A person is sitting at a desk, writing in a notebook with a pen. To their right is a laptop displaying a university website. The website has a blue header with a graduation cap icon and navigation links: 'About', 'Education', 'Admissions', and 'Student Life'. The main content area features the text 'Send your application now!' and 'The Best Learning Environment in the World'. On the right side of the laptop screen, there is a stack of colorful books. The background is slightly blurred, showing a desk lamp and other items.

Budgets, Timelines, and Final Submission

Welcome & Session Overview

March 20, 2026

Today's Goals

By the end of today, you will:

- Learn how to assemble a complete and compliant OEEF grant application
- Connect each section (budget, timeline, narrative, collaborators, fiscal agent materials) so they align with each other.
- Understand OEEF budget rules, timeline expectations, and submission requirements
- Review the final steps needed to submit a clean, accurate, competitive application packet

Overview of OEEF Application Components

- **Letter of Intent**
- **Budget**
- **Timeline**
- **Narrative alignment**
- **Collaborators and fiscal agent**
- **Required attachments**
- **Submission and formatting requirements**
- **Final checks before submission**

Letter of Intent (LOI) – Your First Step in the OEEF Application

Required before submitting a full application

Summarizes project purpose, audience, and aligns with OEEF priorities

Confirms eligibility/alignment early

Sets the foundation for the rest of your proposal.

LOI deadlines and instructions are posted in each OEEF grant cycle announcement.

LOI Due Dates & What to Include

Deadlines (two cycles):

- **Spring:** January 8th by 5:00 pm – Earliest start June 1st
- **Fall:** July 8th by 5:00 pm – Earliest start December 1st

Include in your LOI:

- Project title & 1-2 sentence purpose
- Target audience and reach
- OEEF priority area(s) you address
- Brief activities and expected outcomes
- High-level budget estimate, key collaborators, and evaluation approach

Refer to current OEEF cycle announcement for all required LOI elements.

OEE Funding Priorities

- Encouraging Ohio students to explore environmental careers.
- Encouraging habitat and ecological restoration efforts.
- Reducing emissions to improve air quality, including through energy conservation and alternative energy.
- Reducing lead exposure in drinking water.
- Reducing exposure to PFAS (forever chemicals).
- Encouraging planning and emergency preparedness for extreme environmental events (e.g., chemical releases, extreme weather).
- Connecting environment and human health, including air quality/respiratory issues, ticks/Lyme disease, and mosquito concerns from scrap tires.

Reviewers will be scoring against these priorities.

Your Full Application: Moving from Concepts to Details

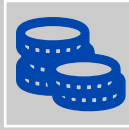
After the LOI stage, the full application expands each component

Your budget, timeline, and narrative must align with the priority you selected

Reviewers look for accuracy, clarity, and feasibility

Next, we'll start with building a compliant OEEF budget

Building a Compliant OEEF Budget



Budget must be accurate, detailed, and based on real costs



Must follow all allowable/unallowable cost rules



Must clearly support your project activities and OEEF priority



Must match your timeline and narrative



Reviewers score clarity, feasibility, and alignment

Allowable vs Disallowed Expenses - OEEF Grants

Allowable	Disallowed
Directly tied to the project's environmental education goals	Not connected to environmental education goals
Supplies, equipment, printing for project use	Food, refreshments, giveaways (unrelated to education goals)
Contractual services for training or project delivery	Fundraising, basic research, political advocacy
Travel within Ohio is directly tied to project implementation	Out-of-State travel
Administrative costs up to 3%	Beautification projects without educational component

