



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION



Grants



DEP Grants 101:

Basics for First-Time Applicants Who Want to Make Their Environmental Project Happen

11:00 am – 12:30 PM
Thursday, December 2, 2021

What We'll Cover

1. Who can apply for DEP grants and types of projects funded
2. How to apply: The essential basics
3. Misconceptions: Debunked
4. Common application pitfalls, and how to avoid them
5. Best practices of successful applicants
6. Tips to strengthen your project proposal
7. A look at seven grant programs
8. Q&A



Who Can Apply for DEP Grants?



A variety of grant programs support:

- Nonprofit organizations—all sizes and types
 - Schools and colleges
- Municipalities: borough, township, city, county
 - Businesses, small and large
 - Farmers
 - **You**

Examples of Types of Projects Funded

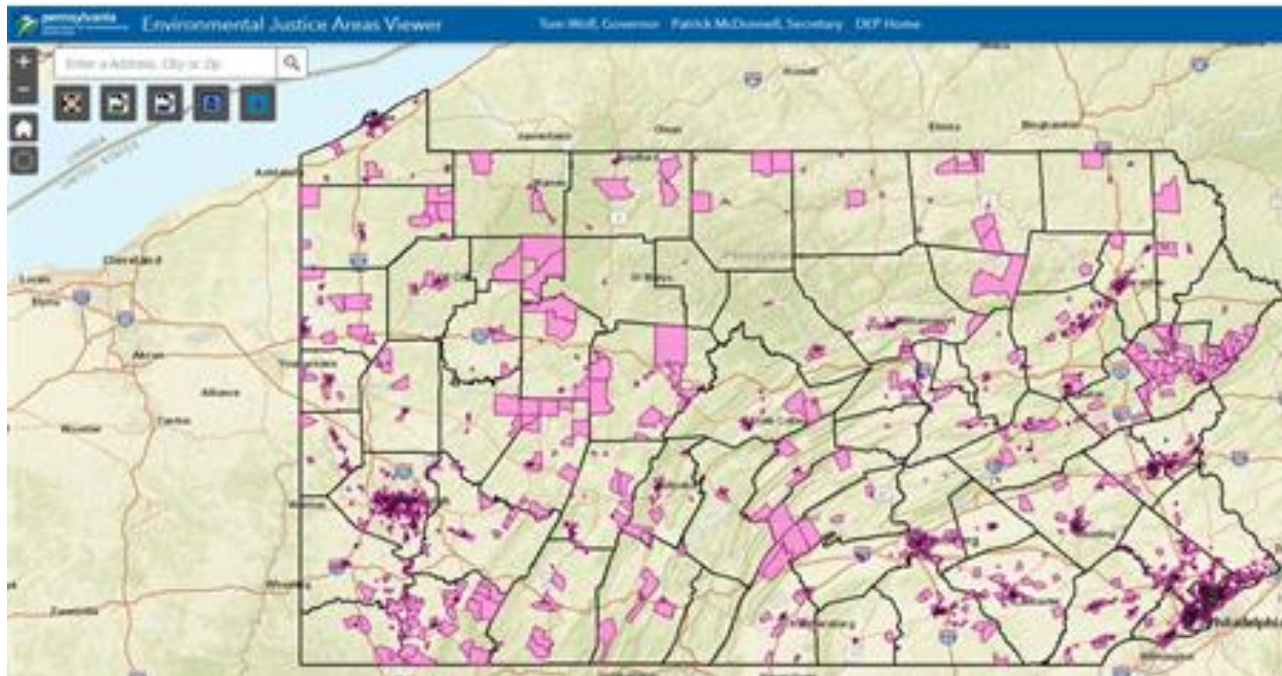


- Air quality improvement
- Cleaner fuel transportation
- Climate change
- Energy efficiency
- Environmental education
- Environmental Justice
- Soil erosion reduction
- Water quality improvement


Environmental Justice

Find out if your project serves an EJ area:

www.dep.pa.gov/EJviewer



How to Apply: The Essential Basics

1. Start with an  Idea
2. Go to www.dep.pa.gov/grants and check out the variety of grant programs.
3. Review the Grant Program Guidance document for each grant you're interested in.
4. Contact the program project advisor, if required.
5. Complete an application at the Electronic Single Application website.

