

Captain Planet Foundation Grant Application Form

Grant Program

The Captain Planet Foundation (CPF) provides grants to schools, as well as community-based environmental and educational organizations—no grants are made to individuals or businesses.

Grants from the Captain Planet Foundation are intended to:

- serve as a catalyst to getting environmental activities in schools and communities.
- inspire youth to participate in community service through environmental stewardship activities.

The Captain Planet Foundation primarily makes grants to U.S.-based schools and organizations with an annual operating budget of less than \$3 million. CPF will fund unique and innovative projects that do not precisely match the grant guidelines but otherwise promote the foundation's mission of hands-on environmental activities. Applications that are outside of this description or do not meet the grant guidelines will not be considered.

Grant Guidelines

The Captain Planet Foundation provides grants that support:

- environmental projects that give children and young adults the opportunity to participate in **hands-on activities** in their local community, as such these projects should:
 - promote understanding of environmental issues.
 - provide participants with the opportunity to be actively involved in learning projects that benefit the local environment.
 - involve young people in ways that develop their planning, critical thinking and problem-solving skills.
 - encourage cooperation among the participants and the community.
- education projects that are:
 - related to teaching environmental content and skills.
- ongoing projects that will be sustained over time and as such:
 - actively involve community organizations, parents, businesses and others who may provide long-term assistance and who will help to sustain the project over time.
 - have the potential for funding from sources in addition to CPF, such as individuals, local businesses, corporations and community organizations.

Preferential consideration is given to requests seeking seed funding of **\$500** or less and to applicants who have secured at least 50% matching or in-kind funding for their projects. (Projects with matching funds or in-kind support are given priority because external funding is a good indicator of the potential for long-term sustainability of the activities.) Captain Planet Foundation will on occasion consider grants up to \$2,500. In the event a request exceeds \$500 Captain Planet Foundation may choose to fund a portion of the project budget that best fits within the foundation guidelines or contact an applicant for further discussion.

Conditions for Eligibility

The Captain Planet Foundation only awards grants to schools and organizations that are exempt from federal taxation under Internal Revenue Code Section 501—this includes most schools, as well as non-profit organizations determined by the Internal Revenue Service to be exempt under section 501 (c)(3). (Organizations with 501 (c)(3) status must submit a copy of their determination letter from the Internal Revenue Service.)

Grant awards are conditional upon the Project Leader/Director being employed at the same school or organization for the duration of the proposed project. Exceptions to this rule will be made at the sole discretion of the Captain Planet Foundation upon receipt of a written request

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from the school's administrator or organization's executive. (CPF will request confirmation of this information, in the Grant Agreement, prior to disbursing funds.)

Submission and Deadlines for Receipt of Applications

One complete, printed copy of an application must be submitted to:
Captain Planet Foundation
133 Luckie Street, 2nd Floor
Atlanta, Georgia 30303

Please be sure to plan well in advance of the proposed starting date for your project. If your project is season dependent, be sure to submit your application taking into account the schedule below. (CPF is not able to "rush" the consideration of applications or the distribution of funds.)

Applications must be postmarked no later than the dates indicated below to be considered by the Captain Planet Foundation.

Deadlines for Mailing of Applications	Notification of Successful Grantees	Notes About Dates
May 31 st	June 30th	Will be considered at CPF's June board meeting. Most appropriate for projects starting in fall or winter.
September 30 th	December 31 st	Will be considered at CPF's December board meeting. Most appropriate for projects starting in spring or summer.
January 15 th	March 31 st	Will be considered at CPF's March board meeting. Most appropriate for projects starting in late summer or fall.

Reporting Requirements

A final report on the activities funded by the grant must be made within 30 days from the end of the grant period. This report must include both a completed Grant Reporting Form and photographs, video, and other "artifacts" of the project, such as brochures or websites, that can be shared with other grantees and on the CPF website, reports and newsletter.

