



Honey Bee Grant Program from The Bee Cause Project and Whole Kids Foundation

*All information is collected online; this is a copy of the questions asked.

The Honey Bee Grant Program seeks to stimulate curiosity in young people about the importance of honey bees in our lives and food system, the need to understand and embrace them, and the value of caring about their well-being.

The Honey Bee Grant may be awarded to a nonprofit school or educational organization.

Each applicant must choose one of three options:

See the [Which Grant is Best For You Guide](#) for more information

1. **Monetary grant of \$1,500** to support the success of a honey bee hive educational program.
2. **Observation hive**, equipment grant valued at \$1,500 includes:
 - a. Custom made indoor observation hive from The Bee Cause Project
 - b. \$150 monetary grant to support incidentals for the first year
 - c. Feeder apparatus
 - d. Printed Installation Manual
 - e. Support Materials and Videos
3. **Traditional hive**, equipment grant valued at \$1,500, includes:
 - a. Outdoor top bar hive with Starter Kit from Bee Thinking

- i. Hat with veil
 - ii. Jacket
 - iii. Gloves
 - iv. Top bar hive tool
 - v. Brush
 - vi. Stainless steel smoker
- b. \$300 monetary grant to support incidentals for the first year
 - c. Feeder apparatus
 - d. Printed Installation Manual
 - e. Support Materials and Videos

All grants include:

- Remote consultation and assistance with Beekeeper partnership from The Bee Cause Project
- Printed Educational Curriculum & Materials
- Indoor Plaque
- Outside Signage

Observation Hive and Traditional Hive Grant Applicants Only:

Potential estimated cost for recipient: If selected, the grant recipient is responsible for the following costs associated with installing and maintaining their honey bee hive:

1. **\$250 (Observation hive only)**-estimation for the one-time installation fee of the hive base. Recipients are encouraged to use an on-site maintenance staff to reduce or eliminate this cost.
2. **\$150 (Observation hive) or \$300 (Traditional hive)** per year for maintenance-this is an estimate of yearly fees and could include:
 - a. Initial bees: recipients are encouraged to seek a beekeeper willing to donate a small colony of bees
 - b. Replacement bees or honey frames in the case of a colony collapse.
 - c. Honey
 - d. Educational materials
 - e. Other supplies or costs incurred

Don't know which grant is right for you? Please read the [Which Grant is Best For You](#)

[Guide](#).

You can also visit [The Bee Cause Project resources page](#) for instructional videos.

TIMELINE:

Letter of Intent (LOI) opens: **September 1, 2016**

LOI deadline: **October 31, 2016 at 5pm CT (3pm PT, 4pm MT, 6pm ET)**

Application deadline: **November 15, 2016 at 5pm CT (3pm PT, 4pm MT, 6pm ET)**

Notification of all applicants: **December 9, 2016**

Hive and Grant Package delivery finished: **end of January 2017**

ELIGIBILITY:

1. Applicant must be a non-profit school or non-profit children's programming organization that works with students in the grade range kindergarten through college level.
2. The honey bee hive must be used as an educational tool for students in some fashion.
3. The principal or executive director must be aware of and supportive of the honey bee hive.
4. A certified beekeeper must commit to support and maintain the honey bee hive as the "Bee Mentor".
5. There must be an individual at the school or organization who is the designated "Bee Advocate".

REQUIRED READING:

Please read through all required documents before submitting your application. You can find these here: <http://www.thebeecause.org/index.php/resources>:

1. **Grant Overview Guide:** includes all items that are required to apply to all three programs
2. **Top bar Guide:** for Top Bar Hive recipients only
3. **Observation Guide:** for Observation Hive recipients only
4. **Which Grant is Right For You guide:** Please read to make sure you are applying to the correct program.
5. **Honey Bee Hive Agreement:** The Honey Bee Agreement must be signed by your principal, school board, leadership team, or executive director before a honey bee hive can be shipped.

APPLICATION PROCESS AND NOTIFICATION:

The application is conducted **online**. Visit our applicant portal during the application process to access the application: <https://www.gdg.do/prod1/portal/portal.jsp?c=1319602&p=6258602&g=6258622&d=6258622>.

Your application can be saved and completed in multiple sessions. Once it is submitted, the applicant will receive a **confirmation email**. At this point, the application can no longer be edited.

All applicants will be reviewed on a rolling basis as applications are received, but all will be **notified no later than December 9, 2016**. Hives and grant packages will be mailed by the end of January 2017.