DEP Newsroom: Grant News

<https://www.ahs.dep.pa.gov/NewsRoomPublic/Search.aspx>:



- [Gov. Wolf Awards \\$9.5 Million to Reduce Pollutants and Increase Clean Transportation](#), 11/1/2021
- [DEP Awards Over \\$4.1 Million in Grants to 13 Projects Statewide to Restore the Health of Local Watersheds](#), 10/14/2021
- [DEP Announces \\$3 Million in Grants through Driving PA Forward Grant Program](#), 9/29/2021
- [DEP Announces \\$750,000 in Grants for Environmental Educational Projects](#), 9/24/2021
- [DEP Opens Application Process for Coastal Zone Grants](#), 8/30/2021
- [DEP Announces \\$1 Million in Grant Funding Available to Small Businesses and Farmers to Improve Operations through Energy Efficiency and Pollution Reduction](#), 8/20/2021
- [DEP Celebrates 1,000 Electric Vehicle Chargers Installed Statewide with 'Driving PA Forward' Funding](#), 6/25/2021
- [DEP Awards More Than \\$3.4 Million to Cleaner Fuel Transportation Projects Statewide to Improve Air Quality, Reduce Greenhouse Gas Emissions](#), 5/13/2021
- [Gov. Wolf Announces Environmental Education Grants](#), 4/22/2021
- [DEP Celebrates Earth Day with \\$22.5 Million Available for Community Projects to Improve Water Quality and Watershed Health](#), 4/22/2021
- [DEP Awards \\$2.4 Million in Driving PA Forward Funding to Transportation Projects to Improve Air Quality in Seven Counties](#), 3/31/2021
- [DEP Makes It Easier to Get Low-Interest Loans for High-Impact Energy Efficiency Projects](#), 3/19/2021
- [DEP Provides \\$1 Million in Support as 26 More Counties in Chesapeake Bay Watershed Begin Developing Plans to Improve Local Water Quality](#), 1/22/2021

Sample Grant Program Guidance Document

2022 DEP Environmental Education Grants Program

The 2022 Department of Environmental Protection's (DEP) Environmental Education Grants Program welcomes applications for the development of innovative formal and non-formal education projects that: 1) Address grant program priorities; 2) Provide opportunities to expand the public's understanding of Pennsylvania's environmental issues; and 3) Develop skills required to make informed decisions and take responsible action on behalf of the environment.

Since 1993, DEP has awarded 2,071 environmental education grants totaling more than \$11.6 million. Over the program's tenure, awardees have included schools, non-profit organizations, colleges and universities, county conservation districts, businesses, and other eligible entities.

Proposals that fail to support the **Environmental Education Guiding Principles** (see Page 5), but simply disseminate information, will not be funded. Applicants are strongly encouraged to use and adapt existing, high-quality instructional materials and teaching curriculums, such as Bay BackPack, Meaningful Watershed Educational Experience materials, Project WET, Project WILD, Project Learning Tree and DCNR's Watershed Education, (see page 18) before creating new materials.

2022 Environmental Education Grant Program Timeline

September 10, 2021	The 2022 DEP Environmental Education Program round opens. The 2022 Environmental Education Grants Program Manual and other pertinent information will be posted to DEP's website. DEP EE database notifications will be sent via email.
December 10, 2021	Applications must be submitted by 11:59 p.m. on this date. Late submissions will not be considered.
Spring 2022	Awarded projects will be announced. Unanticipated circumstances may result in announcement delays.
July 1, 2022	Awarded projects may begin on or after this date.
January 15, 2023	Draft project assessment plans/tools due for review and feedback.

