



The Highpoint Center for Printmaking displays youth environmental art

# Green Partners Youth grants information meeting

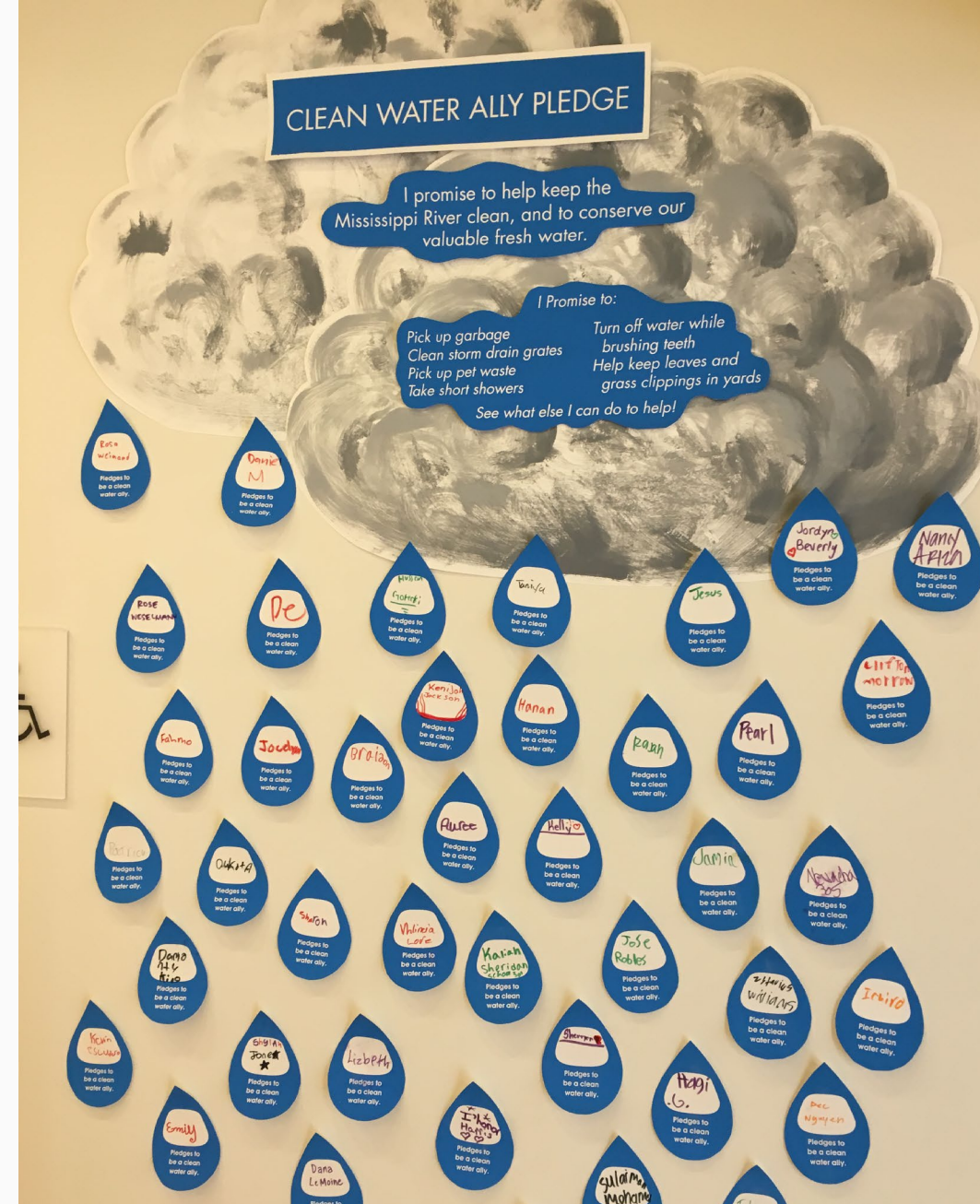
Hennepin County Environment and Energy  
April 8, 2025





# Agenda

- Green Partners youth grant programs
- Grant selection process
- Applying through the Supplier Portal



Students visiting The Highpoint Center for Printmaking pledge to protect water

# Supplier Portal Help Desk

## Supplier Portal questions

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Hennepin County Environment and Energy

## Supplier Portal help

On the Supplier Portal, vendors can:

- Register to get notifications of solicitations
- Update profile information
- Review current solicitations
- Submit responses to solicitations

Vendors don't have to register to view open solicitations, but must register to submit a response.

[Visit the Supplier Portal](#)

Questions?

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Phone: 612-543-5412

M-F, 8 a.m. to 4:30 p.m.

Close all

— Training materials

### Registration

- [Register with the portal \(PDF, 1MB\)](#)
- [Register with the portal \(Video\)](#)
- [We can't seem to find your account error \(YouTube\)](#)
- [Reset your password \(PDF, 1MB\)](#)

### Overview of the Supplier Portal

- [Supplier Portal overview \(YouTube\)](#)
- [Definitions \(PDF, 1MB\)](#)

### Responding to an event

- [Respond to a bid or proposal - with images \(PDF, 1MB\)](#)
- [Respond to a bid or proposal - no images \(PDF, 1MB\)](#)
- [Respond to a bid or proposal \(YouTube\)](#)
- [Upload an attachment \(PDF, 1MB\)](#)
- [Confirm your bid or proposal was received \(PDF, 1MB\)](#)
- [Edit your bid or proposal \(PDF, 1MB\)](#)

# Green Partners program



# Green Partners program

One opportunity for projects working with adults

## Environmental action grants

Motivate adults to make environmental behavior change at home and on-the-go.

Hennepin County Environment and Energy



Lao Center of MN teaching residents about recycling

# Green Partners program

## Two types youth programs



### **Youth environmental leadership**

Supporting environmental leadership and access to green job opportunities for young people in high school to age 24.

### **Youth environmental education**

Inspiring youth in elementary and middle school to develop an interest in the environment and environmental stewardship.



# Green Partners program - Youth Green Jobs pilot

## **Key findings: Youth Green Jobs pilot evaluation**

### Youth Environmental Education grants

- Projects that didn't include a green jobs component were typically K through 9th grade
- Projects with a green job component were typically those that engaged high school youth

In terms of how many youth were hired, paid, and engaged, we found similar outcomes for Youth Green Jobs grants and Youth Environmental Education grants that included a green jobs component.

## **New youth program model**

### Youth Environmental Education grants

- Elementary and Middle/Junior High (~Grades K-8)
  - Traditional Youth EE

### Youth Environmental Leadership grants

- High School (High School to age 24)
  - Provides an introduction or pathway for youth to pursue green jobs
  - Youth leadership development opportunities on environmental issues

# Green Partners program

## Eligible applicants

- State registered non-profit organizations
- Schools
- Park districts

Non-profit applicants are not required to be registered federally as a 501(c)3 organization but must be registered as a non-profit with the Minnesota Secretary of State.



EMERGE youth plant gardens in the Cedar Riverside neighborhood



# Green Partners website

- **Information about Green Partners**
- **Link to the Supplier Portal**
- How to apply for a grant
- Resources to help complete your application

[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

## Green Partners grants

Engage, educate, act and collaborate for the environment

Hennepin County provides funding and support to organizations to actively educate, engage and motivate residents to become environmental stewards and make positive behavior changes.

Through the Green Partners grant program, Hennepin County supports organizations doing projects that help residents take action to prevent waste, separate organic waste and recycle, reduce household hazardous waste, combat climate change, care for trees, protect birds, bats, and pollinators, and improve air and water quality.

[Sign up for our Environmental education news monthly update email.](#)

[View the most recent Environmental education news email.](#)

[Open all](#)

+ Green Partners grant information

+ Information for current grantees

+ Recently awarded grants

+ Grantee stories

+ Resources created by grantees

# Green Partners website

- **Information about Green Partners**
- **Link to the Supplier Portal**
- How to apply for a grant
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[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

## — Green Partners information

The application period for the 2025 round of Green Partners is open.

Applications for the Environmental Action program are due by 3 p.m. on Thursday, April 3 in the [Hennepin County Supplier Portal](#).

Applications for Youth Environmental Education and Youth Environmental Leadership programs will open in mid-March and will be due in mid-April. Check back for updates.

### About Green Partners

Hennepin County has three Green Partners programs.

#### Environmental Action program

Environmental action projects must primarily engage adults. These projects focus on motivating adults to make environmental changes at home and on-the-go, focusing on one or two environmentally friendly actions. Applicants must incorporate research-based behavior change strategies into project plans to motivate people to take specific environmental actions and incorporate environmental changes into their lifestyle. Learn more about behavior change strategies at [Fostering Sustainable Behavior \(PDF\)](#). Read the [Green Partners Environmental Action program guidelines \(PDF\)](#) and [environmental action potential projects \(PDF\)](#) for more information.

#### Youth Environmental Leadership program

Youth environmental leadership projects encourage environmental leadership and/or exposure to green jobs for young people in high school up to age 24. Project activities should encourage an environmental stewardship mindset that lasts beyond the program. Projects may provide opportunities for youth leadership in their school or community and exposure to green jobs or investigation into the green aspects of jobs they are interested in pursuing.

