



JAMES CARY SMITH COMMUNITY GRANTS PROGRAM

Bay Area Air Quality Management District

Procedures & Guidelines

April 15, 2019

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James Cary Smith Community Grants Program: Education and Engagement PROCEDURES & GUIDELINES

SECTION I – GENERAL INFORMATION

Program Summary

The Bay Area Air Quality Management District (“Air District”) is offering grants to non-profit partners and community-based organizations to support and sponsor community-based solutions that address air pollution while also helping reduce our global climate impact. Grant funding is available to support air quality education and engagement efforts. These grants will fund non-technical activities such as active transportation educational campaigns, urban greening projects, and environmental justice community engagement projects.

The maximum grant award is \$25,000 per project, and all projects must be completed by December 31, 2020. These grants will serve to encourage collaborative partnerships between the Air District and community-based organizations in air pollution reduction. Community-based organizations located in AB 617 communities (i.e., identified high cumulative exposure burden areas¹), or projects that address an environmental justice issue will be prioritized for funding. See Appendix B for map of AB 617 communities in the Bay Area region. **Please read this document completely before filling out an application; incomplete applications will be rejected. The Air District reserves the right to modify this solicitation at its sole discretion.**

Schedule

Tentative Dates	Action
April 15, 2019	Release of Program Guidelines / Call for Applications
April 22, 2019	Informational Webinar for Potential Applicants
June 7, 2019	Applications due
July 8, 2019	Grantees notified
August – September 2019	Draft and finalize grant agreements
September 2019 - December 2020	Execute work
December 31, 2020	Final reports due

¹ The High Cumulative Exposure Burden Areas were developed from Air District CARE Program (<http://www.baaqmd.gov/CARE>), CalEnviroScreen 3.0 (<https://oehha.ca.gov/calenviroscreen>) and California Healthy Places Index (<https://healthyplacesindex.org/>) for pollution and/or health burden vulnerability, and areas with low life expectancy.

Who Can Apply

Applicants must be a certified 501(c)(3) nonprofit or a local community-based organization, faith-based organization or public school within the nine Bay Area counties within the Air District's jurisdiction (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma).²

Award Amounts

A total of \$250,000 is available for the James Cary Smith Community Grants Program. The maximum grant award is \$25,000 per project.

Duration

All work funded by the James Cary Smith Community Grant Program must be completed by December 31, 2020.

Examples of Activities Eligible for Air District Funding

- Non-technical air quality educational campaigns
- School or community led tree planting projects
- Neighborhood level urban greening projects
- Air Quality related curriculum development for multiple schools
- Active transportation programming in areas of high air pollution
- Support for community engagement work in areas of high air pollution
- Community environmental justice education and outreach

Activities not Eligible for Air District Funding

The James Cary Smith Community Grants Program will not fund:

- Cost of preparing or submitting grant application
- Lobbying
- Purchasing of air filter masks
- Endowment campaigns
- Fundraising activities
- Marketing of products or technologies for profit
- Air quality sensors

Any work performed prior to the full execution of a grant agreement with the Air District is not eligible for the James Cary Smith Community Grants Program funding.

² Detailed information about the Air District's exact boundaries can be found at www.sparetheair.org/stay-informed/jurisdiction-information.

SECTION II – GOALS

The overarching goals of the James Cary Smith Community Grants Program are to support and sponsor community-based solutions that address air pollution while also helping reduce our global climate impact. These grants will also serve to encourage collaborative partnerships between the Air District and community-based organizations in air pollution reduction. These grants will fund non-technical activities such as active transportation educational campaigns, urban greening projects, and environmental justice community engagement projects.

SECTION III – APPLICATION REQUIREMENTS AND PROCEDURES

Application Deadline

Applications must be uploaded electronically through the Air District's Procurement Portal no later than *5:00 pm on June 7, 2019*. **Only completed applications received by the deadline will be evaluated; incomplete applications will be rejected. Please read this document completely before filling out an application.** The Air District reserves the right to modify this solicitation at its sole discretion. Detailed instructions about the electronic submission process are included later in this section.

