



## City of Albany Environmental Education Program Funding Application

### **Purpose**

The City of Albany Public Works Department has set aside a limited amount of funds to assist local teachers with environmental educational opportunities that require additional funding outside their established budgets which align with the functions of the Public Works Department.

### **Guidelines**

- Who is eligible? The Environmental Education (EE) program is available to teachers in the Greater Albany Public School (GAPS) district, OYA and teachers in private schools serving students from the Albany/Millersburg area.
- What are the funding amounts? In general, funds will not exceed \$500 per teacher each schoolyear. In some cases, the City may award more than the funding limits based on the circumstances and at the City's discretion.
- Is there a requirement for matching funds? No.

What restrictions are placed on using City funds? The funds may be used to pay for a variety of needs related to environmental education projects including transportation, labor costs for substitute teachers, and materials directly related to the request at hand. The City encourages applicants to apply to other grant sources that may supplement or augment these funds whenever possible.

### **What types of environmental education projects are typically approved?**

- ✓ Bus transportation to a treatment facility or Talking Water Gardens wetland
  - ✓ Neighborhood/street litter pickup supplies (vests, grabbers, signs, garbage bags, etc.)
  - ✓ Drip irrigation materials for a school garden or landscape
  - ✓ Native plants to create raingarden or natural landscape on school grounds
  - ✓ Water quality testing supplies including boots, testing equipment, transportation, substitute teacher costs
  - ✓ Water Conservation audit, testing, outreach supplies
- Is there a guarantee of funding? No. The City cannot guarantee that every application will be approved and funded in whole or in part. The City has limited funds dedicated to this program and funds will be awarded on a first-come-first-considered basis. Not all applications that are considered will be approved. There is no guarantee that the funds for this program will continue in future fiscal years.
  - How do I apply? A completed application form may be submitted at any time during the school year. Please feel free to contact city staff before applying to check the status of the EE funding and determine if the application request fits the city's criteria.
  - How will I know if my application has been approved? Once the application has been approved, an **approval letter and project identification number** will be sent the contact person on the application. This letter will include a brief description of the project, amount of funds approved,

and a project identification number. The project identification number should be used for billing & tracking purposes. A copy of this approval letter will be sent to the accounting manager in the school system listed on the application.

- Who is the accounting manager? For GAPS, this person is Kathie Vosper. For non-GAPS, the accounting manager is someone who is responsible for purchasing items for your organization.

**Kathie Vosper**  
**718 Seventh Avenue S.W.**  
**Albany, OR 97321-2399**  
**(541) 967-4505**  
**kathie.vosper@albany.k12.or.us**

- How will I get the money? Teachers who are approved for funds from the City are responsible for ensuring City funds are spent according to the budget submitted. Teachers **MUST follow GAPS procurement rules.** Please direct questions to your school's office manager and work with the GAPS accounting manager.
  - For project supplies to receive a GAPS PO to purchase **supplies, materials, GAPS transportation and substitute costs** so that the proper information, including the **project identification number**, is used for billing purposes. Once the City receives the bill for those items from the accounting manager, and the costs have been verified, we will issue a check to GAPS. **Other materials will be purchased directly by City staff.**
- Is there a deadline to spend the funds? **Funds must be used by June 1 every school year.**  
**EXCEPTION: All GAPS transportation/substitute paperwork must be submitted to Kathie Vosper by the last day of school for payroll processing.**

**City of Albany Environmental Education Program**

Contact: Kathryn Rifenburg  
 Environmental Services Technician II  
 310 Waverly Dr. N.E.  
 Albany, OR 97321  
 541-791-0087/[kathryn.rifenburg@cityofalbany.net](mailto:kathryn.rifenburg@cityofalbany.net)

**Environmental Education Funding Application Form**

**ALL GAPS Transportation/Sub reimbursement paperwork must be submitted to GAPS accounting manager by the last day of school.**

Name of school: \_\_\_\_\_ Grade: \_\_\_\_\_

Contact Person / Teacher(s): \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Accounting Manager (Name & Address): **List if other than GAPS contact**

\_\_\_\_\_

**B. Transportation Funding Request to (check more than one if applicable):**

- Albany-Millersburg Water Treatment Facility  
33883 Berry Drive NE
- Albany-Millersburg Water Reclamation Facility  
405 Davidson Street NE
- Albany-Millersburg Talking Water Gardens  
778 Waverly Drive NE
- Other location  
Local park or creek (list name) \_\_\_\_\_

Date(s): \_\_\_\_\_ Number of Students: \_\_\_\_\_

**Estimated Budget:** (Approximate GAPS costs for the 2016-17 year)

**Bus Driver: \$10.00 per hour** (please account for time the bus leaves the bus barn to time spent cleaning up the bus after a trip) **Bus Gas Fee: \$0.50 per mile** (from bus barn and back)

Brief description of each item	Cost
Example: Transportation: School bus gas fee (3 miles round trip @ \$0.50 per mile), and one driver (4 hours @ \$10.00 per hour)	\$41.50
Approx. mileage roundtrip _____ X \$0.50 per mile	
Bus Driver hours _____ X \$10.00 per hour	

**Section B. Total Amount Requested: \$ \_\_\_\_\_ (Maximum funding: \$75)**

**C. Project/Activity Funding Request (if applicable):**

Project/Activity Date(s): \_\_\_\_\_

Project/Activity Location: \_\_\_\_\_

Brief description of project/activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many participants will be involved? \_\_\_\_\_

What other groups or organizations have made commitments to work on this project?

\_\_\_\_\_

\_\_\_\_\_

**Estimated Budget:**

Brief description of each item	Cost
Example: Substitute teacher for ½ day @ \$115.14	\$115.14
Example: 30 Native plants from nursery @ \$2.50 per plant	\$75

**(Approximate GAPS Substitute teacher costs for the 2017-2018 year: Half day \$115.14, Full day \$230.26)**

**Section C. Total Amount Requested: \$ \_\_\_\_\_**

**(Maximum funding: \$500, funding requests above this amount will be determined on a case-by-case basis)**

**D. Final Costs:**

**Total amount of funding request from both sections B + C \$ \_\_\_\_\_**