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**Maryland Department of Natural Resources**
Aquatic Resources Education Grant Application

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

**COVID ALERT!** These forms will need all the appropriate signatures but will need to be emailed and NOT SNAIL MAILED! In your subject line, please put: ARE Grant Application\_ [Name of School]. Please email to:

Christine.Hintz@maryland.gov

Aquatic Resources Education Grant Application Assistance

[[Click here to go to form](http://dnr.maryland.gov/ccs/Documents/ARE-Grant_Application-2019.docx)]

Prior to beginning your class project, teacher(s) must submit an application and receive approval before funding can be dispersed. 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. Item 1: Application submittal date; items 2-4 request information about the school; items 5-7 ask for financial and other pertinent information; items 8-9 request information about the applicant; items 10-17 ask for information specific to the proposed project; items 18-20 are the signatures required prior to mailing in the application. 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 mailed into Cindy Etgen at the Department of Natural Resources.
2. **School Name** is the name of the school.
3. **School Address** is the complete physical address of the school.
4. **Principal Name & Email** is the name and email of your school’s principal for the current year the grant will be utilized.
5. **Name and Email of the school’s fiscal person** is the person who is responsible for the financial aspects of ordering supplies, obtaining purchase orders (POs). This is the person who will be compiling your receipts, organizing them, and submitting them for review. For many schools this is an individual at the school, for other schools it is a person at your board of education. Please meet with your school secretaries to determine who this person will be and provide their contact information.
6. **Employer Identification Number** **(EIN) or Federal Employer Identification Number (FEIN),** 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.
7. **Has your school ever submitted a grant application to DNR** is where you 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 has ever submitted a grant application to DNR, you will need a W9 form filled out, signed and mailed in to us so we can enter you in our fiscal system. [[Click here for information](http://dnr.maryland.gov/ccs/Documents/W-9.pdf)].
8. **Applicant Name** is the teacher(s) applying for the grant.
9. **Applicant Email** is the email address for the above named teacher(s) applying for the grant. It is recommended that teachers use their work email and NOT their personal email for the grant application.
10. **Project Title** is the title that the teacher/students create for their Aquatic Resources Grant project.
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 than June 12th****.* *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:
	* 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 your classes’ curriculum.
	* How your project aligns to and supports the Next Generation Science Standards (NGSS), Environmental Literacy Standards (ELIT), College Career Readiness (CCR), and/or Meaningful Watershed Educational Experience (MWEE).
	* If this is the first year the project is being completed 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 sequences 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, in-line funding information](http://dnr.maryland.gov/ccs/Documents/ARE-Grant_BudgetInstructions.docx)].

Upon receiving approval for your grant, you will receive an orange folder that includes the materials, forms, and necessary instructions for completing your grant project.

Please be aware that some forms will need to be signed and returned, via mail, within a specific timeframe. **Please open and review the folder material as soon as you receive them.**