



# Environmental Justice Small Grants Program Overview of Application Requirements

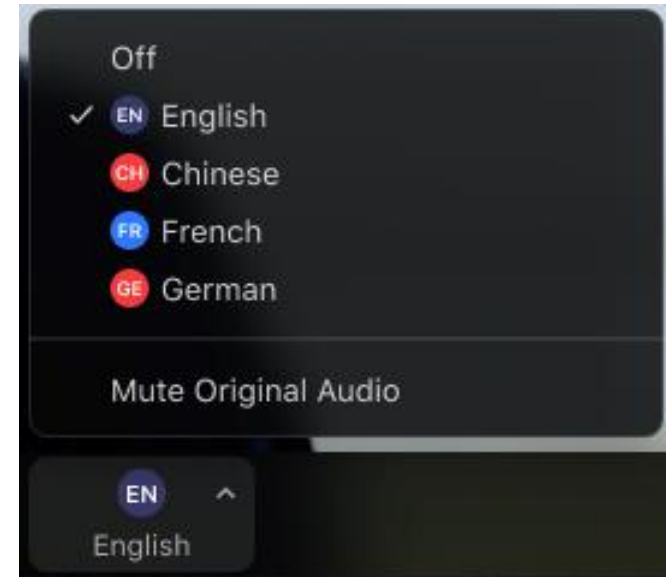
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JULY 28, 2021

# Language Access / Interpretación

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1. In your meeting/webinar controls, click **Interpretation**.  
En los controles del reunión, marca **Interpretación**.
2. Click the language that you would like to hear.  
Marca el idioma que le gustaría escuchar.
3. To only hear the interpreted language, click **Mute Original Audio**.  
Para escuchar solo el idioma interpretado, silencia el **Audio Original**.





# Developing a Competitive Grant Proposal

**Workshop presented jointly by:**

The California Environmental Protection Agency (CalEPA)

The California Air Resources Board (CARB)

# Today's Presenters

- ❖ Brenna Sheldon, Special Assistant to Secretary Jared Blumenfeld & Undersecretary Serena McIlwain, CalEPA
- ❖ Natalie Spiegel, Community Air Grants Program Coordinator, CARB

## Question & Answers Session

- ❖ Malinda Dumisani, Manager, Climate Policy & Intergovernmental Relations, EJ Small Grants Program & Tribal Affairs, CalEPA
- ❖ Trish Johnson, Senior Liaison, Community Air Protection Program, Environmental Justice, CARB

# AGENDA

- Overview of EJ Small Grants Program
- Eligibility Criteria
- What to include in your application

# 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 FY 2021
- August 13<sup>th</sup>, 2021: 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**

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

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

# In addition to the 15-page Project Narrative, you must include the following in your application package:

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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).
- 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
- Tribal Resolution or Proof of Non-profit Status (whichever is applicable) proposed.

# Expenditures

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- A list of ineligible costs can be found in the instructions document.
- All expenditures must be included in the approved Work Plan and approved Budget.
- **Only activities, products, and services included in the approved Work Plan and approved Budget are eligible for reimbursement.**

# 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 and 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

**Thank You**



# California Air Resources Board Community Air Grant Program

## Overview of Application Requirements



# Overview

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- ✓ Timeline
- ✓ Purpose and Goals
- ✓ Eligibility
- ✓ Application Requirements
- ✓ Application Narrative
- ✓ Checklist for Applicants
- ✓ Project Types
- ✓ Scoring

# Timeline

Date	Activity
<b>August 27, 2021</b>	Questions and Answers from application prep webinar and second workshop posted online
<b>Oct 1, 2021</b>	<b><u>Deadline</u> for Air Grant Applications</b>
<b>End of 2021/ Early 2022</b>	Proposed awardees announced
<b>Early 2022</b>	Signed Agreements and funding disbursements for awarded projects

# Purpose and Goals

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To provide community-based organizations in California with resources to engage communities and secure technical assistance to support community driven efforts to improve local air quality in line with the goals of AB 617.

Intended to further the purposes of AB 617 and AB 32 by designing and executing projects that build capacity in communities through supporting community-based organizations' and community members' participation in the Program

# Eligibility

A California community-based organization holding a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

A California organization, not affiliated with a local, municipal, city, county, or state governmental agency or entity, and holding a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code as the Grantee, in partnership with a California community-based organization without Section 501(c)(3) status designated as a sub-grantee.

A California Native American Tribe. For the purposes of this grant, this includes all Federally Recognized Tribes, and other California Native Americans, as defined by Governor's Executive Order B-10-11.

