Ohio Environmental Education Fund
General Grant Program Guidelines



Environmental Protection Agency

Office of Environmental Education
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Phone (614) 644-2873
Email: oeef@epa.ohio.gov
Website: https://epa.ohio.gov/divisions-and-offices/environmental-education/welcome
Grant Management System: https://ebiz.epa.ohio.gov
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The Ohio Environmental Protection Agency is accepting grant proposals to receive funding from the Ohio Environmental Education Fund (OEEF). Mini grants from $500 to $5,000 and general grants up to $50,000 each will be awarded to statewide and local organizations to implement projects that raise awarenessand educate the public about important environmental issues that impact the state. General grants will be awarded for up to a two-year term, but we encourage projects to be completed within 12 months of the start date.

The OEEF is administered by the Ohio EPA and derives its funding from one-half of the civil penalties collected from violations of Ohio's air and water pollution control regulations. It is anticipated that the OEEF will make available approximately $500,000 annually.

Eligible Applicants: Only Ohio-based entities may receive grant funding from the OEEF. Eligible applicants include:

- Schools and universities, outdoor education facilities, nature centers, and zoos
- Municipalities, counties, townships, and local government units such as health and park districts, soil and water conservation districts, solid waste management districts, and regional planning agencies
- State agencies
- Watershed groups (with local government sponsorship)
- 501(c)(3) nonprofit groups
- Private companies and trade associations

Target Audiences: pre-school through university students and teachers, the general public, and the regulated community, including farmers. While projects may target more than one of these audiences, OEEF prefers to support projects that focus on a specific audience segment or a limited range of ages.
In developing their proposals, grant applicants are strongly encouraged to consider the **OEEF's preferred characteristics** for regulated community, general public, and pre-school to university audiences, posted at Ohio Environmental Education Fund | Ohio Environmental Protection Agency

Priority Funding: OEEF grants are targeted to environmental issues and audiences in Ohio, where there is a significant need for more education and awareness. Projects that heighten or improve awareness and educate the public about steps that can be taken to address these issues will score significantly higher in the review process andreceive more favorable consideration.

The OEEF has eight targeted areas of focus where Ohio EPA has determined an immediate need for more educational and awareness outreach efforts due to significant environmental impacts in our state:

- Encouraging Ohio students to explore environmental-related careers;
- Encouraging habitat and ecological restoration efforts;
- Reducing emissions to improve air quality, including through energy conservation and alternative energy sources;

- Encourage planning and emergency preparedness for extreme environmental events (environmental releases, extreme weather, etc.);
- Using innovative practices to improve water quality, reduce nutrient loading, and prevent harmful algal blooms;
- Reducing lead exposure in drinking water;
- Reducing exposure to per- and polyfluoroalkyl substances (PFAS), also known as "forever chemicals"; and
- Connections between the environment and human health, including but not limited to, air quality and respiratory conditions, tick prevalence and Lyme disease, scrap tires, and mosquitoes.

All OEEF grant applications will be reviewed, and grants will be awarded following a competitive process. Projects demonstrating the following a**t the time of application** will receive more favorable consideration during the review process:

- A strong, well-documented cash and in-kind match from the applicant and their collaborators thatgreatly exceeds the minimum 10 percent match required by OEEF. (3-5 extra points will be assigned for projects documenting a match of at least 50 percent.) OEEF will only allow project-related expenditures that are planned to be made after submission of the grant application to be counted as match.
- Targets the regulated community audience. (10 extra points will be assigned.)
- Targets a racial or ethnic minority audience that has historically been underserved by the OEEF. (5 extra points will be assigned.)
- Takes place in a county where fewer than two OEEF grants have been awarded. (3-5 extra points will be assigned.)

Grant Amounts: General grant applicants may request up to $50,000 in OEEF grant funding; however, most OEEF general grants are expected to be awarded for substantially less than $50,000.

Multiple or Repeat Proposals: An applicant may not submit more than one application during a grant cycle.**No organization will be awarded more than one grant at a time or during a 12-month period.** Grant recipients should complete all obligations of any current grant, including submittal of final reports, before applying for another grant. OEEF generally does **not** extend projects beyond the identified grant period.

OEEF prefers to provide seed money to initiate new projects or advance existing projects that are expanding significantly. No organization will be awarded more than three grants over a five-year period.

