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**ENVIRONMENTAL LITERACY PROGRAM GRANTS PROJECT DESCRIPTION TEMPLATE (for project description section IV.B(c) of NOFO No. NOAA-SEC-OED-2022-2006995)**  
**NOAA Office of Education**

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*Note: This is an optional template to assist you in ensuring you have provided the information requested in the Notice of Funding Opportunity (NOFO). However, you should also refer to the text in the NOFO, particularly Section IV.B (c), for the full explanation of what is expected. The Project Description must not exceed 15 standard letter-sized pages, should be in 11-point or larger font, with margins of at least 1", and should **not** include the above header of this template. Each page of the project description should be numbered. Page limits are inclusive of figures and other visual materials, but exclusive of the title page, references, budget information, the logic model, resumes, the DEIJ statement, work plan/milestone chart, letters of commitment, and the (optional) data management plan.*

*You should also carefully review the Program Objective for the NOFO (see Section 1.A.) and the Evaluation Criteria by which all applications will be evaluated by the reviewers (see Section V.A. of the NOFO).*

**1. Objective(s) and Expected Outputs and Outcomes**

- Describe the basis for determining the need for the project by citing relevant front-end evaluation/needs assessments
- Discuss how the rationale for the project is consistent with NOAA's Community Resilience Education Theory of Change
- Describe the objective(s) and expected outputs and outcomes of the proposed project.
- Explain how the activities and expected outputs and outcomes support the goal of this funding program (described in section I.A. of the NOFO).
- Explain how the activities and expected outputs and outcomes advance NOAA's mission.
- For Priority 2 projects, describe the accomplishments of the previous award and how the project will specifically build off of resources, relationships, and lessons learned from their previously funded project, as well as from other projects in the ELP community resilience education community of practice.

**2. Description of the Proposed Activities**

- Describe all activities that will be undertaken and/or products that will be created
- Explain the need for those products and/or activities.
- Describe the process that will be used to develop and implement all activities and products.
- Describe how these activities will use active and social learning
- Clearly demonstrate how the proposed project is informed by best practices and cite appropriate literature references that support the proposed approach.

**3. Target Audience(s) and Geographic Scale**

- Discuss the target audience(s) that will be served and why, particularly whether they include underserved and highly vulnerable members of the community

**4. Geographic Location and Hazard Identification**

- Justify the project's geographic location(s) and identify the extreme weather and climate hazard(s) faced by the project's target audiences
- Describe how these hazards are expected to change over time, and which ones will be the

addressed in this project

- Describe the audience's variable levels of exposure to these hazards and the related socioeconomic conditions.
- Describe relevant cultural and ecological factors in the targeted location(s).

5. **Resilience Plans**

- Describe the local and/or state resilience plans that exist for the project area, how the project will use these plans, and call attention to any formal and/or informal education goals and/or objectives integrated into the plans

6. **Project Team**

- Discuss the qualifications and capabilities of the project team.
- Present institutional profiles and capabilities of the applicant and other partner institutions.
- Justify how the personnel provide educational, scientific, and cultural expertise needed to carry out the project.

7. **Project Partners**

- Discuss the project partners' roles and the coordination among project partners.
- Describe how partnerships have been formed to engage any underserved and highly vulnerable members of the community(ies) who are the target audience(s)
- Describe partnerships with individuals and institutions that are involved in efforts to develop or implement resilience plans
- Partnerships described in this section should be confirmed with letters of commitment that clearly articulate the partners' roles. Letters of commitment articulating project partners' roles should be submitted as a separate section of the application. Also, additional details of NOAA involvement are provided in section IV.B (d) of the NOFO.

8. **NOAA Assets**

- Describe how the project will incorporate NOAA data, data access tools, and/or other NOAA assets into the project activities (for a partial listing of NOAA assets, see <https://www.noaa.gov/office-education/elp/resilience-assets>).

9. **Project Evaluation**

- Describe how the project activities will be evaluated for their effectiveness in meeting stated project goals and objectives as well as the goal of this funding opportunity.
- Also, discuss who will carry out the evaluation, and, if the evaluator is part of the applicant institution, verify that he/she is not otherwise substantially involved in the project.

10. **Dissemination**

- Describe how project results and products will be disseminated beyond the audience immediately involved in the activities of the project

Note: If needed, figures and visual materials should be included in appropriate locations throughout the document. Figures and visual materials ARE included within the 15-page limit.