NEED HELP or HAVE QUESTIONS?

Attend our webinars for more information about the application process and best practices on getting your honey bees approved. Register [here](#) for either session:
<https://attendee.gotowebinar.com/rt/352612655858089729>

- September 9th at 12pm CST
- October 6th at 5pm CST

For any questions **regarding the Honey bee hive grant process or if you need support in the bee approval process**, submit it to the [Bee Forum](http://www.thebeecause.org/index.php/forum/index) (<http://www.thebeecause.org/index.php/forum/index>) or email The Bee Cause Project directly at info@thebeecause.org.

For any **technical questions or issues regarding your online application**, please email grants@wholekidsfoundation.org.

APPLICATION

*: Denotes required field

PART I. Create an Account: this will be the main individual contacted during the application process and a year later for reporting. Please choose an individual who will stay with the school.

- *Main Contact Name
- *Main Contact Email
- *Main Contact Phone number
- *Login Name
- *Password

PART II: Eligibility Questions: to determine you are eligible to apply, please answer the following:

- *Are you a nonprofit school that serves any grades K-college or a 501(c)(3) non-profit children's programming organization, working with students in the grade range of K-college?
- * Will the hive be used as an educational tool for students in some fashion?
- *Will the hive be on the location of the school or non-profit organization?

PART III: School or Organization Account: please choose the type of account that represents your organization

School Account

- *School Name
- *School Contact Info
 - Street
 - City
 - State
 - County
 - Zip Code
 - Country
 - Phone Number
 - Website (if any)
- *School District
- *Type of School (Select one)
 - US Public school
 - US Private School
 - US Public Charter School
 - US Private Charter School

- *Grades offered (check those that apply):
 - Elementary School (K-5)
 - Middle School (6-8)
 - High School (9-12)
- *Tax ID #:
 - US Public school, public charter school and public school district: NCES #
 - US Private School and Private Charter School: NCES# or EIN#
 - You can find your NCES # here: <http://nces.ed.gov/globallocator/>
 - Your EIN# is on your 501c3 tax-exempt documentation letter.
- *Principal Name
- *Principal Email Address
- *Principal Phone Number
- *Total enrollment
- *Is your school designated as Title 1? Y/N
- *Total number of students eligible for free or reduced price lunch

Organization Account

- *Organization Name
- * Contact Info
 - Street
 - City
 - State
 - County
 - Zip Code
 - Country
 - Phone Number
 - Website (if any)
- *What age range does your organization work with?
 - Elementary School (K-5)
 - Middle School (6-8)
 - High School (9-12)
- *EIN#
- *Primary Contact Name

PART IV. Optional: Fiscal Sponsor account- if applicable, provide the information of the organization applying on behalf of the school or organization. *Please note: this is not required. A school district, school PTA/PTO, or school foundation qualifies as a fiscal sponsor.*

- Organization Name- for check writing purposes, the name of the recipient cannot exceed 41 characters.
- Organization Contact Information:
 - Street
 - City
 - State

- Zip Code
- Country
- Phone Number
- Website (if any)
- Tax ID: EIN #
- Executive Director Name
- Executive Director Email
- Executive Director Phone
- Has Executive Director been made aware of this project and authorized the submission of this grant application? Y/N
- Tax Documentation: If you are a US private school or a non-profit organization, upload your organization's Federal IRS Tax- Exempt Determination letter.

PART V. Letter of Intent (LOI)

Project Overview

1. Project Title: please share a short title. The name of your school is a great option
2. Grant Amount: Whether you are applying for an equipment grant or a monetary grant, please enter \$1,500.

Honey bee Details

3. Does your school or organization currently host a traditional beehive? If so, please describe how the Bee Hive is managed, including who manages the hive and how often.
4. Please share any complementary bee education or pollinator education that your school or organization engages in, either with or without a beehive.
5. Please select the grant option you are applying for. Please read the [Which Grant is Best For You Guide](#):
 - a. Monetary Grant: \$1500
 - b. Equipment Grant: Indoor Observation Hive
 - c. Equipment Grant: Outdoor Traditional Hive
 - d. Unsure. Need help deciding.
6. If selecting an equipment grant, do you have a suitable location to install your honey bee hive? Selecting the proper location for your bees can make the difference in whether your bees thrive/survive. Please note your hive entrance should face south or southeast. See the *Bee Advocate Guide: Selecting Your Hive's Location for more details*.