Deadlines/Review Dates: There are two grant application deadlines each year, one each in the spring and the fall.(When these fall on a holiday or a weekend, the deadline moves to the next business day.) Awarded projects will not commence until approximately four months from the deadline date due to the time required for review and fiscal administration of the grants. Applicants must incorporate the schedule below when planning project activities.

Letter of Intent Deadline	Completed ApplicationDeadline	Ohio EPA/Peer Review	Advisory Council Review	Advisory Council Meeting	Ohio EPA Director Decision	Earliest Start Date
January 9, 5 p.m.	January 16, 5 p.m.	January 17 – February 27	March 4 – March 25	March 27	April 30	June 1
July 8, 5 p.m.	July 15, 5 p.m.	July 16 – August 30	September 8 - September25	September 25	November 15	December 1

ELIGIBLE AND INELIGIBLE ACTIVITIES

OEEF supports innovative projects that increase public awareness and knowledge about environmental issues and provide the skills to make informed decisions and take responsible actions. Environmental Education (EE) is based on objective and scientifically sound information and does not advocate a particular viewpoint or course of action. It teaches individuals how to weigh various sides of an issue through critical thinking, and it enhances their problem-solving and decision-making skills. Proposals that simply disseminateinformation will not be funded. OEEF strongly encourages applicants to use and adapt existing high-quality EE materials such as Project WET, Project WILD, and Project Learning Tree, rather than designing new materials. OEEF will consider funding curriculum development or new materials *only* where the applicant demonstrates that existing materials cannot be adapted well to a particular local environmental concern oraudience.

OEEF recommends that applicants consider the *Guidelines for Excellence* series developed by the North American Association for Environmental Education with U.S. EPA funding. These materials are available at Guidelines for Excellence | North American Association for Environmental Education (naaee.org). Ohio's *Best Practices for Environmental Education: Guidelines for Success* is also available on the Environmental Education Council of Ohio Web page at Environmental Education Council of Ohio - Publications (eeco-online.org).

Note that any K-12 education projects in formal settings **must** also provide specific examples showing how student learning activities align with the Ohio Department of Education's Ohio Learning Standards, posted at http://education.ohio.gov/Topics/Learning-in-Ohio. **Applicants must explain how the alignment was or will be conducted and by whom, and provide at least three examples of student learning activities that meet a specific state standard by grade band.**

For the **regulated community** audience, OEEF is not able to fund mandatory training required by regulation, or routine recertification classes, such as those to maintain certification or licensure as wastewater treatment plantoperators. OEEF is very interested in funding opportunities to help regulated entities understand and comply with environmental regulations or take actions to voluntarily protect the environment. OEEF prefers to support training that is open to the employees of more than one company, for example, to a company and its upstream suppliers, or companies in a targeted sector where compliance

problems have been identified.

OEEF Does Not Fund:

- Basic research, such as data collection, surveys, and/or stipends for researchers.
- Beautification projects or landscaping.
- Fundraising or membership drives.
- Food or beverages.
- Grants to individuals.
- Grants, scholarships, or fellowships to be given by the OEEF grant recipient to a third party. Grant funds may be used to pay up to $100 a day for either substitute teachers or teacher stipends to enable teachers to attend OEEF-funded professional development opportunities. Stipends may not be used to supplement salary. Grant funds may also be used to provide classroom supplies to enable teachers to implement new programs, but not to provide cash payments to teachers for these supplies. Grant funds may not be used to pay for graduate credits that participants may earn at these events.
- Pass-through of cash or incentive prizes to project participants, e.g., grant funds may not be used to provide services (such as septic system cleanouts) to project participants at a discounted cost.
- Indirect costs, general operations, or overhead charges: e.g., rent, utilities, monthly phone, or Website hosting charges.
- Political advocacy, campaigning, legislative lobbying, or litigation programs. Applications that advocate for a particular policy position or appear biased will not be considered.
- Real estate acquisitions or due diligence research related to such acquisitions.
- Construction activities including building construction, improvements to existing structures, pond or wetland construction, or the rental or purchase of heavy equipment.
- Reimbursement for the expense of any time, supplies or equipment purchased prior to the effective start date of the signed grant agreement.
- Staff salaries greater than 35 percent of the total amount of grant funds requested. Grant funds requested to pay staff benefits and contractual salary/benefits will be included in calculating this 35 percent cap.
- Mileage reimbursements requesting more than the current State of Ohio rate of 58 cents per mile.
- Out-of-state travel. OEEF grant funds may not be used for travel outside the state of Ohio. OEEF will consider funding the cost of bringing expertise to Ohio from another state.
- Applications from entities that have defaulted on the performance of grant commitments on prior OEEF-funded projects.
- Projects involving the use of drone technology by K-12 students.

