



B-WET Program



Grant Writing Tips

When preparing a proposal for the B-WET Program, the following tips may be helpful:

1. Grant proposals requesting large amounts of funds are expected to serve proportionately larger student/teacher populations and/or show strong partnerships with many organizations.
2. If an applicant agency is submitting more than one proposal for funding, letters of support specific to each proposal should be included.
3. The B-WET Program should not be considered a long-term source of funds; therefore it is crucial that you explain how you will ensure that ongoing projects, once initiated, will be sustained.
4. The following are some examples of inappropriate projects:
 - a. While funding for one-time field trips are acceptable, the applicant must clearly state how this type of activity is part of a larger, more sustained project. The applicant should demonstrate that the educational objectives and expected outcomes relate to a “meaningful” outdoor experience. The experience must not be considered an ancillary or stand-alone event but should clearly document how it is part of the school curriculum and aligned with State standards.
 - b. The B-WET Program strongly encourages applicants to use and disseminate *existing* environmental education materials (curricula, training materials, activity books, etc.) rather than designing new materials, because experts indicate that a significant amount of quality educational materials have already been developed and are under-utilized. Requested funding may include expenses related to the purchasing of curriculum for the project. The B-WET Program will consider funding new materials *only* where the applicant demonstrates that there is a need, *e.g.*, that existing educational materials cannot be adapted well to a particular local environmental concern or audience, or existing materials are not otherwise accessible. The applicant must specify what steps they have taken to determine this need.
 - c. Proposals that propose to expand an organization’s day-to-day activities, or that primarily seek support for administration, salaries, overhead and travel, are typically not funded through the B-WET Program.
 - d. The B-WET Program does not typically fund projects that are focused on web page development, unless the applicant provides documentation as to how the development of the web page is an integral and necessary component of the project.
5. Funding for salaries and fringe benefits may be included in the budget, but justification for this must be included in the budget narrative. The B-WET Program wants to see the majority of funding for students and teachers engaging in environmental projects.
6. All curricular materials and lesson plans should be aligned with State Content Standards and Frameworks. Demonstrating district articulation of grade-level concepts and sub-concepts is highly encouraged.

7. Please print on white paper only. The original should be one-sided, but additional copies should be two-sided. Please do not use plastic report folders or spiral-bound types of binding. Please bind the proposal with staples or reusable binder clips.
8. The review process consists of a technical review and a panel review. The scores and ranking of the proposals by the reviewers are based solely on the evaluation criteria as stated in Section V of the Federal Register Notice. It is recommended that applicants specifically address each element and type of activity as is outlined in Section I.B.1. and Section I.B.2 of the Federal Register Notice.

Common Mistakes:

1. All required Federal forms are not included with application package.
2. If charging Indirect Costs, the negotiated rate agreement is not included with application package.
3. Original signatures are not provided for the required SF-424, SF-424B, and CD-511.
4. Place of Performance is not filled out on second page of CD-511.
5. The cover sheet, SF-424 and the budget form, SF-424A are not filled out correctly. If you have any questions, please refer to the example provided on the B-WET web page, or call the B-WET Program Manager.
6. There is not enough detail in the budget narrative (Federal and non-Federal). Please refer to Budget Narrative document.
7. Applicants assume prior knowledge on the part of the reviewers of their organization and their programs.
8. If you are applying for a grant with the possibility of continuation beyond the first year, the budget and project period should reflect only one year. The project period should only be for one year and the amount of Federal and non-Federal funds should include only one year of funding on the SF-424 and SF-424A.
9. The project period does not begin on the first day of the month and end on the last day of the month.