

STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To:James Reardon, Commissioner of Finance & ManagementFrom:Nathan Lavery, Fiscal AnalystDate:March 30, 2010Subject:JFO #2432, #2433

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2432 — \$10,000 grant from the American Forest Foundation to the Vermont Department of Forests, Parks and Recreation. These funds will be used to enhance the Project Learning Tree (PLT) program by providing funds for training materials, lodging, meals and conference space for training participants. Funds from this grant will be used during fiscal years 2010 and 2011. [*JFO received 2/26/10*]

JFO #2433 — \$3,999,923 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to study the demand for Green Jobs in Vermont and the northeast. Vermont will act as the lead administrative state for this collaboration with Massachusetts, Connecticut, Maine, New York, New Hampshire, and the District of Columbia. Vermont's share of this award is approximately \$530,000. The establishment of two (2) limited service positions are associated with this request, as is the retention of two existing positions.

[*JFO received 3/4/10*]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Jason Gibbs, Commissioner Patricia Moulton Powden, Commissioner



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members

From: Nathan Lavery, Fiscal Analyst

Date: February 26, 2010

Subject: Grant Request

Enclosed please find one (1) request that the Joint Fiscal Office has received from the administration.

JFO #2432 — \$10,000 grant from the American Forest Foundation to the Vermont Department of Forests, Parks and Recreation. These funds will be used to enhance the Project Learning Tree (PLT) program by providing funds for training materials, lodging, meals and conference space for training participants. Funds from this grant will be used during fiscal years 2010 and 2011. [*JFO received 2/26/10*]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; <u>nlavery@leg.state.vt.us</u>) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by <u>March 12</u> we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner Jason Gibbs, Commissioner

2432

STATE OF VERMONT GRANT ACCEPTANCE FORM

GRANT SUMMARY:

Title: Project Learning Tree – 2010 Model Program Initiative

This is a request for approval of a grant to assist FPR to enhance the Project Learning Tree (PLT) program in Vermont. The funds will be used for training materials and to provide lodging, meals, and conference space for training participants.

DATE:

February 18, 2010

DEPARTMENT:

1 coluary 18, 2010

Forests, Parks and Recreation (ANR)

GRANT / DONATION:

\$10,000.00

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR:

American Forest Foundation, Inc.

AMOUNT / VALUE:

A 2/18/10

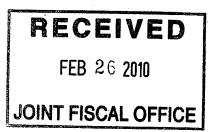
\$10,000.00

POSITIONS REQUESTED: None

GRANT PERIOD: 1/1/2010 to 12/31/2010 COMMENTS: State match is from the existing salary of the coordinator of this existing program. See attachments.

DEPARTMENT OF FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION SENT TO JOINT FISCAL OFFICE:

(INITIAL) (INITIAL) DATE:



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STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

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1. Agency:		ncy of Natural Res				
2. Department:	Fore	sts, Parks & Recre	ation			
3. Program:	Adm	Administration				
4. Legal Title of Grant:	Proje	Project Learning Tree - 2010 Model Program Initiative				
5. Federal Catalog #:	N/A					
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6. Grant/Donor Name a American Forest						
	From:	1/1/2010	To: 12/.	31/2010		
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materials and pro 9. Impact on existing pr The program wil Vermont.	vide lodg ogram if ll not be e	ing, meals and con grant is not Accer	and workshops. The fur ference space for training oted: educational opportunitie	participants.		
10. BUDGET INFO RM	ATION					
		SFY 1	SFY 2	SFY 3	Comments	
Expenditures:		FY 10	FY 11	FY		
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Personal Services		\$3,450	\$334	\$		
Operating Expenses		\$8,550	\$1,000	\$		
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STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

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STATE of VERMONT AGENCY of NATURAL RESOURCES DEPARTMENT OF FORESTS, PARKS & RECREATION

MEMORANDUM Tel: (802) 241-3646 Fax: (802) 244-1481 TO: Jason Aronowitz, Budget and Management Analyst Image: Colspan="2">Image: Colspan="2">Jason Aronowitz, Budget and Management Analyst THRU: Steve Chadwick, Director of Admin Services, Agency of Natural Resources FROM: Sarah Clark, Financial Manager, Dept of Forests, Parks & Recreation DATE: January 5, 2010 SUBJECT: Project Learning Tree Grant

Attached you will find a request for grant acceptance for a grant from the American Forest Foundation, Inc. for \$10,000. These funds will be used to expand and enhance Vermont's Project Learning Tree program. The state match is provided through the in-kind use of state funds.

If you have any questions, please contact me.

AFF 2010 MPI Grants State PLT Contract Agreement

This agreement is between the American Forest Foundation, Inc., through its program Project Learning Tree (PLT), at 1111 19th Street, NW, Suite 780, Washington, DC 20036 and Vermont Department of Forests, Parks & Recreation (VT DFPR) located at 103 South Main St, 10 South, Waterbury, VT 05761

Deliverables

VT DFPR agrees to conduct the projects and training as outlined in the VT DFPR proposal "2010 Model Program Initiative Grant Application" attached as Exhibit A and made part of this agreement. These projects will be conducted to the satisfaction of PLT during the grant period starting January 1st, 2010 and ending on December 31, 2010.

VT DFPR also agrees to send at least one representative to the 2010 PLT International Coordinators' Conference from May 17-20 in Stateline, NV. Use of MPI Grant funds to support travel to the conference is permitted with prior approval from PLT.

Payment

In consideration for the completion of the projects and activities outlined in Exhibit A, PLT agrees to pay to VT DFPR the sum of TEN THOUSAND U.S Dollars (\$10,000) payable upon execution of this Agreement by both parties. VT DFPR agrees to provide an in-kind contribution as delineated in the attached budget.

Use of Grant Funds

Any funds associated with this project must be used to promote and advance activities associated with Project Learning Tree, its mission, and its 501(C)(3) charitable education status. Any money associated with this project may not in any way be used to promote advocacy programs or issues. Additionally, project monies cannot be used to lobby or to urge support for or against legislation, nor can funds be used to reach positions upon which such action would be based.

Access to Records:

VT DFPR shall adequately account for and maintain reasonable records for its performance and allow access to these records by PLT, the Independent Auditors and/or the Legislative Fiscal Analyst as may be necessary for audit purposes and in determining compliance with the terms of this Agreement.

VT DFPR shall submit a record of expenditures incurred for the performance and completion of this Agreement with the final grant report. PLT may request that state's submit receipts for verification of expenses.

