



## Educator Mini grants

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**Purpose:** To provide educators with funds to buy materials for their classroom that will aid in teaching students about Lake Champlain Watershed issues. The LCBP wants to **help you build “your classroom toolkit” for teaching about watersheds.** Materials requested can be for indoor or outdoor work, and should last for more than one academic year.

**Qualifying recipients:** Educators working within the Lake Champlain Basin may apply for Educator Mini-Grants on behalf of their school provided they meet the following criteria:

- Educators must have been a past participant in either the CBEI Watershed for Every Classroom Course (11-day course) OR have submitted student entries in CBEI World Water Day events OR be teaching about the Lake Champlain watershed 2023.
- Only one grant will be awarded per school. The school must be located within the Champlain Watershed.

### **How the funds can be used:**

- Funds can be used to purchase products which enhance student learning about watersheds and water quality in the Lake Champlain basin, including the streams and rivers that flow to the Lake, or to strengthen the educational materials in the classroom that will help students learn about watershed issues.
- Examples include, but are not limited to: resource guides for field work, boots and waders for stream work, bug collection nets, field lenses, macroinvertebrate tray sorters, binoculars, microscopes, or classroom posters relevant to water quality work.
- **Please note: These funds cannot be used for food, transportation, or entrance fees.**

**Deadline:** Applications are accepted on a rolling basis. Although available funds likely will be disbursed quickly; apply sooner rather than later. Awards will be announced shortly after applications, ideally within 10 business days.

**Funding:** Educators may be awarded a grant of up to \$1,000. Applicants may apply for less than \$1,000, but one application is permitted per school in this grant opportunity.

**Review:** Applications will be reviewed and evaluated by the LCBP on a rolling basis.

**Reimbursement:** Please keep all of your receipts. Attach the original receipts to the reimbursement form and remit to the LCBP following the purchase of all of the materials. Reimbursement checks will come from NEIWPC in Lowell, MA, which serves as the LCBP's fiscal agent. Payment via check will be addressed to the school or school district. Reimbursement will be provided only for materials purchased after award is announced to the recipients.

**Follow Up:** Recipients of grants are encouraged to share 1-3 high quality photos of the materials being used by students for LCBP print, on-line social media or digital publications.

Lake Champlain Basin Program

## Application for Educator Mini-grants

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- I have taken the CBEI Watershed for Every Classroom class and/or the CBEI  
OR
- My class participated in CBEI's World Water Day celebration between 2015-2023  
OR
- My class is currently studying the Lake Champlain watershed

**\* Please include a copy of a W-9 form for your school**

Teachers Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Mailing address: \_\_\_\_\_

Teacher Email address and phone (for questions, if any): \_\_\_\_\_

Grade level(s) of students: \_\_\_\_\_

Describe how this grant will help you teach about watershed issues. Which waterbody are you studying?

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Item Description:  
\_\_\_\_\_

Estimated Cost:  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total Request (not to exceed \$1,000):** \_\_\_\_\_

Please note: Your application will be reviewed promptly by the LCBP. Reimbursement **will not** be allowed for expenses incurred before the approval date below. **NEIWPCCC (the fiscal agent for LCBP) will only reimburse for expenses accompanied by a receipt.**

**Request Date:** \_\_\_\_\_ **Signature (applicant)** \_\_\_\_\_

**Signature (school administrator)** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_ **Signature (LCBP Director)** \_\_\_\_\_

**Please note:** You may email your mini-grant request to: [eandogrants@lcbp.org](mailto:eandogrants@lcbp.org). In email subject line: "school name" Mini-Grant Request

LCBP Watershed Educator Mini-Grants (NEIWPCCC)

## Mini-grant Supplies Reimbursement Form

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*Please use this form to keep track of your expenses. Submit this form, along with your receipts within 30 days of your purchase. Checks will be made payable to the school/school district.*

**Item:** **Amount Requested:**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total:** \$ \_\_\_\_\_

Check Made Payable to/(School Name): \_\_\_\_\_

Mail Check To: \_\_\_\_\_

\_\_\_\_\_

**\*\*PRIOR APPROVAL AND RECEIPTS ARE REQUIRED\*\***

Within 30 days of purchase, email this form and scanned receipts to:

[eandogrants@lcbp.org](mailto:eandogrants@lcbp.org). Please put your "School Name" Mini-grant Reimbursement in the  
SUBJECT LINE for processing.