Informational Webinar

The Air District will host a webinar and informational session on Monday, April 22, 2019 at 3:30 PM, during which prospective applicants have the opportunity to ask questions about their proposals. Please register at the following link to attend:
<https://attendee.gotowebinar.com/register/5348071134944171532>

Application Checklist

Any items submitted other than those specified in this Checklist will not be reviewed.

Cover Sheet – Maximum 1 page (required)

The Air District's James Cary Smith Community Grants Cover Sheet (Appendix A) must be signed by a person with authority to legally bind your organization. Applications may be signed using a typed-in name.

Project Narrative – Maximum 5 pages (required)

Project narratives should be concise, and adequately and clearly address all the following required elements.

- a) *Summary of Project* – Provide a clear and concise summary of how your project supports community-based solutions that address air pollution while also helping reduce our global climate impact. Please describe how your project is community-led.
- b) *Statement of Need* – Please provide a brief description of why funding is needed. Is this project located in an AB 617 community, or would this funding benefit people who live in these communities? If not, is there an environmental justice need related to air pollution in your community that this project addresses?

- c) *Activities Supported by this Project* – Provide a summary of the activities supported by this project. If you plan on using funding to purchase equipment or incentives (ex. Bikes or Safe Routes to School related incentives), please describe if these can be reused in future years. For urban greening or tree planting projects, please describe the ongoing maintenance of your project and any additional support you are receiving for maintenance of plants.
- d) *Measuring Success* – Clearly state the metrics by which success will be evaluated. Describe the criteria that will determine if the project has achieved its goals and objectives. A combination of both qualitative and quantitative metrics can be used. Please describe any surveys or evaluation documents that you will use to determine if your project has been successful in a particular community.
- e) *Community Impact* – Please describe demographic information of the community that this project will serve and how this project will lead to large scale community impact. Please describe the total number of community members impacted by the activities in this project.

Project Budget – Maximum 1 page (required)

Provide a full budget for the proposed project including costs for any materials or supplies. If your project is supported by other funding sources, please identify these and list what percentage of the project is supported by these additional funding sources.

Formatting

Applications must be single-spaced, with a minimum of 1-inch margins and 12-point font. The Air District's James Cary Smith Community Grants Program Cover Sheet (Appendix A) will serve as the application's cover sheet / title page. Applications should have the name of the applicant and page number on each page. Applications must be submitted in one single Adobe Acrobat PDF file format; multiple file submissions will not be accepted. The PDF filename must be saved in this format: **Your_Organization_Name_Proposal.PDF**

Electronic Submittal Process

Interested applicants must create an account through the Air District's Procurement Portal and use the link provided below to submit required applications. Faxed, mailed, emailed or couriered applications will not be accepted.

Using the Air District's Procurement Portal to submit your application:

Step 1: Go to Procurement Portal at:

<https://baaqmd.bonfirehub.com/portal/?tab=openOpportunities>

Step 2: Under the Login tab, create a Bonfire account under 'New Vendor Registration.' Fill out all fields and select 'Create account.' An Account Confirmation Email will be sent to the email address provided. Once received, open the email and follow instructions to confirm your account.

Step 3: Return to Bonfire account and create a 'Vendor Record.' Complete all fields and select 'Yes' for email notifications, to receive upcoming due date reminders, or other applicable information related to the grant program.

Step 4: Once the Bonfire account is created, you will have access to the James Cary Smith Community Grants Program option. Here you can download the grant program guidelines,

upload your completed application, and view FAQs that will be developed and posted during the open application period.

Step 5: While logged in to the James Cary Smith Community Grants Program, select 'Prepare Submission.' Upload your document (your full application). Once submitted, you will receive a submission receipt and confirmation code.

Contact Information

Grant applicants are encouraged to discuss their grant applications with Air District staff prior to submittal. The primary contact for the James Cary Smith Community Grant Program is:

Ana Vasudeo
Community Engagement Specialist
communitygrants@baaqmd.gov

SECTION IV – EVALUATION AND SCORING CRITERIA

Applications will be reviewed after the submittal deadline, and eligible projects will be evaluated and ranked according to the scoring criteria described below.