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VT DFPR agrees that under the Federal Civil Rights Acts, no part of this Agreement shall be performed in a manner which illegally discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin.

Termination

This agreement may be terminated at any time upon thirty (30) days written notice to the other party.

PLT may terminate this agreement for failure of VT DFPR to perform any of the services, duties or conditions contained in this agreement after providing VT DFPR written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than 30 days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

The above remedies are in addition to any other remedies provided by law or the terms of the Agreement.

Assignment, Transfer and Subcontracting

There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing.

Notice

All notices relating to this Agreement will be in writing and given to the contact person at the address provided for in the Agreement.

Contact for PLT: Rachel Bayer, 202-463-2751, <u>rbayer@plt.org</u> Contact for VT DFPR: Rebecca Roy, 802/241-3651, rebecca.roy@state.vt.us

Acknowledgment

VT DFPR agrees to acknowledge the American Forest Foundation for the funding whenever VT DFPR writes an article, press release, or conducts a training workshop in conjunction with projects covered by this Agreement.

Signatures

Vermont Department of Forests, Parks & Recreation

Date: _____

Date: ___

American Forest Foundation, Inc.

Exhibit A: VT Model Program Initiative Grant Application

Part 1: Contact InformationProgram Coordinator: Identify the person responsible for organizing and implementing the project -- name,
address, phone, fax, and e-mail.Name: Rebecca RoyTitle: Conservation Education CoordinatorState and Agency/Organization: Vermont Dept. of Forests, Parks & RecreationAddress: 103 South Main St, 10 South, Waterbury, VT 05761Phone: 802/241-3651Fax: 802/244-1481E-mail: rebecca.roy@state.vt.usWebsite: http://www.vtfpr.org/coned/plt.cfm

Fiscal Agent: Identify the organization that will provide the accounting for grant funds received if different from the primary contact. Please provide the Federal Employer Identification Number (FEIN) of the fiscal agent that would receive payment of grant funds. If the organization is tax exempt, please provide the tax exempt code. **Proposals must include this information to be considered for funding.**

Fax:

Website:

Title:

Name: State and Agency/Organization: FEIN of State Agency/Organization: 03-6000274 Tax Exempt Code (if applicable): 44498 Address: Phone: E-mail:

Part 2: BMPSAT Analysis

1. Please provide the names and affiliations (eg. State Coordinator, Steering Committee Member, Key Facilitator, etc) of the individuals who completed and analyzed the BMPSAT. A minimum of three people must have completed the BMPSAT to be eligible for funding.

Rebecca Roy, State Coordinator

Ed O'Leary, Key Facilitator

Ginger Anderson, Natural Resource Professional, Facilitator and Former Coordinator

2. Describe when and how the BMPSAT was completed and analyzed. Please include information about whether the BMPSAT was completed individually while at the same meeting, individually over the course of "X" number of weeks, etc. How were the BMPSAT results analyzed? Did a mentor or member of the national office staff assist with analyzing the results?

- BMPSAT was completed individually over three weeks and the state coordinator compiled the results.

3. From the BMPSAT data analysis sheet, please list the identified strengths and areas needing improvement for your state program.

Strengths are the skills of the facilitator, office space and record maintenance, financial records, quality workshops, and prek-8th grade learning standard correlations.

Areas needing improving are: Steering committee, administrative support (funding from the State and private foundations is lacking), strategic planning, annual work plan, fundraising, active facilitators, high school module learning standards correlations, recruiting and training foresters and other natural resource professionals as facilitators, job description for facilitators, database of trained facilitators, outstanding facilitators award, recognizing outstanding educators, sustained network of people trained in PLT.

Priorities are:

Recruit and train foresters and other natural resource professionals as facilitators

Sustain a network of people trained in PLT Securing funding to continue to offer PLT workshops in Vermont

Part 3: Project Overview and Description

1. Please specify which of the MPI Grant Goals (as described on page 1 of this RFP) your proposed project addresses. (Note: Your proposed project can address one or both of the MPI Grant Goals.)

Goal 1

Goal 2

Both Goal 1 and Goal 2

2. State the objectives of your proposed project(s) and how these objectives address the MPI Grant Goals. Objectives:

- Train 12 facilitators
- Have 8 total active facilitators with three of these being natural resource professional facilitators and five of them being educator facilitators.
- Train 100 educators in PLT (nontraditional, traditional, pre-service and preschool)
- 50% of trained educators will request follow-up visits and/or additional materials

Goal 1: Leadership and Organizational Development

Through a facilitator training and multiple educator trainings, the Vermont program will build capacity and be strengthened by increasing the utilization of PLT in Vermont. A long term goal of developing a network of PLT teachers and a network of PLT facilitators will begin by offering a professional development facilitator training for educators and natural resource professionals. PLT workshops will be strengthened by having natural resource professionals participate.

Goal 2: Professional Development for Target Audiences

Through ten PLT workshops, preservice educators, formal educators, nonformal educators, and preschool teachers will be targeted across Vermont. These trainings will help build a network of active PLT educators in the state, and increase the use of PLT statewide. Many organizations and schools need professional development opportunities, so this grant will provide quality professional development for these audiences.

- 3. Complete and submit a logic model (see page 7) describing the measurable outcomes that will result from the implementation of your action plan.
- 4. Describe how your proposed project(s) will address the areas needing improvement that were identified in your BMPSAT results.

Vermont has a very small program and has not been very active in recent years. There is no steering committee, strategic planning, annual work plan, or active facilitators. This project of PLT workshops and a facilitator training will expand the network of PLT in Vermont and therefore increase the publicity and use of the curriculum across the state. It will also help build a network of people trained in PLT that can be sustained in future years. This project will provide the foundation for the PLT program to grow and expand in the state.

It would be very helpful if foresters and other natural resource professionals assist with workshops. The number of teacher trainings will increase in Vermont because of active facilitators. This facilitator training will motivate participants and recruit colleagues to share PLT trainings in their communities and beyond. This would be the beginning of an active PLT network across the state. The other aspect of this project will be PLT trainings for target audiences. By offering ten workshops for traditional, preservice, nontraditional and preschool educators, the program will reach many audiences with PLT. This grant would provide the resources and materials for these workshops. These workshops will increase the visibility of PLT in Vermont, and allow the creation of a network of PLT trained people in the state.