CPF's Grant Reporting Form requests the data/information based on what the applicant described in the Project Evaluation section of the grant application, including:

- educational accomplishments of the projects;
- participant involvement in project activities and the effectiveness of hands-on learning opportunities during the project;
- environmental accomplishments and benefits from the project; and
- involvement of partnering community organizations in this project.
- at least one 2-minute video clip of your project to be posted on our website
- a digital photo album of your project's progress over time with captions

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An important goal of the Captain Planet Foundation is to collect and disseminate information about best practices and successful projects. This information is gathered and posted on our website so CPF can help schools and organizations learn from the experience of CPF grantees.

(CPF contacts grantees during implementation of the project to obtain updates on the progress of the project.)

Application Checklist

Prior to submitting an application confirm that you have provided all required information.

- _____ Completed all parts of the application.
- _____ Provided a signed and dated letter from the school principal, school district office, or executive of the organization that:
 - specifies that the Project Leader/Director has the authority to implement this CPF-funded project.
 - states permission and release for the Captain Planet Foundation to use any grantee photo, video or website material for CPF's promotional activities, including project plans, materials developed during the project, and reported results.
- _____ Organizations with 501 (c)(3) status must have included a copy of their Internal Revenue Service "Determination Letter."

Incomplete applications will not be considered for funding. Due to limited staffing CPF is unable to contact applicants to request missing information.

Sources of matching funds or in-kind services	Amount requested	Have you received a firm commitment for these funds or in-kind services? (circle yes or no)
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No

Total value of matching funds or in-kind services in-hand or applied for \$ _____
Total project budget \$ _____

Has the school or Project Leader/Director previously received a grant from CPF? (circle)
Yes No

Summary Timeline (further details required below)
Project start date: _____ Project completion date: _____

Qualifications

Project Leader/Director
Current position in school or organization:
Number of years in current position:
Briefly describe prior experience implementing activities related to the proposed project:

School(s) or Organization(s)
Has the school or organization previously implemented any similar projects: ____ yes ____ no
Does the school, school district, or organization have a stated policy or mission that supports or encourages environmental education activities: ____ yes ____ no

If yes, attach or send separately a copy of this policy or mission.

If no, attach or send separately a letter from the school principal, school district office, or executive of the organization that indicates the authority to implement this project.

Briefly describe the school's, school district's, or organization's prior experience implementing activities related to the proposed project: (300 words maximum)

Project Partners²

(Identify at least one outside organization that will support implementation of the project)

Partner organization name #1 (required)

Organization contact name

Contact telephone and email

Describe the partner's role in implementing this project:

What are the partner's normal operations or activities:

Has the partner previously been involved in any similar projects: ____ yes ____ no

If yes, briefly describe partner's prior experience implementing similar activities:

Partner organization name #2

Organization contact name

Contact telephone and email

Describe the partner's role in implementing this project:

What are the partner's normal operations or activities:

Has the partner previously been involved in any similar projects: ____ yes ____ no

If yes, briefly describe partner's prior experience implementing similar activities:

Partner organization name #3

Organization contact name

Contact telephone and email

Describe the partner's role in implementing this project:

What are the partner's normal operations or activities:

Has the partner previously been involved in any similar projects: ____ yes ____ no

If yes, briefly describe partner's prior experience in implementing similar activities:

² Partnering organizations are important to the success and long-term sustainability of projects. Groups and organizations, such as parent groups (PTA/PTSA), civic or environmental organizations, and businesses can be effective partners.

Project Description

Project Goals and Objectives

State the environmental goal(s) of this project: (100 words maximum)

State the educational goal(s) of this project: (100 words maximum)

Is the proposed project part of a larger program? ____ yes ____ no

If yes, briefly describe the larger program:

Project activities: (500 words maximum)

(Provide a detailed description of the sequential steps/tasks you will take to implement this project. Include specific statements about how participants will be involved in these activities and how this will provide them with hands-on learning opportunities.)

Faculty and staff involvement:

(Identify the positions of other participating faculty or staff, and their involvement in planning and implementing this project.)

Position	Involvement

Student involvement:

Grades/ages of students who will benefit from this project.

Grade/Age	Number	Grade/Age	Number

Describe, if applicable, the involvement of students in the planning of this project:

Potential challenges or obstacles:

Project Sustainability:

(Describe plans related to the long-term sustainability of this project if applicable: how will the project be funded after the funds from a Captain Planet Foundation grant have been expended; who will be working on the project after the initial implementation phases.)

