



Application Package

Envision-Promoting Healthy School Environments Partnership Program

Request for Grant Proposals 2007

Deadline for Applications: March 2, 2007



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. The program includes school grants, technical assistance, referrals, and training. The Act required an advisory panel and the Envision program staff worked with the advisory panel to develop a model environmental health management plan and policy. The goal of a school environmental management plan is to reduce hazardous exposures and to improve or maintain good indoor air quality. Reducing asthma and allergy triggers are one area of the plan that schools should focus on as well as reducing exposure to diesel exhaust.

The Envision program receives funding from the Environmental Protection Agency and the Centers for Disease Control to administer this grant program. The money awarded to schools is used to defray costs of this process.

The Certificate of Achievement for Environmental Health in Schools recognizes schools for their exemplary efforts to meet the program goals. 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.

3. Eligibility

A **school district/supervisory union** may apply for funding if there is an active committee established to address environmental 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 or 800-439-8550 to confirm eligibility.

School districts compete for a maximum of \$3,000.00 per district. At this time, private or independently approved schools are not eligible for these funds. Approximately \$30,000.00 is available this year. The Department will seek funding for schools annually to continue this grant program.

4. Grant Proposal Requirements

Please complete the attachment. A signature from the school district's business manager is required. All applications must be postmarked no later than March 2, 2007. Faxed and e-mail transmissions are not acceptable. If you have questions about the requirements please contact Amanda LaScala at 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 by November 30, 2007:

- Adopt a **district/supervisory union wide** environmental management policy and plan.
- Decrease triggers for asthma and allergy within the plan.
- Decrease exposure to diesel exhaust.
- Promote, engage, or educate another school district about your plan and policy work (i.e. lessons learned, successes, and barriers).
- Compete for the Certification of Achievement for Environmental Health in Schools (i.e. complete application form).
- Evaluate and report outcomes of grant activities to the Department of Health at the end of project.

Application for 2007 Envision Partnership Grant

District/Supervisory Union: _____

Contact Person: _____

Title: _____

School District/Union Address:

E-mail: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

Amount of funds requested \$_____ **(up to \$3,000.00 per district)**

List each school in the district/union that will participate in these proposed activities:

School 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

I. Narrative

Please answer the following questions. If additional space is needed then attach no more than 2 pages.

- a. Who is the coordinator of this proposal and what is their title?

- b. Who are the team members that will assist with the development of the school environmental health management plan?

- c. How often will the coordinator and the team meet over the next year?

- d. Who in the administration will be responsible for progress with the development of the environmental plan?

- e. How will awareness among parents, teachers and students be raised regarding the progress in developing a plan to address environmental exposures in school facilities?

- f. Why does your school district need funding to adopt an environmental health management plan and policy?

- g. What is the protocol for adopting a new policy in your school or school district and who will be responsible for moving new policy through the process?

II. PROPOSAL IMPLEMENTATION TIMELINE

Please complete the following table outlining the project deliverables for the project period ending November 30, 2007 (see page 3, Purpose of Grant Funds).

Project deliverable	Activity	Estimated date to complete
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 or (800) 439-8550.

A school district may request up to \$3,000.00 per district/union.

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

PROPOSAL SUBMISSION AND REVIEW

a. Please submit this form with original signature to the following address postmarked no later than March 2, 2007:

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

b. Proposals will be reviewed by staff for completeness and eligibility. Funding projects are based upon the following criteria: 1) final score assigned 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 on program activities and a final financial report will be required of all grantees.