#### Youth Environmental Education program

Youth environmental education projects engage youth in elementary and middle school in environmental education and outdoor nature experiences. Project activities engage youth in learning about the environment to develop their awareness and increase their knowledge of environmental issues and solutions. Strong projects are inquiry driven, incorporate hands-on and experiential environmental learning, provide outdoor nature experiences, and promote environmental stewardship.



# Green Partners website

- Information about Green Partners
- Link to the Supplier Portal
- **How to apply for a grant**
- **Resources to help complete your application**

[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

## Application process

The application period for the 2025 round of Green Partners is open.

Find the program guidelines and application materials on the [Hennepin County Supplier Portal](#). Visit the [Supplier Portal help website](#) for information on how to register and submit an application.

Applications for the Environmental Action program are due by 3 p.m. on Thursday, April 3 in the [Hennepin County Supplier Portal](#).

Applications for Youth Environmental Education and Youth Environmental Leadership programs will open in mid-March and will be due in mid-April. Check back for updates.

Applications must be submitted through the [Hennepin County Supplier Portal](#), and pre-registration is required to apply. Register early as the process may take time. For assistance registering or submitting your application documents in the [Hennepin County Supplier Portal](#), contact the Supplier Portal Help Desk at 612-543-5412 or [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us), Monday through Friday, 8 a.m. to 4:30 p.m.

[Subscribe to the monthly email Environmental education news](#) to be notified of future opportunities and updates.

## Information meetings

Virtual information meetings are held each spring. These information meetings are a chance to find out more about the Green Partners program, understand the county application process, and get your questions answered.

Applicants are strongly encouraged to attend or watch the information meeting recording before applying.

### Upcoming information meetings

Green Partners Environmental Action program

A virtual information meeting will be held on Monday, March 17, 2025, from noon to 1 p.m. [Register to attend the Zoom meeting.](#)

Green Partners Youth Environmental Leadership and Youth Environmental Education programs

A virtual information meeting will be held on Tuesday, April 8, 2025, from 4 to 5 p.m. [Register to attend the Zoom meeting.](#)

# Resources to help you complete your application

## Insurance requirements

Hennepin County requires organizations to have insurance in order to conduct Green Partners projects. See the [insurance requirements \(PDF\)](#) to learn what is required

- General liability insurance
- Employer's liability
- Workers' compensation coverage
- Auto liability

## Best practices and frequently asked questions

To help organizations develop successful applications and projects, we've compiled the [best practices for Green Partners projects \(PDF\)](#). These were developed based on input received from past Green Partners community partners about how they define success and their advice for other project managers. Review the [frequently asked questions about Green Partners programs \(PDF\)](#) for answers to some of the most common questions about completing your application.



# Green Partners FAQs

## Attachment 4

## Green Partners Frequently Asked Questions

### Attachment 4 – Green Partners Environmental Action Frequently Asked Questions (FAQ)

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# Green Partners program

- Submit required documents and sign the contract
- Attend orientation meetings
- Communicate with your grant advisor about project activities, challenges, and changes
- Meet with your grantee cohort
- Share photos and updates for our newsletter
- Recognize Hennepin County as a funder
- Implement your project and have fun!
- Complete reports on time





# Green Partners program

## What you receive

- Grant advisor support and access to resources
- A feature story in the Hennepin County Environmental Education News newsletter
- Grant funding
  - Up to \$12,000 award for a 1-year project (if you have not received a Green Partners award before)
  - Up to \$25,000 for a 1-year, or \$50,000 for a 2-year project (if you have received a Green Partners award before)

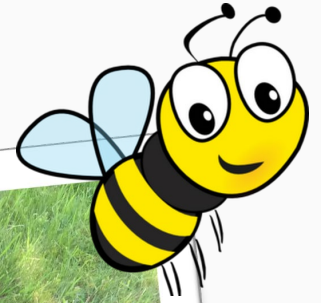




# Youth environmental grant programs



# Youth Environmental Education



Youth environmental education projects engage youth in **elementary and middle school** in environmental learning to develop their awareness and increase their knowledge of environmental issues and solutions.

Strong projects are inquiry driven, incorporate hands-on and experiential learning, provide outdoor nature experiences, and promote environmental stewardship.



# Youth Environmental LEADERSHIP



Youth leaders with EMERGE with Project Sweetie Pie for tree planting, urban farming, and composting

Youth environmental leadership projects encourage environmental leadership and exposure to green jobs for **young people in high school up to age 24.**

Project activities should encourage an **environmental stewardship mindset** that lasts beyond the program.

Projects may provide opportunities for **youth leadership** in their school or community and exposure to **green jobs** or **investigation into the green aspects of jobs** they are interested in pursuing.



## Project summary

<b>Applicant name</b>	<input type="text"/>
<b>Project title</b>	<input type="text"/>
<b>Number of <u>youth</u> you will directly engage</b> in project activities (projects should directly engage at least 150 people)	<input type="text"/>
<b>Number of <u>youth</u> you will reach through communications</b> like newsletters and social media	<input type="text"/>
<b>Geographic location(s)</b> your project will take place	<input type="text"/>
<b>Type of applicant</b> (In Microsoft Word, double click the check box and select "checked", or otherwise indicate your selection)	<input type="checkbox"/> Returning Green Partners grantee <input type="checkbox"/> New applicant
<b>Budget request:</b> (Returning grantees qualify for a 2-year grant)	Year 1: \$ Year 2: \$

**Topics:** What topics will you address during this project? (Double box to select "check" for each topic that applies.)

**Exploring waste and recycling.**  
List the topics you will cover:

- ☐ Recycling
- ☐ Reducing, reusing, repairing
- ☐ Organic waste and composting
- ☐ Waste systems
- ☐ Other:

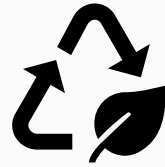
**Exploring natural resources. List the topics you will cover:**

- ☐ Trees and forestry
- ☐ Lakes, rivers, wetlands, and water uses and conservation
- ☐ Native plants and the animals that depend on them
- ☐ Habitats and wildlife
- ☐ Exploring nature
- ☐ Other:

**Exploring climate change. List the topics you will cover:**

- ☐ Climate science
- ☐ Climate issues
- ☐ Increasing resiliency
- ☐ Other:

# Youth topic areas



## Exploring waste, reuse, and recycling

- Recycling
- Reducing, reusing, repairing
- Organic waste and composting
- Waste systems



Youth lead composting project



# Youth topic areas



## Exploring natural resources

- Trees and forests
- Lakes, rivers, wetlands, and water uses and conservation
- Native plants and the animals that depend on them
- Habitats and local wildlife
- Exploring nature

Hennepin County Environment and Energy



Minneapolis Nature Preschool:  
Outdoor nature education for MPS elementary schools



# Youth topic areas



## Exploring climate change

- Climate science
- Climate issues
- Increasing resiliency



Students from Rogers Elementary study plant science

# Youth criteria (both programs)

## Section 1: Applicant and project team

- The organization's mission makes this project a **good fit for the program**.
- A **project manager and back-up project manager are identified** in the application.
- Applicant and project partners have the **capacity to implement the project** and meet contract obligations.
- **Partnership letters are submitted** by significant project partners, indicating they are a partner in the project
- Applicant and project partners **have demonstrated efforts to increase cultural competency** of project staff.
- Applicant has a **track record of successfully completing projects** for previous Hennepin County contracts or grants, if applicable.
- Applicant has **policies and practices in place to prevent volunteers from working unsupervised with youth unless background checks are completed**.
- Applicant would **benefit from Hennepin County resources and the support requested is appropriate** for the project. Hennepin County has resources and subject matter experts to advise or engage your community: [Environmental programs and initiatives | Hennepin County](#)

## Section 1: Applicant and project team

### Applicant information

Applicant legal name, mailing address, email, and phone number:

Provide the mission of the applicant organization and tell us how this project fits with your organization's mission and goals:

### Organizational resources

Your application will not be evaluated on your responses to these questions. This is for informational purposes to provide more equitable access to low-resourced organizations. Your response will determine which review team will assess your application during the grant review.

What is your organization's annual operational budget?

- ☐ Under \$99,999
- ☐ \$100,000 to 499,999
- ☐ \$500,000 to \$999,999
- ☐ More than \$1 million

What is your program budget?

Does your organization own a building or property?

- ☐ No
- ☐ Yes. Please explain:

Does your organization have a paid grant writer or fundraising development staff?

- ☐ No. Please explain who does your grant writing, fundraising, and grant reporting:
- ☐ Yes. Are they staff or a consultant? Full-time or part-time? Please explain their position and role:



**Returning grantees**

Provide a summary of your most recent Green Partners grant project and the project outcomes. If you are currently working on your first Green Partners grant, tell us about your project outcomes and successes so far. If it's relevant, tell us how this current request is related to your past project(s)? (250-word limit)

**Project team**

List and describe the staff, including partners and youth, who will implement the project. Describe their role and the experience they bring. List the project manager and the back-up project manager (required). Please have key project partners submit a letter stating they agree to their role in the project.