5. Provide a project description and action plan that details the activities you will undertake to implement the MPI grant. Include the methods or strategies you will use to reach your objectives.

I will schedule ten PLT workshops throughout the year by approaching schools, preschools, nonprofits, and state and federal agencies. This will increase the number of PLT trained people and develop a network across Vermont. I will use grant money to purchase books, supplies and materials for workshops. I will follow-up with participants to help them implement PLT in their curricula and follow up with additional training, site visits and materials.

I will plan and hold a facilitator training in April, and invite previously PLT trained nontraditional and traditional educators, and also invite foresters and other natural resource professionals that I work with. To reach my objectives, I will use grant funds to provide a thorough, meaningful and comprehensive training for interested participants. At least 12 people will participate in the training. From this training there will be eight total active facilitators with three of these being natural resource professionals and five of them being professional educators. All eight facilitators will assist me with workshops.

6. Complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your grant activities. The interim and final grant report must be submitted to the AFF office by July 30, 2010 and January 30, 2011 respectively. You may add or delete rows to the table below.

Steps	Expected Completion Date
Facilitator Training	April 30, 2010
Five PLT workshops	June 30, 2010
Submit interim report	July 30, 2010
Five more PLT workshops (with help from newly trained facilitators)	December 31, 2010
Final reporting form completed and sent to PLT national office.	January 30, 2011

 Describe how you will measure, monitor, and share the logic model outcomes using quantitative and/or qualitative forms of evaluation. Indicate whether this project is related to and/or supports any other existing or previously accomplished projects.

These projects will be evaluated quantitatively based on the number of successful PLT workshops and the number of active facilitators following the facilitator training. Objectives are 100 trained people, five active professional educator facilitators and three active natural resource professional facilitators. Also, evaluation will include the amount of follow-up visits and materials requested from participants (for PLT educator workshops). The objective is 50% of workshop participants request follow-up visits or additional materials.

Qualitative assessment will focus on the effectiveness of the trainings based on reviewing participant surveys, attitudes of participants, and the ability of participants to communicate the material. Facilitators will be gualitatively evaluated based on participant surveys from their workshops.

These projects are the foundation for the growth of PLT in Vermont. From here, this program will move forward to create a network of PLT educators and facilitators in the state.

8. If your project includes professional development for targeted audiences, describe how you will provide follow-up support to the educators trained as part of this grant to engage them in the use of PLT (or put N/A).

I will provide follow-up site visits and additional supportive material or training as needed and requested.

Part 4: Budget

Present a complete budget for your project, indicating total funds required, funds being requested from AFF, and matching funds of at least 25% of the total budget. AFF funds may be used for items such as salary, consultants, travel, professional development, meeting expenses, Outstanding Educator/Facilitator recognition, etc. Funds cannot be used for overhead costs. Matching funds may include in-kind support.

Expense	Explanation	Funds Requested from AFF	Matching Funds	Source of Matching Funds	
Salaries	Coordinator's salary	\$	\$15,000	State	
(such as State		and the second sec			
Coordinator's)					
Contractual	Guest presenter for	\$450	\$		
	facilitator training				
	(Michael Caduto)				
Materials, supplies and food	Reference books,	\$4,576	\$		
	posters, forestry tools,				
	and complete PLT book				
	sets for facilitators				
Lodging and Meals	Rooms and meals for	\$3,000	\$		
	participants in				
	facilitator training				
Travel	Mileage reimbursement	\$300	\$320	State	
	for volunteer				
	facilitators traveling to				
	do workshops and				
	coordinator's travel		1. Sec. 1.		
	expenses to the State				
	of VT for travel to				
·	workshops.				
Equipment		\$	\$		
(purchase or rental)					
Conference Expenses:		\$	\$		
	Conference lodging	\$503			
·	(\$89 x 5) x 13%				
	Ground Transport	\$50			
	Conference	\$350			
	Registration				
	Meals: One dinner at	\$71			
	Conference (\$18.50),				
	two lunches and two				
	dinners while traveling				
	(\$52)				
· ·	Airfare	\$700			
TOTAL		\$10,000	\$15,320		

MPI Grants: Logic Model Template

Goal(s): Hold a facilitator training for 12 people; Have 10 PLT workshops for 100 people.

INPUTS	OUTPUTS		SHORT TERM OUTCOMES*	MEDIUM & LONG TERM
	ACTIVITIES	PARTICIPATION		OUTCOMES*
In order to accomplish our goals will need the following resources Staff Volunteers Books and other supplies Meeting locations	What we do Provide ten teacher workshops fro 100 educators	Who we reach Preservice educators Preschool educators Traditional educators Nontraditional educators	We expect the following measurable changes within the life of the grant Have 100 additional PLT educators statewide (through workshops) Participants indicate they have changes in knowledge and intend to act based on answers on the survey at the completion of the workshops. 50% of trained educators request follow-up visits and/or materials	We expect the following impacts/trends within the next three to seven years or more 25% of educators indicate they use PLT with their students and indicate that PLT helps their students achieve state standards of learning
· · · · · · · · · · · · · · · · · · ·	Provide one facilitator training for 12 people	Foresters and other natural resource professionals Professional educators Preservice faculty	8 of the trained participants indicate they have the knowledge and skills to conduct workshops. 8 participants will help with workshops within the first year.	Facilitators will help with all PLT workshops

*Be sure to indicate how each of these will be measured.



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To: Representative David Deen

From: Nathan Lavery, Fiscal Analyst

Date: February 26, 2010

Subject: JFO #2432

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski

JFO 2432

STATE OF VERMONT GRANT ACCEPTANCE FORM

GRANT SUMMARY:	Title: Project Learning Tree – 2010 Model Program Initiative
	This is a request for approval of a grant to assist FPR to enhance the Project Learning Tree (PLT) program in Vermont. The funds will be used for training materials and to provide lodging, meals, and conference space for training participants.
DATE:	February 18, 2010
DEPARTMENT:	Forests, Parks and Recreation (ANR)
GRANT / DONATION:	\$10,000.00
FEDERAL CATALOG No.:	N/A
GRANTOR / DONOR:	American Forest Foundation, Inc.
AMOUNT / VALUE:	\$10,000.00

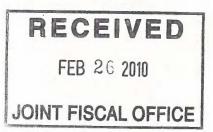
POSITIONS REQUESTED: None

A. 2/18/10

GRANT PERIOD: 1/1/2010 to 12/31/2010 COMMENTS: State match is from the existing salary of the coordinator of this existing program. See attachments.

