



## Environment and Natural Resources Trust Fund

M.L. 2025 Approved Work Plan

### General Information

**ID Number:** 2025-143

**Staff Lead:** Lisa Bigaouette

**Date this document submitted to LCCMR:** June 11, 2025

**Project Title:** Minnesota's Roadmap for Sustainability and Climate Education

**Project Budget:** \$491,000

### Project Manager Information

**Name:** Lindsey Kirkland

**Organization:** Climate Generation

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### Project Reporting

**Date Work Plan Approved by LCCMR:** June 24, 2025

**Reporting Schedule:** April 1 / October 1 of each year.

**Project Completion:** June 30, 2028

**Final Report Due Date:** August 14, 2028

### Legal Information

**Legal Citation:** M.L. 2025, First Special Session, Chp. 1, Art. 2, Sec. 2, Subd. 05m

**Appropriation Language:** \$491,000 the first year is from the trust fund to the commissioner of natural resources for an agreement with Climate Generation to convene community gatherings and partner with institutions and organizations across the education sector to develop a road map on how to build capacity for equitable and accessible sustainability and climate education programs that align with the Minnesota Climate Action Framework.

**Appropriation End Date:** June 30, 2028

## Narrative

**Project Summary:** The Roadmap for Sustainability and Climate Education will mobilize stakeholders and align Minnesota's education sector to the state's goals for equitable and accessible sustainability and climate education.

**Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.**

Minnesota's climate is changing, leaving Minnesotans facing increased air pollution, more frequent flooding, and reduced agricultural yields. Vulnerable populations, including youth, persons of color, and low-income communities, are particularly at risk. Building the adaptive capacity of Minnesotans to the changing climate requires education and training that builds resilience with community-based resources. Minnesota's education community, including NGOs, local and state agencies, schools districts and schools, is a critical messenger of climate literacy to almost a million K-12 students.

According to the Aspen Institute, states need to "[t]ake a whole-of-state approach to address climate change and include education." The Climate Action Framework and the Due North Education Plan aim to ensure every child in Minnesota has access to and receives excellent education. To do this, Minnesota needs a coordinated state-level approach for educating the public and students on sustainability and climate-related issues and solutions. There is a mosaic of sustainability and climate education happening across a diversity of initiatives within MN. Yet, there is no state-wide roadmap for making sure key stakeholders are aligned. There is an unequal distribution of resources and initiatives, leaving the most vulnerable populations under-served. The lack of coordination creates ineffectiveness and competition, leaving most communities under-supported.

**What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones.**

Minnesota's Roadmap for Sustainability and Climate Education will convene 1,400 stakeholders, including state-level agency leaders, community-based organizations, schools, universities, and youth, to author a publicly accessible report. The report will include guidelines for the education sector to build capacity for equitable and accessible sustainability education across MN communities. Education service providers will analyze informational resources to identify current gaps and barriers, align national frameworks to a local MN context, and create a strategic vision with recommended action steps. The resulting network of coordinated stakeholders will use the roadmap as a framework for developing accessible and equitable sustainability and climate education programs in a local Minnesota context.

Report writers will convene in-person/virtually to author the report; evaluating key resources, synthesizing findings, and incorporating feedback from stakeholders and the public gathered through virtual feedback and in-person community convenings.

The report will highlight current initiatives in MN and recommendations for aligning and expanding that work, including:

- Case studies of successful PK-12 education interventions across school subjects and grade levels.
- Methods for increasing accessibility to place-based learning in PK-12 and community-based learning spaces.
- Approaches for developing resilient and healthy communities through partnerships between stakeholders.
- Practices for supporting diversity, equity and inclusion.

**What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?**

Environmental education in community-based and PK-12 learning spaces builds resilience to climate-induced changes by fostering deep understanding of local impacts and solutions. Accessible sustainability and climate-related education initiatives are crucial because they focus on the protection of Minnesota's resources, habitats, people, and communities. This project aims to generate community awareness and mobilize stakeholders to action, specifically by developing shared knowledge of the importance and accessibility of localized sustainability and climate education. The report will

serve as a roadmap, outlining innovative, practical, and scalable solutions to support the MN education sector with particular guidance around leveraging state-specific resources and systems.