Name	Email / phone	Organization	Background and experience	Role in the project
				Overall project manager (required)
				Back-up project manager (required)
				Financial reporting
				Authorized to sign the contract

**Cultural competency**

Do project team members reflect the community that they plan to engage?

☐ Yes. If yes, please explain.

☐ No. If not, how has the Applicant and project team demonstrated efforts to increase their cultural competency and why are you the right organization to engage this audience?

**Experience and support**

Have the staff involved in this project implemented environmental education projects in the past? ☐ Yes ☐ No

If yes, briefly describe.



# Links to county resources

## General grant project support

- Project planning, [Green Partners grant program](#) and Hennepin County [environmental education resources](#)
- Assistance with reporting requirements, [Green Partners grant program](#)
- Assistance with budgeting and expense reports, [Green Partners grant program](#)

## Contracting, insurance, W9s, invoices, electronic deposit

- [Green Partners grant program](#)
- [Purchasing and Contract Services](#)
- [Office of Budget and Finance](#)

## Waste topics

Recycling, composting, and waste disposal

- [Backyard composting](#)
- [Community Recycling Ambassador training](#)
- [Green Disposal options](#)
- [...](#)

## Land and water topics

Ecosystems and land

- Supporting [birds](#) and [bats](#) and their [habitat](#)
- [Conservation resources](#)
- [Land protection and restoration](#) in rural areas
- [...](#)

Trees

- [Trees and forestry](#)

Water

- [Adopt-a-Drain](#)
- [Aquatic Invasive Species](#)
- [Lakes and rivers](#)
- [...](#)

Climate change topics

- [Climate action](#)

### County support

Some projects benefit from county staff support in project planning or programming, while others simply need funding or troubleshooting support. Reference the list below, the Request for Applications (RFA) guidelines, and the Hennepin County website for environmental topics the county works on: [Environmental programs and initiatives | Hennepin County](#)

- **Access to Hennepin County environmental education resources:** Environmental education kits, environmental education activity guides, Adopt-a-Drain program for schools, Watershed Connections for grades 6 to 12, school waste reduction and recycling grants.
- **Communications support:** Educational brochures, pre-written social media posts, pre-written newsletter articles, translated materials, recycling and organics signage and bin stickers, publish our project story in the county's Environmental Education News e-newsletter, like and share our project posts on social media.
- **Contracting support:** Assistance in understanding insurance requirements, contract requirements, W9 form requirements, or signing up for electronic deposit of grant funds.
- **Event support:** Tabling at event(s), presentation at event(s), communicate your support to participants at our event(s), attend/be present at our event(s), cosponsor our event(s), publicize our event(s).
- **General project support:** Assistance with project planning, access to curriculum and resources, grant funding, reporting support, assistance with budgeting and expense reports, or connection to subject matter experts.
- **Presentation(s) on environmental topics:** Solid Waste, Natural Resources, and Climate Change.
- **Tours of Hennepin County waste and recycling facilities:** Tour(s) of Brooklyn Park recycling and household hazardous waste drop-off facility and Tour(s) of Hennepin Energy Recovery Center (HERC)
- **Other.**

How can Hennepin County best support your project? Indicate the type of assistance you need and the topic(s) for which you are seeking support.





# Youth criteria (both programs)

## Section 2: Project goals and activities

- Projects focus on topics allowed in the grant guidelines.
- Integrates environmental education best practices for youth, incorporating environmental education, encouraging environmental stewardship, and getting kids into nature.
- Project activities and educational curriculum or lesson plans are included in the application.
- Activities match the abilities, interests, and education level of the participants and use culturally appropriate approaches to support youth facing disparities.
- Timeline of activities is logical and realistic.
- **For Youth Environmental Leadership projects:** Tell us what leadership opportunities youth will engage in, or what green jobs you will focus on.

# Youth criteria (both programs)

## Section 2: Project goals and activities

### Section 2: Project goals and activities

Describe the goals, activities, and outcomes of your project below, including but not limited to A) the environmental focus of your project, B) what activities you will do and have youth engage in, C) the environmental outcomes you expect to see from your efforts, and D) how you will share your project story.

- A) Environmental education goals and project summary:** Briefly summarize your project. This is how your project will be shared and described to others. Describe the project goals and environmental topics youth will learn about during the project. (100-word limit)
- B) Project narrative:** List and describe your project activities and the activities youth will engage in, and provide a timeline by month, quarter, or season. What leadership opportunities will youth engage in during the project? What educational resources do you plan to use? Link to or submit the curriculum you plan to use and share what environmental lessons you will implement.
- C) Outcomes:** It is a requirement to survey for youth regarding their attitudes about the environment. Describe your plan to survey youth.
- D) Communicating your story:** Green Partners grant applicants should have a clear plan for how they will publicize and share the story of their project. Please provide any additional details here about how you would do this. (250-word limit)

**Year 1 timeline of activities**

<b>Quarter</b>	<b>Activities</b>
Fall: September – December 2025	
Winter: January – March 2026	
Spring: April – June 2026	
Summer: July – August 2026	Annual expense report due September 30, 2026 Annual report due September 30, 2026

**Year 2 timeline of activities (Optional and only available to returning Green Partners grantees)**

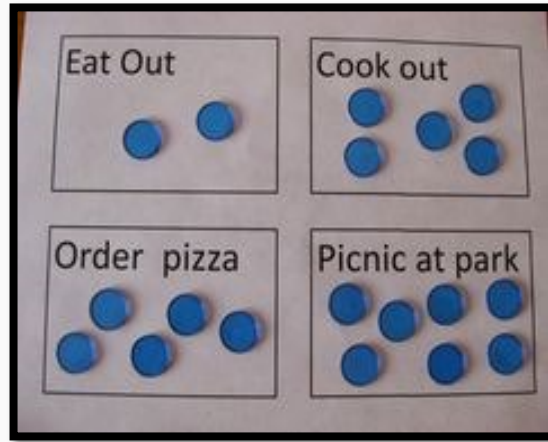
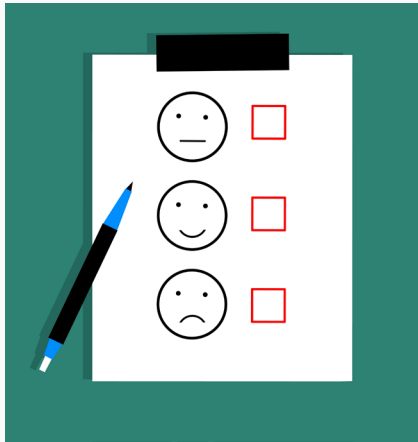
<b>Quarter</b>	<b>Activities</b>
Fall: September – December 2026	
Winter: January – March 2027	
Spring: April – June 2027	
Summer: July – August 2027	Annual expense report due September 30, 2027 Annual report due September 30, 2027



# Youth criteria (both programs)

## Section 2: Project goals and activities

- **For Youth Environmental Education projects:** Required surveys will be administered to youth to assess outcomes.
- **For Youth Environmental Leadership projects:** Required surveys will be administered to youth, **and stories** will be collected, to assess outcomes.



# Youth LEADERSHIP criteria

## Section 2: Project goals and activities

Project activities encourage an environmental stewardship mindset and **provide opportunities for youth leadership**. Project activities can incorporate:

- Youth-led environmental community service projects.
- Youth-led research to investigate an environmental challenge, develop a solution, and implement a project.
- Youth-led collective action on local issues and civic engagement.
- Youth-led community engagement on environmental topics.
- Youth-led campaign to introduce behavior change in their community.
- Traditional ecological knowledge.

Proposals with a **green job component** will introduce youth to green job opportunities through awareness, exposure, training, and experience. Projects may focus on learning about environmental practices in careers that aren't traditionally considered to be "green" jobs, like technology and health care.

# Youth LEADERSHIP criteria

## Section 2: Project goals and activities

- Integrates environmental education best practices for **older** youth:
  - Encourage youth leadership
  - Facilitate peer networking
  - Provide mentors for youth.
  - Provide youth with compensation for their time, which could include academic credit, professional certifications, financial incentives.