OEEF prefers not to fund disposable or promotional items such as pins and refrigerator magnets. OEEF will not fund t-shirts as giveaways for students unless a clear demonstration is made that the shirts are needed for safety or identification purposes during student activities such as stream monitoring or litter cleanups. Grant funds may be used for appropriate safety equipment, such as goggles and gloves, for students participating in OEEF-funded activities.

Grant Payments

Grant recipients will receive 90 percent of the payment when the contract is executed. Ohio EPA will hold 10 percent of the award amount until the project is complete and final reports and deliverables have been submitted and approved.

FILLING OUT THE APPLICATION

Applications are submitted to the OEEF through a two-step process. The applicant first fills out an electronic **letter of intent** (LOI) to apply for a grant. This letter is a short online form in Ohio EPA's eBusiness Center https://ebiz.epa.ohio.gov/, requesting contact information, the amount of funds requested, and a few questions about the target audience, location, and content of the proposed project. The LOI allows the OEEFstaff to make a preliminary determination of whether the proposed project is eligible for funding before the applicant has made the effort to develop a complete proposal. Once the LOI is submitted, the applicant will receive an email saying whether it is approved. If it is approved, an application number will be assigned, and the applicant can begin the second step, filling out an application in the online Grant Management Service. The cover sheet of the application will be populated from the original LOI. Applicants should revisit this information to update the list of collaborators before submitting the final proposal.

Please direct all inquiries regarding OEEF's grant program policies and procedures, or the status of a grantapplication, to the OEEF staffat (614) 644-2873 or oeef@epa.ohio.gov.

PRE-REVIEW OF DRAFT APPLICATIONS

Applicants are encouraged to call the OEEF office to discuss project ideas early in the application process. OEEF staff members are happy to provide a formal pre-review of applications to ensure that the application meets the guidelines and to offer suggestions. Please complete the draft in the OEEF Grant Management System well ahead of the deadline, the earlier the better, to allow yourself adequate time to respond to staff suggestions and make changes. Use the "save" buttons rather than the "Submit" buttons if you wish to request a pre-review, so that you will still be able to make changes. OEEF staff members are only able to pre-review a proposal once, so please complete and save as much of the draft as possible before calling or emailing the OEEF office to request a pre-review.

PROJECT DESCRIPTION TAB

Audience Need

Provide documentation to show why the project is needed by the specific audience being targeted. State the need in terms of the audience's need, NOT the applicant organization. (A teacher may attest to the needs of a particular age cohort of students, and a trade association can attest to the needs oftheir members.) Describe how the need for the project was determined, and how meeting the need will meet the applicant organization's goals. Explain what benefits will result from meeting the need,and for whom.

Demonstrate that the project will not duplicate other educational programs. The need statement should be expressed quantitatively whenever possible.

Example of a Need Statement for a Pre-school – University project: *"No convenient outdoor learning site is currently available to students at Adams Middle School. Ohio research has documented that outdoor, hands-on learning opportunities can help students meet learning objectives and improve performance in all curricular areas (Habitats for Learning, 1995). A 2023 survey of Adams faculty found that 73% of the teachers at the school would like to incorporate outdoor learning activities into their lesson plans. Four teachers are certified in nationally recognized environmental curricula (ProjectWET, Project WILD, and NASA/NOAA's GLOBE program), but their efforts to visit nearby parks with their classes have been hampered by a lack of funding for bus transportation."*

Example of a Need Statement for a General Public project: *"The role of soil in stormwater storage, erosion, septic system operation, stream sedimentation, and flooding is often poorly understood by residents. The Jessup Soil and Water Conservation District (SWCD) recently conducted a survey of soilknowledge among 485 local landowners at two community events. 61% reported that they did not know what type of soil they have on their property, yet 89% thought this knowledge would be important. This survey also reported that 80% of Jessup County landowners feel that increased information about soil properties would be helpful to them in making land use decisions that could impact water quality in local streams. By providing information specifically on soils, the SWCD is fulfilling its own mission and supporting the efforts of multiple local jurisdictions in Jessup County to educate their residents about stormwater management. These communities do not currently includesoil-specific information in their public awareness materials. "*