## Project Location

**What is the best scale for describing where your work will take place?**

Statewide

**What is the best scale to describe the area impacted by your work?**

Statewide

**When will the work impact occur?**

During the Project and In the Future

## Activities and Milestones

### Activity 1: Establish Partnerships, Develop the Workflow, and Plan the Events.

**Activity Budget:** \$202,192

**Activity Description:**

Identify and confirm partnerships with up to 25 writing partners from 15 organizations focusing on sustainability and climate education and coordinate the development of the work plan and events in collaboration with these partners. Through asynchronous communication and at the writing retreats, Climate Generation and the writing partners will create a suite of state and national informational resources to support the background research for the report, determine benchmarks for report development, and identify and assign writing sub-committees for key sections of the report. We will develop a marketing and communications strategy to ensure diverse public stakeholder engagement that aligns with stakeholder and power mapping results. We will recruit and hire community ambassadors who will assist in identifying locations, dates, and times for the community convenings as well as inform the marketing strategies in each region.

**Activity Milestones:**

Description	Approximate Completion Date
Convene Climate Generation core team to create sub-working groups	July 31, 2025
Re-establish relationships with writing partners and outreach to additional writing partners	September 30, 2025
Identify and secure dates, times, and locations for 2 in-person writing retreats	October 31, 2025
Finalize writing partner contracts	November 30, 2025
Create an outreach plan for engaging diverse audiences	November 30, 2025
Identify and gather key resources and assign roles and responsibilities for writing sub-committees	January 31, 2026
Create an outreach plan for engaging 7 community ambassadors	January 31, 2026
Identify and secure dates, times, and locations for community convenings #3 - #5	February 28, 2026
Identify and secure dates, times, and locations for community convenings #6 - #7	May 31, 2026
Perform outreach and hire 7 community ambassadors	September 30, 2026
Identify and secure dates, times, and locations for community convenings #1 - #2	September 30, 2026
Review Climate Generation's Climate Convenings Toolkit and create a program outline for community convenings	December 31, 2026

### Activity 2: Analysis, Writing, Public Stakeholder Comment, and Revision

**Activity Budget:** \$93,774

**Activity Description:**

To create the report writers and reviewers will engage in an interactive writing process that includes analysis, writing, feedback, and revision. Writing partners will analyze and synthesize state and national frameworks and other informational resources identified during the planning stage for report background. Climate Generation will host in-person working and writing retreats and host benchmark meetings to coordinate the work of the writing subcommittees, including stakeholder and power mapping, identifying the report's key audiences, creating an outline of key topics, and identifying case studies of powerful work happening in MN. The writing team will publish a draft report on the project's website, then solicit public stakeholder feedback through a strategic marketing campaign and direct outreach from partners. The public will be given 2 months to provide feedback after which it will be consolidated by Climate Generation and redistributed to the writing sub-committees for inclusion in the report.

**Activity Milestones:**

Description	Approximate Completion Date
Publish project website	November 30, 2025
Analyze findings from the Minnesota Landscape Analysis Project	November 30, 2025
Review the NOAA Climate Literacy Principles and the NAAEE Guidelines for Climate Action	November 30, 2025
Host writing retreat #1 and assign sub-committee tasks	January 31, 2026
Host virtual benchmark check-in #1 for sub-committees	February 28, 2026
Host virtual benchmark check-in #2 for sub-committees	May 31, 2026
Publish a draft of the report on Climate Generation's Resource Library	June 30, 2026
Host writing retreat #2 and assign sub-committee tasks	August 31, 2026
Outreach to solicit public feedback guided by engagement plan and evaluation	August 31, 2026
Host virtual benchmark check-in #3 for sub-committees to review feedback and assign tasks	September 30, 2026
Update project website	December 31, 2026
Writing Sub-Committees convene and submit drafts	March 31, 2027
Writing Sub-Committees convene and submit drafts	June 30, 2027
Host virtual benchmark check-in #4 after convenings for sub-committees; review feedback and assign writing tasks	August 31, 2027
Publish final report on Climate Generation's Resource Library after 7 community convenings	January 31, 2028
Update project website	January 31, 2028