# Youth LEADERSHIP criteria

## Section 3: Participant information

### Youth support provided:

- Compensation: If applicable, what wages, stipends, or compensation will be provided to youth participants?
- Peer networking: Will youth have opportunities to network with their peers?
- Mentorship: Tell us if your program will provide youth participants with a mentor? If so, who are the mentors? In what ways will youth interact with their mentor?
- What other types of support will you provide to youth?
  - ☐ Opportunities for advancement
  - ☐ Opportunities for pay increases
  - ☐ Paid time off
  - ☐ Flexible schedule
  - ☐ Free programming
  - ☐ Transportation support
  - ☐ Meals or food support
  - ☐ Health insurance
  - ☐ Health and wellbeing support
  - ☐ Childcare
  - ☐ Culturally competency training for supervisors and staff
  - ☐ Education and exposure to green job pathways
  - ☐ Leadership skills development pathways
  - ☐ Job training and job skills pathways
  - ☐ Career development and job seeking support pathways
  - ☐ Network building pathways
  - ☐ Other types of support (please describe):

# Youth criteria (both programs)

## Section 3: Participant information

- Youth must **live, work, go to school, or recreate in Hennepin County**.
- Applicant will engage **at least 150 participants**, primarily youth, in project activities.
- Applicant has a **well-defined audience** that they plan to engage, and they can engage their audience because of relationships, partnerships, and/or previous experience with the audience.
- Age group
  - **For Youth Environmental Education:** Youth in junior high, middle, or elementary school.
  - **For Youth Environmental Leadership:** Youth in high school to age 24
- **Disparities:** Special consideration will be given to projects that engage participants who face one or more [disparities](#) identified by Hennepin County, disparities in employment, income, education, health, housing, transportation, and justice.

# Youth criteria (both programs)

## Section 3: Participant information

Reducing disparities in Hennepin County is a priority





# Youth criteria (both programs)

## Section 4: Budget

- Budget includes **eligible expenses**.
- Staff time listed includes **estimated hours, hourly rates, or relevant pay details**.
- **Details about items to be purchased** and cost per item are provided, estimates are acceptable.
- Budget includes **adequate personnel time** for the project and/or **project supplies that are appropriate** for the project.
- **Budget matches project activities** and it is clear how the items will be used for the project.
- **If you are seeking funding for two years**, submit a separate spreadsheet for each year's budget – a sheet for year one activities and a separate spreadsheet for year two project activities.

**Overall program funding:** Complete the table below to show any and all other funds that the project has identified for completing the project. Indicate "n/a" if you have not applied for or secured additional funding for this project or program. Your application will not be evaluated on your responses to these questions. This will provide the grant review team with a frame of reference and context for your funding request.

	Amount	Secure or Pending? (check one)	Source & Use
Green Partners Funding Request	\$	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Secure	Hennepin County Green Partners grant
Other Dollars Leveraged Including Cash Match and In-kind contributions		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	

# Youth criteria (both programs)

## Section 4: Budget

### Section 4: Budget

Confirm that your requests are eligible expenses. Only include items that would be covered by this grant. We do not require a match, but please provide information about how the program is funded by other sources.

Provide a detailed budget so the grant reviewers can understand how funds will be used. Provide details regarding number and cost per item for proposed expenses. For personnel, provide hours and hourly rates, stipend amounts, relevant pay details. It's helpful to break the budget down to explain how much time will be used for different aspects of the project. We recommend including at least 10 hours for meetings with county staff and project reporting.

If you are requesting a two-year grant (returning grantees only), submit a separate spreadsheet for each year's budget – a sheet for year one activities and a separate spreadsheet for year two project activities. The budget document includes tabs for each year's budget.

**Budget spreadsheet:** Find the Green Partners Budget Form (*Attachment 2 – Budget form 2025*) on the Hennepin County Supplier Portal and submit it with your application.

**Budget narrative:** Is there anything we should know about your budget request that may not be apparent in the application or spreadsheet(s)? (250-word limit)



# Youth applications

## Section 4: Budget

Year 1 (9/1/2025-8/31/2026)					
<b>TYPE APPLICANTS NAME HERE</b>					
Directions: If you are requesting a two-year grant, submit two budgets spreadsheets - one for year 1 and one for year 2. Add or remove rows as necessary. This form has formulas; double check to be sure your totals are accurate. For a list of eligible expenses, see the Green Partners grant guidelines published with the most current solicitation. If you have questions, contact Green Partners staff at 612-596-6856 or <a href="mailto:GreenPartners@hennepin.us">GreenPartners@hennepin.us</a> .					
<b>A. Staff and Personnel - Applicants must follow applicable U.S. labor laws. Contact an attorney for advice.</b>					<b>Grand total</b>
Indicate: Staff, partner, or contractor	Name	Description of role and responsibilities	Hourly rate / cost per service	Hours / number of services	Total
					0.00
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>B. Project Supplies - List the supplies you seek to purchase with this grant and briefly describe.</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>C. Food and venues - Indicate how many people are expected to attend and estimated cost per event.</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

<b>D. Communications and promotions - printing, advertising, on-line communications</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>E. Other Expenses</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

<b>Year 1 Budget request</b>	Year 2 Budget request - if eligible	+
------------------------------	-------------------------------------	---

# Youth applications

## Section 4: Budget

Year 1 (9/1/2025-8/31/2026)					
<b>TYPE APPLICANTS NAME HERE</b>					
Directions: If you are requesting a two-year grant, submit two budgets spreadsheets - one for year 1 and one for year 2. Add or remove rows as necessary. This form has formulas; double check to be sure your totals are accurate. For a list of eligible expenses, see the Green Partners grant guidelines published with the most current solicitation. If you have questions, contact Green Partners staff at 612-596-6856 or GreenPartners@hennepin.us.					
<b>A. Staff and Personnel - Applicants must follow applicable U.S. labor laws. Contact an attorney for advice.</b>					<b>Grand total</b>
Indicate: Staff, partner, or contractor	Name	Description of role and responsibilities	Hourly rate / cost per service	Hours / number of services	Total
					0.00
					0.00
					0.00
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<b>B. Project Supplies - List the supplies you seek to purchase with this grant and briefly describe.</b>					
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					0.00
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					0.00
<b>SUB-TOTAL</b>					0.00
<b>C. Food and venues - Indicate how many people are expected to attend and estimated cost per event.</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

D. Communications and promotions - printing, advertising, on-line communications					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>E. Other Expenses</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

Year 1 Budget request

Year 2 Budget request- if eligible

+

# Youth applications

## Section 4: Budget

### Eligible expenses

- Staff time, intern pay, experts or consultants
- Project and activity supplies
- Educational speakers





## Youth applications Section 4: Budget

### Eligible expenses

- Communications
- Art supplies
- Supplies for green events
- Food (follow the County's healthy eating guidelines)
- Transportation



# Youth applications

## Section 4: Budget

### Eligible expenses

- Educational signs and stickers
- Event supplies
- T-shirts
- Field trips
- Safety equipment
- Plants

Hennepin County Environment and Energy



Youth explore bees on a field trip with Pollinate MN

# Youth applications (both programs)

## Section 5: Supplemental documents

- Curriculum shared, if applicable.
- Partner letters submitted, if applicable



# Green Partners 2-year project criteria

Returning Green Partners grantees are eligible for a two-year grant after receiving at least one previous award for a Green Partners grant. Additional criteria are considered for two-year projects.

- Section 1: Applicant and project team
  - Applicant has been awarded a grant for at least one successful project through the Green Partners grant program.
  - Special consideration will be given to efforts led by people who experience disparities similar to the audience they are engaging.
- Section 2: Participant information
  - Special consideration will be given to projects that engage participants who face disparities.
- Section 3: Project activities
  - Project activities in year two are a logical next step.
- Section 4: Budget
  - A detailed budget for year 2 was provided.

# Project ideas – Attachment 3



# Youth environmental education project ideas

## Preventing waste and recycling

- Reduce food waste
- Replace disposables, packaging waste, and single use plastics
- Reuse and repair
- Make buying used cool
- Recycling, composting, and organics recycling
- Identify and choose the least hazardous options



Midwest Food Connection brings food waste and composting education to the classroom



# Youth environmental education project ideas

## Protecting natural resources

- Habitat and trees
  - Protect habitat for birds, bats, and pollinators
  - Care for trees
- Protect water
  - Adopt a storm drain
  - Reduce salt use





# Youth environmental education project ideas

## Protecting natural resources

- Environmental science
  - Traditional ecological knowledge
  - Community science
  - Environmental systems



Elders share water and plant knowledge with youth at MIGIZI and Karamu Community Garden



# Youth environmental education project ideas

- Environment-based education and cross-curricular projects
- Outdoor education
- Place-based learning and service learning
- Field trips coupled with classroom education
- Traditional ecological knowledge and community science
- Environmental action planning





Students at Nawayee Center School learn to extend the growing season with a hoop house



# Youth Environmental LEADERSHIP project ideas

## Preventing waste and recycling

- Reduce food waste
- Replace disposables, packaging waste, and single use plastics
- Reuse and repair
- Make buying used cool
- Recycling, composting, and organics recycling
- Identify and choose the least hazardous options

## Protecting natural resources

- Habitat and trees
- Protect water (adopt-a-drain and salt use)