Shown: Environmental Education Grants Program

➤ **Be sure to check the Grant Program Guidance document for the specific grant program you're interested in**

Sample Grant Program Guidance Document

DEP EE Grant Program Priorities

The DEP's Environmental Education (EE) Grants Program provides funding to support environmental education projects that address one or more of the following priorities:

Climate Change

Education projects that promote practical solutions for reducing greenhouse gas emissions and the negative impacts of climate change including floods, changes to groundwater, pests, disease, agricultural disruptions, and potential threats to human health. Projects are not limited to the following examples:

- Education projects to reduce emissions, such as vehicle idling.
- Community projects promoting integrated water resource management, water conservation, and stormwater best management practices (BMPs).
- Educational tours featuring renewable energy and energy conservation projects, sustainable transportation, alternative fuels, waste reduction, and agricultural best management practices (BMPs).
- Educational demonstration projects that increase the community's understanding of climate change impacts and promote adoption of green infrastructure practices such as renewable energy and energy conservation practices, permeable pavements, green rooftops, rain gardens, rain barrels or cisterns, tree box filters, urban tree plantings, and other related practices.
- Education projects supporting Green School initiatives.
- Selective climate adaptation projects, implemented as a part of a larger educational effort, such as urban tree and riparian buffer plantings, water quality monitoring, habitat improvement, and other meaningful experiences.
- Projects that explore everyday choices such as energy conservation, transportation, food wastes, consumer habits, and others that could address climate change.

Water

Education programs promoting effective ways to reduce non-point source and source water pollution to improve water quality. Projects are not limited to the following examples:

DEP EE Grants Program Description

"Environmental education is critical to promoting a healthy environment and citizenry, sustainable communities and to the growth of Pennsylvania's economy." (Environmental Education Act, Section 2, Declaration of Policy (6).

The Department of Environmental Protection's Environmental Education Grants Program provides funding for education projects that foster an understanding of natural world functions and cultivate critical thinking and actions that promote environmental protection and sustainable resource management.

The Environmental Education Grants Program will **not** provide funding for:

- Projects that are not entirely focused on environmental education.
- Basic research such as: data collection, surveys and/or stipends for researchers.
- Beautification projects or landscaping.
- Fundraising or membership drives.
- Political advocacy, campaigning, legislative lobbying or litigation programs. Applications that advocate for a particular policy position or appear biased will not be considered.
- Real estate acquisitions or due diligence research related to such acquisitions.
- Construction activities including building construction, improvement to existing structures, pond or wetland construction.

Sample Grant Program Guidance Document

Eligible Applicants

- Public schools and school districts (PreK-12) (includes Intermediate Units and Charter Schools)
- Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Businesses (must be registered to do business in Pennsylvania)

Ineligible Applicants

- Entities, including municipalities, that do not appear on the list of Eligible Applicants cannot receive 2022 Environmental Education Program funds. Ineligible applicants are encouraged to partner with an eligible applicant to deliver environmental education programs.

Note: Applicants that were previously awarded a DEP EE Grant, but failed to meet their contractual obligations, may be deemed ineligible to receive 2022 Environmental Education Grant Program funds.

Project Time Period

Awarded projects may begin on July 1, 2022 and must end by June 30, 2023. No time extensions will be provided. Expenses incurred outside of the Project Time period are ineligible for grant funds.

Project Location(s)

All projects must occur in Pennsylvania and engage Pennsylvania audiences.

Project Audiences

Projects may deliver both formal and non-formal education programs targeting *any* audience, including, but not limited to, youth, teachers, municipal officials, farmers, developers, site designers, businesses, and homeowners or other community residents. **People living and/or working within Environmental Justice areas are considered priority audiences.**

Multiple Applications

Multiple applications may be submitted from the same organization. Each project application will be viewed as an independent proposal and evaluated accordingly.

Application Requirements (see pages 10-13)

All applications shall submit: 1) A project proposal; 2) an EE Grants Program Scope of Work form; 3) an EE Grant Program Detailed Budget sheet; and 4) Letter(s) of Commitment.

Applications that fail to provide all required documents will be considered incomplete and ineligible for

2022 DEP EE Grant Program Award Categories

Two types of awards are available for projects addressing the 2022 Environmental Education Grants Program priorities described on pages 2-3.

