

Neighborhood Sustainability Grants

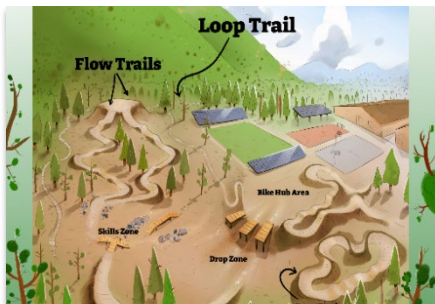
2023 Grant Guidelines and Application Information



*Flagstaff Maker Space
Shared Tool Library*



Compost Crowd Trailer



*Flagstaff Youth Riders Puente de
Hózhó Bike Park*



*AZ Custom Plastics Expanding
Local Plastic Recycling*

*On behalf of the City of Flagstaff
Sustainability Commission and Sustainability Office*



The Neighborhood Sustainability Grant Program aims to inspire creative projects that enhance community sustainability and foster community partnerships that promote sustainable and healthy lifestyles. The Neighborhood Sustainability Grant is funded through the Environmental Management Fee. Annual funding for the grant is subject to availability and is determined according to Priority Based Budget areas. Grant applications are accepted once per year during the application period and reviewed by the Sustainability Commission.

Table of Contents

Neighborhood Sustainability Grants Overview	1
Neighborhood Sustainability Grant Guidelines	2
Grant Evaluation Criteria	3
Grant Project Goals and Category Objectives	4
Grant Project Ideas.....	4
Grant Application Submission & Review	7
Support for Grant Writing	8
Grant Application Materials	9
Appendix A: Tips for Success	12
Appendix B: Checklist for Application Materials	13
Appendix C: Budget Table Template	14

Neighborhood Sustainability Grants Overview

For projects that enhance sustainability and foster community partnerships in Flagstaff

The Sustainability Commission in partnership with the Flagstaff Sustainability Program invites all eligible applicants to apply for this competitive award.

Grant Application Deadline

Completed applications must be submitted by 11:59 PM on September 30, 2023.

Overview

The Neighborhood Sustainability Grant Program aims to inspire creative projects that enhance community sustainability efforts and foster community partnerships that promote sustainable and healthy lifestyles.

Neighborhood Sustainability Grants can help launch or continue existing community sustainability projects. Successful projects will further sustainability goals, facilitate volunteer engagement or management, build community partnerships, and/or meaningfully involve underserved communities, diverse groups, or vulnerable populations.

Grant projects should fall into one of the following seven categories: Resilience, Building Energy Efficiency, Public Health, Transportation, Climate Action, Food, and Waste.

The Neighborhood Sustainability Grant is funded through the Environmental Management Fee. Local individuals, groups of individuals, community groups, educational groups, not-for-profit organizations, and locally owned businesses whose projects are within Flagstaff city limits are eligible for awards up to \$7,500.

Grants Available

In 2023, grants of up to \$7,500 per project are available. Projects with multiple funding sources are encouraged.

Vision and Mission of the Sustainability Commission

Vision: *The City of Flagstaff is a culture and community that thrives in response to the Climate Crisis.*

Mission: *To advise Sustainability Division Staff on matters related to climate and sustainability, support community projects through Neighborhood Sustainability Grants, and provide feedback to the City Council on sustainability issues.*

Neighborhood Sustainability Grant Guidelines

Eligible Applicants:

1. Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations, and locally owned businesses whose projects are within Flagstaff city limits are eligible to apply.
2. Applicants are eligible for a maximum of one award. Applicants are eligible for other City awards in the same year. Successful applicants are eligible for one NSG grant award every other fiscal year.
3. Applicants must disclose any conflicts of interest.
4. Applicants are required to abide by all City, State, and Federal laws and regulations.

Grants will NOT be awarded to:

- Political or partisan groups, exclusive clubs, or associations.
- Applicants who have failed to successfully carry out a previous grant project unless appropriate justification is made.
- Applicants that discriminate based on race, color, religion, gender, age, citizenship, non-disqualifying disability, national origin, or sexual orientation.

Eligible Projects:

1. Projects must align with two or more of the following overarching goals of the Neighborhood Sustainability Grant Program:
 - Facilitating volunteer engagement or management
 - Building community partnerships
 - Meaningfully involve underserved communities, diverse groups, or vulnerable populations
2. Applicants must choose a project category, and clearly demonstrate their project aligns with the Category Objectives: Food; Waste; Climate Action; Building Energy; Transportation; Public Health; Resilience. Category objectives can be found on pages 4-6.
3. Projects can help launch a new or continue an existing community sustainability project.
4. Projects should aim to exist beyond the life of the grant.

Grant funding CAN NOT be used for the following:

- To pay compensation, salaries, commissions, fees, prizes, premiums, or similar expenses with more than 50% of funds awarded
- To purchase land or buildings
- To retroactively pay for activities completed before the award is received

Exceptions to this policy may be made solely at the discretion of the Sustainability Commission.

Review and Funding Timeline:

1. Applications are due by September 30th and reviewed in October.
2. If the Commission has any clarifying questions, you will be notified by early November and asked to reply before or by November 10th.
3. If your project is selected for funding, you will meet with Sustainability Staff after the November/December meeting to complete the paperwork for processing.
4. Processing may take 4-8 weeks, and checks should not be expected until January.
5. After the paperwork is processed, any activities you pursue can be reimbursed. Applicants may not request reimbursement for activities completed prior to January 1st.

