

# 2019 Legacy Environmental Education Grant Application

Date of Application: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Director: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Budget Request Amount: \_\_\_\_\_

Project Length: \_\_\_\_\_

Project Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator/Director/Principal: \_\_\_\_\_

Do you have a "Protect Our Environment" license tag on any vehicle(s) in your household? If so, please provide the license tag number(s): \_\_\_\_\_

Have you participated in any of Legacy's Teacher Workshops in the past? If so, please list which ones:

---

Do you utilize the "Learning through Legacy" curriculum in your classroom or lessons? If so, describe:

---

---

**ALL grants must be received NO LATER than close of business on Tuesday, April 30, 2019!**

**Return Completed  
Grant Application to:**

Legacy, Inc., Partners in Environmental Education  
Attn: FY2019 Competitive Grant Program  
P.O. Box 3813  
Montgomery, AL 36109

OR

UPS/Fed Ex:  
4162-A Carmichael Court  
Montgomery AL 36106

(334) 270-5921

OR

By email to: [paige@legacyenvd.org](mailto:paige@legacyenvd.org)

**Project Title:** \_\_\_\_\_

**Project Feasibility/Sustainability:** (environmental education need addressed, how the need will be addressed, and personnel qualification and experience. Explain how this project will be sustained for the future.)

**Audience:** (size and diversity, reaches under-served population, partnerships developed, and potential for replication in other areas if not statewide)

**Scope of Work:** (goals clearly stated, description of work plan, use of existing materials and information, and consistency with Legacy's mission)

**Schedule of Project:** (delineate tasks by using a timeline)

**Budget:** (cost effectiveness, detailed and itemized, and match including in-kind)  
 Please check M for match or I for in-kind.

<b>Budget Item</b>	<b>Legacy Request</b>	<b>Other Sources Match/In-kind</b>	
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
_____	\$ _____	\$ _____	M__I__
Legacy Signage/Recognition of Legacy Support of project:	\$ _____	\$ _____	
Total Budget (Legacy/Other)	\$ _____	\$ _____	
<b>TOTAL PROJECT BUDGET</b>	\$ _____		

**Other Sources:** (Please list other sources and financial commitments)

**Measurements and Evaluation:** (how effectiveness of program will be measured)

**Legacy Recognition:** (Describe all the ways that Legacy will be recognized)

Note: There MUST be clearly visible Legacy signage, featuring BOTH Legacy logos, on site at ALL Legacy-sponsored grant projects. A member of the Legacy staff and/or Board of Directors will conduct site visits to ensure compliance.

**Check List:**

- Application is for \$2,500, or less
- All sections of the application are complete and in the correct format
- Spacing allocations have been adhered to
- Evaluation criteria has been reviewed after completing the grant application
- All partnerships are mentioned
- The application will be received on or before the deadline
- Application is in proper format
- Legacy recognition is clearly addressed
- Project has a strong environmental education component
- No extraneous attachments are included (other than IRS letter)

Project Director's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### **Some Reasons Environmental Education Grant Proposals Do Not Receive Funding From Legacy**

Your grant application will be examined closely by the Legacy Grants Committee. They will score its value by the criteria listed on this Form. The reviewers must be able to read and understand the message that you are trying to convey. Some of the most common pitfalls are listed below. Please read these carefully to make sure your grant application does not fall into one of these categories.

- Grant request exceeds the \$2,500 limit
- Grant guidelines have not been followed
- Hastily prepared proposals assembled at the last minute
- Little or no research on the subject of the proposal. Inaccurate information
- Reviewers could not comprehend the importance of project's goals because they were not clearly stated
- No environmental education component
- Overall budget too high in relation to the project's activities
- Vague, round numbers used. Budget not specifically defined
- Failure to mention partnerships and explain how they will collaborate
- Inadequate or missing evaluation/assessment component
- Not meeting the application deadline
- Failure to complete all sections of the application form
- Environmental need not defined
- Limited target audience; cost per recipient too high
- Legacy recognition not clearly defined
- Grant application includes monetary request for salaries/stipends/travel
- Failure to follow correct format and spacing allocations