Criteria	Possible Points
Meets Grants Program objectives	40
Community Impact	30
Benefit to AB 617/Environmental Justice communities	15
Community-led approach	15
TOTAL Points Possible	100 Total

- 1) Meets Grants Program objectives [40 points]
Project activities clearly support air quality education and engagement efforts as well as local air pollution capacity building.
- 2) Community Impact Potential [30 points]
Applications that illustrate how they will have a large-scale community impact in a community with high air pollution will be rated more favorably. More specifically, projects should demonstrate how the activities proposed in their scope of work will impact at least 50 community members.
- 3) Benefit to AB 617 or environmental justice communities [15 points]
Activities that occur within or provide a benefit to an AB617 or environmental justice community will be rated more favorably.

4) Community-Led Approach [15 points]

Proposed activities that were developed as part of a community-led approach to address air pollution will be rated more favorably (e.g., if the proposed project stems from recommendations made at a community meeting or with input gathered from community members).

SECTION V – AFTER RECEIVING A GRANT

Award Process

Awards will be announced on July 8, 2019. Applicants will be notified electronically if their projects are preliminarily approved for funding by the Air District's Community Engagement team. However, final approval for funding occurs only when a grant agreement has been signed by both the grantee and the Air District (i.e., is fully executed). Air District staff will prepare grant agreements that set forth the terms, conditions, monitoring and reporting requirements of each grant. **Grantees are legally bound to meet certain requirements of the grant agreement, including notifying the Air District of any change in project implementation, and submission of the final report. If a grantee does not comply with all the terms and conditions of a grant agreement or fails to complete the project deliverables, the grantee may have to repay a portion or all of the funds granted, and the grantee may be ineligible to participate in future Air District grant programs.** If the Air District awards an amount that differs from the amount requested, Air District staff will work with the grantee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant agreement, the grantee can commence work on its funded activities.

Payment of Grant Funds

The payment schedule will be established in the grant agreement for each project. No funds will be released until the grant agreement has been fully executed by the grantee and the Air District. In general, an initial payment of \$7,000 will be made to the grantee within thirty days after the execution of a grant agreement, followed by further installment payments upon completion of tasks and Air District's receipt of the grantee's quarterly reports. Adequate completion of all deliverables and submittal of complete quarterly and final reports will be required. Proof of fund expenditures and copies of any receipts must be submitted as part of the final report.

Reporting

Grantees are required to submit quarterly progress reports, and a final report of their grant activities upon project completion. The reporting schedule will be further described in the grant agreement. All projects must be completed, and all invoices submitted, no later than December 31, 2020. Reports must include receipts for any expenses and a narrative of the deliverables for the reporting period. Photos (when appropriate) should also be included in the reports. Should there be any change in the originally agreed upon scope of work, grantees must contact the Air District in order to amend the Work Plan of the Grant Agreement. 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

The Air District will convene a meeting for all its grantees in the Summer of 2019 to share project information, foster partnerships and important collaborations among the Air District and community-based organizations. Attendance at this kick-off meeting is strongly encouraged, but not required.

APPENDIX A

James Cary Smith Community Grants Program Cover Sheet

I. Applicant

Name of Organization _____

Type: Non-profit 501 (c) (3) Faith Based School Other

Organization's address: _____

City: _____ Zip Code: _____

Website: _____ County: _____

Primary Contact Person: _____

Title: _____

Phone #: _____ E-mail: _____

Fiscal Sponsor (if applicable)*: _____

Mailing Address: _____

Primary Contact Person: _____

Title: _____

Phone #: _____ 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.

Does your project serve an AB617 or Environmental Justice Community? No Yes, please specify which community: _____

II. Project

Project Title: _____

Total Project Cost: \$ _____ Total 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: _____

APPENDIX B

AB 617 High Cumulative Exposure Burden Areas of the Bay Area Region

