



## **Application Package**

# **Envision-Promoting Healthy School Environments Partnership Program**

**Request for Grant Proposals  
2009**

**Deadline for Applications: March 27, 2009**



## Instructions

### 1. Introduction

The Vermont Department of Health's Envision program started in 2000 after the Vermont legislature passed the School Environmental Health Act 125<sup>1</sup>. The program provides school grants, technical assistance, referrals, and training. The Act required the development of a model environmental health management plan and policy that is available to all schools<sup>2</sup>. The goal of a school environmental health management plan is to reduce hazardous exposures and to improve or maintain good indoor air quality. For example, reducing asthma and allergy triggers are an area of the plan that schools should focus on.

This year, the Envision program received funding from the Centers for Disease Control and Prevention to administer this grant program. The funds awarded to schools are used to defray costs of developing an environmental health management plan.

Ultimately, the Certificate of Achievement for Environmental Health in Schools recognizes schools for their exemplary efforts to meet the program goals. Once eligible, all schools are encouraged to apply for the Certificate. A ceremony, with the Governor, is held annually to recognize schools for their efforts.

### 2. Background on Act 125 (School Environmental Health Act)

Vermont's Act 125 recognized that schools are already taking steps to address environmental health, the use of toxic materials, and indoor air quality in public schools. Building upon this can further encourage schools to set up a comprehensive plan aimed at creating a healthy environment for students and staff alike. This approach includes establishing an integrated pest management program, purchasing safer or least toxic products (environmentally preferable), reviewing ventilation/HVAC system protocols, communication, and more. The Envision program provides the resources and training to assist schools with environmental policy and planning that may reduce complaints and absenteeism, and prevent unnecessary hazardous exposures. For more details, please visit the Department of Health Website at [www.learnenvision.org](http://www.learnenvision.org).

### 3. Eligibility

A **school district/supervisory union** may apply for funding if there is an active committee established to address school health issues or if school district personnel attended a Vermont Department of Health approved workshop. You may contact Amanda LaScala at [alascal@vdh.state.vt.us](mailto:alascal@vdh.state.vt.us) or 800-439-8550 to confirm eligibility.

School districts compete for a maximum of \$5,000.00 per district. Grants typically range from \$3000.00 to \$5000.00. At this time, private or independently approved schools are not eligible

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<sup>1</sup> <http://www.leg.state.vt.us/DOCS/2000/ACTS/ACT125.HTM>

<sup>2</sup> <http://healthvermont.gov/enviro/envision/plan.aspx>

for these funds. Approximately \$15,000.00 is available this year. The Department is committed to seeking funding for schools annually to continue this grant program.

#### 4. Grant Proposal Requirements

Please complete the attachment. Because funding is issued to the district/supervisory union, a signature from the school district's business manager is required. This requirement ensures that he/she understands a grant may be issued to their district or supervisory union and they need to make these funds available to the awarded school.

All applications must be postmarked no later than March 27, 2009. Faxed and e-mailed transmissions are not acceptable. If you have questions about the requirements please contact Amanda LaScala at [alascal@vdh.state.vt.us](mailto:alascal@vdh.state.vt.us) or 800-439-8550.

#### 5. Purpose for Grant Funds

Grant proposals will describe how the school **district/supervisory union** will achieve the following objectives:

Work/progress towards:

- Adopting a **district/supervisory union wide** environmental management policy and plan.
- Decreasing triggers for asthma and allergy within the plan.
- Decreasing exposure to diesel exhaust.
- Promoting, engaging, or educating another school district about your plan and policy work (i.e. lessons learned, successes, and barriers).
- Evaluate and report outcomes of grant activities to the Department of Health at the end of project.

Upon eligibility:

- Compete for the Certification of Achievement for Environmental Health in Schools (i.e. complete application form).

#### 6. Grant Timeline

February 24, 2009: Grant application package available  
March 27, 2009: Grant applications must be postmarked by 3/27/09 to be eligible  
April 10, 2009: Notification letters will be mailed  
May 2009: Grant documents mailed to grantees for signature. Upon receipt of signed grant documents, grant funds will be disbursed to Supervisory Union.

## Application for 2009 Envision Grant

<b>Supervisory Union/ School District Information</b>	Supervisory Union/School District Name:	
	Address:	
	Phone:	Fax:
	Business Manager:	
	Phone:	Fax:
	Email:	
	Amount of funds being requested (Unions/Districts may apply for \$3,000-\$5,000):	

<b>School Information</b>	Please list <u>each</u> school that will participate in proposed activities (attach additional sheets, if necessary)	School Name:	
		Contact Person:	Title:
		Phone:	Fax:
		Email:	
		Committee Name:	

**Certification by authorized official:**

This applicant certifies that to the best of his/her knowledge the information in this application is correct and that the governing body of this organization duly authorizes the filing of this application.

Signature of Business Manager	Date
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## II. PROPOSAL IMPLEMENTATION TIMELINE

Please complete the following table outlining the project deliverables for the project period ending December 31, 2009 (see page 3, Purpose of Grant Funds).

Project deliverable	Activity	Estimated date to complete (may go beyond project period end date)
Written environmental plan  <i>*Sample plan available*</i>		
Adopted environmental policy  <i>*Sample policy available*</i>		
Decrease environmental triggers for asthma and allergies		
Decrease exposure to diesel exhaust		
Promote, engage, or educate another school district about successes with plan and policy		
Compete for Environmental Health Certification of Achievement Application Form		

**III. BUDGET**

Please complete the following table and justify the cost in the space provided. An example of a justification includes paying a stipend to the coordinator of the project or purchasing a high efficiency particulate air filtered vacuum cleaner. If you have questions, please contact Amanda LaScala at [alascal@vdh.state.vt.us](mailto:alascal@vdh.state.vt.us) or (800) 439-8550.

A school district may request up to \$5,000.00 per district/union.

<b>Direct Cost</b>	<b>Amount</b>	<b>Justification</b>
Salary and wages		
Employee benefits		
Travel		
Materials and supplies		
Consultants and contracts		
Teacher stipend		
Equipment		
Other		
Indirect Costs		
<b>TOTAL</b>		

**PROPOSAL SUBMISSION AND REVIEW**

a. Please submit this form with original signature to the following address postmarked no later than March 27, 2009:

Envision Program, Division of Health Surveillance  
Vermont Dept. of Health  
PO Box 70, Drawer 30  
Burlington, VT 05402

b. Proposals will be reviewed by staff for completeness and eligibility. Funding is based upon the following criteria: 1) final score assigned to each proposal; 2) demonstration of need; 3) commitment and capacity of school district; 4) and feasibility of completing activities within timeline.

c. Reporting requirements

A final report of program activities and a final financial report will be required of all grantees.