



## How to Apply for YEAS Action Project Funding

The Youth Environmental Action Summit is accepting proposals for action project funding on a rolling basis - that means that you can request funds for your action project NOW or any time this year.

The process is easy and we are here to support you if you have any questions at all.

### Here's a quick checklist to help you think through if you are ready to request funds for your project idea:

- Have you identified what the issue is?
- Have you figured out a practical and realistic solution to solve that issue?
- Have you researched the costs associated with the solution and identified where you will purchase the supplies from? (don't forget about tax, shipping, etc)
- Have you created a step-by-step plan for implementing that solution and a rough timeline?
- Have you identified a team of people who can help with the project (you could do it alone, but working with a group of friends or peers may make your project stronger, more sustainable, and more fun)
- Have you considered if your project needs to be maintained into the future, and if so what partners you will work with to ensure that?
- Does your project require permission from anyone? And if so, do you have their permission in writing? (you'll need to include that in your proposal)

*If all these boxes are checked or you're ready to work on these things, continue on!*

*If they aren't and you need assistance, reach out to Elise at [info@yeasummit.org](mailto:info@yeasummit.org)*

### Overview of the Proposal:

Proposals should include the following three elements:

1. Project Description (this can be in the form of a 1-2 page document, a video, OR set of google slides);
2. Logistical Plan
3. Budget
4. \*If necessary, a letter of support from the landowner, facilities department, principal, or someone in charge

These elements are explained on the next few pages in more detail. Examples are also included.

Proposals should be submitted via email to [elise.trelegan@noaa.gov](mailto:elise.trelegan@noaa.gov). When you submit your project over email, please list the first and last names of all students who are a part of the project. You will get a confirmation email saying that we received your proposal, we'll review it, and will get back to you within a few weeks.

### **How to Put Together the Proposal:**

#### **1. Narrative OR Video OR Google Slides**

- a. Choose what media you want to use to share about your project idea. Choose ONE of the following:
  - i. a short video (3-5 minutes in length) OR
  - ii. a short narrative (1-3 pages in length) OR
  - iii. 3-5 google slides

Whatever format you choose, the content should address the following: *What local environmental issue does the action project address? What is the research/data behind the issue (scientific, social, economic, historical, etc)? How did you come up with the action project? What are the goals of the project? How will the goals be accomplished? What are the expected impacts of the project? What is innovative and/or unique about the project? If the project includes planting or installing something, please describe how it is going to be maintained into the future.*

If you choose to create a video it can be created on a variety of platforms (phones, video cameras, tablets, computers, etc.). When submitting, please try to upload your video to YouTube or Google Drive to eliminate the need for transferring large files over email. Need some inspiration? Here is a sample video from Berlin Intermediate School from YEAS 2019:

<https://www.youtube.com/watch?v=3QVVVchuW-s&t=3s>

#### **2. Logistical Plan**

- a. The logistical plan is the specific breakdown of how your project will come to fruition. It must include a timeline (with specific dates or date ranges), actions to be completed (including who, what, when, and how), and what supplies will be needed (all of the supplies you need should also be included in your budget). A sample logistical plan is below. This one is written as if a whole class is participating. If your group is smaller, you can write in the actual names of the students who will complete the tasks.

*Example of a Logistical Plan*

<p><u>Week of April 6:</u></p>	<ul style="list-style-type: none"> <li>● Our class (Mrs. Jones’s AP Environmental Science Class, 18 students) will mock up designs for stormwater drains using the dimensions recorded during a previous site visit to the drains.</li> </ul>
<p><u>April 10:</u></p>	<ul style="list-style-type: none"> <li>● Our class will present the designs in the cafeteria during lunchtime and use tally-mark voting to select the three top designs.</li> </ul>
<p><u>April 13:</u></p>	<ul style="list-style-type: none"> <li>● Mrs. Jones will reconnect with the Sonnytown stormwater management division (Mr. Grant Dopfer) to schedule a time for him to meet with our class during the week of April 20th. She will also work with the school administration to get approval for transportation to Reed Park on May 3.</li> <li>● Our “logistics team” will order supplies (paint, additive, and poster paper) so that they will be here in time for our project day on May 3. They will also send an email to Department of Transportation to request the use of orange safety vests for the project day.</li> <li>● Our “marketing team” will write a press release about the project day and send it via email to the local press outlets. They will also draft social media posts for the school’s social media accounts to get the word out about the project day and draft an email that will be sent out to parents from the PTA.</li> <li>● Our “event team” will email Reed Park to confirm the in-kind reservation of the pavilion to use as a “home-base” on May 3. They will also create an informational handout about the stenciling project using the poster paper that will be distributed to attendees and/or passersby during the project day.</li> </ul>
<p><u>Week of April 20:</u></p>	<ul style="list-style-type: none"> <li>● Our class will meet with Mr. Grant Dopfer to confirm which stormwater drains in Sonnytown are priorities for the stormwater stencil project. We will present him with our designs and invite him to the project day.</li> </ul>
<p><u>April 29:</u></p>	<ul style="list-style-type: none"> <li>● Our class will gather all supplies (paint, paint brushes, additive, informational posters, camera, trashbags, work gloves). We will print out life-size versions of the stormwater drain designs to use as a reference during the project day.</li> </ul>
<p><u>May 1:</u></p>	<ul style="list-style-type: none"> <li>● Project day. Our class will break into 3 groups to paint stormwater drain designs onto the appropriate drains. We will hand out the posters to anyone who comes out for the event and post them in businesses that are in the vicinity of the area. The marketing team will be ready for interviews with any press that attend and the “event team” will document with photos.</li> </ul>

**3. Budget**

- a. The budget should describe where money is being spent (expenses) and where you are getting it from (income). A detailed budget must include everything that you will be spending money on. A sample budget is included below.

**\*Note: If your action project budget is greater than \$250 (which is OK!!) please provide a low-cost solution in addition to your big idea.** For example, if you request \$2,500 to install a community greenhouse, what could you do with \$100-\$250 that would have a similar, but smaller, impact? **The project is more likely to be funded at some level if it's financially scalable in this way.**

*Example of a Budget*

Item	Amount per item	Number of items	Total Cost	Total Donated	Total Requested from YEAS
Poster paper (to advertise community event)	\$1.00 per sheet	50 sheets	\$50	\$0	\$50
Sherwin Williams ProPark traffic paint (for storm drain painting)	\$35/gallon	3 gallons	\$105	\$0	\$105
Shark Grip anti-skid additive (for storm drain painting)	\$9	2 containers	\$18	\$0	\$18
Community Event Space - Reed Park Pavillion	\$100	1 day	\$100	\$100 (from Reed County Parks)	\$0
			<b>Total Project Cost: \$273</b>	<b>Total Project Donated: \$100</b>	<b>Total Project Requested from YEAS: \$173</b>

**4. Letter of support/commitment from principal and/or facilities department (if needed)**

- a. We want to know that your school/organization is passionate about and supportive of the project. Most organizations, including schools, are particular about the upkeep of their grounds, so all projects involving any sort of planting, installation, etc must include a letter of support/commitment from someone in charge to ensure the feasibility and long-term maintenance of the project.

**If you need support thinking about any of these components, don't hesitate to reach out to Elise at [info@yeasummit.org](mailto:info@yeasummit.org)**