

# Keep Winter Park Beautiful & Sustainable Advisory Board



## Green Schools Grant Program Request for Proposals (RFP)

**Grant Proposal must be submitted by 5:00 p.m. EST on [Friday], [February 28, 2025]**

**\*\*Proposals are to be no more than 2 pages long, not including supporting documentation\*\***

### Purpose

The mission of the City of Winter Park's [Keep Winter Park Beautiful & Sustainable Advisory Board \(KWPB&S\)](#) is to improve the quality, sustainability and aesthetics of our environment in order to create a healthier, more beautiful place to live, work, and play. The purpose of the Green Schools Grant is to support schools serving Winter Park in their efforts to achieve sustainability goals and beautify their campus while engaging and educating students grades K-12 in the practices of sustainability. The program also welcomes strong applications from colleges and universities located within the city limits.

The intent of this RFP is to fund projects that will support the objectives of the [Winter Park Sustainability Action Plan \(SAP\)](#), focusing on one or more of the following SAP categories:

- Buildings, Energy, & Water
- Community Engagement & Green Economy
- Local Food & Agriculture
- Mobility and Urban Form
- Natural Systems & Resources
- Waste Diversion & Recycling

Project focus areas could include: water conservation, reducing energy use, waste diversion, green buildings, local food, or transportation

Examples of past projects include: implementing pollinator or food gardens, creating or expanding recycling programs, creating natural centers, and installing water bottle filling stations.

Other project ideas are posted on our [website](#) for inspiration.

### Benefits

- Reinforces conservation and sustainability education efforts at our local schools
- Supports mission and goals of Keep Winter Park Beautiful & Sustainable
- Builds community relations and stimulates civic engagement

### Funding

The 2025 Green Schools Grant Program has \$5,000 in available funding. Keep Winter Park Beautiful Board members will determine the distribution and amount of awarded funds. Grants will be disbursed by **April 15, 2025** to chosen applicants.

## Eligibility Requirements

Pre-K through 12 public and private schools serving students who live in Winter Park. The program also welcomes strong applications from colleges and universities located within the city limits.

Please note that for your project to be eligible, it must be a **NEW** idea, project, or scope than what you have submitted in the past.

## Grant Selection and Scoring Criteria

- **Physical and cultural impact:** How impactful will the proposed project outcomes be for the school campus and greater community? How will the project impact the mindset of the school's population in terms of sustainability?
- **Student involvement and curriculum integration:** What is the extent of student and educator involvement? How will this project add to existing school wide sustainability efforts?
- **Sustainability and natural resources:** How well will the project align with the objectives outlined in Winter Park's SAP? How will the project's outcome support sustainability principles and promote resource conservation?

## Application Guidelines

**The grant application provided on the next page, and any supporting materials must be submitted by 5:00 p.m. EST on, February 28, 2025 electronically to [kwpb@cityofwinterpark.org](mailto:kwpb@cityofwinterpark.org). Submissions should be in Microsoft Word or PDF format.**

## Reporting Requirements

1. Grant recipients will be required to capture and share with the City of Winter Park aspects of their project in ways that are relatable/instructive to the general public. This can be accomplished in one of two ways. Submission of one of the following is required:
  - a. Grantees may prepare a video which showcases their project for the Keep Winter Park Beautiful and Sustainable Advisory Board. This can either be a slideshow of photos or a more creative presentation of the project and its impact. Videos must be less than one minute in length. Or,
  - b. Grantees may prepare a photo essay showcasing their project. This would include no less than 10 photographs with captions describing what is being demonstrated.
2. Grant recipients must submit one of the two submission options prior to **Tuesday, September 30, 2025**.
3. Grant recipients have the opportunity to present in person with or without class to the KWPB&S Board on **Tuesday, October 21, 2025**.
4. Failure to meet reporting requirements may result in future ineligibility to apply for future KWPB&S grant opportunities.

## Questions

Contact us at [kwpb@cityofwinterpark.org](mailto:kwpb@cityofwinterpark.org) or 407.599.3479 with any questions.

## Helpful Links

Winter Park Green School Grants Page: <http://www.cityofwinterpark.org/greenschools/>

Winter Park Sustainability Action Plan (SAP):

<https://cityofwinterpark.org/departments/communications-public-engagement/public-engagement/sustainability-program/keep-winter-park-beautiful-sustainable/#tab-action-plan>

## Important Dates

<b>February 28, 2025</b>	Grant Application Submission Due by 5:00 p.m. EST
<b>April 1, 2025</b>	Grant Recipients Notified
<b>April 15, 2025</b>	Grant Checks Delivered to Recipients
<b>April 26, 2025 (Earth Day Event)</b>	Grant Recipients Receive Certificate at Annual Earth Day Event
<b>September 30, 2025</b>	Storytelling Submission Due (see <i>Grant Reporting Requirements</i> )
<b>October 21, 2025</b>	Grant Recipients Present Project to KWPB Board ( <i>Optional</i> )

# KWPB Green Schools Grant Program 2025 Application

**DUE: Friday, February 28, 2025 at 5:00 p.m. EST**

Please submit your application with responses to these questions in the order outlined below. Grant applications, not including supporting documentation, are to be no more than two pages in length in Microsoft Word or PDF format. **The deadline to submit a grant application is 5:00 p.m. EST on Friday, February 28, 2025. Please submit your completed application and supporting documents electronically to [kwpb@cityofwinterpark.org](mailto:kwpb@cityofwinterpark.org).**

## 1. Applicant Information

<b>Today's Date:</b>	
<b>School:</b>	
<b>School Address:</b>	
<b>Principal:</b>	
<b>Sponsoring Teacher:</b>	
<b>Teacher's Phone #:</b>	
<b>Teacher's E-Mail:</b>	

### Which of the following Sustainability Topics does your project incorporate?

- |   |   |
|---|---|
| <input type="checkbox"/> Local Food         | <input type="checkbox"/> Energy               |
| <input type="checkbox"/> Water Conservation | <input type="checkbox"/> Natural Resources    |
| <input type="checkbox"/> Recycling          | <input type="checkbox"/> Community Engagement |
| <input type="checkbox"/> Other:             |   |

**2. Project Summary: In one page, make the case for why this project is important to your school and why your proposed project will lead to results.**

1. **Background** – What is the motivation and purpose for the project? Who was involved with identifying a need for this project on the school's campus? (350-word max.)

2. **Student Involvement** – Describe student involvement in the planning and implementation of the project. Will this project be tied to any on-campus groups or classes? (350-word max.)

3. **Impact** – Please describe the project's impact on the school and/or community. How have students learned and applied practices of sustainability and conservation at school and/or in the community?

4. **Sustainability**- Describe how the project will advance and support the Winter Park SAP objectives? How well does the project outcome support sustainability principles and create a culture of resource conservation at your school?

5. **Project Budget-** Please detail your project budget, how exactly will the money be used? How much money will the project cost? (Capital expense? On-going operations? Both?) Will the school be contributing to the funding if this project?

### 3. Supplemental Material

Please include photos, when possible, and/or student statements, when applicable, regarding the project or program and its impact on the school and their knowledge of sustainability and conservation practices.