Example of a Need Statement for a Regulated Community project: *"In a 2023 survey of members of our trade association, 65% of the respondents admitted to having difficulty understanding which newstormwater control regulations apply to them. Fifty percent said they would not be comfortable calling a regulatory agency to ask that question. By providing an easy-to-use toolkit to help industry managers determine their regulatory status, we will be fulfilling our mission of service to our members and helping them achieve regulatory compliance. Because our seminars will include hands-on troubleshooting tips from companies experienced with these rules, this program will augment the guidance documents available from state and federal regulatory agencies."*

Qualifications of Organization and Key Personnel

Qualifications establish the credibility of the organization, its partners, and people directly involved in the proposed project. Describe your organization and how this project fits into your organization's long-range plan. Provide qualifications of key personnel by including brief biographical sketches within the narrative. Biographical sketches should include education, abilities, relevant experience working with the target audience, and relevant expertise in the environmental subject matter. Include experience on projects previously funded by the OEEF. Please provide a position descriptionfor staffnot yet hired.

Continuation and Replication Plan

Describe what will happen to the project when the grant ends. Describe if and how your project couldserve as a model that could be replicated by others for similar audiences. Discuss how you intend to share the results of your project with others, for example, in newsletter articles, on the Web, or through presentations at professional meetings. Indicate careful consideration of the need for the project to continue, and whether

continued reliance on future grant support will be needed.

Budget Narrative
Fill in this section AFTER you have completed the budget tab, providing any needed details to explain how the amounts listed in the line items of your application budget were calculated. Provide justifications to help reviewers understand the need for higher-cost equipment or other items.

OBJECTIVES AND ACTIVITIES TAB

This section of the online application requires you to first name and enter a specific learning objective, then attach appropriate associated activities to that objective, filling in the expected start and end date for each activity, and the percentage of the overall project budget associated with each activity. You will also be asked to provide a short-term and long-term outcome measurement for the results of the learning objective. Your project may have more than one objective, depending on which audience segments are learning what. There may be more than one activity for each objective. In general, however, you should try to limit the number of objectives to keep the project focused and workable.

Objectives
For the OEEF, objectives should always be written as specific learning objectives for the program participants or members of the target audience (who is going to learn what), and NOT as program components that the grant applicant organization intends to provide. Define how the project will carryover to benefit the community and the environment. Explain how meeting this objective will align with one or more of OEEF's educational priorities. The NAAEE *Guidelines for Excellence* recommend SMART objectives that are:

- **S**pecific,
- **M**easurable,
- **A**ppropriate to the audience,
- **R**elevant to the audience's needs, and
- **T**ime-bound.

Example of a Learning Objective for a PreK–University Audience: *Up to 200 high school juniors in Delaware County will learn about careers and employment opportunities related to ensuring clean, reliable supplies of water and energy. Using guided Internet research, each student will identify three environmental careers they were previously unaware of, and the education and certification requirements, pay scales, and Ohio jobs outlook for each. Students will review resources like Project Wild Aquatic's "Working for Wildlife" activity to develop questions to pose to employees during field trips to the city water treatment plant and a local natural gas-fired electric generating station, and to state regulators of these facilities during scheduled classroom presentations. By the end of the project, students should be able to articulate why they would or would not be interested in pursuing each career.*

Example of a Learning Objective for a General Public Audience: *The proposed public awareness campaign seeks to increase residents' understanding of the relationship between improper land use practices and*

deteriorating water quality in Alum Creek, Blacklick Creek, and Big Walnut Creek. A potential audience of 5,000 county residents will learn the extent and causes of current water quality problems, and positive actions they can take a home to reduce nutrient loadings that contribute to harmful algal blooms. Approximately 200 residents of a demonstration sub-watershed will learn to use soil testing kits to calculate proper fertilizer application rates. Thirty new volunteer stream monitors will learn to properly collect monthly water samples in assigned segments of the three Creeks; learn to record readings for nitrogen, phosphorus, temperature, dissolved oxygen, and pH, and understand what these parameters indicate about water quality. This 18-month project meets the OEEF education priority of demonstrating and encouraging best management practices for nutrients and addresses education needsidentified in the endorsed watershed plan for the Middle Scioto River.