General Grants may be awarded in amounts ranging from \$3,001-\$20,000 (LEVEL I) for implementation of large scale regional or statewide environmental education projects or in amounts ranging from \$20,201-\$85,000 (LEVEL II), for non-formal projects engaging youth and teachers at the local, state and national levels. **Mini Grants**, of up to \$3,000, may be awarded for local (school, county, municipality or other defined area) environmental education projects.

Regardless of the type of award, the grantee will be designated as the legal entity, solely responsible for implementing the Grant Agreement. The grantee will manage the project, maintain records and submit all required documentation including mid-term progress and final reports, associated deliverables and requests for reimbursement.

GENERAL GRANTS (Projects awards ranging from \$3001-\$20,000 or \$20,001-\$85,000)

General Grant Progress Reports and Payments

Funds are provided to General grants on a reimbursement basis. General Grants are *not* eligible to receive advance payments. Requests for expense reimbursement must be accompanied by an acceptable Midterm or Final Report.

General Grant Midterm Progress Report

The Midterm Progress Report and Expense Reimbursement Request are due January 15, 2023.

General Grant Final Progress Report

The Final Progress Report and Expense Reimbursement Request must be submitted within 14 business days of project completion. The reporting deadline for projects concluding on June 30, 2023 is July 15, 2023.

General Grant Budget Match

Match (Cash and/or In-kind) equivalent to at least 20% of the requested amount of Grant funds is required of General Grants. **Match contributions, whether provided by the applying organization or a project Partner, must be documented on the Detailed Budget sheet (see Application Requirements, page 12) and substantiated by a Letter of Commitment (see Application Requirements, page 13).**

Note: Ineligible Grant expenses (see page 10) and other state agency money, services or materials may not be designated as Match. Although People costs exceeding 35% of the total grant funds requested are considered ineligible grant expenses, People costs in any amount may be used as Match.

Sample Grant Program Guidance Document

2022 DEP EE Grant Program Eligible and Ineligible Expenses

Eligible Grant Expenses

People Costs (up to 35% of grant funding)

- Wages and benefits directly related to project implementation, including project director, staff and clerical support.
- Private consultants, including wages/benefits and/or contractual fees for service.
- Stipends for teachers and administrators for work done outside the normal workday.
- Substitute teacher pay, at the current daily rate.

Travel Costs

- Personal mileage at the current GSA rate. For more information, visit <http://www.gsa.gov/portal/content/100715>.
- Transportation costs at a flat fee rate.

Resource Costs

- Educational resources such as books, library/research resources, software, test kits, and field guides.
- Supplies such as native plants and trees, mulch, shovels, hoes, garden trowels, gloves, building materials, signage, nets.
- Equipment and Technology
 - Equipment such as binoculars, weather stations, energy audit equipment, etc.
 - Laboratory equipment such as microscopes
 - Program-specific technology (handheld GPS units Laptops, iPads/tablets, webcams, video cameras, etc.)

Note: All proposals must: 1) Specify how the equipment/technology will be used to deliver a meaningful environmental education project; 2) Designate where the item(s) will be located/stored; and 3) Identify how the items be used for environmental education after the grant's project period ends.

General Grants Level I & II: No more than **10%** of the total grant funds requested may be used to purchase program-specific technology.

Mini-Grants: No more than **30%** of the total grant funds requested may be used to purchase program-specific technology.

Other Costs

9. Program Addenda

- **Efacts ID** – If known, fill in the organization's [Efacts ID](#)
- **Project Director Information** – The project director serves as the point of contact for proposed project, including program content and budget. The project director coordinates grant activities and communicates with the applying organization.
 - Enter the full legal name of the applying organization (DO NOT ABBREVIATE).
 - Indicate the project director's name, email and phone number.
- **Project Title** – Enter the name of the proposed *project* (Do not enter the Project Director's Title.)

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try [changing your program](#).

Efacts ID

1. Project Director Information (all other Project Information will be located in the site section)

Project Organization's Name *

Project Director's Name *

Project Director's eMail *

Project Director's Phone Number *

2. Project Title *



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Contacting the Grant Program



Electronic Single Application System

Benefits

- ✓ Nothing needs to be mailed.
- ✓ Electronic signature.
- ✓ You can save unfinished applications and return to them.
- ✓ Ensures your application is submitted.
- ✓ You can copy and paste information to apply for more than one grant.
- ✓ Customer service: Mon.–Fri., 8:30 am–5:00 pm
800-379-7448; email: ra-dcedcs@pa.gov



Misconceptions

- You're ineligible to apply.



