



# **Environmental Justice Small Grants Informational Webinar**

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JUNE 1, 2 AND 3, 2021

# Today's Agenda

- Quick overview of EJ Small Grants Program
- Eligibility Criteria
- Information on what we are looking for in your application
- Q and A

# CalEPA's EJ Small Grants Program

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The CalEPA EJ Small Grants Program is designed to provide financial assistance to eligible non-profit organizations and federally recognized Tribes that are working on or plan to carry out projects to address EJ issues in areas adversely affected by environmental pollutions and hazards.

# 2021 EJ Small Grants Program Overview

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- \$50,000 is the maximum grant amount for each project
- March 29, 2021, request for applications released for the FY 2021
- August 13<sup>th</sup>, 2021, is the application deadline for the 2021 cycle
- The EJ Small Grants are awarded on a competitive basis
- CalEPA will announce the grant awards in the fall of 2021
- Grant term is 18 months

# 2021 Sample Project Focus Areas

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Develop Community Led Solutions to Climate Change Mitigation, Adaption, and Resilience Challenges

Improve Access to Safe and Clean Water

Reduce Pollution, Exposure to Pesticides, and Toxic Chemicals, and Promote Resource Conservation

Build and Strengthen Collaborative Efforts to Enhance Local Capacity and to Uplift and Build Community Knowledge

Engage California Communities and Tribes in Multi-Benefit and Cooperative Strategies to Protect and Restore Biodiversity, and Natural and Cultural Resources

# Eligibility Criteria

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# Eligibility

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In order to be considered for an EJ Small Grant award, you must be one of the following:

- **Non-profit entity** - certified 501 (c) (3) with the IRS
- **Federally recognized Tribal government**

# Components of the Application

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# Application Submission Components

Please use the **Grant Application Submittal Checklist** (located in the **2021 Grant Applications and Instructions Document, revised 6/1/2021**) to ensure that you include all required materials in your final application package.

## Grant Application Submittal Checklist

### For All Grant Applicants:

Your application should include all of the following:

### Formatting to Follow in Application for an Original Completed Application:

- Font:** no less than 10 point font. Fonts smaller than 10 point font will not be reviewed.
- Paper:** 8 ½" x 11" size paper, double-sided, and numbered consecutively.
- If paper copy, stapled, not bound:** upper left-hand corner.
- Reviewed:** Double-checked for grammar and spelling errors.

### Items to Include in Application (Subject to 15-page Application Limit):

- Project Narrative** (Background, Project Need, Work Plan Narrative, Evaluation, Significance & Applicability)

### Items to Include in Application (NOT Subject to 15-page Application Limit):

- Grant Application Coversheet** (Appendix 1) – Must be signed by the signature authority – printed names are not acceptable. Adobe format fill-in coversheet available on Program website.
- Work Plan Table** (sample Work Plan shown in Appendix 2) – Must be formatted as separate page(s) from the application narrative
- Budget Table** (sample Budget shown in Appendix 3) - Must be formatted as separate page(s) from the application narrative
- Supporting Documentation** –Resume(s) of at least three (3) Key Staff involved in project including the Project Lead (2 page limit per individual).
- Letters of Commitment** (if applicable) – Letters from organization, academic or governmental partners that are involved or will help conduct the project proposed.
- Letters of Support** - Letters from organization, academic or governmental representatives that can attest to the benefits and/or need of project proposed.
- Tribal Resolution or Proof of Non-profit Status** (whichever is applicable)

### For Community Non-Profit Organization Applicants Only:

- Verification of federal Internal Revenue Code 501(c)(3) status or evidence of state of California recognition of being a non-profit entity.

### For Tribal Government Applicants Only:

- Approved Resolution/Letter of Authorization from your Tribal governing body (sample Resolution shown in Exhibit C) [CalEPA EJ Small Grants Program Website](#).

# Application Narrative

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## **Project Narrative** - 15-page limit:

- Background
- Project Need
- Work Plan Narrative
- Evaluation, Significance & Applicability

# Items to include in the application IN ADDITION to the 15-page Project Narrative:

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- Grant Application Coversheet** (Appendix 1) – Must be signed by the signature authority – printed names are not acceptable. Adobe format fill-in coversheet available on Program website.
- Work Plan Table** (sample Work Plan shown in Appendix 2) – Must be formatted as separate page(s) from the application narrative
- Budget Table** (sample Budget shown in Appendix 3) - Must be formatted as separate page(s) from the application narrative
- Supporting Documentation** –Resume(s) of at least three (3) Key Staff involved in project including the Project Lead (2 page limit per individual).
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# Expenditures

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PLEASE BE SURE TO READ THE LIST OF INELIGIBLE COSTS ON PAGES 6, 7 AND 8 OF THE **APPLICATION AND INSTRUCTIONS DOCUMENT.**

- All expenditures must be included in the approved Work Plan (Appendix 2) and approved Budget (Appendix 3).
- Only activities, products, and services included in the approved Work Plan and approved Budget are eligible for reimbursement.**
- See Appendix 3 of the Application and Instructions document for more info on creating your budget and ensuring that you avoid ineligible costs.

# IMPORTANT DATES AND REPORTING MILESTONES

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Date	Activity
August 13, 2021	Applications due (via mail, or email to: EnvJustice@calepa.ca.gov)
Late Summer 2021	Grant Application Review
Fall 2021	Grant Project Selection, Press Release – Grant Award Selections Announced
Fall 2021	Grant Term and Project Period Begins after receiving Notice to Proceed
May 2022	Progress Report 1 due (covering months 1-6 the grant term)
November 2022	Progress Report 2 due (covering months 7-12 of the grant term)
April 2023	Grant Term Ends – Project Activity Concludes
June 2023	Reminders: Final Report and Final Payment Request Due July 19, 2023
July 2023	Project Period Ends - Final Report Due(re-summarizes months 1-12, reports on months 13-18, and provides overall project evaluation) and Final Payment Request Due – Grant Project Close Out Date

# Grant Applications and Instructions

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## To access the 2021 Grant Applications and Instructions Document (revised 6/1/2021):

1. Click this link: [CalEPA EJ Grants Funding Program](#)
2. Scroll down the webpage to the section entitled “Download 2021 EJ Small Grants Application & Documents.” The Application and Instructions document is the first downloadable word document.

# CalEPA EJ Small Grants Program

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**Thank You**