DEPARTMENT OF FINANCE AND MANAGEMENT: SECRETARY OF ADMINISTRATION SENT TO JOINT FISCAL OFFICE:

(INITIAL) (INITIAL) 2010 DATE:



STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORM		- <u> </u>	<u> </u>			
1. Agency:	Agency of Natural Res	Agency of Natural Resources				
2. Department:	Forests, Parks & Recre	Forests, Parks & Recreation				
2 Due	Administration					
3. Program:	Administration					
4. Legal Title of Grant:	Project Learning Tree	- 2010 Model Program	Initiative	<u>.</u>		
5. Federal Catalog #:	N/A			······································		
· · · · · · · · · · · · · · · · · · ·						
6. Grant/Donor Name and						
American Forest Fo			0/01/0010			
7. Grant Period: F	rom: 1/1/2010	To:	2/31/2010	•		
multi-disciplinarian grant will fund the materials and provi 9. Impact on existing prog The program will n Vermont.	not be expanded to provid	a program for students f rs and workshops. The <u>aference space for train</u> pted:	rom pre-kindergard funds will be used t ing participants.	en to 12 th grade. This o purchase training		
10. BUDGET INFORMA	<u>FIO</u> N					
	SFY 1	SFY 2	SFY 3	Comments		
· · · · · · · · · · · · · · · · · · ·	FY 10	FY 11	FY	Comments		
Expenditures: Personal Services	FY 10 \$3,450	FY 11 \$334	FY \$	Comments		
Personal Services Operating Expenses	FY 10 \$3,450 \$8,550	FY 11 \$334 \$1,000	FY \$	Comments		
Personal Services Operating Expenses Grants	FY 10 \$3,450 \$8,550 \$	FY 11 \$334 \$1,000 \$0	FY \$ \$ \$	Comments		
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HECOJAN 87 2010

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

			\$
			\$
			\$
		Total	\$10,000
PERSONAL SERVICE IN			
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12. Limited Service			
Position Information:	# Positions	Title	
Total Positions			
12a. Equipment and space positions:	for these Is	presently available. 🛛 Can	be obtained with available funds.
13. AUTHORIZATION A	GENCY/DEPARTME	NT	
I/we certify that no funds	Signature:		Data
beyond basic application	Signature.	1. The	Date: //2.5/18
preparation and filing costs	Title: Commissioner,	Forests, Parks & Recreation	
have been expended or			
committed in anticipation of	Signature:		Date:
Joint Fiscal Committee	Signature.		Date.
approval of this grant, unless previous notification was	701.1		
made on Form AA-1PN (if	Title:		
applicable):			
14. ACTION BY GOVERN	NOR		
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Accepted	Rund	4	2/23/10
	(Governor's signature		Date:
Rejected			
15. SECRETARY OF ADM	MINISTRATION		
Check One Box:	-	00	11
Request to JFO	16	Vel	2/9/6
Information to JFO	(Secretary's signature	e or designee)	Date:
16. DOCUMENTATION H	REQUIRED		
	Required	GRANT Documentation	
Request Memo		Notice of Donation (if any)	
Dept. project approval (ii	f applicable)	Grant (Project) Timeline (if	applicable)
Notice of Award		Request for Extension (if ap	
Grant Agreement		Form AA-1PN attached (if a	
🛛 Grant Budget			
Testing and the second second	E	nd Form AA-1	AND THE RECEIPTING THE PARTY OF

STATE of VERMONT AGENCY of NATURAL RESOURCES DEPARTMENT OF FORESTS, PARKS & RECREATION

 MEMORANDUM

 Tel: (802) 241-3646
 Fax: (802) 244-1481

 TO:
 Jason Aronowitz, Budget and Management Analyst

 THRU:
 Steve Chadwick, Director of Admin Services, Agency of Natural Resources

 FROM:
 Sarah Clark, Financial Manager, Dept of Forests, Parks & Recreation

 DATE:
 January 5, 2010

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The above remedies are in addition to any other remedies provided by law or the terms of the Agreement.

Assignment, Transfer and Subcontracting

There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing.

Notice

All notices relating to this Agreement will be in writing and given to the contact person at the address provided for in the Agreement.

Contact for PLT: Rachel Bayer, 202-463-2751, <u>rbayer@plt.org</u> Contact for VT DFPR: Rebecca Roy, 802/241-3651, rebecca.roy@state.vt.us

Acknowledgment

VT DFPR agrees to acknowledge the American Forest Foundation for the funding whenever VT DFPR writes an article, press release, or conducts a training workshop in conjunction with projects covered by this Agreement.

Signatures

Vermont Department of Forests, Parks & Recreation

Date: ___

Date: _

American Forest Foundation, Inc.

Exhibit A: VT Model Program Initiative Grant Application

Part 1: Contact Information

Program Coordinator: Identify the person responsible for organizing and implementing the project -- name,
address, phone, fax, and e-mail.Name:Rebecca RoyTitle: Conservation Education CoordinatorState and Agency/Organization:Vermont Dept. of Forests, Parks & RecreationAddress:103 South Main St, 10 South, Waterbury, VT 05761Phone:802/241-3651Fax: 802/244-1481E-mail:rebecca.roy@state.vt.usWebsite: http://www.vtfpr.org/coned/plt.cfm

Fiscal Agent: Identify the organization that will provide the accounting for grant funds received if different from the primary contact. Please provide the Federal Employer Identification Number (FEIN) of the fiscal agent that would receive payment of grant funds. If the organization is tax exempt, please provide the tax exempt code. **Proposals must include this information to be considered for funding.**

Fax: Website:

Name:

Title:

State and Agency/Organization: FEIN of State Agency/Organization: 03-6000274 Tax Exempt Code (if applicable): 44498 Address: Phone: E-mail:

Part 2: BMPSAT Analysis

 Please provide the names and affiliations (eg. State Coordinator, Steering Committee Member, Key Facilitator, etc) of the individuals who completed and analyzed the BMPSAT. A minimum of three people must have completed the BMPSAT to be eligible for funding.

Rebecca Roy, State Coordinator

Ed O'Leary, Key Facilitator

Ginger Anderson, Natural Resource Professional, Facilitator and Former Coordinator

2. Describe when and how the BMPSAT was completed and analyzed. Please include information about whether the BMPSAT was completed individually while at the same meeting, individually over the course of "X" number of weeks, etc. How were the BMPSAT results analyzed? Did a mentor or member of the national office staff assist with analyzing the results?

