



RecycleBank Green Schools Program 2009-2010

Guidelines for the RecycleBank Green Schools Program are as follows:

RecycleBank will be accepting applications from schools in RecycleBank serviced areas that work with youth (ages 6-18) in the field of environmental awareness, education and action as described in the following pages. We are especially interested in programs that empower youth in the communities in which they live.

We will consider grants between **\$100 and \$5,000**. There is no guarantee of any grant monies to any organizations applying. RecycleBank will donate \$10 for every 100 RecycleBank Points donated. *All grants will be dependent on donated Points from RecycleBank Members.*

We will look to fund programs that:

- Offer innovative approaches to communicate environmental issues in communities
- Provide strong educational programming with follow-up opportunities for learning
- Create new ways of thinking, acting and behaving
- Empower youth to be “heroes” (educators/stewards/advocates) for a sustainable environment in their own communities
- Encourage partnerships among formal and informal education systems
- Embrace diversity and build bridges of understanding among youth of diverse ethnic, racial and socio-economic backgrounds

Qualifications:

RecycleBank will support registered, non profit, tax exempt 501c3 schools in RecycleBank serviced areas that deliver services to youth between the ages of 6-18 and address at least one of the action areas described in the preceding paragraphs. In addition, priority will be given to organizations that:

- Reach traditionally underrepresented/underserved communities
- Encourage partnerships among schools and community organizations
- Demonstrate program sustainability

BUDGET GUIDELINES:

We will consider grants between \$100 and \$5,000. You must supply a budget for your proposed program. Please be specific about the amount of funding you are requesting. All funds should be spent during the 2009 school year for which the grant is provided. All grant recipients will be required to report back to RecycleBank by December 15, 2009 with project outcomes, photos, and supporting documentation confirming grant follow-through.

In all cases, the projected budgets provided should show reasonable costs / estimates.

We will not fund the following:

- Capital campaigns or expenditures such as: park equipment, land acquisition, recreational equipment, furniture, computers
- School bands, orchestras, art classes or other art programs without an environmentally focused component
- Fundraising events, event sponsorships and/or the purchase of tables at events
- Solo Adventure travel (such as Outward Bound, Peace Corp, etc...)
- League sports programs
- Scholarships or fellowship programs
- Grants to individuals
- Political campaigns or organizations
- Programs that are non-inclusive
- The sole production of any marketing materials (T-shirts, posters, flyers)
- Production of materials (books, software) for later sale
- Transportation (Buses, vans, etc)
- Food for events/prizes



HOW TO APPLY:

1. Review the action areas and qualifying criteria in these guidelines. Complete the grant application and submit via email to villagegreen@recyclebank.com no later than **December 15, 2009**.
2. If we'd like to learn more about your program for consideration of funding, we may contact you via email or telephone. Please answer any and all inquiries in a timely fashion for grant consideration.
3. Applications will then be reviewed by a RecycleBank designated Team and recommendations for funding will be made and posted on www.RecycleBank.com/greenschoolprogram.
4. We will notify all applicants via email the week of **December 21st, 2009** of the status of your inquiry.
5. If your grant is selected, funding will be dependent on Points donated towards your grant application by RecycleBank Members.
6. RecycleBank will offer downloadable printable collateral to help support schools and students in their effort to promote Point donation for funding of their programs.

Please stick to the application provided. Do not send us videos, books, or applications in binders or folders. RecycleBank strives to be an environmentally friendly organization and we wish to streamline our application process for the benefit of our applicants, our reviewers and the environment. Only emailed applications will be accepted.

Thank you for your interest! We wish you luck and hope that all projects will move forward, with or without RecycleBank's support.



2009-2010 RecycleBank Green Schools Program Application

*Cover Sheet:

Name of Applying Organization:
501© 3 Tax Exempt Status / ID #:
Address:
Phone:
Email:
Website url:
Head of Organization (name, title):
Primary Contact of Proposed Project (name, title):
Phone of Primary Contact:
Email of Primary Contact:
Name and Address of Organization to which the check should be addressed if grant is awarded:
Explain relationship if different from applying organization:

Amount of funding requested: \$ _____ (US Dollars)

What is the total budget of the project for which funds are being requested? (in USD)
Has this organization received prior funding from the RecycleBank Green Schools Program Grants Before?
If yes, please tell us the amount and date of the grant and the project funded Amount / Year(s) (example \$4200 / 2006)
Name of the Project that was funded:

*(All fields above are required)

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In addition to the cover sheet, please provide us with the following as part of your complete application for this grant. We ask that you provide us all information via email in an effort to save paper. We will need to see a copy of the cover sheet, proposal narrative, budget information, and attachments A through C to consider your application complete.

1. **Proposal narrative**—Description of the program or project for which funds are being requested on organizational letter head if possible (not to exceed 3 pages). Please specifically address the following in your narrative:
 - The problem/issue—what is the problem the program addresses? And how does this address environmental awareness, education and/or action? I
 - The program—how will services be delivered to address the problem? Include an up to date timeline of your project.
 - Populations served by the project—please describe: number of individuals that will benefit directly, geographic location, age, socio-economic status, race, ethnicity, language(s), gender, etc.
 - The outcomes—how will this program empower youth in your community? How will it tie in with the environmental goals in your community? What are the desired outcomes? How will you share the work of your program, made possible by this grant, in your community?
 - Evaluation—how will you know that you have succeeded? How will outcomes be measured?
 - Sustainability—how will the work be sustained after the end of any funding received? How will your efforts build on-going capacity? .
2. **A budget of the project for which funds are being sought which includes: (1 page)**
 - Itemized budget for requested funds in US funds
 - Your plan for project sustainability without guaranteed grant support at the same level of funding in subsequent years
3. **Attachments: Please provide one copy of A and B**
 - A. Please provide us with one **and only one** photograph, drawing, or other graphic representation that illustrates what your program means to the youth of your community. If you feel it is necessary for the purpose of providing clarity or context, add a line or two of narrative to the graphic representation that you choose. Remember, this will need to be sent electronically.
 - B. Copy of IRS determination letter and verification of tax-exempt status under Section 501(c)3 of the IRS Code, or equivalent federal tax exempt status.

Directions for sending your application:

- The deadline for applications is December 15,2009.
- The complete application and attachments must be received by RecycleBank by end of business (EST) on December 15, 2009.
- We are **only accepting applications via email** in an effort to conserve paper. Please email all final applications and accompanying documents to: villagegreen@recyclebank.com

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- Applicants must provide the cover sheet, proposal narrative, budget information, and attachments A and B.
- Please do not send hard copies, sample books, videos, or materials in binders or folders. This will immediately disqualify your application.
- Any incomplete applications will not be considered.
- All applicants will receive information regarding the status of their proposal during the week of December 21st, 2009 via phone or email.
- Acceptance in the program does not guarantee funding. Schools must engage their community members, *RecycleBank Members*, to donate their points in support of their environmental program.
- By March 15th, we will tally up the donated Points and cut checks in support of the School Programs accordingly. RecycleBank will donate \$10 for every 100 Points donated.

All applications must be received by end of business day December 15, 2009 for consideration.