please describe how the project involves community partners or community outreach.</b> (Limit 250 words)</p>	
<p><b>n. How will benefits be measured? / How will you quantify the success of your project?</b> (Limit 250 words)</p>	

<p><b>o. How long do you intend for the program to remain in place? How will you continue after grant funds are spent?</b> (Limit 250 words)</p>	
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**Timeline**

Question	Answer
<p><b>a. Provide the project timeline. Include anticipated start and completion dates, as well as dates for each stage of the project.</b> This can be an attachment if that is easier. (Limit 250 words)</p>	

7. Attachments

**Budget - required**

**Please attach a detailed budget for the entirety of the project.** More detailed and itemized budgets will be prioritized.

This item must be emailed directly to [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov) by 11:59 pm on December 1, 2024.

**Letter of Commitment - required**

**Please attach a Letter of Commitment from your principal or supervisor supporting your project.**

This item must be emailed directly to [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov) by 11:59 pm on December 1, 2024.

**Other documents – optional**

**You may also attach no more than five pages of photographs, clippings, diagrams, maps, etc. that can provide more information that may be useful to the committee when reviewing your proposal.**

These items must be emailed directly to [sara.ivey@deq.ok.gov](mailto:sara.ivey@deq.ok.gov) by 11:59 pm on December 1, 2024.

**Additional Information - optional**

<b>Is there any other information that you would like to share?</b>	
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