BMPSAT was completed individually over three weeks and the state coordinator compiled the results.

3. From the BMPSAT data analysis sheet, please list the identified strengths and areas needing improvement for your state program.

Strengths are the skills of the facilitator, office space and record maintenance, financial records, quality workshops, and prek-8th grade learning standard correlations.

Areas needing improving are: Steering committee, administrative support (funding from the State and private foundations is lacking), strategic planning, annual work plan, fundraising, active facilitators, high school module learning standards correlations, recruiting and training foresters and other natural resource professionals as facilitators, job description for facilitators, database of trained facilitators, outstanding facilitators award, recognizing outstanding educators, sustained network of people trained in PLT.

Priorities are:

Recruit and train foresters and other natural resource professionals as facilitators

Sustain a network of people trained in PLT Securing funding to continue to offer PLT workshops in Vermont

Part 3: Project Overview and Description

1. Please specify which of the MPI Grant Goals (as described on page 1 of this RFP) your proposed project addresses. (Note: Your proposed project can address one or both of the MPI Grant Goals.)

Goal 1

Goal 2

Both Goal 1 and Goal 2

2. State the objectives of your proposed project(s) and how these objectives address the MPI Grant Goals. Objectives:

- Train 12 facilitators
- Have 8 total active facilitators with three of these being natural resource professional facilitators and five of them being educator facilitators.
- Train 100 educators in PLT (nontraditional, traditional, pre-service and preschool)
- 50% of trained educators will request follow-up visits and/or additional materials

Goal 1: Leadership and Organizational Development

Through a facilitator training and multiple educator trainings, the Vermont program will build capacity and be strengthened by increasing the utilization of PLT in Vermont. A long term goal of developing a network of PLT teachers and a network of PLT facilitators will begin by offering a professional development facilitator training for educators and natural resource professionals. PLT workshops will be strengthened by having natural resource professionals participate.

Goal 2: Professional Development for Target Audiences

Through ten PLT workshops, preservice educators, formal educators, nonformal educators, and preschool teachers will be targeted across Vermont. These trainings will help build a network of active PLT educators in the state, and increase the use of PLT statewide. Many organizations and schools need professional development opportunities, so this grant will provide quality professional development for these audiences.

- 3. Complete and submit a logic model (see page 7) describing the measurable outcomes that will result from the implementation of your action plan.
- 4. Describe how your proposed project(s) will address the areas needing improvement that were identified in your BMPSAT results.

Vermont has a very small program and has not been very active in recent years. There is no steering committee, strategic planning, annual work plan, or active facilitators. This project of PLT workshops and a facilitator training will expand the network of PLT in Vermont and therefore increase the publicity and use of the curriculum across the state. It will also help build a network of people trained in PLT that can be sustained in future years. This project will provide the foundation for the PLT program to grow and expand in the state.

It would be very helpful if foresters and other natural resource professionals assist with workshops. The number of teacher trainings will increase in Vermont because of active facilitators. This facilitator training will motivate participants and recruit colleagues to share PLT trainings in their communities and beyond. This would be the beginning of an active PLT network across the state. The other aspect of this project will be PLT trainings for target audiences. By offering ten workshops for traditional, preservice, nontraditional and preschool educators, the program will reach many audiences with PLT. This grant would provide the resources and materials for these workshops. These workshops will increase the visibility of PLT in Vermont, and allow the creation of a network of PLT trained people in the state.

5. Provide a project description and action plan that details the activities you will undertake to implement the MPI grant. Include the methods or strategies you will use to reach your objectives.

I will schedule ten PLT workshops throughout the year by approaching schools, preschools, nonprofits, and state and federal agencies. This will increase the number of PLT trained people and develop a network across Vermont. I will use grant money to purchase books, supplies and materials for workshops. I will follow-up with participants to help them implement PLT in their curricula and follow up with additional training, site visits and materials.

I will plan and hold a facilitator training in April, and invite previously PLT trained nontraditional and traditional educators, and also invite foresters and other natural resource professionals that I work with. To reach my objectives, I will use grant funds to provide a thorough, meaningful and comprehensive training for interested participants. At least 12 people will participate in the training. From this training there will be eight total active facilitators with three of these being natural resource professionals and five of them being professional educators. All eight facilitators will assist me with workshops.

6. Complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your grant activities. The interim and final grant report must be submitted to the AFF office by July 30, 2010 and January 30, 2011 respectively. You may add or delete rows to the table below.

Steps	Expected Completion Date
Facilitator Training	April 30, 2010
Five PLT workshops	June 30, 2010
Submit interim report	July 30, 2010
Five more PLT workshops (with help from newly trained facilitators)	December 31, 2010
Final reporting form completed and sent to PLT national office.	January 30, 2011

7. Describe how you will measure, monitor, and share the logic model outcomes using quantitative and/or qualitative forms of evaluation. Indicate whether this project is related to and/or supports any other existing or previously accomplished projects.

These projects will be evaluated quantitatively based on the number of successful PLT workshops and the number of active facilitators following the facilitator training. Objectives are 100 trained people, five active professional educator facilitators and three active natural resource professional facilitators. Also, evaluation will include the amount of follow-up visits and materials requested from participants (for PLT educator workshops). The objective is 50% of workshop participants request follow-up visits or additional materials.

Qualitative assessment will focus on the effectiveness of the trainings based on reviewing participant surveys, attitudes of participants, and the ability of participants to communicate the material. Facilitators will be qualitatively evaluated based on participant surveys from their workshops.

These projects are the foundation for the growth of PLT in Vermont. From here, this program will move forward to create a network of PLT educators and facilitators in the state.

8. If your project includes professional development for targeted audiences, describe how you will provide follow-up support to the educators trained as part of this grant to engage them in the use of PLT (or put N/A).

I will provide follow-up site visits and additional supportive material or training as needed and requested.

Part 4: Budget

Present a complete budget for your project, indicating total funds required, funds being requested from AFF, and matching funds of at least 25% of the total budget. AFF funds may be used for items such as salary, consultants, travel, professional development, meeting expenses, Outstanding Educator/Facilitator recognition, etc. Funds cannot be used for overhead costs. Matching funds may include in-kind support.