# Application Requirements

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- ✓ Application Cover Sheet
- ✓ Application Text/Narrative
- ✓ Checklist for Application

# Application Narrative

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General Project Information

Application Background

Scope of Work

Budget

Timeline

Programmatic Alignment

Attachments (e.g. Letters of Commitment etc.)





# Checklist for Applicants

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- ✓ Application Cover Sheet
- ✓ Meets eligibility requirements
- ✓ Must be located in and benefit disadvantaged and/or low income communities
- ✓ Budget spreadsheet
- ✓ Administrative costs less than 20%
- ✓ CEQA Documentation
- ✓ Less than the maximum funding range

# Project Types

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(Examples can be found on page 5 of Request for Applications)

Educational Projects - \$100,000

Targeted Projects - \$300,000

Technical Projects - \$300,000

# Scoring

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- Admin & Technical Review (70 points)
  - General Project Information (6 points)
  - Application Background (6 points)
  - Scope of Work (40 points)
  - Budget (10 points)
  - Timeline (5 points)
  - Attachments (3 points)
- Programmatic Alignment (30 points)

# Contact Us

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Website:

<https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/community-air-grants>

Email:

[AirGrants@arb.ca.gov](mailto:AirGrants@arb.ca.gov)

[Natalie.Spiegel@arb.ca.gov](mailto:Natalie.Spiegel@arb.ca.gov)

Thank you for Joining Us!

# Now we will cover:

- **General tips for developing a competitive proposal**
- **Starting the Process**
- **Developing & Writing your Proposal**
- **Submitting your Proposal**
- **Helpful Tips & Common Mistakes**
- **Questions and Answers**

# Developing a Competitive Grant Proposal

- Plan carefully, package the proposal concisely
- Be familiar with pertinent program criteria of funding entity
- The project must fit into the philosophy and mission of CalEPA and CARB, and the need that the proposal is addressing must be clear.
- We want to know that your proposed project reinforces the mission of our programs and will add value to the community in which it is implemented.

# Simple Grant Application Tips

- Read instructions thoroughly
- **Plan your time**
- **Know the due date**
- Know where/how to submit your application, i.e., electronic submission, mail submission



## Simple Grant Application Tips, cont.

- Follow the instructions and respond to the scoring criteria.
- Don't assume the review panel knows anything about your organization or proposed project.
- Be precise and thorough in your budget and **make sure your budget totals correctly.**

## **Simple Grant Application Tips, cont.**

- Be clear on members of your team and each member's duties and role in the project
- Ensure that your project is realistic and feasible
- Use diagrams and figures if/where appropriate

## Simple Grant Application Tips, cont.

- Spell out acronyms the first time they appear
- Edit, edit, edit! Check and double check **spelling** and **grammar**
- Read and re-read your application before you submit it and ask peers to review it as well
- NOTE: There are many helpful grant writing resources on the web

# Getting Started

- Allow plenty of time to prepare. A strong application may require 25-40 hours to complete.
- Read the entire application package carefully.
- If you have questions, reach out to the grant program contact or refer to the application package.

# Writing Your Proposal

- Follow formatting guidelines in the application instructions.
- Align your narrative with the grant's selection criteria (this makes it easier for reviewers to evaluate your proposal).
- Pay careful attention to the language that you use – be clear, concise, and specific.
- Justify your funding request through clearly articulated proposed project activities, and check all budget figures for accuracy.
  - Keep in mind that costs must be both **reasonable** and **necessary**.

# Submitting Your Proposal

- **Proofread your proposal** and have a fresh pair of eyes read it before submission.
- Do NOT wait until the last minute to submit your application.
- Make certain that **all** required documents and signatures are included in your application package.

# Common Mistakes

- Not reading the application instructions thoroughly.
- Not following formatting guidelines.
- Not obtaining required signatures on required forms.
- Failing to proofread your proposal.
- Failing to submit the application by the deadline.

# Helpful Tips for Grant Development

## Do's

- Carefully follow the instructions
- Be concise
- Proofread
- Make sure your budget is accurate
- Submit all required components of the application package

## Don'ts

- Exceed the maximum number of pages
- Include any ineligible costs in your budget
- Submit your application late!



# Questions?

- **CalEPA EJ Small Grants Program contact info:** Leticia Syslo (916)-601-9893 or [EnvJustice@calepa.ca.gov](mailto:EnvJustice@calepa.ca.gov)
- **CARB Community Air Grants Program contact info:** Natalie Spiegel Spiegel [natalie.spiegel@arb.ca.gov](mailto:natalie.spiegel@arb.ca.gov)

**Thank You!**