Activities

Activities should be specific, sequential, reasonable for accomplishing the objective, and appropriate for the age and abilities of the audience. They should also be relevant to real-world issues affecting or affected by Ohio citizens and regulated entities. Demonstrate that the project does more than disseminate information: show how learners will engage in hands-on activities, problem-solving, and/or skill-building. Explain how the activities will utilize or adapt already existing environmental education materials. If new materials must be developed, provide a justification. Include what steps will be taken toensure that the project information is scientifically valid and unbiased, and that more than one point of view is being presented.

Timeline

Enter a start date and stop date for each activity. Please keep in mind, activities being paid for with OEEF grant money cannot be initiated until the grant agreement has been signed by both parties and executed.It can take several weeks from the date a grant award is announced until the agreement is signed.

For each activity, enter an approximate percentage of the proposed project budget that you anticipate will be needed. The more specific the activity is, the easier it will be to estimate the amount of budget needed. An activity that is related to the project but not being supported by the OEEF grant can be reflected under the budget column with a 0%.

Example Showing Learning Objective and Associated Activities for a Regulated Community Audience:

Learning Objective	**Activity**	**Timeline**	**% of Budget**
Representatives of 200 municipalities will learn which new stormwater regulations apply to them, and what they must do to comply.	*Convening a team of six association members to develop a matrix of regulatory requirements. Offer the matrix to Ohio EPA regulatory staff for comment and make needed changes.*	*6/2023 -7/2023*	*15%*
	Recruit 20 small community managers from association membership for field testing. Administer a field test survey to volunteer managers. Make needed changes to the matrix and re-administer until at least 90% of volunteers use it correctly.	*8/2023 – 11/2023*	*20%*
	Present the matrix at the Association Annual Meeting in December and at five regional workshops. Post on the Website.	*12/2023 – 6/2024*	*50%*
	Survey members and workshop attendees on the usefulness of the matrix and stormwater compliance.	*6/2024*	*15%*

BUDGET TAB

You may want to complete this section after you have completed the objectives and activities on the Activities Tab. Prepare your project budget using the format provided in the OEEF Grant Management System. Be sure the budget is realistic and appropriate to your objectives. **A 10 percent match in cash or in-kind contributions from the applicant and/or other funding sources is required for all proposals.** Larger matches are encouraged to demonstrate the applicant organization's commitment to the project. Indicate the contributed amount on the lines provided. Double-check to be sure the budget is accurate and consistent with the budget narrative. ***Please round all amounts to the nearest dollar.***

Personnel:

Salary/Wages: Provide position title, number of hours, and hourly wage (or annual salary) for each person. OEEF will not provide 100 percent of any employee's salary/wage costs for any period. OEEF strongly discourages proposals with more than 35 percent of the grant funds allocated to salary, benefits, and contractual costs. Personnel costs that are included in the contractual portion of the budget will be regarded by OEEF staff and Advisory Council members as salary and included in calculating 35 percent of the grant funds. Applications requesting more than 35 percent of the grant funds for salary, benefits, and contractual costs may be disqualified. Daily stipends and substitutes for teachers will not be calculated against the 35 percent.

Benefits: Explain in the budget narrative how the benefit rate is calculated by your organization and provide percentages of any salaries/wages being devoted to the proposed project. For example, if OEEF is asked to provide 20 percent of a staff person's salary over the project period, OEEF will also be willing to provide a portion of that staff person's benefit costs for the same period. The OEEF prefers proposals that use the percentage of employee benefits paid by the applicant organization as a match for OEEF grant funds, but this may not exceed the proportion of the employee's time to be devoted to the grant project.

Stipends and Substitutes: Provide unit costs for stipends and substitutes. Grant funds may be used to pay up to $100 a day for either substitute teachers or teacher stipends to enable teachers to attend OEEF-funded professional development opportunities. Stipends may not be used to supplement salary. OEEF will not cover both a stipend and a substitute for the same teacher on the same day. Stipends are intended for FORMAL K-12 Educators ONLY.

Non-Personnel:

OEEF generally regards supplies as consumables and equipment as hardware.

Supplies: Itemize large quantities or higher-priced items and provide unit price (e.g., rewritable CDs, 10 pkg. of 50 @$122/ea). Some items may be grouped together and given a total price, but be sure to identify the items or give a title to the group of items (e.g., postage/envelopes; safety goggles/latex gloves). Vague entries such as "office supplies—$500" will not be funded.