Expense	Explanation	Funds Requested from AFF	Matching Funds	Source of Matching Funds	
Salaries Coordinator's salary (such as State Coordinator's)		\$	\$15,000	State	
Contractual Guest presenter for facilitator training (Michael Caduto)		\$450	\$		
Materials, supplies and food Materials, supplies and food posters, forestry tools, and complete PLT book sets for facilitators		\$4,576	\$		
Lodging and Meals	Rooms and meals for participants in facilitator training	\$3,000	\$		
Travel	Mileage reimbursement for volunteer facilitators traveling to do workshops and	\$300	\$320	State	
	coordinator's travel expenses to the State of VT for travel to workshops.				
Equipment (purchase or rental)		\$	Ş		
Conference Expenses:	Conference lodging	\$ \$503	\$		
<u></u>	(\$89 x 5) x 13% Ground Transport	\$50			
	Conference Registration	\$350			
	Meals: One dinner at Conference (\$18.50), two lunches and two	\$71			
	dinners while traveling (\$52)				
TOTAL	Airfare	\$700 \$10,000	\$15,320		

MPI Grants: Logic Model Template

Goal(s): Hold a facilitator training for 12 people; Have 10 PLT workshops for 100 people.

	OUTPUTS		SHORT TERM OUTCOMES*	MEDIUM & LONG TERM
INPUTS	ACTIVITIES	PARTICIPATION		OUTCOMES*
In order to accomplish our goals will need the following resources Staff Volunteers Books and other supplies Meeting locations	What we do Provide ten teacher workshops fro 100 educators	Who we reach Preservice educators Preschool educators Traditional educators Nontraditional educators	We expect the following measurable changes within the life of the grant Have 100 additional PLT educators statewide (through workshops) Participants indicate they have changes in knowledge and intend to act based on answers on the survey at the completion of the workshops. 50% of trained educators request follow-up visits and/or materials	We expect the following impacts/trends within the next three to seven years or more 25% of educators indicate they use PLT with their students and indicate that PLT helps their students achieve state standards of learning
	Provide one facilitator training for 12 people	Foresters and other natural resource professionals Professional educators Preservice faculty	8 of the trained participants indicate they have the knowledge and skills to conduct workshops. 8 participants will help with workshops within the first year.	Facilitators will help with all PLT workshops

*Be sure to indicate how each of these will be measured.

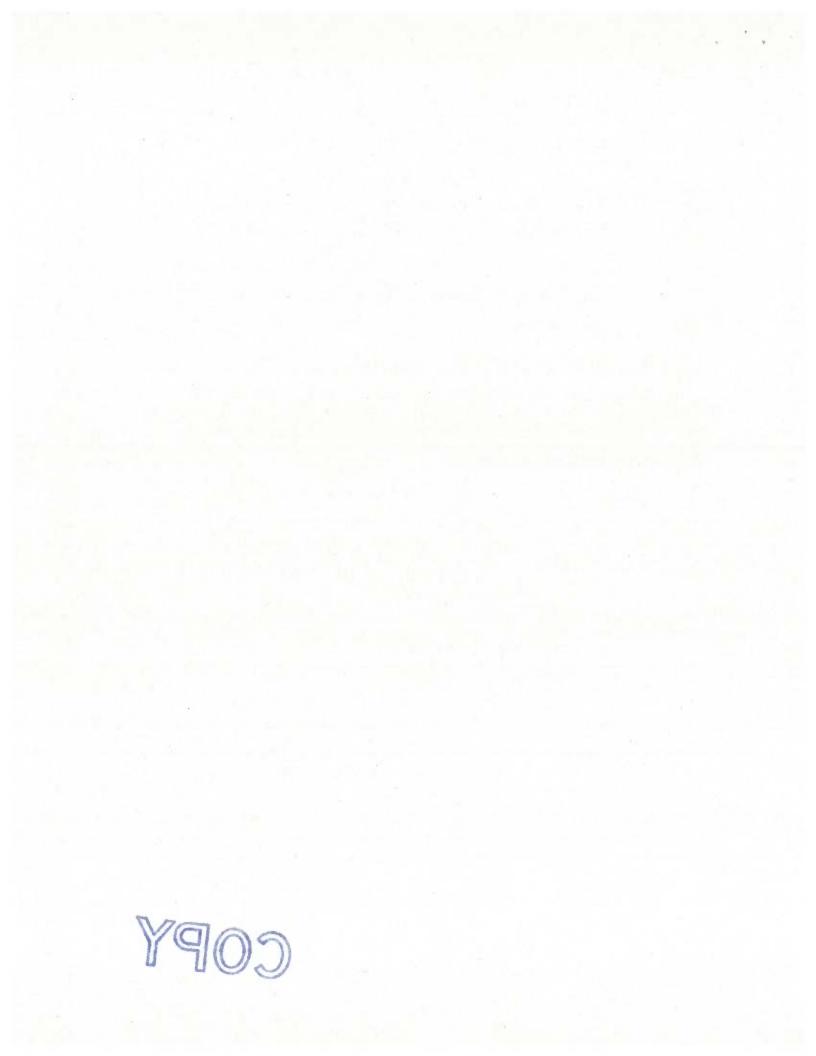
STATE of VERMONT AGENCY of NATURAL RESOURCES DEPARTMENT OF FORESTS, PARKS & RECREATION

	MEMORANDUM
Tel: (802) 24	H1-3646 Fax: (802) 244-1481
TO:	Jason Aronowitz, Budget and Management Analyst
THRU:	Steve Chadwick, Director of Admin Services, Agency of Natural Resources
FROM:	Sarah Clark, Financial Manager, Dept of Forests, Parks & Recreation K
DATE:	January 5, 2010
SUBJECT:	Project Learning Tree Grant

Attached you will find a request for grant acceptance for a grant from the American Forest Foundation, Inc. for \$10,000. These funds will be used to expand and enhance Vermont's Project Learning Tree program. The state match is provided through the in-kind use of state funds.

If you have any questions, please contact me.





STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

1. Agency:	Agency of Natural Re	sources			
2. Department:	Forests, Parks & Recreation				
3. Program:	Administration				
5. 1 logi ani.	Administration				
4. Legal Title of Grant:	Project Learning Tree - 2010 Model Program Initiative				
5. Federal Catalog #:	N/A				
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6. Grant/Donor Name and			•		
American Forest	rom: 1/1/2010	To: 1	2/31/2010		
7. Grant reniou: F.		10; 1	2/31/2010		
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10. HUDGET INFORMA					
	SFY 1	SFY 2	SFY 3	Comments	
Expenditures:	FY 10 '	FY 11	FY		
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Personal Services	\$3,450	\$334	<u>\$</u>		
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STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

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AFF 2010 MPI Grants State PLT Contract Agreement

This agreement is between the American Forest Foundation, Inc., through its program Project Learning Tree (PLT), at 1111 19th Street, NW, Suite 780, Washington, DC 20036 and Vermont Department of Forests, Parks & Recreation (VT DFPR) located at 103 South Main St, 10 South, Waterbury, VT 05761

Deliverables

VT DFPR agrees to conduct the projects and training as outlined in the VT DFPR proposal "2010 Model Program Initiative Grant Application" attached as Exhibit A and made part of this agreement. These projects will be conducted to the satisfaction of PLT during the grant period starting January 1st, 2010 and ending on December 31, 2010.

VT DFPR also agrees to send at least one representative to the 2010 PLT International Coordinators' Conference from May 17-20 in Stateline, NV. Use of MPI Grant funds to support travel to the conference is permitted with prior approval from PLT.

Payment

In consideration for the completion of the projects and activities outlined in Exhibit A, PLT agrees to pay to VT DFPR the sum of TEN THOUSAND U.S Dollars (\$10,000) payable upon execution of this Agreement by both parties. VT DFPR agrees to provide an in-kind contribution as delineated in the attached budget.

Use of Grant Funds

Any funds associated with this project must be used to promote and advance activities associated with Project Learning Tree, its mission, and its 501(C)(3) charitable education status. Any money associated with this project may not in any way be used to promote advocacy programs or issues. Additionally, project monies cannot be used to lobby or to urge support for or against legislation, nor can funds be used to reach positions upon which such action would be based.

Access to Records:

VT DFPR shall adequately account for and maintain reasonable records for its performance and allow access to these records by PLT, the Independent Auditors and/or the Legislative Fiscal Analyst as may be necessary for audit purposes and in determining compliance with the terms of this Agreement.

VT DFPR shall submit a record of expenditures incurred for the performance and completion of this Agreement with the final grant report. PLT may request that state's submit receipts for verification of expenses.

All records pertaining to this Agreement must be retained by VT DFPR for a period of three years from the completion date of this Agreement. If any litigation, claim or audit is started before the expiration of the three year period, the records must be retained until the litigation, claim or audit findings have been resolved.

Non-discrimination

VT DFPR agrees that under the Federal Civil Rights Acts, no part of this Agreement shall be performed in a manner which illegally discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin.

Termination

This agreement may be terminated at any time upon thirty (30) days written notice to the other party.

PLT may terminate this agreement for failure of VT DFPR to perform any of the services, duties or conditions contained in this agreement after providing VT DFPR written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than 30 days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

The above remedies are in addition to any other remedies provided by law or the terms of the Agreement.

Assignment, Transfer and Subcontracting

There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing,

Notice

All notices relating to this Agreement will be in writing and given to the contact person at the address provided for in the Agreement.

Contact for PLT: Rachel Bayer, 202-463-2751, rbayer@plt.org

Contact for VT DFPR: Rebecca Roy, 802/241-3651, rebecca.roy@state.vt.us

Acknowledgment

VT DFPR agrees to acknowledge the American Forest Foundation for the funding whenever VT DFPR writes an article, press release, or conducts a training workshop in conjunction with projects covered by this Agreement.

Date:

Date:

Signatures

Vermont Department of Forests, Parks & Recreation

American Forest Foundation, Inc.

Exhibit A: VT Model Program Initiative Grant Application

Part 1: Contact Information

Program Coordinator: Identify the person responsible for organizing and implementing the project -- name,
address, phone, fax, and e-mail.Name: Rebecca RoyTitle: Conservation Education CoordinatorState and Agency/Organization: Vermont Dept. of Forests, Parks & RecreationAddress: 103 South Main St, 10 South, Waterbury, VT 05761Phone: 802/241-3651Fax: 802/244-1481E-mail: rebecca.roy@state.vt.usWebsite: http://www.vtfpr.org/coned/plt.cfm

Fiscal Agent: Identify the organization that will provide the accounting for grant funds received if different from the primary contact. Please provide the Federal Employer Identification Number (FEIN) of the fiscal agent that would receive payment of grant funds. If the organization is tax exempt, please provide the tax exempt code. **Proposals must include this information to be considered for funding.**

Name:	Title:	
State and Agency/Organization:		
FEIN of State Agency/Organization: 03-6000274		
Tax Exempt Code (if applicable): 44498		
Address:		
Phone:	Fax:	
E-mail:	Website:	
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Part 2: BMPSAT Analysis

1. Please provide the names and affiliations (eg. State Coordinator, Steering Committee Member, Key Facilitator, etc) of the individuals who completed and analyzed the BMPSAT. A minimum of three people must have completed the BMPSAT to be eligible for funding.

Rebecca Roy, State Coordinator

Ed O'Leary, Key Facilitator

Ginger Anderson, Natural Resource Professional, Facilitator and Former Coordinator

2. Describe when and how the BMPSAT was completed and analyzed. Please include information about whether the BMPSAT was completed individually while at the same meeting, individually over the course of "X" number of weeks, etc. How were the BMPSAT results analyzed? Did a mentor or member of the national office staff assist with analyzing the results?

BMPSAT was completed individually over three weeks and the state coordinator compiled the results.

3. From the BMPSAT data analysis sheet, please list the identified strengths and areas needing improvement for your state program.

Strengths are the skills of the facilitator, office space and record maintenance, financial records, quality workshops, and prek-8th grade learning standard correlations.

Areas needing improving are: Steering committee, administrative support (funding from the State and private foundations is lacking), strategic planning, annual work plan, fundraising, active facilitators, high school module learning standards correlations, recruiting and training foresters and other natural resource professionals as facilitators, job description for facilitators, database of trained facilitators, outstanding facilitators award, recognizing outstanding educators, sustained network of people trained in PLT.

Priorities are:

Recruit and train foresters and other natural resource professionals as facilitators

Sustain a network of people trained in PLT Securing funding to continue to offer PLT workshops in Vermont

Part 3: Project Overview and Description

1. Please specify which of the MPI Grant Goals (as described on page 1 of this RFP) your proposed project addresses. (Note: Your proposed project can address one or both of the MPI Grant Goals.)

