



# **Terry Husseman**

# **Sustainable Schools Awards**

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## **Instructions and Application Packet**

Department of Ecology  
Solid Waste and Financial Assistance Program

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## **Acknowledgements**

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**Members of Ecology's Solid Waste Sustainability Team**

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# Background

One of the most critical issues that will face the children we teach will be the quality of the world they inherit. A school that both teaches and practices environmentally sustainable behavior will offer children and the local community important role models.

In practice, however, other education priorities have made it very difficult for teachers and schools to take on these responsibilities. Sometimes there may only be one teacher willing to take on the extra tasks and responsibilities. Without further support these teachers often find the process a losing battle. Teaching sustainability principles need not be a separate course. In fact, it might work better if they were treated as overriding principles incorporated into all studies.

Ecology rewards schools that embrace these principles through the Terry Husseman Sustainable Schools Awards Program. Ecology also has staff across the state prepared to assist schools with their sustainability principles and waste reduction and recycling programs. Ecology staff can help schools perform waste audits and find the resources to develop school or district-wide sustainability programs.

The awards are named after Terry Husseman, the deputy director of the Department of Ecology for many years. He was a tireless advocate of waste reduction and recycling efforts and the environmental education going on in our schools.

Unfortunately, Terry passed away several years ago. If Terry were here today, he would not only congratulate you and encourage you to continue with your current efforts, he would also ask that you think about sustainability.

# Guiding Principles of Sustainability

As used in relation to the economy and the environment, sustainability means meeting the needs of the present without compromising the ability of future generations to meet their own needs. It has to do with attaining a sustainable quality of life for all of us, now and in the future. Ecology has proposed a set of eight principles to guide our state toward sustainability.

- There is interdependence between ecological, economic and social factors in achieving sustainability.
- Any material can and is looked upon as a resource, not dismissed as a waste.
- Healthy natural systems are the basis for sustainable communities and economies.
- Future generations should be equal partners in decision-making.
- Local decisions have regional and global implications.
- Incentives are necessary to create sustainable behavior.
- Investment in the design phase of a process or product drives sustainable outcomes.
- Human relationships and a collaborative approach lead to sustainable solutions.

# Eligibility Requirements and Program Criteria

This Award Program is open to all Washington State kindergarten through 12<sup>th</sup> grade public schools.

## Uses of Award Funds

The selected schools are encouraged to reinvest their cash award back into their sustainability program, but it is not required.

## Award Amounts

Grant amounts vary by award category. The smallest award is to be no less than \$100 and the largest no higher than \$5,000. See chart “School Award Categories, Goals, & Criteria” on following page for amounts by category.

## Award Categories, Goals, & Judging Considerations

There are three award categories that schools can apply for:

### 1. Sustainable School Program

To apply for this category a school must exhibit elements including, but not limited to, the following five areas:

- **Resource/Energy Conservation:** recycling, material reuse, alternative energy (greenhouse, solar or wind-generated power), rain barrels, storm drain ponds, low-flow toilets, xeriscape (drought-resistant landscaping), procurement policies (requiring purchase of items with recycled content), & closed-loop systems
- **Biological Diversity:** habitat restoration (wetlands, forest, desert, etc.) & native plant propagation.
- **Waste & Toxicity Reduction:** Composting (food, lawn clippings, paper), elimination of pesticides & herbicides, use of nontoxic cleaning supplies, prevention or elimination of waste at the point of generation, & reduced use of chemicals in science & photography labs & in craft rooms.
- **Social Harmony:** students work together to create programs that directly benefit their entire school or community. Students develop activities involving the public that provide opportunities for them to partner with businesses & public groups working on environmental, social, & economic issues.
- **Health & Wellness:** model healthy food choices & exercise; create an environment safe from harmful substances for student activities & work.