- You can't meet grant match requirements.



In many cases you are, and you can.



➤ ***Be sure to read the Grant Program Guidance document***

"Grant Match"

Some programs allow grant match to be in-kind items:

- Equipment costs
- Volunteer hours
- Staff salaries
- Administrative costs
- Project funding from other organizations



➤ ***Be sure to read the Grant Program Guidance document.***

6 Common Pitfalls: How to Avoid Them

1. Submitting an incomplete application.
2. Submitting incomplete related forms.
3. Making errors in proposed project budget.



▶ 6 Common Pitfalls and How to Avoid Them

4. Not communicating with DEP or other partners, as required.
5. Not being eligible for the grant.
6. Not factoring in the length of time to get grant.



7 Best Practices of Successful Applicants

1. Invest time up front to review all the grant program materials carefully, before starting the application.
2. Follow the instructions in the Grant Program Guidance document.
3. Provide the information requested—no more, no less.



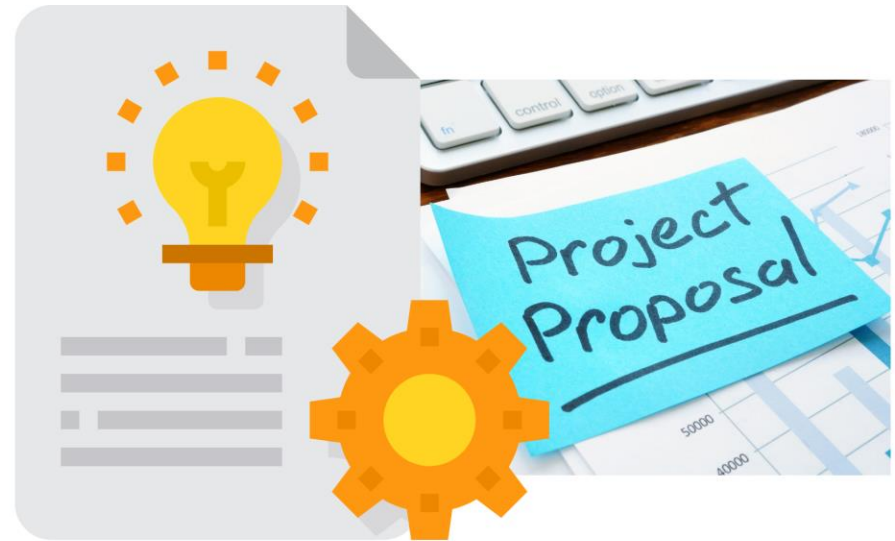
7 Best Practices of Successful Applicants

4. Label attachments clearly.
5. Make sure the project contact is someone who can be responsive.
6. Ask for assistance before applying —not after.
7. **Give yourself plenty of time to apply correctly; your project deserves it.**



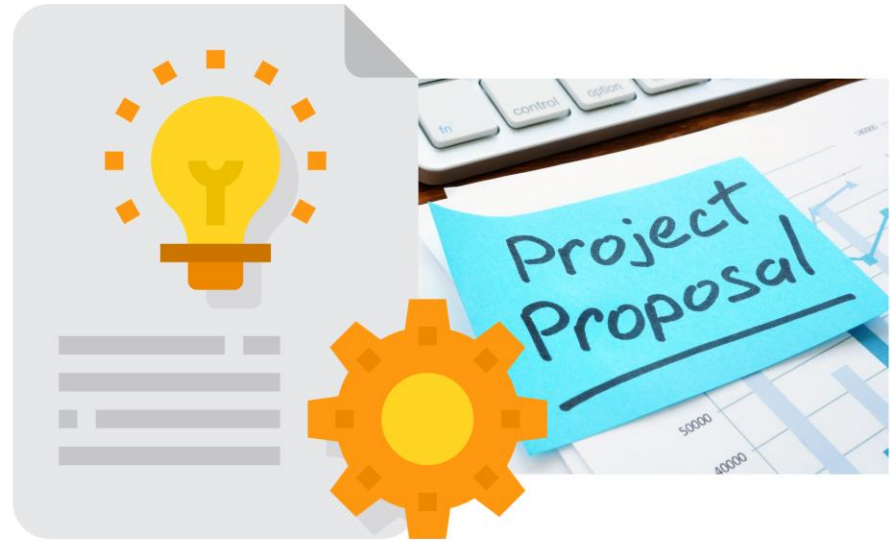
Tips to Strengthen Your Project Proposal