## Protecting natural resources

- Environmental science





# Youth Environmental LEADERSHIP program

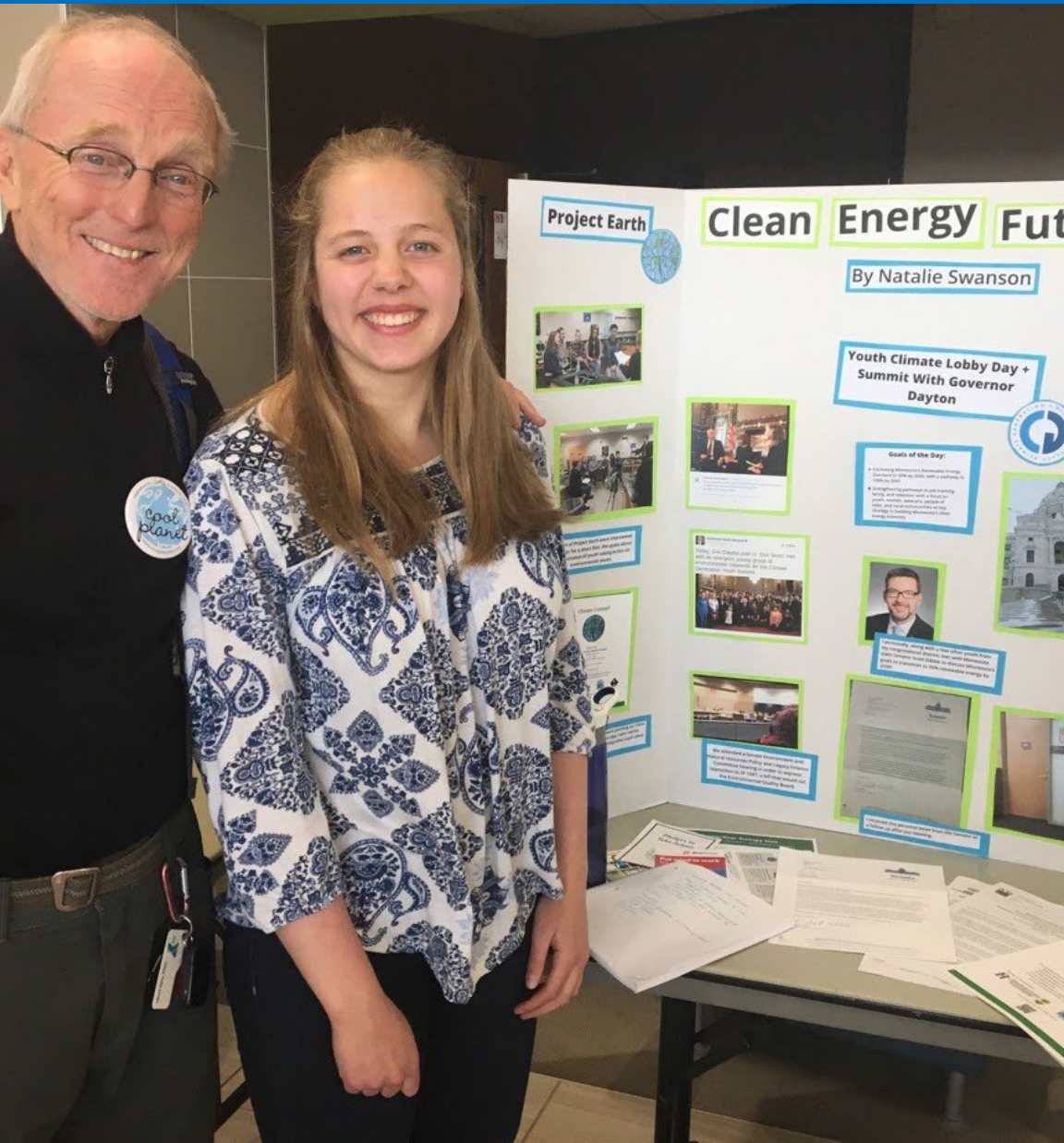
- Youth-led environmental community service projects
- Youth-led collective action on local issues and civic engagement
- Traditional ecological knowledge

Youth explore the outdoors at Voyageur Environmental Center (Boys and Girls Clubs of the Twin Cities)





Cool Planet engages high school students to be environmental leaders at their school and in their community



# Youth Environmental LEADERSHIP program

- Youth-led research to investigate an environmental challenge, develop a solution, and implement a project
- Youth-led community engagement on environmental topics
- Youth-led campaign to introduce behavior change in their community





# Youth Environmental LEADERSHIP – green job pathways

- Introduction to and exploration of green jobs
- Leadership skills development in environmental initiatives
- Job training and job skills development
- Career development and job seeking support
- Network building

Project Sweetie Pie and partners planting trees with youth and residents in north Minneapolis



Youth from Waite House (Pillsbury United Communities)  
engage the community in recycling for clean-up day



## Youth Environmental LEADERSHIP - support to reduce disparities

- Income/compensation for their time
- Opportunities for advancement
- Opportunities for pay increases
- Paid time off
- Flexible schedule
- Free programming
- Transportation support
- Meals or food support
- Health insurance
- Health and wellbeing support
- Childcare
- Cultural competency training for supervisors and staff
- Mentorship from professionals or community elders
- Peer networking opportunities

# Grant selection process



# The review process

## **Review and rate applications**

- Adjectival ratings for each application (Excellent, Very Good, Good, Marginal, Unsatisfactory)

## **Review team discussion**

- Green Partners Grant Advisors provides information about returning grantee applicants
- Strengths, questions, and concerns for each application
- Review team seeks consensus to rank recommended projects

## **Follow up and final rankings**

- Grant manager sends follow-up questions to applicants (if needed).
- After questions are answered, final rankings are determined

# Green Partners timeline

April 17, 2025	Youth <b>Environmental Education</b> Applications due by 3 p.m.
May 1, 2025	Youth <b>Environmental LEADERSHIP</b> Applications due by 3 p.m.
April - June	Application review
July	Department approval Applicants notified
August	Final approvals Contracting begins
September 1, 2025	Projects begin
September	Orientation meetings (Virtual Sep. 9, In-person Sep. 24)
August 31	One-year grant projects end in 2026 Two-year grant projects end in 2027

# Applying for a grant in the Supplier Portal

# Supplier Portal Help Desk

## Supplier Portal questions

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Hennepin County Environment and Energy

## Supplier Portal help

On the Supplier Portal, vendors can:

- Register to get notifications of solicitations
- Update profile information
- Review current solicitations
- Submit responses to solicitations

Vendors don't have to register to view open solicitations, but must register to submit a response.

[Visit the Supplier Portal](#)

Questions?

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Phone: 612-543-5412

M-F, 8 a.m. to 4:30 p.m.

Close all

— Training materials

### Registration

- [Register with the portal \(PDF, 1MB\)](#)
- [Register with the portal \(Video\)](#)
- [We can't seem to find your account error \(YouTube\)](#)
- [Reset your password \(PDF, 1MB\)](#)

### Overview of the Supplier Portal

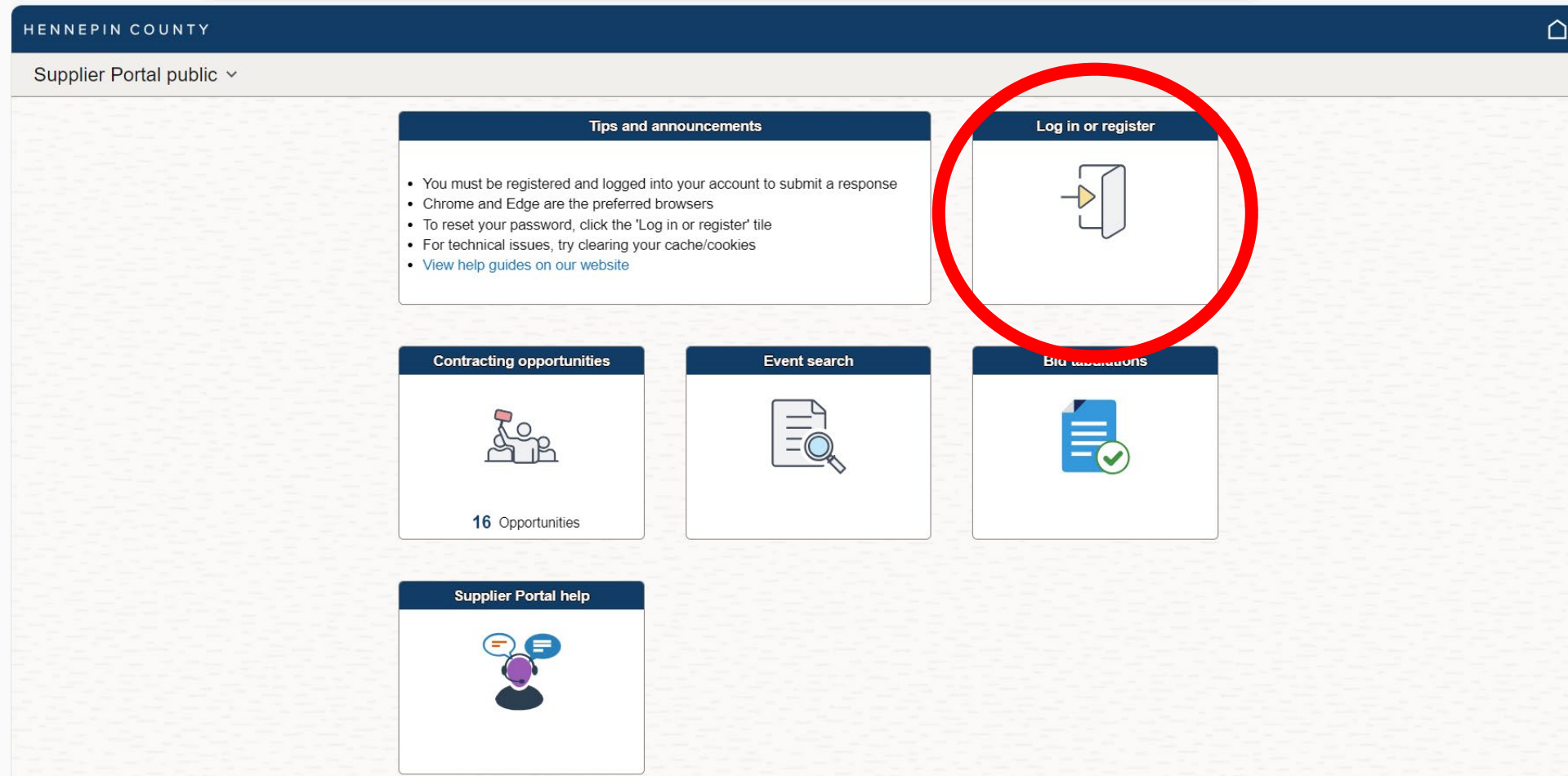
- [Supplier Portal overview \(YouTube\)](#)
- [Definitions \(PDF, 1MB\)](#)

