

BAY AREA AIR QUALITY MANAGEMENT DISTRICT FYE 2016 COMMUNITY GRANT PROGRAM GUIDELINES

SECTION I GOALS AND OBJECTIVES

The overarching goals of the Community Grant Program are to reduce and mitigate the impacts from local airborne pollutants; to increase public awareness of air quality issues including both the health and climate effects of air pollution; and to encourage collaborative partnerships between the Air District and community members in air pollution reduction.

The Air District will achieve these goals by funding activities that support one or more of the following objectives.

Objective 1: Education and engagement to inform community members about air quality improvement issues and the health effects of air pollution

There are many ways to conduct outreach and education to the public about the health consequences of air pollution. The Air District seeks to identify and support those projects designed to reach local audiences effectively and broadly with targeted messages about behavior changes that can reduce air pollutants and greenhouse gases in their daily lives. The Air District also seeks to support projects that promote and develop local engagement, leadership and participation in Air District initiatives.

Objective 2: Local air-pollution impact mitigation projects

The Air District seeks to fund projects that directly mitigate identified local air pollution impacts, improve local air quality and serve to protect the health of local residents from airborne impacts. For example, projects that install buffers or filters around (or inside) sensitive receptors such as playgrounds, schools or alongside roads with heavy truck-traffic; small-scale infrastructure to support biking and walking to schools; and other projects which can reduce air pollutants. The Air District also seeks projects that can demonstrate health, climate protection and community engagement co-benefits whenever possible.

Objective 3: Community-Based Participatory Research/"Citizen Science"

The Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups, and community members in air pollution reduction planning including assessments and study of air quality impacts. Projects may also include well-designed demonstration projects or prototypes that can model or measure specific air quality reduction effects. Projects are intended to support local resident engagement with applied air quality science. Projects also will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and leadership on project design and implementation with community participants.

All, successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

SECTION III APPLICATION PROCEDURES

Application process

Applications are due at the Air District office by no later than 5:00 pm **on Tuesday, December 1, 2015**. Applications submitted after 5:00 p.m. on Tuesday, December 1, 2015 will not be accepted.

Electronic Submittal Process

The Air District welcomes paperless applications for this grant program. Proposals may be submitted electronically to dralston@baagmd.gov. Faxed, mailed or couriered proposals will be accepted but must be received before 5:00 p.m. on Tuesday, December 1, 2015. Applicants will receive a confirmation of receipt from the District within 3 days of the application deadline.

Formatting

Proposals should be single-spaced with a minimum of 1 inch margins and 12-point font. The Air District's Community Grant Program Cover Sheet (Appendix A) will serve as the proposal's cover sheet/title page. Include the name of the applicant (e.g., organization) and page number on each page. The Air District discourages use of plastic folders. Electronic proposals must be submitted as either PDF or Word documents.

Application Requirements

Any items submitted other than those specified in these application requirements will not be reviewed.

Cover page – 1 page

Use the Air District's Community Grant Program Cover Page located in Appendix A as the first page of your application packet. The cover page must be signed by a person with authority to legally bind your organization (in electronic applications, a typed in name is legally equivalent to a signature¹).

Proposal Narrative – Maximum 4 pages

Requirements vary by grant program area – see Section IV below. Please use required elements as headings in your narrative to facilitate evaluation of your proposal.

Proposal narratives must include ALL of the following:

- *Description of the project* – Provide a concise description of what you will undertake and the amount requested.

¹ See the Electronic Signatures in Global and National Commerce Act, <http://www.ftc.gov/os/2001/06/esign7.htm>

- *Need(s) being addressed* – Succinctly explain the need for the proposed activity and why funding from the Air District is critical in meeting that need.
- *Goals and objectives of the proposed activity* – List all goals and objectives for the proposed activity. Goals are broad aspirations whereas objectives are means to achieving a goal.
- *Strategic approach* – The strategic approach describes how objectives will be achieved. Include a detailed description of what you will do, how you will do it, any partners you will collaborate with, and why this particular approach is proposed. Make sure your strategic approach relates to the goals and objectives you have listed.
- *Connection with Air District's goal and objectives* – State specifically how your project and approach will support the Air District's goal and objectives (see Section II); be clear as to which objective(s) your project will support.
- *Potential for air pollution impact mitigation reduction* – Provide a discussion of how your proposed activity will ultimately result in the reduction of air pollution. What is the nature of the emission reductions? What are the targeted sources if known? Support your assertions with realistic estimates of the impact your project will have, relying on factors such as, location of sources in relation to proposed mitigations, number of people who will benefit (directly and indirectly), and case-study/track-record/scientific or other basis to support how pollution-reducing activities and/or mitigation will work.
- *Achievement of co-benefits* – Discuss benefits above and beyond reduction of air pollution that will accrue as a result of your proposed activity (i.e. education about health impacts of wood burning leads to better neighbor relations; vegetative buffers can reduce PM and toxic exposure as well as sequester carbon dioxide). The Air District is particularly interested in pollution reduction co-benefits that include health, climate protection, and community engagement.
- *Measuring success* – Clearly state the metrics by which you will evaluate success – how will you know that you have achieved your goals and objectives? You may use both qualitative (i.e. better relationships with truckers) and quantitative (i.e. 8 hours in reduced idling) metrics.
- *Timeline / Deliverables* – Create an easy-to-read table listing major deliverables and estimated number of months to complete each deliverable.
- *Demonstration of environmental commitment* – Clearly state what your previous experience is with promoting clean air projects and demonstrate how your day-to-day organization's practices demonstrate environmental commitment.
- *Engaging impacted communities* – The Air District is committed to the mitigation of air pollution in communities defined as most at-risk in its Community Air Risk Evaluation (CARE) Program. Based on maps of air emissions and sensitive

