**Aquatic Resources Education**

**Grant Application Instructions**

Here are some tips to help you complete the Maryland Department of Natural Resources (DNR) Aquatic Resources Education Grant.

While these forms may be filled out electronically, **signatures are still required and can be accomplished electronically**. Upon completing the form, obtain the three (3) required signatures electronically and email to:

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Director, Office of Science and Stewardship
Chesapeake and Coastal Service
Department of Natural Resources
580 Taylor Ave., E-2
Annapolis, Maryland 21401
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**[Click here to go to application form](https://dnr.maryland.gov/ccs/Documents/ARE-Grant-Application.docx)**

Prior to beginning your project, teacher(s) must submit an application and receive approval before funding can be awarded. The application must be completed in its entirety, submitted, and approved prior to the expenditure of any funds. The application contains 20 items to be completed, including the application submittal date, information about the school and the applicant, financial information and proposed budget, information specific to the proposed project activities and timeline, and the required signatures. Below is a brief description of the information needed in each of these items.

*Application Information*

1. **Application Submission Date** is the date that the application is being emailed to the Department of Natural Resources.
2. **School Name** is the name of the school(s) that will participate in the project. If you are applying as a district for multiple schools, please list the schools who will benefit from the grant.
3. **School Address** is the complete physical address of the school(s) participating.
4. **Principal Name and Email** is the name(s) and email(s) of the principal of the school(s) for the current year the grant will be utilized.
5. **Name, Email and Phone Number of the responsible fiscal person** -- This is the person who is responsible for the financial aspects of ordering supplies, obtaining purchase orders (POs), and handling financial procedures. This is the person who will be compiling and organizing your receipts and submitting them to DNR for review. This may be an individual at the school, a person at the board of education or district office, or a staff person at the education center. Please verify through your administration who this person will be and provide their contact information.
6. **Applicant Name** is the person(s) applying for the grant (may be teachers, school district personnel, staff of a school system outdoor education center).
7. **Applicant Email** is the email address for the above named person(s) applying for the grant. It is recommended that teachers use their work email and NOT their personal email for the grant application.
8. **Employer Identification Number (EIN) or Federal Employer Identification Number (FEIN) of applicant school or district,** is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. Your fiscal person would have this information.
9. **Has your school or district ever submitted a grant application to DNR?** Indicate if you have ever submitted a grant application for this, or any other project to DNR. If this is the FIRST year that your school/organization has ever submitted a grant application to DNR, you will need a Federal W-9 form filled out, signed and emailed to us so we can enter you in our fiscal system. [[Click here for the W-9 form](http://dnr.maryland.gov/ccs/Documents/W-9.pdf)].
10. **Project Title**is the title that the teacher/students create for their Aquatic Resources Grant project or professional development training or conference.
11. **Dollar Amount Requested** is the amount of money being requested to complete the project in its entirety. This amount will vary for each project, and may be larger for the first year a school runs a project. The amount requested should match the itemized budget in item 17.
12. **Desired Project Dates** are the dates you anticipate beginning and ending the project. Please note that the project, including all field experiences, needs to be completed ***no later June 4th.*** *We highly recommend that projects end by May 30th*. The start date is subject to grant approval and could fluctuate slightly.
13. **Project Description** is the detailed description of your project. This summary should include the following information, including, as applicable, for any teacher professional development that is requested as part of your project:
	* How your project is going to drive student learning about natural resources, especially those related to water, water ecosystems, and water quality.
	* How your project will improve or enhance Maryland aquatic resources.
	* How the project aligns with the curriculum for the participating students or grade level taught by participating teachers.
	* How your project aligns to and supports the Next Generation Science Standards (NGSS), Environmental Literacy Standards (ELIT), and/or Meaningful Watershed Educational Experience (MWEE).
	* If this is the first year the project is being undertaken or if the project is a continuation of a previous year’s project.
	* Measurable goals and objectives that will be used to document student learning.
	* If this project is being used as an experience to meet the requirements of a Maryland Green School (MGS) application.
14. **Proposed Timeline of Project Events** is the sequence of events that you intend to utilize for this project. Include the approximate order of any indoor/outdoor lessons, activities, learning modules etc. This is NOT date specific, rather a sequential overview of your project. This timeline is flexible and can be altered throughout the course of the year.
15. **Project Personnel** is anyone, inside or out of your school system that will assist with the success of your students in this project. Please include the names, titles, and organizations for anyone who will be assisting you with this project. Include yourself, colleagues, guest speakers, etc.
16. **Evaluation** is how you will evaluate the goals and objectives described in item 13. How will you determine if your goals have been met and student learning has increased? This information will be included and elaborated in the final report on the project. [[**Click here for information on the final report**](http://dnr.maryland.gov/ccs/Documents/ARE-Grant_Project-Final-Report.docx)].
17. **Proposed Itemized Budget** is a detailed report of the funding needed for this grant. The report needs to be compiled in a very specific way. [[**Click here to review how to compile itemized funding information**](http://dnr.maryland.gov/ccs/Documents/ARE-Grant_BudgetInstructions.docx)].

Upon receiving approval for your grant, you will receive the information, forms, and necessary instructions for completing your grant project.

Please be aware that some forms will need to be signed and returned electronically within a specific timeframe. **Please open and review the material as soon as you receive it.**

[**Click here for ARE Grant Forms**](https://dnr.maryland.gov/ccs/Pages/ARE-Grants-Forms.aspx)