Potential Costs: See above more detailed information. The Pay It Forward program may be a way to raise additional funds to assist in paying for these incidentals.

7. For the observation hive, there can be a one-time fee associated with installing the observation hive on the wall (ranging from \$100-\$250). Recipients are encouraged to work with maintenance staff to reduce this cost. Are you aware of and committed to funding this cost, if necessary?

- a. Yes
 - b. No
 - c. N/A-not applying for Observation hive
8. For all hive options, there is an ongoing cost for management and maintenance. The equipment grants include a check intended to cover these costs for the first year of ownership. Are you aware of and committed to funding this cost in future years, if necessary?
- a. Yes
 - b. No
9. Honey bee purchase: are you aware that honey bees will not be shipped with the hive and that you and your Honey Bee mentor would be responsible for purchasing local bees?
- a. Yes
 - b. No

Required Reading: All of the below referenced materials can be found at <http://www.thebeecause.org/index.php/resources>

10. Have you read through all of the [required reading](#), listed above? Y/N If you haven't already, you can find them at the link above.
11. **Honey Bee Hive Agreement:** Have you received approval from your principal or executive director to install a honey bee hive and are they ready to sign the [Honey Bee Hive Agreement](#)? (Y/N)
- a. If no:
 - i. Have you begun the approval process with your principal or executive director?
 - ii. Do you need assistance in the approval process? Read more information in the Getting Your Bees Approved Guide or by signing up or one of our webinars to receive additional assistance [here](#). These will be held on September 9 at 1pm EST and October 6 at 6pm EST.
12. **Bee Mentor:** Do you have a Bee Mentor that has agreed to provide monthly or quarterly check ups on the hive? (Y/N)
13. **Bee Advocate:** Do you have someone signed up to be the Bee Advocate? (Y/N)
14. **Pay it Forward:** Are you interested in the *Pay It Forward* model? Please note this program is optional. (Y/N)

Once we receive your LOI, you will receive a confirmation email. The Bee Cause Project will review it on a rolling basis in the order it was received. If ready to go onto the next phase, you will be invited to submit the rest of the application. If you need more assistance in the approval process or in securing a relationship with a local beekeeper, The Bee Cause Project will follow up with more information.

At any time, you can reach The Bee Cause Project at info@thebeecause.org.

Part VI: Main Application

See the Grant Overview guide for all descriptions of roles and responsibilities.

1. Bee Advocate details: Who will the designated Bee Advocate at your school or organization?
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Phone Number
 - e. Relationship to the school or organization
2. Beekeeper details: Who will be the partner beekeeper performing monthly or quarterly check ups on the beehive?
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Phone Number
 - e. Beekeeping organization, if applicable
 - f. Relationship to the school or organization, if applicable

Delivery Information: please provide the appropriate delivery information to help ensure the equipment or monetary grant package is shipped to the appropriate address.:

3. Shipping Address:
 - a. Street
 - b. City
 - c. State
 - d. Zip
4. Delivery instructions, if applicable:
5. Shipping contact name
6. Shipping contact number
7. Shipping contact email

Student Engagement

8. How many students will interact with the hive?
9. How often will the students interact with the hive? Please include frequency, such as twice per week or 5 times per month.
10. Describe how the students will interact with the hive.

Community Involvement

11. Do you have an edible educational garden at your school or organization?
12. Has your staff undergone bee safety training, including what to do in case of bee allergy stings?
13. How will you communicate with parents, the school community and outside organizations and partners about the beehive?
14. How will you share your story with the press/public? This program is meant to raise awareness and to plant the seed for others to think about the part pollinators play in our world.

15. Optional: Whole Kids Foundation’s newsletter contain updates about how our work with children and school gardens is helping kids grow up healthy, and periodically includes tips and resources about school resources including educational and funding opportunities. Would you be interested in being added to our mailing list?

Documentation: please upload the following:

16. Honey Bee Hive Agreement: this must be signed by your Principal or Executive Director
17. Pictures of the proposed location: please upload at least one digital (up to three maximum). Please note the following requirements and directions:
- a. *Save images as a PNG, JPG, or GIF.*
 - b. Maximum size for each photo: 5M MB

Budget: on the online application, please disregard this section. Proceed to the “Final Review” tab.

You will receive email confirmation that your application has been received. The Bee Cause Project will notify all applicants December 9, 2017.