## 2. Seed Award

The intent of this category is to encourage schools to take steps necessary to embrace the five areas of sustainability and to assist with costs involved in initial start-up of basic sustainability programs or improvements of programs or projects that move them closer to sustainability. Schools can apply for assistance to:

- **Purchase equipment needed for sustainability programs and educational material.**
- **Implement or expand sustainable activities.**
- **Incorporate sustainability lessons into the regular teaching curriculum, which meet the goals established by the State of Washington Environmental Learning Standards.**

## 3. Creative Environmental Curriculum

The intent of this category is to recognize original curriculum that:

- **Introduces students, teachers, staff, & administrators to the concepts of sustainability including its social, economic, & environmental relevance.**
- **Strives to instill a sense of environmental stewardship in the students.**

See the chart “School Award Categories, Goals, & Criteria” in Appendix A for more details about each award category, goals, and judging considerations.

## For More Information

Schools interested in starting or improving upon their school sustainability program can find helpful information in Ecology’s “Sustainability in Public Schools How-to Manual for Implementing Sustainability in Your School,” publication number 02-07-022. This manual is available online at <http://www.ecy.wa.gov/biblio/0207022.html>.

To request this how-to manual or for further information about this award program or any of the categories, contact:

Michelle Payne  
School Awards Program Coordinator  
Department of Ecology  
P.O. Box 47600  
Olympia, WA 98504-7600  
(360) 407-6129 or [mdav461@ecy.wa.gov](mailto:mdav461@ecy.wa.gov)

## **Application Deadline**

The deadline for Awards Program applications is **January 31, 2007**. Application packages may be mailed or hand delivered to the offices of the Washington State Department of Ecology, Solid Waste and Financial Assistance Program, P.O. Box 47600, Olympia, WA 98504-7600, Attention: Michelle Payne, School Awards Coordinator.

## **General Conditions**

All materials submitted with the application package become the property of the Department of Ecology and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public-disclosure requirements. Effective curricula and school programs may be posted on Ecology's web site to serve as models for other schools.

The agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of this award solicitation at any time prior to awards deadline.

## **Submittal Requirements**

- Two hard copies of the complete application package. And, one disk or electronic copy (via e-mail) of the complete proposal, with all relevant documents attached.
- Electronic copy of the application package must be compatible with Microsoft Word or Adobe Acrobat 5.0.
- All materials, unless otherwise noted, are to be printed double-sided on 8.5- by 11-inch recycled-content paper.
- All costs incurred in the preparation of an application package are the responsibility of the applicant.
- Use of notebook binders is discouraged.

## **Proposal Content and Organization**

A complete application package must include:

- Cover page (page 1-A).
- No more than three pages, double-sided, for providing answers to the questions contained in the application on page 1-A.
- Up to five pages of supporting materials (optional).
- Two hard copies of the application form and one electronic copy on diskette or compact disk or via e-mail (see above section on Submittal Requirements for further instructions).

## **Review and Ranking Process**

Award application packages will be evaluated and ranked by a panel of state and local government staff. The top-ranking application packages will be awarded first until all of the funding for the program (up to \$36,000) has been disbursed. During the evaluation process, a member of the panel may contact the applicant for additional information or to clarify application content, and may elect to interview applicants or do a site visit prior to making a final recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming award approval.

Panel recommendations will be presented to the Manager of the Solid Waste and Financial Assistance Program. The Program Manager will make final award selections based on panel recommendation. There is no appeal process for application packages that are not selected for award funding.

## **Evaluation Criteria and Notification**

All submitted application packages that are in compliance with the application requirements will be evaluated and rated, according to the following criteria:

- Overall submittal condition – Application is clear and comprehensible. Application package is complete, contains necessary attachments and meets other submittal requirements.
- Judging Considerations – Please see “Judging Considerations” in chart on page 2 of the application packet. Be sure to refer to the correct category.
- Additional evaluation factors - Assessment of application packages also includes consideration of such issues as geographic distribution of services (i.e., distance from school to location of recycling services), demographic diversity, extent of collaborative and community support, and public education potential.

All applicants will be notified of the results of the application evaluation process and the agency decisions approximately six (6) weeks after the receipt of their application packages. For selected applicants, award funds will be distributed within eight to ten weeks.

# Appendix A

## School Award Categories, Goals, & Criteria

The award categories are structured as follows: seed money to develop the elements listed on the previous page, sustainable school awards to recognize these elements, & curriculum awards to recognize lesson plans that promote these values.

