

## **Gulf B-WET Grant Writing Tips**

1. Funding requests should be commensurate with the number of students/teachers served.
2. The B-WET Program should not be considered a long-term source of funds; therefore it is important that applicants explain how ongoing projects, once initiated, will be sustained.
3. The applicant should clearly state how the outdoor experiences are a part of a larger, sustained project. The applicant should demonstrate that the educational objectives and expected outcomes relate to a “meaningful” outdoor experience. The outdoor experiences should not be considered an ancillary or stand-alone event. Applicants should clearly document how the experiences are part of the school curriculum and aligned with State standards.
4. The B-WET Program strongly encourages applicants to use and disseminate existing environmental education materials (curricula, training materials, activity books, etc.) rather than designing new materials, because experts indicate that a significant amount of quality educational materials have already been developed and are under-utilized. Requested funding may include expenses related to the purchasing of curriculum for the project. If funding for development of new materials is requested, the applicant should clearly demonstrate that there is a need, e.g., that existing educational materials cannot be adapted well to a particular local environmental concern or audience, or existing materials are not otherwise accessible. The applicant should specify what steps they have taken to determine this need. All curricular materials and lesson plans should be aligned with State Content Standards and Frameworks.
5. Applications that propose to support an organization’s day-to-day activities – or that primarily seek support for administration, salaries, overhead and travel – are typically not funded through the B-WET Program. Funding for salaries and fringe benefits may be included in the budget; however, justification for this should be included in the budget narrative. Ideally, the majority of funding will be used for engaging students and teachers in environmental projects.
6. The B-WET Program does not typically fund projects that are focused on web page development, unless the applicant provides documentation as to how the development of the web page is an integral and necessary component of the project.
7. Applications that propose to purchase significantly large quantities of infrastructure and equipment for an organization are typically not funded through the B-WET Program. Funding for a reasonable amount of infrastructure and equipment may be included in the budget; however, ideally the majority of funding will be used for engaging students and teachers in environmental projects.
8. Construction costs are not allowable under the Gulf B-WET program.
9. Budget narratives should include ample detail to allow reviewers to fully understand use of proposed funds.
10. Applicants should not assume prior knowledge of their organization and programs on the part of the reviewers.
11. Applicants should follow the requirements of the Federal Funding Opportunity carefully.