populations, specific priority communities that would benefit from immediate mitigation action have been identified (see Attachment A: CARE Communities Map). Proposals that target these areas will receive points for doing so.

Organizational Capacity – Maximum 2 pages

Provide a brief description of the applicant and its demonstrated ability to achieve success with the proposed activity. Include a brief bio (1 paragraph) for each key staff person.

Project Budget – Maximum 2 pages

Provide a full budget for the proposed activity, broken out by year (if applicable). Identify budget line items funded by the Air District's Community Grant Program. List any other funders, their total contribution (including in-kind), and indicate whether or not that contribution has been secured (in-hand), committed, requested or not yet requested. *In evaluation scoring, in-kind resources will count 50% as much as cash contributions.*

Include, at a minimum, the following line items:

- Salary – list project team members, hours for each and hourly rates for each
- Fringe/benefits – list fringe rate
- Consultants/sub-contractors – list estimated hours and rates
- Meetings (convening of) – any public meetings, workshops, trainings, etc. required as part of your project (NOT internal project team meetings)
- Materials design and production (including web)
- Indirect expenses / overhead – list your indirect/overhead rate

In addition, provide a brief budget narrative of 1-2 sentences on each line item to add clarity and specificity.

Note: The Community Grant program will only fund up to 10% of the grant for administrative costs including fiscal agent fees.

Required Attachments

For non-profit organizations:

- List of Board of Directors with affiliations
- 501(c)3 IRS designation letter
- Organizational budgets for 2015 (or FY 15/16) and 2016 (or FY 16/17)
- Letters of commitment from any significant project partners itemizing what they are providing (technical support, matching funds, etc.)
- Authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

For K-12 schools:

- List of 3 most recent grantors with contact information
- Letters of commitment from any significant partners itemizing what they are providing (technical support, matching funds, etc.)

- Authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

Evaluation Criteria and Scoring

Specific evaluation criteria and their relative weights in scoring applications are listed below in Section IV.

SECTION IV GRANT PROGRAM AREAS AND SCORING

The Air District is offering grants in three program areas: Education and Engagement; Local Air-Pollution Impact Mitigation Projects; Community-Based Participatory Research/"Citizen Science." Under each program area, specific proposal requirements and evaluation criteria (scoring) are listed, as well as examples of potentially fundable projects. The sample projects listed are given to provide general guidance, and are neither intended to limit the range of projects submitted for funding nor to assure funding for any particular project.

1) Education and Engagement

Through its Education and Engagement grants, the Air District seeks to promote behavior changes in communities that reduce polluting activities.

Eligible projects could include (but are not limited to):

- Education projects to encourage truckers or school bus drivers in heavily trafficked areas to reduce engine idling;
- Youth-based projects that educate parents and students about air pollution and encourage lower polluting activities;
- Neighborhood or homeowner association efforts to educate local residents about the health impacts air pollution attributable to wood burning;
- Asthma management and education programs.

2) Local Air-Pollution Impact Mitigation Projects

Through its Air Pollution Impact Mitigation Project grants the Air District seeks to fund projects that can mitigate identified local air pollution impacts, improve local air quality, and together serve to protect the health of local residents from airborne impacts.

Eligible projects could include (but are not limited to):

- Installing trees, vegetative buffers, bio-filters along sources or around sensitive receptors such as playgrounds, schools or alongside roads with heavy truck-traffic;
- Installing indoor air filtration systems;
- Installing small-scale infrastructure to support biking or walking to schools or use of van pools, carpools and similar projects that reduce driving to and from schools in heavily-trafficked public locations.

The Air District encourages proposals that include documented effectiveness in other case study installations, best practice techniques, and projects that can reduce both air pollutants and greenhouse gases.

