

Application Instructions

The deadline for applications is 5 p.m., February 28, 2011.

Each award category has a separate application form. Please fill out the appropriate application form for the award category in which you intend to apply. **Electronic submissions (in Adobe Acrobat PDF or MS Word compatible file formats) are strongly encouraged.**

Be sure to read the instructions and guidelines before completing the application. Award tips are provided on pages 3-4 of the guide. Please limit your entire application to four pages or less and use an 11-point font. **Ecology will not consider any applications submitted after the deadline.**

Applications should be addressed to:

E-mail	Standard Mail (United States Postal Service)	Priority Mail (All other carriers)
alissa.ferrell@ecy.wa.gov	Alissa Ferrell Department of Ecology PO BOX 47600 OLYMPIA WA 98504-7600	Alissa Ferrell Department of Ecology 300 DESMOND DRIVE SE LACEY WA 98503



Terry Husseman Sustainable School Award

2011 SEED AWARD APPLICATION

****Be sure to read the instructions and guidelines before completing the Application.
Please limit your entire application to four pages or less and use an 11-point font.**

ORGANIZATIONAL INFORMATION–SEED AWARD

Complete all items in this section.

1. Program or Curriculum Title:

2. Give a two-sentence description of your program:

3. Contact Information:

School Name:

School District:

Legislative District:

Mailing Address:

County:

Contact Person:

Official Title:

Contact Phone:

Fax Number:

E-mail Address:

School Website:

4. Demographics:

Number of students:

Number of staff and faculty:

Number of students with free or reduced lunch:

Grade level:

If you need this publication in an alternate format, please call the Waste 2 Resources Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

PROGRAM INFORMATION–SEED AWARD

Complete all questions in this section. Keep all answers brief, using no more than ten sentences per question.

5. Provide a brief overview of your proposed program. How will your program improve the environment? Explain how your program will tie into the goals of the Terry Husseman Sustainable School Award Program. (This description may be used in speeches, press releases, or publications for the Terry Husseman Award ceremony.)

6. What resources are available to make this program successful? These resources could include access and affordability of local haulers, service providers, school space dedicated to the program, paid staff, volunteers, student time, etc.

7. What important resources are not available to you? How might the lack of these resources hinder the program's success? How do you plan to overcome these barriers?

8. How do you plan to involve students, faculty, and staff to achieve your goals? If applicable, how will community members contribute to the program's success?

9. How will this program benefit the school and community? Explain what tools or knowledge the students and community will gain through this program. Discuss the benefits, beyond environmental improvement, that this program offers such as health and wellbeing, community involvement, participation opportunities, hands on learning, economic gain, etc.

10. What outcomes do you hope to see through this program? If appropriate, provide anticipated measurable data; explain your method for measurement and how these figures will express your programs success.

11. If applicable, describe your most successful waste reduction, recycling, or sustainability programs. Include any awards received from these efforts. Keep each description to ten sentences or less.

Program 1:

Program 2:

Program 3:

12. Ecology wants to invest in programs that will keep going. How will you ensure the longevity and success of this program?

BUDGET INFORMATION–SEED AWARD

Complete all questions in this section. See below for a list of eligible costs before answering this question.

13. Budget:

Total Program Budget:

Total Unfunded:

14. Outside Funding Sources:

Do you have written agreements with outside funding sources?

Yes No

Total Funding from Outside Sources

15. Funding Gap

If part of the budget is unfunded, please explain how your school will fill the funding gap.

16. Financial Sustainability

What financial planning have you done to ensure the program can remain in operation from year to year?

17. Proposed Expenses

List all expenses you would like your Seed Award to cover.

Item	Cost
A.	
B.	
C.	
D.	
E.	
F.	
Total	

18. Planning

List each action necessary to complete your proposed project, the person responsible, and the estimated completion date.

Action	Who is Responsible	Completion Date
<i>List each action that must be taken to complete the project.</i>	<i>Title of person to complete the action, i.e., teacher</i>	<i>Estimated completion date</i>
A.		
B.		
C.		
D.		
E.		
F.		
G.		

Examples of Ineligible and Eligible Costs		
Ineligible Costs		Eligible Costs
Architectural designs Consultant fees WAGES or STIPENDS Hauling costs Dump fees Computer equipment or electronics Recycled paper Non-toxic cleaning supplies Studies or plans Promotional tee-shirts Transportation costs		Purchase equipment for recycling Gloves and protective gear Composting equipment Organic gardening supplies Integrated Pest Management Supplies