Category	Goals & Intentions	Allocations/Disbursal	Judging Considerations
Seed	<p>An award to encourage schools to take steps necessary to embrace the five areas of sustainability.</p> <p>The intent is to assist schools with costs involved in initial start-up of basic sustainability programs or improvements of programs or projects that move them closer to sustainability.</p> <p>Schools can apply for assistance to:</p> <ul style="list-style-type: none"> <li>♦ Purchase equipment needed for sustainability programs and educational material.</li> <li>♦ Implement or expand sustainable activities.</li> <li>♦ Incorporate sustainability lessons into the regular teaching curriculum, which meet the goals established by the State of Washington Environmental Learning Standards.</li> </ul>	<p>The awards can range from \$100-\$5,000.</p> <p>Award allocation would be based on:</p> <ul style="list-style-type: none"> <li>♦ The budget request submitted by applicant.</li> <li>♦ The number of quality applications that meet criteria.</li> <li>♦ The discretion of the judges (based on budget submittal).</li> </ul>	<ul style="list-style-type: none"> <li>♦ Balance between schools that are just getting started on basic recycling and waste reduction and those that propose to incorporate more elements of the sustainability areas along with recycling and waste reduction.</li> <li>♦ Applicant demonstrates that funds requested will produce desired results.</li> <li>♦ History of the applicant's program, challenges or obstacles faced, and levels of accomplishment will be considered.</li> <li>♦ Applicants will be compared to schools with similar challenges (or obstacles), location (rural vs. urban), availability of local resources, and student population</li> </ul>
Sustainable School	<p>To recognize schools who are implementing elements of the five areas of sustainability.</p>	<p>The awards can range from \$100-\$5,000.</p> <p>Award allocation would be based on:</p> <ul style="list-style-type: none"> <li>♦ The number of quality applications that meet criteria.</li> <li>♦ The discretion of the judges.</li> </ul>	<p>Applicants will be judged based on:</p> <ul style="list-style-type: none"> <li>♦ The number of elements and the extent to which those elements are incorporated into the school.</li> <li>♦ How the school provides opportunities for students and staff to be involved in the implementation of the sustainability elements above.</li> <li>♦ History of the applicant's program, challenges or obstacles faced, and levels of accomplishment will be considered.</li> <li>♦ Applicants will be compared to schools with similar challenges (or obstacles), location (rural vs. urban), availability of local resources, and student population.</li> </ul>
Creative Environmental Curriculum	<p>To recognize curriculum that:</p> <ul style="list-style-type: none"> <li>♦ Introduces students, teachers, staff, &amp; administrators to the concepts of sustainability including its social, economic, &amp; environmental relevance.</li> <li>♦ Strives to instill sense of environmental stewardship in the students through sustainable living.</li> </ul>	<p>The awards can range from \$100-\$5,000.</p> <p>Award allocation is based on:</p> <ul style="list-style-type: none"> <li>♦ The quantity of quality applications that meet criteria.</li> <li>♦ The discretion of the judges.</li> <li>♦ It would be possible for one school to win the whole amount.</li> </ul>	<p>Curriculum educates participants on elements in the five areas of sustainability &amp; provides methods/tools for implementing those elements.</p> <ul style="list-style-type: none"> <li>♦ Must be original curriculum.</li> <li>♦ Meets the four goals identified in the Environmental Education Guidelines for Washington Schools.</li> <li>♦ Curriculum has links to the EALRs,</li> <li>♦ Curriculum uses EE as an integrating context for learning. See SEER &lt;<a href="http://www.seer.org">http://www.seer.org</a>&gt; and the EIC model.</li> </ul>

## Application Instructions

1. **All applicants** must complete the application cover page located on page 1-A.
2. **All applicants** must answer the “Application Questions” numbered 1-4 found on page 4-A as completely as possible. Your responses should all fit on three pages, double-sided. Don’t forget to label your pages with your school name!
3. **Seed award applicants** need to complete the budget and planning templates on pages 2-A and 3-A (seed award applicants only).
4. **Sustainable school applicants** need to answer question number 5 on page 4-A.
5. **Environmental curriculum applicants** need to answer questions numbered 6-9 on page 4-A.
6. Please submit one hard copy of your application and an electronic copy in Microsoft Word or Adobe Acrobat compatible format.
7. You may include up to five pages double-sided of supporting material such as news articles, charts and/or graphs. We encourage you to send photos of your operations and students participating in your programs. Please do not send video tapes or notebooks.