### Activity 3: Host the Community Convenings

**Activity Budget:** \$118,742

#### Activity Description:

To build public knowledge of the project and to solicit further feedback for the report, Climate Generation and partners will host seven community convenings in locations that are centrally located within each identified region and are accessible to a diverse stakeholder group. Target cities include Minneapolis/Saint Paul, Saint Cloud, Bemidji, Duluth, Mankato, Rochester, and Marshall. Community convenings will be held on Saturdays to encourage participation by stakeholders who may not otherwise be available. To garner this widespread participation, this project will use the Minnesota Department of Health Data Map and the EPA's Environmental Justice Screening and Mapping Tool to identify and conduct direct and targeted outreach to stakeholders in school districts with greater than 50% eligibility for free and reduced price lunch and in areas with 95th percentile or higher in the EPA's demographic index (combination of percent low-income and percent minority), respectively. Further selection criteria will be considered based on the recommendations by the community ambassadors for each region.

#### Activity Milestones:

Description	Approximate Completion Date
Personally connect with organizations and groups from underserved communities as outreach for events	July 31, 2026
Coordinate with the MN Climate Action Framework staff to engage key local leaders and program administrators	October 31, 2026
Outreach to keynote speakers for community convenings	January 31, 2027
Personally connect with organizations and groups from underserved communities as outreach for community convening #1	January 31, 2027
Host community convening #1	January 31, 2027
Personally connect with organizations and groups from underserved communities as outreach for community convening #2-4	February 28, 2027
Host community convenings #2-4	March 31, 2027
Interim learning & program reports shared with community convening participants	March 31, 2027
Personally connect with organizations and groups from underserved communities as outreach for community convening #5-7	July 31, 2027

Host community convenings #5-7	August 31, 2027
Interim learning & program reports shared with community convening participants	September 30, 2027

## Activity 4: Project Evaluation

**Activity Budget:** \$76,292

### Activity Description:

This project will engage diverse partners in design and implementation, applying culturally relevant methods and measures to address power imbalances, to ensure success. Understanding the power structures in a community is an essential step to engaging new areas and audiences. To evaluate the diversity of stakeholders included in the sub-committees, public feedback, and community convenings, we will perform stakeholder and power mapping at the first working retreat. We will seek to answer the questions (1) what are participants' relationship with sustainability and climate education? and (2) what are the expected impacts of sustainability and climate education on the participants? A table and/or a graphical representation will be created to organize information about interests, power, influence and involvement. Results will be used to create pre- and post-surveys for events, including the solicitation for public feedback and community convenings. This will ensure we have reached an audience representative of Minnesota's general populace. Following an adaptive learning and iterative approach to evaluation, project design will be reviewed and revised after every major event with the intention of modifying for the future. A Graphic Recorder will be hired to attend all community convenings to capture feedback, synthesize patterns, and highlight key findings in

### Activity Milestones:

Description	Approximate Completion Date
Develop a plan to evaluate effectiveness of engagement; stakeholder and power mapping, pre- and post-event surveys	November 30, 2025
Solicit public feedback virtually and incorporate it into the report	October 31, 2026
Evaluate representation of commenters using surveys to assess need for further outreach	November 30, 2026
Engage in a second round of public feedback if necessary	December 31, 2026
Hire a Graphical Recorder to attend 7 community convenings.	January 31, 2027
Convene program delivery staff to assess impact and success of community convening #1	January 31, 2027
Convene program delivery staff to assess impact and success of community convening #2-4	March 31, 2027
Convene program delivery staff to assess impact and success of community convening #5-7	August 31, 2027
Create evaluation report to include in report; graphical harvests, survey results, photos, videos & written testimonials	January 31, 2028

## Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Community experts (including 7 Community Ambassadors, Youth Leaders, and Cultural leaders) receiving honorariums to co-plan, market, and present at trainings	TBD	CG will invite community experts and leaders in education, career training, and relevant scientific topics to present at the community convenings.	Yes
Saint Paul Public Schools	Saint Paul Public Schools	1-2 people attend the in-person planning and writing retreats, participating in a sub committee on the working and writing group. Providing outreach to teachers, suggesting and/or providing speakers.	Yes
University of Minnesota Center for Climate Literacy	University of Minnesota Center for Climate Literacy	1 - 2 people attend the in-person planning and writing retreats, participating in a sub committee on the working and writing group. Providing outreach, suggesting and/or providing speakers.	Yes
Minnesota Association for Environmental Education	Minnesota Association for Environmental Education	1-2 people attend the in-person planning and writing retreats, participating in a sub committee on the working and writing group. Providing outreach, suggesting and/or providing speakers, materials, suggesting speakers and topics relevant to environmental educators. Providing the results of the Minnesota Landscape Analysis Project.	Yes
Patty Born-Selly, Associate Professor - Education and Co-Program Director - Environmental Studies	Hamline University	Participating in the working and writing group. Providing outreach, suggesting and/or providing speakers.	Yes
Corrie Grosse, Associate Professor - Environmental Studies	College of Saint Benedict and Saint John's University	Participating in the working and writing group. Providing outreach, suggesting and/or providing speakers.	Yes
Sustainability and Climate Change Education Professionals	TBD	We will invite 9 additional leaders practicing sustainability climate change education at community-based organizations, schools, and school districts to participate in the working and writing group, and provide outreach, suggesting and/or providing speakers.	Yes
Minnesota Department of Natural Resources	Minnesota Department of Natural Resources	Supporting outreach, suggesting speakers and topics relevant to their work.	No
Minnesota Science	Minnesota Science	Supporting outreach, suggesting speakers and topics relevant to Earth Science education standards.	No

Teachers Association	Teachers Association		
Department of Education	Department of Education	Supporting outreach, suggesting speakers and topics relevant to the Science, Social Studies, and ELA education standards.	No
Minnesota Earth Science Teachers Association	Minnesota Earth Science Teachers Association	Supporting outreach, suggesting speakers and topics relevant to Earth Science education standards.	No
Department of Commerce: Energy Division	Department of Commerce: Energy Division	Suggesting and/or providing speakers	No
COPAL MN	COPAL MN	Participating in the working and writing group. Providing outreach, suggesting and/or providing speakers.	Yes

## Dissemination

**Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.**

This project will document all collaborative research efforts, recommendations, and stakeholder feedback in a publicly accessible report. The findings in the report will be shared through subsequent community convenings. Photo documentation and a graphical reporter will assist in summarizing partner and attendee experiences in an accessible way. Awareness for the project and the resulting report will be boosted by presentations at MN-based conferences, including the Education Minnesota Conference, the Minnesota Science Teachers Conference, and CG's annual Summer Institute for Climate Change Education. CG and the project partners will disseminate information about the project in through their communications platforms including e-newsletters and listservs. The final report will be available on CG's website & shared through social media reaching. The Environment and Natural Resources Trust Fund will be acknowledged through the use of the trust fund logo and attribution language on the project website, print media, publications (e-communications, flyers, etc.), and other communications per the ENRTF Acknowledgement Guidelines.

## Long-Term Implementation and Funding

**Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this work be funded?**

Climate Generation (CG) will maintain and pursue partnerships through annual programming to enact recommendations in the report. CG will work with school districts and community-based partners in emerging initiatives, including CG's Teach Climate Network and Minnesota-based Community of Practice (COP), and the Midwest Climate Collaborative's Educator COP. Funds will be sought through sponsorships and grant opportunities. Report outcomes will be disseminated at conferences, including the Minnesota Science Teachers Conference, the Education Minnesota Conference, CG's Summer Institute, and CG's monthly workshops, and website & social media. The report will be available to download for free on the CG's Resource Library.