Equipment: Itemize and provide unit price (e.g., YSI model #55 handheld dissolved oxygen meters, 3@ $699/ea). Please note that the reviewers and Council will look closely at equipment costs that look

unreasonable or are not well-justified and itemized. OEEF also strongly discourages general grant proposals that request more than 50% of the grant funds for expensive equipment such as computer hardware. Safeguards (e.g., googles, boots, latex gloves) are required when doing projects that potentially could be hazardous to students e.g., chemical monitoring equipment/supplies.

Printing: Itemize, provide estimated number of copies and unit price (e.g., 1000 @ 50¢/page = $50.00).

Other: Provide line items that do not fit under Supplies, Equipment, or Printing expenditures. List each item separately (e.g., Travel, Phone Calls, Resource Guides) and provide a unit price. Do not titlean entry "Miscellaneous" or "Contingencies". NOTE: Mileage and hotel costs can only be reimbursed at the current State of Ohio rate. Mileage is currently 58 cents per mile. Applicants should consult with OEEF staffon the allowable hotel rates for specific locations.

Contractual:
Identify the service being provided, the name of the organization or individual providing the service, the number of hours, and the hourly wage. Monies from the OEEF grant cannot be used to cover indirect costs for contractual services. As noted above, OEEF prefers not to fund proposals with more than 35 percent of the project budget devoted to salary, benefits, and contractual costs. Any contractual services related to the grant shall not relieve the Grantee of any responsibilities under the terms and conditions of the Grant Agreement. Indicate theincome to be generated from the proposed project, if any.

Outcome Measurements
For each learning objective, describe the means of measuring the *initial* outcome of the project. Detail the methodology used to determine whether objectives were achieved, and how the project's *long-term* effects will be monitored and measured. What indicators of success will be used, and who will be conducting the evaluation?

CONTACT INFORMATION (CONTACT TAB)
This section of the online application form will initially be filled in automatically from the information you provided in your letter of intent. You may add or remove contacts from this section. Each application should list contact information for three different roles: the Project Director, the Fiscal Agent, and an Authorizing Agent. According to generally accepted accounting procedures, any two of these three roles may be fulfilled by the same person, but not all three, so that there can be two signatures on each fiscal report submitted to the OEEF explaining the expenditure of grant funds.

Project Director: *The person with primary responsibility for carrying out the project.*

Fiscal Agent: *This is the person with primary responsibility for managing grant funds. The fiscal agent will assist theproject director in preparing all required expenditure reports.*

Authorizing Agent: *This is the individual who will sign the Grant Agreement contract on behalf of the recipient organization.*

LETTERS OF COLLABORATION AND SUPPORT (UPLOADED DOCUMENT TAB)

All letters should be secured by the applicant, signed, and on letterhead from the writer's organization prior to submitting the application. These letters should be combined into a single .pdf file and uploaded as an attachment to the online application, using the "Upload File" button on the Summary Tab of the online application. If you are not able to create a single .pdf file, please contact the OEEF staff for assistance. It is important that the letters be combined into a single uploaded file so that the peer reviewers can easily find all the letters in one place. OEEF will not consider unsigned letters, emails in lieu of letters, or letters received after the application deadline.

OEEF would prefer to receive specific letters of collaboration that document the active involvement of another organization, whose assistance is integral to the project. LETTERS MUST ACCOMPANY THE APPLICATION IF YOUR PROJECT INVOLVES COLLABORATION. For example, if you intend to conduct an event in a local park, and the park district is providing publicity and helping you recruit participants, thenthe park district is a collaborator on your project, and you must include a letter from them.

Generic letters from people who support your organization's efforts or attest to your organization's capabilities are less helpful than letters that document collaboration. If a previous application is being resubmitted, the same letters may be uploaded in the next grant round (provided this is within one calendar year of the date the original letter was written) if the letter writer's commitments have not changed in any way. If the letter writer's involvement has changed, the applicant should secure new letters.

SUBMITTING THE FINAL VERSION OF YOUR APPLICATION

Use the "save" buttons in each section of the online application for as long as you are still making edits, and if you wish for the OEEF staff to pre-review your draft application. Once you have made all the changes you wish to make to the draft, use the "submit" buttons in each section of the application to submit and lock thatportion of the application. Review the checklist on the Summary tab of the online application to be sure that you have completed each section of the proposal and uploaded your letters of collaboration. Then use the "Submit Application" button on the Summary tab of the online application to submit and lock the final version of your application. Once this final version of the application has been submitted, you will receive an email message confirming receipt of your application.