### Responding to an event

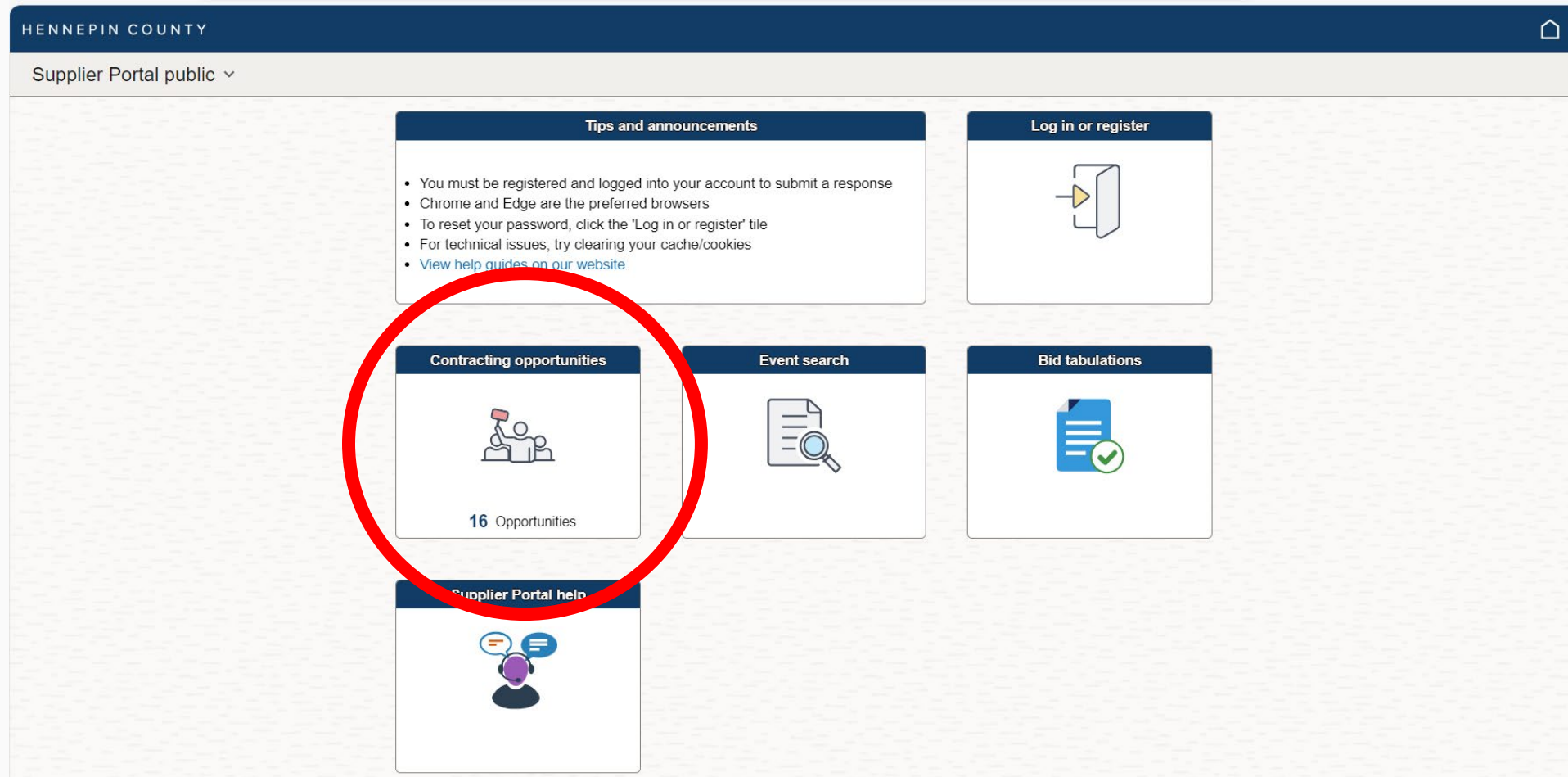
- [Respond to a bid or proposal - with images \(PDF, 1MB\)](#)
- [Respond to a bid or proposal - no images \(PDF, 1MB\)](#)
- [Respond to a bid or proposal \(YouTube\)](#)
- [Upload an attachment \(PDF, 1MB\)](#)
- [Confirm your bid or proposal was received \(PDF, 1MB\)](#)
- [Edit your bid or proposal \(PDF, 1MB\)](#)



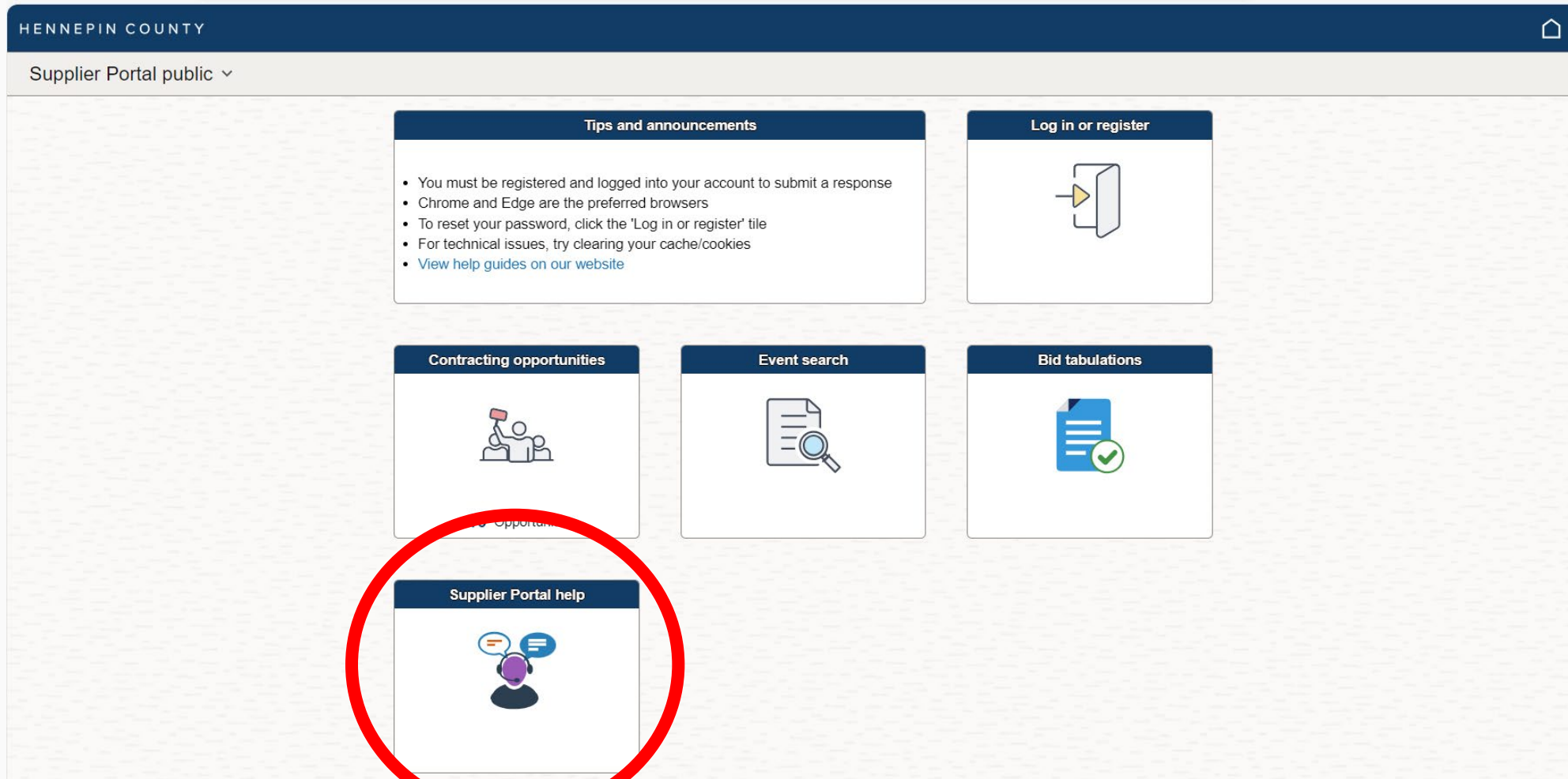
# Supplier Portal – Log in or register



# Supplier Portal – contracting opportunities



# Supplier Portal – Help Desk





# Apply through the Supplier Portal

# Supplier Portal Help Desk

## Supplier Portal questions

Monday – Friday

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Hennepin County Environment and Energy

