

# Apply for funding for environmental education

Are you responsible for an environmental education learning site funded by the Senator for Children and Education and would like to apply for funding for an environmental education measure?

## Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 20 - Qualitätsentwicklung und Standardsicherung](#)

## Basic information

External learning sites in the field of environmental education and global learning with existing cooperation agreements can apply to the Senator for Children and Education for a grant.

To promote their work, the external learning sites / educational partners:inside (according to a cooperation agreement) can submit applications for grants. These applications must be re-submitted annually. After completion of the measure, a final report on the use of the funds is submitted to the Senator for Children and Education. This report is checked for content and expertise and archived in the Financial Management Department.

## Requirements

Eligibility to apply must be present.

## What documents do I need?

- Application and project outline

A project outline for the measure must be submitted and a financing plan must be prepared.

These documents must be submitted together with an informal application.

## Procedure

- The applicant submits an application for a grant to the Senator for Children and Education, Department 20 - Quality Development and Standard Assurance.

- The State Coordinator reviews the content of the application and, if it is positive, submits it to the Financial Management Unit as a note for further processing.
- The Financial Management Unit reviews the application from a financial perspective and provides feedback to the State Coordinator.
- The financial management writes the notice of approval and instructs the money to be disbursed.

## **Legal bases**

### **What deadlines must be paid attention to?**

Not specified.

### **How long does it take to process**

Not specified.

### **What are the costs?**

None.