## Other ENRTF Appropriations Awarded in the Last Six Years

Name	Appropriation	Amount Awarded
Teach Science: Schools as STEM Living Laboratories	M.L. 2021, First Special Session, Chp. 6, Art. 5, Sec. 2, Subd. 05c	\$250,000





## Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
<b>Personnel</b>								
Project Manager		Manage project workflow, coordinate hire contractors, coordinate writing partnerships, oversee budget, and evaluation plan			35%	0.7		\$48,280
Regional Education Coordinator		Coordinate community ambassadors, develop and implement program for community convenings			75%	1.5		\$78,610
Youth Manager		Attend the in-person planning and writing retreats, participating in a sub committee on a working and writing group. Act as the Youth liaison; providing outreach to members of the community who are between the ages of 15 and 24 years old and suggesting and/or providing connections to Youth speakers whose expertise is in related fields, like climate action, climate education, and justice or sustainable planning. All Climate Generation staff who interact with Youth, per the previous definition, must pass background checks upon hiring.			10%	0.2		\$13,102
Education Coordinators		Attend and support implementation of writing retreats and community convenings, support writing and editing report, outreach and dissemination support			20%	1.2		\$65,508
Marketing and Communications Managers		Develop community engagement and marketing plan, oversee the project website			15%	0.3		\$19,464
Communications Coordinator		Support communication, photo and video support, graphic design support pertaining to dissemination and outreach			20%	0.4		\$21,836
Program Intern		Writing Intern to support program delivery at writing retreats and authorship/editing of the report; Community Convenings Intern to support program delivery			0%	0.52		\$9,700
							<b>Sub Total</b>	<b>\$256,500</b>
<b>Contracts and Services</b>								

Systems Administrator: Laura Borgendale	Service Contract	Technology support, webpage integration. Web contractor with Climate Generation since 2019, hired through competitive bidding process, located in Minnesota.				0		\$10,800
Graphic Designer: Bryn Bundie	Service Contract	Design of the final printable report and executive summary - design contractor with Climate Generation since 2020				0		\$5,000
Stuidio501	Service Contract	Administrative and budget reporting support.		X		0.5		\$18,000
Videographer/Photographer	Service Contract	To capture video interviews and video/photo records of stakeholders at retreats and community convenings. Participation at 2 retreats and 7 community convenings. Create materials for program dissemination, presentations and final report graphical design.				0		\$5,000
Graphic Recorder	Service Contract	Participation at 7 community convenings. Use graphic recording to help stakeholders at community convenings better process and retain information and to synthesize convening outcomes in an accessible visual document for the final report.				0		\$15,000
Rainbow Research	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #1	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #2	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up				0.16		\$8,000

		virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000						
TBD Partner Organization #3	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #4	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #5	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #6	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #7	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #8	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up				0.16		\$8,000

		virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000						
TBD Partner Organization #9	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #10	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #11	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #12	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #13	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000				0.16		\$8,000
TBD Partner Organization #14	Subaward	2 staff attend two writing retreats, four two-hour virtual benchmark meetings, and one 3 hour community convening. Participate in a writing sub-committee; approximately 20 hours of asynchronous work and pop-up				0.16		\$8,000