3) Community-Based Participatory Research/"Citizen Science" Projects

Through its Community-Based Research/"Citizen Science" project grants, the Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups, and community members in air pollution reduction planning including assessments, demonstrations and study of air quality impacts. Projects are intended to support local resident engagement with applied air quality science and promote deeper understanding of air quality science and careers. Projects also will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and leadership on project design and implementation with community participants.

Eligible projects could include (but are not limited to):

- Community air monitoring studies and plans;
- Assessments and ground-truthing to support community emission reduction plans;
- Well-designed demonstration projects or prototypes that can model or measure specific air quality reduction effects.

For all grants:

- Grant range: up to \$25,000
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2017)
- Eligible applicants: Non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c)3 organization, or K-12 schools.

All, successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

A team of Air District staff will evaluate grant proposals using the following evaluation criteria. Proposals with the highest scores will be awarded funding.

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	25
Strength and feasibility of proposal	20
Demonstration of pollution reduction/project reach	15
Engaging impacted/CARE communities	15
Demonstrated track record/partnerships/fiscally sound	15
Matching Funds/In-kind support	10
Total possible points	100

Applicants may be asked to schedule site visits to better understand proposed project, view project location and meet project team as a supplement to the evaluation process.

SECTION V AFTER RECEIVING A GRANT

Award Process

Notification of preliminary approval of the projects will be made by December 31, 2015. The Air District will notify successful applicants electronically, unless the applicant has only a mailing address. Air District staff will forward the successful applicant a grant agreement for execution. The agreement will include the project's terms and conditions that the grantee must meet, including monitoring and reporting requirements, notifying the Air District of any change in operation, and providing certificates of insurance. Final approval for funding occurs upon execution by both the project sponsor and the Air District of a Community Grant Program agreement. If grantee does not complete the project or comply with all of the grant's terms and conditions, the grantee may have to repay a portion or all of the funds granted, and may be barred from future Air District grants. In the event that the Air District awards an amount that is less than the amount requested, Air District staff will work with the awardee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant agreement, the grantee may commence work on its funded activities.

Payment of Grant Funds

The payment schedule will be established in the funding agreement for each project. No funds will be released until the funding agreement has been signed by the project sponsor and the Air District (i.e. fully executed). In general, payment will be made on a reimbursement basis, after project costs are incurred and documented. The final payment will be made upon adequate completion of all deliverables and submittal of a complete final report (including narrative and financial reporting).

Reporting

Grantees are required to submit quarterly reports on the progress of the project. Quarterly reports include narrative descriptions of progress and financial accounting of the grant program to date. Annual or final reports include narrative descriptions of the year's activities and final fiscal accounting for the whole year. For one-year grants, the annual report is considered the final report. For grants with an 15 month duration an annual report for the first 12 months is required and a summary or final report is required at the end of the contract period. Final reports are used to analyze the impact of the Air District's investments and assist in shaping future grant programs. All reports will be used to share information and promote successes among grantees and with the greater Bay Area community.

Report formats and requirements will be provided to grantees with their award materials.

Meetings/conferring

Air District staff will meet individually with all grantees onsite midway through their project implementation to assess progress made on projects. Grantees may be asked to make a presentation of the grant project during a meeting of the Air District's Board of Directors.

**APPENDIX A
COMMUNITY GRANT PROGRAM COVER SHEET**

I. Applicant

Name of Organization: _____

Type of Organization:

- ☐ 501c3 non-profit ☐ K-12 school ☐ Fiscally Sponsored project of another 501c3 non-profit
☐ Other

Mailing Address: _____

Website: _____

Primary Contact Person: _____ Title: _____

Phone #: (____) _____ Fax #: (____) _____ E-mail: _____

Executive Director: _____

Phone #: (____) _____ Fax #: (____) _____ E-mail: _____

Fiscal Sponsor (if applicable)*: _____

Mailing Address: _____

Primary Contact Person: _____ Title: _____

Phone #: (____) _____ Fax #: (____) _____ E-mail: _____

** A fiscal sponsor is a non-profit or public agency that permits an organization that does not have a tax-exempt status to operate under its auspices. If you have a fiscal sponsor, please complete this box AND attach your fiscal sponsor's IRS tax-exempt letter.*

II. Project

Project Title: _____

Program Area / Grant Type (e.g. Education and Engagement, Air Pollution Impact Mitigation Project; Community-Based Participatory Research/"Citizen Science"): _____

Total Project Cost: \$ _____ District Funding Request: \$ _____

Individual authorized to enter into a formal agreement with the Air District:

I, _____, authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds.

Signature: _____ Title: _____

ATTACHMENT A
CARE COMMUNITY MAPS