

California Environmental Protection Agency

EJ Action Grants Program

You are invited to submit a proposal application to the CalEPA Action Grants Program (“Program”) via email to EJActionGrants@calepa.ca.gov. All applications must comply with the requirements set forth in the Program Guidelines. Applications will not be considered complete unless all of the information and materials are provided as requested, labeled clearly, and in PDF format. CalEPA may request supplemental information and/or documentation related to this application to be considered for a grant award.

Project Title	
Grant Amount	\$
Grant Term (in months)	

Applicant Eligibility (check one):

- Federally recognized tribe
- 501(c)(3) nonprofit organization
- Organization receiving fiscal sponsorship from a 501(c)(3) organization

All applicants must also verify that the applicant is organized in the State of California or legally authorized to conduct business in the State of California.

Applicant Information

Organization

Name:

Business address:

Business telephone number:

Business email address, if applicable:

Website, if applicable:

Authorized Representative

Name:

Title:

Business telephone number:

Business email address:

Person with Day-to-day Responsibility for the Proposed Project:

Name:

Title:

Business telephone number:

Business email address:

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Fiscal Sponsor¹ Information (if applicable)

Organization

Name:

Business address:

Business telephone number:

Business email address, if applicable:

Website, if applicable:

Authorized Representative

Name:

Title:

Business telephone number:

Business email address:

Person with Day-to-day Responsibility for the Proposed Project:

Name:

Title:

Business telephone number:

Business email address:

STATEMENT OF WORK

A. Executive Summary (LIMIT: Approximately 300 words)

Provide an overview of the project and intended results.

B. Objectives and Vision (LIMIT: Approximately 500 Words)

1. Project Eligibility. Explain how the proposed grant activities will address at least one of the Program's legislatively approved project categories of:
 - a. emergency preparedness;
 - b. public health protection;
 - c. environmental and climate decision-making; and/or
 - d. coordinated enforcement efforts affecting their communities.
2. Project Objectives. Describe the Project and its objectives, including the community the Project intends to serve, the community needs, and how the Project will serve the articulated community needs. Detail specific outcomes (changes in the situation analysis or baseline) to be achieved by the end of the proposed project or shortly thereafter, and the overall impact of the work.
3. Environmental Justice Purpose. Describe the ways and extent to which the proposed project would meaningfully involve and engage disadvantaged communities to serve environmental justice purposes in California.

Helpful websites – [CalEPA's CalEnviroScreen](#) tool, [US Census Quickfacts webpage](#) for California data and the [California Department of Finance's webpage for state](#)

¹ The fiscal sponsor's authorized representative shall act as the person with legal authority to sign the grant agreement if funding is approved.

[demographic data](#) contains the population statistics and other demographic information.

C. Project Design and Feasibility

1. Scope of Work/Workplan. By line item, identify and describe the project's discrete tasks. For each task, describe the tools required to perform the tasks, where appropriate coordination with relevant government agencies, and how the task helps achieve the project objectives and vision.
2. Location of Work. Provide details regarding where work is to be accomplished and where tools can be accessed. (LIMIT: Approximately 150 Words)
3. Schedule: In table format, provide a detailed timeline of the project, including start date and completion date.

In a narrative section below the table, address the method used for selecting target dates, the feasibility of achieving the necessary milestones by those dates, and any external factors that may affect outcome. (LIMIT: Approximately 300 Words)

4. Deliverables: Identify deliverables and due dates throughout the Project. (LIMIT: Approximately 150 Words)
5. Measure of Success. Specify criteria for a successful project. (LIMIT: Approximately 200 Words)
6. Requirements. Describe the various tools and equipment needed to ensure a successful Project. Purchases of equipment such as hot spots, laptops, fire hydrants, or air monitors, must be justified by a demonstration that the purchase serves a goal of the project, such as capacity building or emergency preparedness, that will extend beyond the life of the grant term and is therefore appropriately retained by the applicant after the grant term. (LIMIT: Approximately 150 Words)
7. Budget: In table format, provide a detailed Budget, broken down by Work Plan task and line item. Include expected indirect costs and any matching funds. For applications for proposed projects that would span multiple fiscal years, indicate the amount of money expected to be spent on the project in each fiscal year.

In a narrative below the table, describe the reasons the proposed project is cost-effective. (LIMIT: Approximately 200 Words).

D. APPLICANT CAPACITY (LIMIT: 400 Words)

1. Describe the applicant's organizational capacity to implement the proposed work on time and within budget, including the applicant's experience in managing and completing similar programs and/or projects.

2. If the applicant doesn't have experience in completing similar projects, please identify the resources or partnerships that will be relied upon and what technical assistance may support the responsible organization's efforts.
3. If the applicant is not utilizing a fiscal sponsor, describe the applicant's financial capacity to carry out the proposed project, such as whether the applicant has experience and financial stability and capacity to manage grant funds.
4. Identify the principal staff who will be responsible for administering the grant funds, if applicable, and implementing the proposed project. Attach resumes and provide supplemental information of their experience as applicable (e.g., letters of support)..
5. Identify the involvement of other organizations, if any, and include an estimate of any monetary contributions to the proposed project. Provide the amounts of other grants sought for or already awarded to the proposed project.

E. FISCAL SPONSOR CAPACITY (if applicable)

1. Describe the fiscal sponsor's mission and relevant experience serving as a fiscal sponsor.
2. Describe the fiscal sponsor's financial capacity to carry out the proposed project, such as whether the fiscal sponsor has financial stability and capacity to manage grant funds.
3. Identify the principal staff who will be responsible for administering the grant funds . Attach resumes and provide supplemental information of experience as applicable.

F. CONSULTANTS (if applicable)

1. Identify the consultant organization, address, and primary point of contact.
2. Describe the consultants experience and their proven record of working with tribes and environmental justice communities. Include relevant documentation as appropriate.

SUPPORTING DOCUMENTATION

Please attach the following documents with your application and check the corresponding box for each item that is attached.

- List of Board Members/Tribal Council:** For 501(c)(3), including fiscal sponsors, and federally recognized tribes, provide a list of board members or tribal council members with brief biographical summaries of each.
- Documentation of Non-profit Status:** If applicable, provide a letter from the Internal Revenue Service confirming that the applicant or its fiscal sponsor is a 501(c)(3) organization.

- Financial Statements (for funding requests over \$150,000):** If applicable, provide a recent audited financial statement or equivalent document (showing assets/liabilities and revenues/expenses), **AND** a copy of your organization's most recent IRS Form 990. If the applicant is utilizing a fiscal sponsor, then only the fiscal sponsor must provide this documentation.
- Letters of Commitment:** Provide letters of commitment if your proposed project includes the involvement of other organizations that include an estimate of any monetary contributions to the proposed project. For fiscal sponsors, provide a letter or MOU stating the relationship.
- Resumes:** Provide the resumes of key personnel who will be significantly involved in the project, including the project lead, provide supplemental information of experience as applicable

CERTIFICATION AND SIGNATURE

I have been authorized to complete and sign this application for the organization on whose behalf I sign. I certify that the information contained in this application, including the statement of work and supporting documentation, is true and accurate.

I further certify that the applicant and all organizations anticipated to be involved in the project are compliant with all applicable federal, State, and local laws as of the application date.

Applicant

Authorized Representative Signature

Print Name

Title

Date

Fiscal Sponsor, If Applicable

Authorized Representative Signature

Print Name

Title

Date