**Applications are due by 5 p.m. on January 31, 2007.**

### **Send your application package to:**

#### **Regular Mail/US Postal Service**

*Email: mdav461@ecy.wa.gov*

Michelle Payne  
School Awards Coordinator  
Department of Ecology-SWFAP  
P O BOX 47600  
Olympia, WA 98504-7600  
(360) 407-6129

#### **Fed-ex or UPS address**

*(use only if sending package via these services)*

Michelle Payne  
School Awards Coordinator  
Department of Ecology-SWFAP  
300 Desmond Drive  
Lacey, WA 98503  
(360) 407-6129



# Cover Page

Please complete this cover page and submit with your answers to the Application Questions.

## Which award category do you want to compete in? *Check one category only!*

- Seed Program                       Sustainable School Program                       Environmental Curriculum

## Grade Level

- Elementary                       Middle/Junior                       Junior/Senior                       Senior                       K-12

## Demographics

Student Population # \_\_\_\_\_ Staff Population # \_\_\_\_\_

## Contact Information

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

School District \_\_\_\_\_

Mailing Address \_\_\_\_\_

City & Zip Code \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Business Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

School Website \_\_\_\_\_

Legislative District # \_\_\_\_\_

Signature \_\_\_\_\_



# Budget Template

If you are applying for a Seed Award, please complete this template and submit it with your answers to the Application Questions.

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

## Program Expenses (list all sustainability/WRR expenses)

Item	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
<b>Total Cost</b>	\$ _____

## Program Income (list all sources of income)

Income Source/Item <i>Do not include your potential award as an income source/item</i>	Est. Amount
1. <i>Amount in your current budget for your sustainability program</i> (Current fiscal year)	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
<b>Total Income</b>	\$ _____

**Award amount requested:** \$ \_\_\_\_\_



# Planning Template

If you are applying for a Seed Award, please complete this template and submit it with your answers to the Application Questions.

**Applicant:** \_\_\_\_\_

Action	Who is Responsible	Completion Date	Estimated Cost
<i>List each action that must be taken to complete the project.</i>	<i>Title of person to complete the action, i.e., teacher</i>	<i>Estimated completion date</i>	<i>Estimated cost for each action</i>
1.			\$ 0.00
2.			\$ 0.00
3.			\$ 0.00
4.			\$ 0.00
5.			\$ 0.00
6.			\$ 0.00
7.			\$ 0.00
8.			\$ 0.00
9.			\$ 0.00
10.			\$ 0.00
11.			\$ 0.00
12.			\$ 0.00
13.			\$ 0.00
14.			\$ 0.00
15.			\$ 0.00
<b>Total</b>			<b>\$0.00</b>



## Application Questions

### **All applicants need to respond to questions #1-4**

- 1. Give a brief overview of your school**  
Describe your school. Give a brief history of your program (i.e. previous awards received, a summary of your sustainable practices, past programs, etc.).
- 2. Describe benefits achieved**  
Environmental Benefits – How has your program resulted in positive environmental results? What have been the student benefits? What have been the community benefits?
- 3. Describe barriers or challenges you will face, or have faced, in designing and implementing your program or curriculum**
- 4. Please describe anything else you would like us to know about your school or program that does not fit into the other questions**

### **Only sustainable school category applicants need to respond to question #5**

- 5. Please describe how your school or program is sustainable** (use the five elements of a sustainable school found on page 2).

### **Only environmental curriculum category applicants need to respond to questions #6-9**

- 6. Describe how your curriculum meets the four goals identified in the Environmental Education Guidelines for Washington Schools**
- 7. Describe how your curriculum links with the Essential Academic Learning Requirements for our state**
- 8. Explain how your curriculum uses environmental education as an integrating context for learning** (see SEER <http://www.seer.org> and the EIC model)
- 9. Describe how your curriculum provides instruction on the environmental benefits of practicing sustainability**