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- [Upload an attachment \(PDF\)](#)
- [Confirm your bid or proposal was received \(PDF\)](#)
- [Edit your bid or proposal \(PDF\)](#)
- [Edit your bid or proposal \(YouTube\)](#)

# Step 1 – Log in or register a new account

Be prepared to enter your organization's tax ID number.

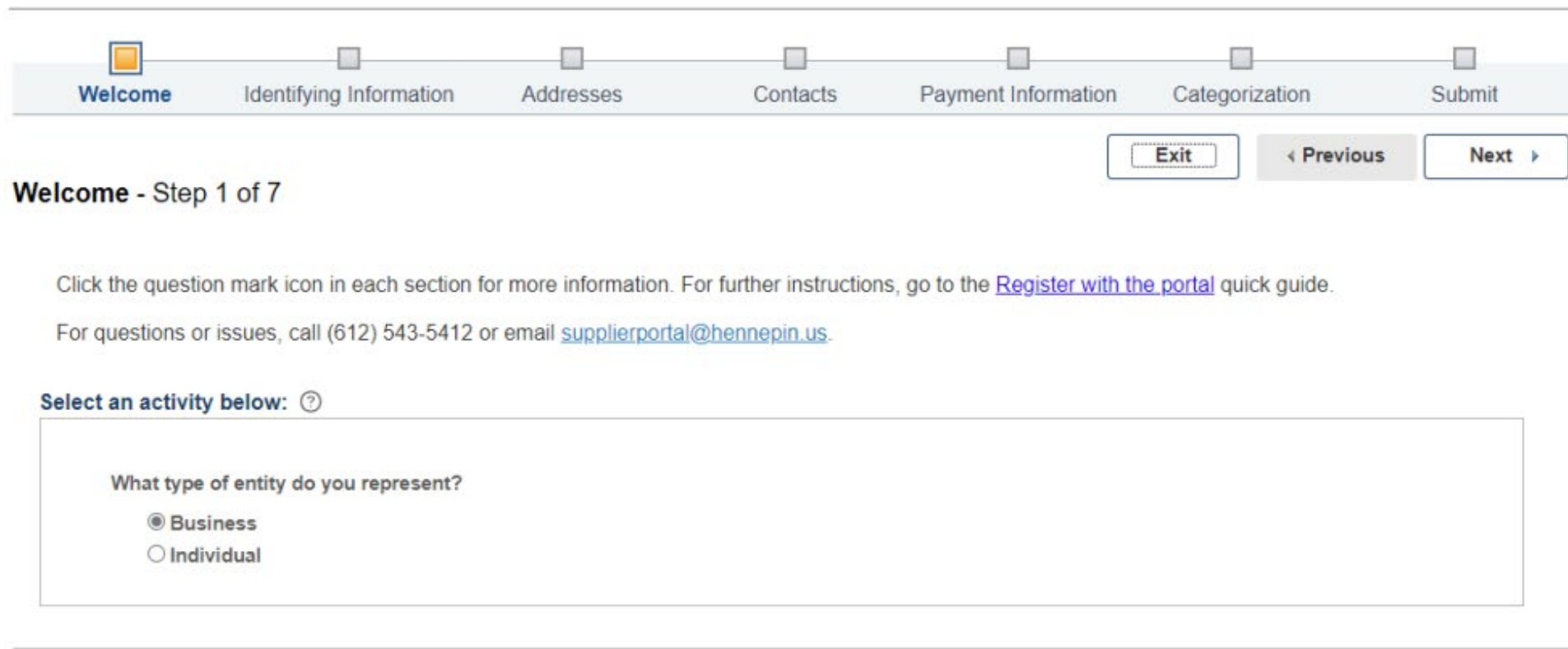
Enter your company's federal tax identification number (Tax ID) and we will guide you through the registration process

Tax ID (no dashes)



# Step 2 – Register in the Supplier Portal (new bidder registration)

If your screen looks like this, [follow the steps for “bidder” registration.](#)



The screenshot shows a multi-step registration process. At the top, a horizontal bar contains seven steps: 'Welcome' (active, with an orange square icon), 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', 'Categorization', and 'Submit' (each with a grey square icon). Below this bar, on the right, are three buttons: 'Exit' (dashed border), '< Previous' (grey), and 'Next >' (blue border). The main content area is titled 'Welcome - Step 1 of 7'. It contains two paragraphs of text: 'Click the question mark icon in each section for more information. For further instructions, go to the [Register with the portal](#) quick guide.' and 'For questions or issues, call (612) 543-5412 or email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).' Below the text is a section titled 'Select an activity below: ?' which contains a large rectangular box. Inside this box, the question 'What type of entity do you represent?' is followed by two radio button options: 'Business' (selected) and 'Individual'.

Welcome - Step 1 of 7

Click the question mark icon in each section for more information. For further instructions, go to the [Register with the portal](#) quick guide.

For questions or issues, call (612) 543-5412 or email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

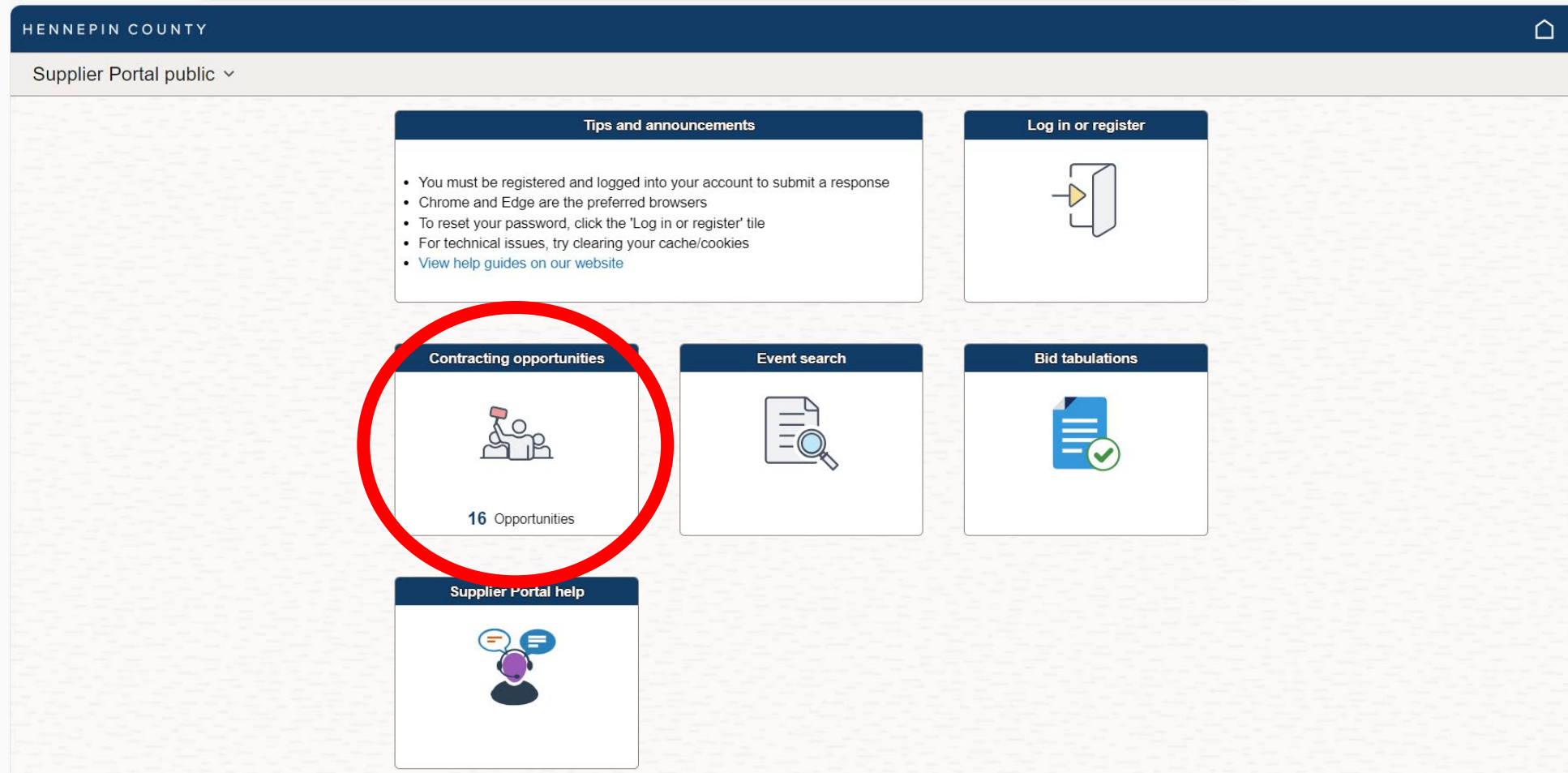
Select an activity below: ?

