Program Provider Application Guide

OVERVIEW

The purpose of this application is to gather information about the prospective organization and its commitment to the E Movement, history of environmental education, and existing programming. This information will be used to assess organizational suitability, to create custom tools for teachers and schools, and develop a baseline of data for E Movement evaluation purposes.

Organizations that apply are also asked to submit important documents such as a Memorandum of Understanding, proof of insurance, tax ID, and descriptions of key staff. These documents will be used to verify and show that the organization is in good legal standing and in alignment with the goals of the E Movement.

INSTRUCTIONS

1. Applicants are encouraged to complete their application first in word format, save, and then transfer information to the online application.
2. All applications must be completed and submitted online and cannot be saved part-way through. A link to the online application can be found on the [E Movement Website](https://emovement.org/join/join-as-a-provider/).
3. Applicants should print the completed online application and keep a copy on file.
4. After you submit your application, the E Movement coordinator will schedule time with you to review your application and learn about your organization before your application is sent to the Evaluation Committee.
5. The Evaluation Committee will review applications. This Committee consists of staff from Boulder Valley School District, St. Vrain Valley School District and Boulder County Sustainability Office.
6. The Evaluation Committee has the ability to approve or deny applicants for the E Movement. If an applicant is denied, they will be given reasoning and assistance with what changes need to be made for acceptance.

Questions are welcome at any time during the application period. You can contact Brad Smith, E Movement coordinator at 720.564.2720.

APPLICATION

**Basic Information**

1. Name of Your Organization \*
2. Primary Contact Name \*
3. Primary Contact Email \*
4. Primary Contact Phone Number \*
5. Secondary Contact Name \*
6. Secondary Contact Email \*
7. Secondary Contact Phone Number \*
8. Organization Website
9. Have you read and do you understand the E Guidelines and its mission? \*
	1. Yes No
10. What about the E Guidelines gets you excited?
11. Are you willing to incorporate the E Guidelines into your programming? \*
	1. Yes No

**About Your Organization**

1. What is the Mission and Vision of your organization? \*
2. What is something unique about your organization? \*
3. What municipalities does your organization primarily serve? \*
	1. Boulder
	2. Longmont
	3. Lafayette
	4. Louisville
	5. Superior
	6. Lyons
	7. Nederland
	8. Erie
	9. Jamestown
	10. Ward
4. For how many years has your organization provided Environmental Education? \*
	1. years
	2. 2-4 years
	3. 4-6 years
	4. 6-10 years
	5. more than 10 years
5. Which of the following services do you provide?
	1. Programming to schools
	2. After-School Programming
	3. Summer Programming

**About your After-School and Summer Programming**

All of the following questions pertain specifically to after-school and summer programming. In school programming will be asked about in a subsequent section.

1. What types of groups do you currently work with? \*
	1. Private schools
	2. Public schools
	3. Summer camps
	4. Families
	5. Faith based groups
2. How many programs, presentations, or field trips do you run annually? \*
3. How many students do you serve annually in these programs? \*
4. What grade levels do you currently work with?\*
	1. ECE/Kindergarten
	2. 1st Grade
	3. 2nd Grade
	4. 3rd Grade
	5. 4th Grade
	6. 5th Grade
	7. Middle School
	8. High School
5. Are you able and wanting to teach other grade levels?\*
	1. Yes No
6. In what setting do you provide your programming?\*
	1. classroom
	2. school yard
	3. outdoor field trips
	4. indoor field trips
	5. overnight trips
	6. combinations of the above for one class
7. Do you offer programming in Spanish?
	1. Yes No

**About Your School Programing**

All of the following questions pertain specifically to your school programming. Information about after-school or summer programming will be collected in the next section.

1. What types of groups do you currently work with?
	1. Public school classrooms
	2. Private school classrooms
2. How many different programs, presentations or fieldtrips do you offer?
	1. This is referring to the number of different offerings your organizations has available for schools to choose from.
3. How many programs, presentations, or field trips do you run annually? \*
	1. This is referring to the total number of programs you run annually.
4. How many students do you serve annually in these programs? \*
5. What grade levels do you currently work with?\*
	1. ECE/Kindergarten
	2. 1st Grade
	3. 2nd Grade
	4. 3rd Grade
	5. 4th Grade
	6. 5th Grade
	7. Middle School
	8. High School
6. Are you able and wanting to teach other grade levels?\*
	1. Yes No
7. In what setting do you provide your programming?\*
	1. classroom
	2. school yard
	3. outdoor field trips
	4. indoor field trips
	5. overnight trips
	6. combinations of the above for one class
8. Do you offer programming in Spanish?
	1. Yes No
9. Do you offer programming for free or have financial assistance available. \*
	1. Financial assistance can refer to scholarship, sliding scale, grants or other.
	2. Yes No
10. Please note if you have any limitations around group size.
11. Is transportation a challenge for your programs?
	1. Yes No
12. Describe other environmental education projects that you implement within schools. This may include contests, curriculum, teacher training, and operational programs such as a school garden or recycling collections program.

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1. Have you already conducted background checks for all staff who work with students?\*
	1. Yes No
2. Are you willing to conduct background checks for all staff who work with students?
	1. Yes No
3. How do you qualify staff or volunteers to work with students? What precautions do you take to protect the safety of students in your program?\*
4. Are you willing to share teaching materials and tools to classroom teachers also involved in the E Movement? These materials may be published on the website and within the E Guidelines. Credit will be given to the contributing organization.\*
	1. Yes No
5. Signed [Memorandum of Understanding](https://emovement.org/wp-content/uploads/2017/04/E-Partner_MoU.pdf)– the MoU communicates the various roles and responsibilities of both the E Movement and third party informal environmental educators.
6. Qualifications of Key Staff - please create a document giving an overview of key staff members. At minimum, this should include:
	1. Staff name and title
	2. Number of years serving as an educator
7. Proof of Insurance – please provide proof if insurance
8. Employer Identification Number (EIN) – this is your unique number that identifies the organization to the Internal Revenue Service. All organizations must have an EIN regardless of if they have employees or are a non-profit. This is strictly for E Movement verification and records and will not be used for any other purpose.