Goal 1

🗌 Goal 2

⊮Both Goal 1 and Goal 2

2. State the objectives of your proposed project(s) and how these objectives address the MPI Grant Goals. Objectives:

- Train 12 facilitators
- Have 8 total active facilitators with three of these being natural resource professional facilitators and five of them being educator facilitators.
- Train 100 educators in PLT (nontraditional, traditional, pre-service and preschool)
- 50% of trained educators will request follow-up visits and/or additional materials

Goal 1: Leadership and Organizational Development

Through a facilitator training and multiple educator trainings, the Vermont program will build capacity and be strengthened by increasing the utilization of PLT in Vermont. A long term goal of developing a network of PLT teachers and a network of PLT facilitators will begin by offering a professional development facilitator training for educators and natural resource professionals. PLT workshops will be strengthened by having natural resource professionals participate.

Goal 2: Professional Development for Target Audiences

Through ten PLT workshops, preservice educators, formal educators, nonformal educators, and preschool teachers will be targeted across Vermont. These trainings will help build a network of active PLT educators in the state, and increase the use of PLT statewide. Many organizations and schools need professional development opportunities, so this grant will provide quality professional development for these audiences.

3. Complete and submit a logic model (see page 7) describing the measurable outcomes that will result from the implementation of your action plan.

4. Describe how your proposed project(s) will address the areas needing improvement that were identified in your BMPSAT results.

Vermont has a very small program and has not been very active in recent years. There is no steering committee, strategic planning, annual work plan, or active facilitators. This project of PLT workshops and a facilitator training will expand the network of PLT in Vermont and therefore increase the publicity and use of the curriculum across the state. It will also help build a network of people trained in PLT that can be sustained in future years. This project will provide the foundation for the PLT program to grow and expand in the state.

It would be very helpful if foresters and other natural resource professionals assist with workshops. The number of teacher trainings will increase in Vermont because of active facilitators. This facilitator training will motivate participants and recruit colleagues to share PLT trainings in their communities and beyond. This would be the beginning of an active PLT network across the state. The other aspect of this project will be PLT trainings for target audiences. By offering ten workshops for traditional, preservice, nontraditional and preschool educators, the program will reach many audiences with PLT. This grant would provide the resources and materials for these workshops. These workshops will increase the visibility of PLT in Vermont, and allow the creation of a network of PLT trained people in the state.

5. Provide a project description and action plan that details the activities you will undertake to implement the MPI grant. Include the methods or strategies you will use to reach your objectives.

I will schedule ten PLT workshops throughout the year by approaching schools, preschools, nonprofits, and state and federal agencies. This will increase the number of PLT trained people and develop a network across Vermont. I will use grant money to purchase books, supplies and materials for workshops. I will follow-up with participants to help them implement PLT in their curricula and follow up with additional training, site visits and materials.

I will plan and hold a facilitator training in April, and invite previously PLT trained nontraditional and traditional educators, and also invite foresters and other natural resource professionals that I work with. To reach my objectives, I will use grant funds to provide a thorough, meaningful and comprehensive training for interested participants. At least 12 people will participate in the training. From this training there will be eight total active facilitators with three of these being natural resource professionals and five of them being professional educators. All eight facilitators will assist me with workshops.

6. Complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your grant activities. The interim and final grant report must be submitted to the AFF office by July 30, 2010 and January 30, 2011 respectively. You may add or delete rows to the table below.

Steps	Expected Completion Date	
Facilitator Training	April 30, 2010	
Five PLT workshops	June 30, 2010	
Submit interim report	July 30, 2010	
Five more PLT workshops (with help from newly trained facilitators)	December 31, 2010	
Final reporting form completed and sent to PLT national office.	January 30, 2011	

7. Describe how you will measure, monitor, and share the logic model outcomes using quantitative and/or qualitative forms of evaluation. Indicate whether this project is related to and/or supports any other existing or previously accomplished projects.

These projects will be evaluated quantitatively based on the number of successful PLT workshops and the number of active facilitators following the facilitator training. Objectives are 100 trained people, five active professional educator facilitators and three active natural resource professional facilitators. Also, evaluation will include the amount of follow-up visits and materials requested from participants (for PLT educator workshops). The objective is 50% of workshop participants request follow-up visits or additional materials.

Qualitative assessment will focus on the effectiveness of the trainings based on reviewing participant surveys, attitudes of participants, and the ability of participants to communicate the material. Facilitators will be qualitatively evaluated based on participant surveys from their workshops.

These projects are the foundation for the growth of PLT in Vermont. From here, this program will move forward to create a network of PLT educators and facilitators in the state.

8. If your project includes professional development for targeted audiences, describe how you will provide follow-up support to the educators trained as part of this grant to engage them in the use of PLT (or put N/A).

I will provide follow-up site visits and additional supportive material or training as needed and requested.

Part 4: Budget

Present a complete budget for your project, indicating total funds required, funds being requested from AFF, and matching funds of at least 25% of the total budget. AFF funds may be used for items such as salary, consultants, travel, professional development, meeting expenses, Outstanding Educator/Facilitator recognition, etc. Funds cannot be used for overhead costs. Matching funds may include in-kind support.

Expense	Explanation	Funds Requested from AFF	Matching Funds	Source of Matching Funds
Salaries	Coordinator's salary	\$	\$15,000	State
(such as State				
Coordinator's)				
Contractual	Guest presenter for	\$450	\$	
	facilitator training			
	(Michael Caduto)	[[
Materials, supplies and food	Reference books,	\$4,576	\$	
	posters, forestry tools,			
	and complete PLT book			
	sets for facilitators			
Lodging and Meals	Rooms and meals for	\$3,000	\$	
	participants in			
	facilitator training	· · · · · · · · · · · · · · · · · · ·		
Travel	Mileage reimbursement	\$300	\$320	State
	for volunteer	· · ·		
	facilitators traveling to		ļ	
	do workshops and			
	coordinator's travel			
	expenses to the State			
	of VT for travel to			
	workshops.			
Equipment		\$	\$	
(purchase or rental)				
Conference Expenses:		\$	\$	
	Conference lodging	\$503		
· · · · · · · · · · · · · · · · · · ·	(\$89 x 5) x 13%			
	Ground Transport	\$50		
	Conference	\$350		
	Registration			
· · ·	Meals: One dinner at	\$71		
	Conference (\$18.50),			
	two lunches and two			
	dinners while traveling			
	(\$52)	4700		
· · ·	Airfare	\$700		[
TOTAL		\$10,000	\$15,320	