- Consider partnerships!
- Attend pre-application workshop if offered.
- Look at different ways to meet your goal and get the biggest bang for your buck of grant funding.



Tips to Strengthen Your Project Proposal

- Go down the list of scoring elements and incorporate as many as possible.
- Submit a clear, concise project goal.
- Include signed letters of commitment.
- Explain how your project will continue beyond the funded period.



A Look at Seven Grant Programs

- **Alternative Fuel Incentive:** For clean energy vehicles and fueling infrastructure
- **Growing Greener Watershed Protection:** For reducing runoff water pollution
- **Section 319:** For projects to restore or protect watersheds
- **Small Business Advantage:** For energy efficiency and pollution prevention
- **Coastal Zone Management:** For water quality and shoreline protection
- **Driving PA Forward:** For clean energy transportation projects to replace old diesel engines
- **Environmental Education:** For preK-12 and informal education for youth and adults

Alternative Fuel Incentive Grants



What's funded:

- Incremental cost expenses to purchase alternative fuel vehicles, up to \$300,000 per application.
- Purchase and installation of the necessary fleet, worksite or home-based, or public refueling equipment for alternative fuel vehicles, up to \$600,000 per application.
- Research, training, development, and demonstration of new applications or next-phase technology related to alternative fuel vehicles, up to \$600,000 per application.

Amount available:

- AFIG has up to \$5 million total available annually.

Alternative Fuel Incentive Grants

Who can apply:

- School districts
- Municipal governments and authorities
- Nonprofits
- Corporations (LLCs or partnerships) registered to do business in state
- Businesses whose headquarters or principal place of business are in state

Contact:

Josh Dziubek: 717-705-0374, jdziubek@pa.gov



Growing Greener Watershed Protection and Restoration Grants

What's funded:

- Watershed assessment and restoration plans
- Watershed restoration design and construction
- Abandoned mine drainage projects
- Agricultural Erosion and Sediment Control or Nutrient Management planning and implementation
- Statewide and regional initiatives to restore or protect water resources
- Projects related to the state Chesapeake Bay Phase 3 Watershed Implementation Plan



Amount available:

- \$235,000 average award

Growing Greener Watershed Protection and Restoration Grants

Who can apply:

- Incorporated watershed associations
- Counties, including county planning commissions, or municipalities
- County conservation districts
- Municipal authorities or council of governments
- Non-profit organizations
- Educational institutions or other authorized organizations

Contact:

Scott Carney, rscarney@pa.gov, 717-783-2944; or
ra-epgrowinggreener@pa.gov



Section 319 Nonpoint Source Management Grants

What's funded:

- Watershed restoration design and construction projects in watersheds with Section 319 Watershed Implementation Plans
- Agricultural best management practices
- Abandoned mine drainage treatment
- Stormwater best management practices
- Floodplain resiliency/reconnection

Amount available:

- \$4.5 million - \$5 million annually



Section 319 Nonpoint Source Management Grants

Who can apply:

- Incorporated watershed associations
- Counties, including county planning commissions, or municipalities
- County conservation districts
- Municipal authority or council of governments
- Non-profit organizations
- Educational institutions or other authorized organizations

Contact:

Scott Carney, rscarney@pa.gov, 717-783-2944;
or RA-EP319grantfunding@pa.gov



Small Business Advantage Grants

What's funded:

- Equipment/material resulting in energy efficiency or pollution prevention
- Processes that reuse raw materials; reduce consumption of energy or raw materials; or reduce waste production, or sediment and nutrient runoff into streams.
- Projects must replace or upgrade existing equipment or materials and save 25 percent in energy costs and at least \$500 annually.