Project Evaluation

How do you plan to assess the environmental impact/accomplishments of this project?

How do you plan to assess the educational accomplishments of this project?

Describe how you will record the involvement of participants and the benefits they received from their hands-on learning opportunities.

How do you plan to monitor the involvement of partnering community organizations in this project?

TIMELINE

Planning Start date: _____ End date: _____
Implementation Start date: _____ End date: _____
Evaluation Start date: _____ End date: _____
Final Report Due date: _____ (within 30 days from the end of the grant period)

BUDGET

<p>Project Budget (The Captain Planet Foundation reserves the right to earmark funding for specific budgetary items, and decline funding for budgetary items which are not consistent with the grant guidelines.)</p>			
Items	Funds Requested from CPF (may not exceed \$2,500)	Funds/Materials from Other Sources Including In-Kind	Total for Line
TOTALS			

Restrictions on Use of Funds

Captain Planet Foundation funds may not be used for:

- Capital or building campaigns, purchase of real estate, or endowments
- General operating expenses, salaries, or stipends
- Travel costs
- Field trips that are not an essential part of the proposed project (if included, identify the purpose of the field trip above, under “project activities.”)
- Scholarships to fund attendance to summer camps or other similar facilities
- Expensive equipment that can only be used once, used only by a small number of children, or is principally being purchased for the general use of the school or organization beyond the stated needs of project.
- Promotional items such as t-shirts

Other Sources of Funding
List other sources of funding you have available to cover project expenses not funded by the Captain Planet Foundation (e.g., travel, salaries, etc. See “Restrictions on Use of Funds.”)

Frequently Asked Questions

Q. What is the timeframe from when I submit my grant application to when my program will potentially receive funding?

A. Funds are disbursed within approximately one month of the approval of applications, refer to the "Deadlines for Receipt of Applications."

Q. How will I know if my application is selected for funding and what are the next steps?

A. All successful applicants will be notified via email when grant decisions have been made. The following steps are taken after notification:

1. Successful applicants will receive a Grant Agreement and further information from CPF.
2. Grantees must sign and return the Grant Agreement.
3. Checks will be distributed shortly after the signed Grant Agreement has been received at CPF's office.

(Please do not contact the office for information about the status of your application.)

Q. How will I know if my application was rejected?

A. Check back at the CPF website, the names of successful projects will be posted on the website. (Due to limited staffing, CPF cannot contact individually all applicants regarding the disposition of their applications, nor can staff provide details regarding decisions about individual applications.)

Q. How competitive is the grant program at the Captain Planet Foundation?

A. Like most funders, the Captain Planet Foundation receives many more applications than it can possibly support. The CPF staff and Board of Directors carefully review each application to ensure that it fits within the Grant Guidelines. In an effort to support as many innovative projects as possible, CPF sometimes restricts funding to specific items in a proposed budget and declines funding for other budget items. In this situation, prior to funding CPF will request confirmation that all funds necessary to successfully complete the project have been acquired from other funders.

Q. My project budget is larger than the dollar amount of CPF's grant awards. If I include the entire project budget in my application, will my project still be considered for funding?

A. The application must include the budget for the entire project. Budget items that are being funded by other sources, including in-kind items should be itemized in the budget section under the heading "Fund/Materials from Other Sources Including In-Kind." Prior to funding CPF will request confirmation that all funds necessary to successfully complete the project have been acquired from other funders.

Q. I am a public school having difficulty locating my EIN number. What is the best way for me to obtain this information?

A. Each school district and, in some cases individual public schools, has a federal Employer Identification Number (EIN). The EIN can be obtained from the school or district business office.

Q. I am an 18-year old high school student, can I submit my application?

A. Grants are not made to individuals, all applications must be submitted by schools or organizations approved by the Internal Revenue Service as having 501 (c)(3) status.

Q. If my application was not selected for funding may I resubmit it at another date?

A. Applications for specific projects may only be submitted once; however organizations can reapply for the following grant cycle if the request is for a different project.