		virtual meetings with the subcommittee. Est: personnel \$6,000, travel: \$2000						
							<b>Sub Total</b>	<b>\$173,800</b>
<b>Equipment, Tools, and Supplies</b>								
	Tools and Supplies	Retreat and convenings materials (markers, flipchart paper, snacks \$200/event)	For activities and support of writing retreats and community convenings	X				\$1,800
							<b>Sub Total</b>	<b>\$1,800</b>
<b>Capital Expenditures</b>								
							<b>Sub Total</b>	-
<b>Acquisitions and Stewardship</b>								
							<b>Sub Total</b>	-
<b>Travel In Minnesota</b>								
	Miles/ Meals/ Lodging	Retreats: 3 staff travel for writing retreats and one trip for planning (Retreats: 2 nights each location, 2.5 days of per diem each location for each person (, plus round-trip= \$2,500 mileage for 2 retreats = \$1,350; Planning: mileage for 1 round-trip = \$675) Convenings: 3 staff travel for 7 community convenings, mileage for planning convenings =\$4725	For travel to writing retreats and convenings					\$9,300
	Conference Registration Miles/ Meals/ Lodging	Minnesota Science Teachers Conference Exhibit and Registration	Program dissemination and presentation					\$250
	Conference Registration Miles/ Meals/ Lodging	Education Minnesota Exhibit and Registration	Program dissemination and presentation					\$500
							<b>Sub Total</b>	<b>\$10,050</b>
<b>Travel Outside Minnesota</b>								
							<b>Sub Total</b>	-
<b>Printing and Publication</b>								

	Printing	Handouts, activity outlines for events (\$215 per event), printed reports (\$2,000 total)	Writing retreat and convenings materials, plus printed reports					\$3,500
							<b>Sub Total</b>	<b>\$3,500</b>
<b>Other Expenses</b>								
		Facility Rental for 2 writing retreat locations (\$6,250 x 2 = \$12,500)	2 writing retreats including lodging and co-working space for up to 25 people per event					\$11,500
		Facility Rental for 7 community convenings (\$750/location x 7 = \$5,250)	7 community convenings for up to 200 people per event					\$5,250
		Writing retreat and community convening meals for participants (Retreats Meals for 1 day, plus one dinner: \$40 * 25 people * 2 retreats = \$2,000 Light snacks for 7 community convening: \$15 * 100 people (average) * 7 convenings = \$10,500	Writing retreats will be held over a day and a half. Providing breakfast and lunch for one day, plus dinner for two nights will be critical to maximize time and make the event useful.	X				\$12,500
		Speaker Honorariums: \$200/speaker, 3 speakers/convening*7 convenings	Speakers will attend community convenings to share their expertise and will need compensation	X				\$4,200
		7 Community Ambassadors (7 convenings * 15 hours planning & community outreach)	Community Ambassadors will be paid a stipend for their work planning the convening, building relationships among stakeholders in their region, and doing event outreach.	X				\$11,900
							<b>Sub Total</b>	<b>\$45,350</b>
							<b>Grand Total</b>	<b>\$491,000</b>

## Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
<b>Contracts and Services -</b> Studio501	Service Contract	Administrative and budget reporting support.	Climate Generation doesn't have internal staff dedicated to overseeing monthly financial statements, including tracking expenses and payments to contractors and sub awardees. Climate Generation contracts out these services to Studio501, an accounting firm based in MN. The extensive financial tracking required by LCCMR funded projects to ensure that Climate Generation can submit the information required for successful reimbursement is only possible with Studio501.
<b>Equipment, Tools, and Supplies</b>		Retreat and convenings materials (markers, flipchart paper, snacks \$200/event)	We understand that food is generally ineligible but believe that providing snacks at the writing retreats will be critical for maximizing time and making the event useful.
<b>Other Expenses</b>		Writing retreat and community convening meals for participants (Retreats Meals for 1 day, plus one dinner: \$40 * 25 people * 2 retreats - \$2,000 Light snacks for 7 community convening: \$15 * 100 people (average) * 7 convenings = \$10,500	We are including expenses for participant meals at our writing retreat for a day and a half. Writing retreats will be held over a day and a half. Providing breakfast and lunch for one day, plus dinner for two nights will be critical to maximize time and make the event useful. Our estimated cost of \$40 per person for a day and a half's worth of meals is below the U.S. GSA's FY24 per diem rates for Minnesota.
<b>Other Expenses</b>		Speaker Honorariums: \$200/speaker, 3 speakers/convening*7 convenings	We believe that speakers at community convenings should be compensated for their time and expertise through an honorarium.
<b>Other Expenses</b>		7 Community Ambassadors (7 convenings * 15 hours planning & community outreach)	Community Ambassadors are essential to the success of this project as we aim to create a Roadmap that reflects the needs and hopes of the diverse communities and people of MN. Community Ambassadors that come from the communities that we seek to represent will play a vital role in planning, securing venues, community outreach, and program facilitation at the convenings.