Amount available:

- 50 percent matching reimbursement up to \$5,000 for any project type
- \$1 million available annually



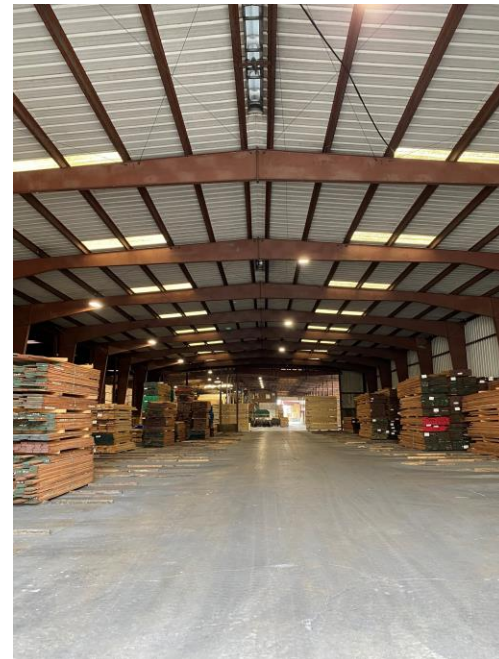
Small Business Advantage Grants

Who can apply:

- For-profit small businesses that are taxed in PA and registered with PA Department of State (if required)
- Businesses with <100 full time equivalent employees, including small farms
- Some businesses attached to residences
- Some commercial real estate owners
- Ineligible: Not registered, non-profits, governments, franchises.

Contact:

Samantha Harmon,
saharmon@pa.gov, 717-783-0909,
or RA-epAdvantageGrant@pa.gov



Coastal Zone Grants

What's funded:

- Projects in the Delaware Estuary and Lake Erie Coastal Zones that address:
 - Coastal hazards
 - Wetlands
 - Public access
 - Intergovernmental coordination
 - Ocean/Great Lakes resources
 - Nonpoint source pollution reduction

Amount available:

- Project funding range: \$5,000 - \$75,000



Coastal Zone Grants

Who can apply:

- Counties and municipalities
- Area-wide agencies – county and regional planning agencies
- Incorporated non-profits
- School districts, intermediate units, universities and colleges
- Incorporated conservation and educational organizations
- State agencies
- County conservation districts, port authorities and public authorities



Contact:

Coastal Resources Management Program
RA-epcoastalzone@pa.gov, 717-772-4785



Driving PA Forward Grants

What's funded:

Projects to replace older diesel vehicles with:

- Class 4-8 truck and buses
- Oceangoing vessel shorepower
- Electric cargo handling equipment
- Marine and rail freight movers
- Electric vehicle charging stations
- Hydrogen fueling stations

Amount available:

- Varies: Recent grants ranged from \$3,000 for EV chargers to \$4.5 million for locomotive



Driving PA Forward Grants

Who can apply:

- Businesses
- Incorporated nonprofits
- Local, state, federal, and tribal governments
- Air quality or transportation organizations
- Metropolitan or rural/regional transportation planning organizations



Contact:

Mike Trone, mitrone@pa.gov, 717-772-1104

For charging station projects: Colton Brown, coltbrown@pa.gov,
717-705-4156

Environmental Education Grants

What's funded:

- Wide range of projects, including meaningful, hands-on programs for students, teacher training workshops, and community conservation projects for adults
- Priorities: Climate change, Environmental Justice, and water quality improvement

Amount available:

- Mini-grants up to \$3,000
- General grants from \$20,000 - \$85,000



Environmental Education Grants

Who can apply:

- Public schools and school districts (preK - 12) (includes Intermediate Units and charter schools)
- Incorporated private schools
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Businesses registered to conduct business in Pennsylvania

Contact:

DEP Environmental Education & Information Center:

RA-epEEgrants@pa.gov





Grants

Let's answer your questions!

For grants information:

www.dep.pa.gov/grants

DEP Grants Center

(717) 705-5400

For webinar recording:

www.dep.pa.gov/grants101