What type of entity do you represent?

☒ Business

☐ Individual

# Step 3 – Find and download application materials



Time Zone  Date Format

Bidding Event Information

25 rows

Event Name ↑↓	Event ID ↑↓	Type of Opportunity ↑↓	Ends In ↑↓	Start Date ↑↓	End Date	Details
Hennepin Planning Grants	GFP0000126	Grant/Loan Application	7 days	03/04/2025 02:54 PM CST	03/27/2025 03:00 PM CST	>
Business District Initiative	GFP0000125	Grant/Loan Application	7 days	03/04/2025 02:10 PM CST	03/27/2025 03:00 PM CST	>
Equipment Grant	GFP0000117	Grant/Loan Application	11 days	02/03/2025 12:30 PM CST	03/31/2025 04:00 PM CST	>
Arts & Music Grant	GFP0000118	Grant/Loan Application	11 days	02/03/2025 01:00 PM CST	03/31/2025 04:00 PM CST	>
Forensic artist and sculptor	NFP0000015	General Services	13 days	03/19/2025 12:05 PM CST	04/02/2025 02:00 PM CST	>
Green Partners Environmental Action Grants 2025	GFP0000127	Grant/Loan Application	14 days	03/05/2025 03:34 PM CST	04/03/2025 03:00 PM CST	>
Land Reclamation-Lake Rebecca Easement	NFB0000355	General Services	19 days	03/18/2025 08:00 AM CST	04/08/2025 02:00 PM CST	>
Waste Prevention Grants for Businesses	GFP0000123	Grant/Loan Application	19 days	02/25/2025 02:35 PM CST	04/08/2025 03:00 PM CST	>
Conditional release services	HFP0000186	Human Services/Public Health	25 days	03/03/2025 04:00 PM CST	04/14/2025 01:00 PM CST	>
Electronic home monitoring	PFP0000432	Professional Services	26 days	02/27/2025 10:00 AM CST	04/15/2025 03:00 PM CST	>
Pretrial support services	HFP0000187	Human Services/Public Health	28 days	03/06/2025 04:00 PM CST	04/17/2025 01:00 PM CST	>
Green Partner Youth Environmental Education Grants	GFP0000128	Grant/Loan Application	28 days	03/19/2025 10:10 AM CST	04/17/2025 03:00 PM CST	>
Community Resource Navigation services	HFP0000189	Human Services/Public Health	34 days	03/19/2025 02:15 PM CST	04/23/2025 01:00 PM CST	>




# Step 4 – Submit your application materials

Select **Bid on Event** to respond to this event.

Contracting Opportunities

Event Details

 Invitation Accepted

Bid on Event

Decline Invitation

▼ Bidding Event Information

Event Name

Inmate Hygiene Supplies

Business Unit

Hennepin County

Event ID

CFB0000284

Event Status

Posted

Buyer Name

Akinyi R Oluoch

Sealed Event

Yes

Event Start Date

10/25/2022 02:00 PM CDT

Event End Date

01/31/2023 02:00 PM CST

Event Round

1

Event Version

1

Event Format

Sell

Event Type

RFx

**You must REGISTERED and LOGGED IN to bid on an event / submit your application materials**

# Step 4 – Submit your application materials

## Upload an attachment

This quick guide explains the steps to upload attachments when responding to a contract opportunity. In the example below, we have already signed into the Supplier Portal, selected an event and selected Bid on Event.

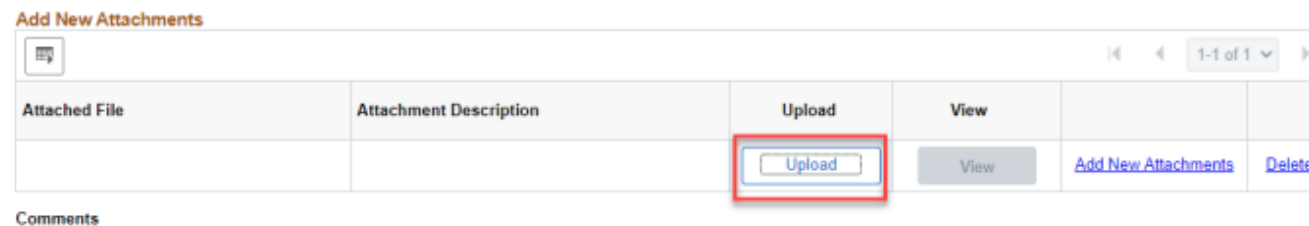
1. Scroll down to the Event Question section. Any questions that say 'Enter File Attachment Response' require that you upload an attachment.
2. Select the **Enter File Attachment Response** link.



★  
Please attach your proposal in response to the RFP.

Enter File Attachment Response

3. Select the **Upload** button.



Add New Attachments

Attached File	Attachment Description	Upload	View
		<input type="button" value="Upload"/>	<input type="button" value="View"/>

1-1 of 1

[Add New Attachments](#) [Delete](#)

Comments

### Upload files: “Enter File Attachment Response”

#### What to submit:

1. Attachment 1: Youth application
2. Attachment 2: Green Partners budget form
3. Curriculum, if applicable
4. Partner letters, if applicable

# Step 4 – Submit your application materials

Select **Submit Bid** to submit your bid.

20	★	Maxi Pads, Regular Tri-Fold (288 per case)	CS	278.0000	278.0000	0.000000	0.0000 USD	<a href="#">Respond to bid questions</a>
21	★	Maxi Pads, Super Absorbent (250 per case)	CS	11.0000	11.0000	10.000000	110.0000 USD	<a href="#">Bid</a>
22	★	Panty Liners, Individually Wrapped (480 per case)	CS	5.0000	5.0000	10.000000	50.0000 USD	<a href="#">Bid</a>

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Submit Bid](#)

[Save for Later](#)

[Validate Entries](#)

Read the text then select **I Agree** and select **Sign Submission**.

## Sign Submission

You represent and warrant that: (i) you are duly authorized to act on behalf of Vendor; (ii) in accordance with that authority, you agree to submit this Bid electronically on behalf of Vendor; and (iii) this action manifests your intent to electronically sign the Bid and that said electronic signature is thereby attached to and logically connected with the Bid.

By checking the "I Agree" box and selecting the "Sign Submission" button below, you are signing this Bid on behalf of the Vendor and you represent and warrant that the prices quoted in the Bid were established without collusion with other bidders and without effort to preclude Hennepin County from obtaining the best possible competitive price. Vendor further certifies that it is not barred from doing business with either the Federal or State of Minnesota Governments as a result of debarment proceedings.

Once you click on "Sign Submission," your Bid will be submitted and you should receive a confirmation email. If you do not receive a confirmation email, please call (612) 543-5412.

☒ Agree

[Sign Submission](#)

[Cancel](#)

## What to submit:

1. Application
2. Budget
3. Additional documents (not required)





# Post in the chat

## What questions do you have?



# Environmental education resources

Search: Hennepin County environmental education

[www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation)



## Environmental education

A wide variety of free environmental education resources, project support and funding are available to organizations working with residents and youth in Hennepin County.

Get the latest updates on environmental education programs and resources, learn about events and training opportunities, and read what others in the field are doing:

- [Subscribe to our Environmental education news](#) monthly update email. See the [most recent edition](#) for an example of the content.
- Join our [Environmental education network Facebook group](#) to collaborate about environmental education and connect with others.

Environment and Energy  
[environment@hennepin.us](mailto:environment@hennepin.us)  
Phone: 612-348-3777

[Open all](#)

+ Communication resources and print materials

+ Environmental education network

+ Educational kits, supplies and event displays

+ Curriculum ideas and activity guides

+ Training, volunteer, certification and citizen science opportunities

+ Tours, field trip transportation and presentations

+ Environmental education programs

+ Grants

## Hennepin County Supplier Portal Help Desk

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[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

612-543-5412

## Hennepin County Green Partners program

Patience Caso and Mary Karius

Green Partners program

[GreenPartners@hennepin.us](mailto:GreenPartners@hennepin.us)

612-596-6856

Hennepin County Environment and Energy