## Non ENRTF Funds

Category	Specific Source	Use	Status	\$ Amount
<b>State</b>				
			<b>State Sub Total</b>	-
<b>Non-State</b>				
Cash	Xcel Energy Foundation	Teacher Network Support	Potential	\$10,000
In-Kind	Climate Generation	Executive Director Time Supporting Project	Secured	\$10,000
Cash	Avangrid Foundation	Teacher Network Support	Potential	\$50,000
In-Kind	Climate Generation	Curricula materials already developed that can be used to support the project	Secured	\$15,000
			<b>Non State Sub Total</b>	<b>\$85,000</b>
			<b>Funds Total</b>	<b>\$85,000</b>

**Total Project Cost: \$576,000**

**This amount accurately reflects total project cost?**

Yes

## Attachments

### Required Attachments

#### *Visual Component*

File: [17aa053b-50f.pdf](#)

#### *Alternate Text for Visual Component*

A timeline of events for the project and a map of target communities....

#### *Financial Capacity*

Title	File
FY22 990	<a href="#">5d66715c-efc.pdf</a>

#### *Board Resolution or Letter*

Title	File
Board Resolution for LCCMR 2024	<a href="#">11456c6a-5d6.pdf</a>

### Supplemental Attachments

#### *Capital Project Questionnaire, Budget Supplements, Support Letter, Photos, Media, Other*

Title	File
Hamline University Letter of Support	<a href="#">6dd51294-9e6.pdf</a>
Center for Climate Literacy Letter of Support	<a href="#">f42a9e43-99b.pdf</a>
College of Saint Benedict and Saint John's University Letter of Support	<a href="#">c9bdf366-a08.pdf</a>
Saint Paul Public Schools Letter of Support	<a href="#">dc5b948c-74b.pdf</a>
COPAL Letter of Support	<a href="#">b83b88bf-653.pdf</a>

## Difference between Proposal and Work Plan

### *Describe changes from Proposal to Work Plan Stage*

Some of the activity benchmarks dates were adjusted to meet the anticipated timeline of the project. Specifically, we extended the end date for the project by 3 months to give the writing partners more time to integrate public feedback and community-based information from the convenings. Likewise, we rearranged the timing of the second writing retreat to be after the public feedback session for the same reason.

## Additional Acknowledgements and Conditions:

The following are acknowledgements and conditions beyond those already included in the above workplan:

**Do you understand and acknowledge the ENRTF repayment requirements if the use of capital equipment changes?**

N/A

**Do you understand that travel expenses are only approved if they follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?**

Yes, I understand the Commissioner's Plan applies.

**Does your project have potential for royalties, copyrights, patents, sale of products and assets, or revenue generation?**

No

**Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?**

N/A

**Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?**

N/A

**Does your project include original, hypothesis-driven research?**

No

**Does the organization have a fiscal agent for this project?**

No

**Does your project include the pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration?**

No

**Do you propose using an appropriation from the Environment and Natural Resources Trust Fund to conduct a project that provides children's services (as defined in Minnesota Statutes section 299C.61 Subd.7 as "the provision of care, treatment, education, training, instruction, or recreation to children")?**

Yes

**Do you certify that background checks are performed for background check crimes, as defined in Minnesota Statutes, section 299C.61, Subd. 2, on all employees, contractors, and volunteers who have or may have access to a child to whom children's services are provided by your organization?**

Yes

**Provide the name(s) and organization(s) of additional individuals assisting in the completion of this project:**

Susan Phillips, Executive Director - Climate Generation

**Do you understand that a named service contract does not constitute a funder-designated subrecipient or approval of a sole-source contract? In other words, a service contract entity is only approved if it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the DNR's reimbursement manual for non-state organizations. These rules may include competitive bidding and prevailing wage requirements**

Yes, I understand