Budget Categories – OEEF Grants

A. Personnel Costs – Salary/Wages, Benefits, Substitute Teachers

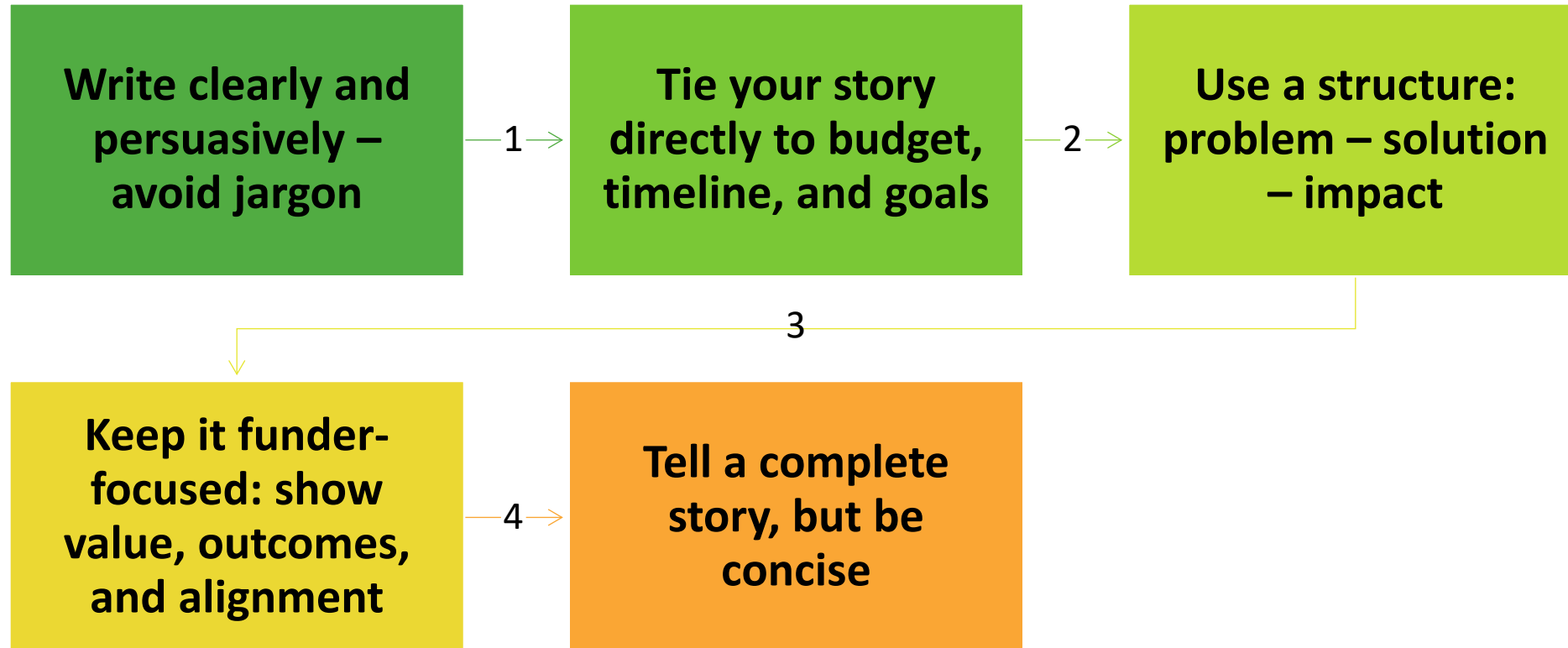
B. Non-Personnel Costs – Supplies, Equipment, Printing, Other Costs

C. Contractual Costs – Services provided by outside contractors/vendors

D. Administrative Costs – limited to 3% of total direct costs

Both grant types use the same categories and budget table format.

Narrative Alignment: Telling the Story Behind Your Budget



Budget Justification: What Reviewers Expect

Every cost must be necessary, reasonable, and allowable

Explain how each line item supports a project activity

Avoid vague descriptions (e.g., “supplies”)

Link each section to an activity, timeline phase, or audience need

Make sure numbers match the budget table exactly

Project Timeline Requirements – OEEF Applications

**Show when each activity will occur
(month-by-month is preferred)**

**Timeline must match your project
narrative and budget**

**Include major tasks: planning,
implementation, evaluation, reporting**

**Mini-grants: typically 6-10 months;
General grants; up to 24 months.**

Must be realistic and achievable

**Reviewers look for clear sequencing
and workload balance**

Building a Clear Project Timeline

Break activities into phases (planning – implementation – evaluation – reporting)

Ensure contractor and partner activities appear in the correct months

Tie each activity to the OEEF priority you selected

Double-check that purchases occur before the activities that require them

Avoid overlooking any single month

Example: Grant Timeline Snapshot

Month	Activity	Responsible Party
January	Purchase supplies, prep lessons	Project Coordinator
February	Host teacher training workshop	Partner Organization/Consultant
March – April	Deliver 5 classroom sessions	Educator/Volunteers
May	Host community event + evaluate project	Team Lead
June	Submit final report and grant close-out	Fiscal Agent

Ensuring Alignment: Timeline, Narrative, Budget

Every activity in your narrative must appear in your timeline

Every timeline activity must have a corresponding cost in the budget

Avoid “mystery activities” that appear only in one section

Reviewers expect one coherent story told across all components

Required Attachments for OEEF Applications

- **Completed OEEF budget table**
- **Detailed project timeline**
- **Fiscal agent letter of commitment**
- **Partner/collaborator letters (as needed)**
- **Proof of eligibility (public or nonprofit status)**
- **Any supplemental materials requested**

Formatting and Submission Requirements

Follow page limits and section headers exactly

Use clear, plain language – avoid jargon

Match numbers between budget, narrative, and timeline

Submit PDFs only (unless otherwise noted)

Use the correct grant cycle deadlines

Double-check file names and upload order

Final Checks Before You Submit

Confirm alignment with one or more OEEF priorities

Verify consistency across LOI, narrative, budget, and timeline

Ensure collaborators and fiscal agent confirmed participation

Proofread for clarity, accuracy, and readability

Check all attachments are included

Submit before the 5:00pm deadline – no exceptions

**Thank You and
Stay Connected**

Questions after today?

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Office of Environmental Education

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