Grant Recipient Requirements & Reporting:

1. Awardee must submit a W-9 tax form. Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.
2. Attend a post-award meeting with the commission or city staff within the first month of the project start date to review the project timeline and goals.
3. Finish the project within a year of receipt of grant funds (12-month timeframe).
6. Provide a final report 30 days following the completed project, including photo or video documentation of the project (a final report template will be provided). This report requires documentation of expenses, for example, scanned copies of all expense receipts.
4. Attend and present at a celebratory round-robin presentation and networking event. This event will take place after project completion and is slated for the Spring of 2025. Further details about the day/time/location will be provided to grant awardees.

Grant Evaluation Criteria:

The Sustainability Commission will evaluate each grant using [the scoring rubric](#).

The following criteria are included in the rubric:

1. Application Completion and Clarity
2. Budget / Feasibility / And Schedule
3. Conformity with Overarching Grant Goals: Does the project meet a minimum of 2 of the 3 overarching Goals of the program as described in this packet?
4. Conformity with Category-Specific Objectives: Does the project meet a minimum of 2 specified objectives for the chosen category?
5. Project Rationale
6. Project Innovation
7. Project Longevity
8. Project Innovation
9. Alignment with the Carbon Neutrality Plan

Grant Project Goals and Category Objectives

Overarching Goals of the Neighborhood Sustainability Grant Projects:

All projects should align with at least 2 of the following 3 overarching goals of the grant program, which focus on community. The best projects will align with all 3 goals. In the application, applicants will be asked how their project meets the following overarching goals:

- Facilitating volunteer engagement or management
- Building community partnerships
- Meaningfully involve underserved communities, diverse groups, or vulnerable populations

Grant Project Categories:

All projects must also have one primary sustainability project category:

- Resilience
- Building Energy
- Public Health
- Transportation
- Climate Action
- Food
- Waste

Category-Specific Objectives:

Each of the project categories listed above has its own objectives. In addition to the overarching grant project goals listed above, each project should align with a minimum of 2 objectives specific to their chosen project category. Applicants must describe how the project activities relate to their project's category-specific objectives.

Category-Specific Objectives

Project Ideas

FOOD Objectives:

- Foster a vibrant, sustainable, and equitable food system that produces healthy food for the community, including community gardens and backyard livestock.
- Increase food recovery efforts, especially for communities experiencing food insecurity.
- Increase pollinator habitat through conservation and/or education efforts.

Food Project Ideas:

- community gardens
- backyard livestock programs
- food recovery initiatives
- seed libraries
- pollinator habitat construction
- traditional food knowledge sharing

WASTE Objectives:

- Educate and promote proper recycling, composting, and/or waste prevention behavior through education and infrastructure development.
- Promote circular economy business models and solutions that creatively redirect materials away from the landfill.
- Increase access to and knowledge of sharing economy and reuse opportunities, such as tool lending libraries or fix-it clinics.

Waste Project Ideas:

- neighborhood composting projects and workshops
- tool lending libraries
- recycling education, bins, and signage
- bike fix-it clinics
- waste characterization studies
- recycled material manufacturing and business development

CLIMATE ACTION Objectives:

- Reduce greenhouse gas emissions associated with energy use in buildings, transportation, or consumption.
- Engage and educate community members on the impacts of climate change in Flagstaff and/or reducing emissions.
- Encourage participants or community members to take local climate action through behavior change, community actions, or workforce development.

Climate Action Project Ideas:

- renewable energy development,
- school programs on climate change and action,
- reducing emissions from materials,
- carbon dioxide removal projects,
- Workforce development project that promotes training and/or funding for green jobs

RESILIENCE Objectives:

- Provide learning opportunities for community members on resilience and adaptation concepts.
- Provide opportunities for community members to connect with each other and/or share knowledge and skill sets.
- Strengthen community systems, improving community preparation for or response to extreme weather, economic uncertainty, natural disasters, or other events.

Resilience Project Ideas:

- clean air hubs,
- lending libraries,
- neighborhood projects,
- water-conservation projects
- skill share networks,
- and increasing housing security.

BUILDING ENERGY Objectives:

- Promotes the conservation of energy and/or water in buildings.
- Increases use of renewable energy in community buildings.
- Reduces building energy use and/or water use.

Building Energy Project Ideas:

- upgrading lighting/appliances/equipment in a community building to reduce energy use, water use, and/or improve air quality,
- weatherizing a community building to use less heating or cooling,
- building related water conservation projects,
- events and educational programs that promote building energy or water efficiency.

PUBLIC HEALTH Objectives:

- Educates or engages community members on the intersection of public health and environmental issues.
- Increases accessibility to public health resources.
- Improves social environmental conditions in ways that are likely to result in improved public health or improved preparation/adaptation against public health emergencies, such as climate-related health threats.

Public Health Project Ideas:

- educational programs on health risks and concerns around climate change,
- installing or providing air purifiers to help people who are disproportionately impacted by wildfire smoke,
- neighborhood environmental design to reduce standing water and mitigate mosquitos.

TRANSPORTATION Project Objectives:

- Educates or engages community members on ways to walk, bike, roll and take transit more often.
- Increases access and/or reduce barriers to walking, biking, rolling, and transit options.
- Improves neighborhood mobility or transportation options infrastructure.

Transportation Project Ideas:

- hosting an open streets event where vehicle space is repurposed for social and active transportation uses,
- bike repair demonstrations,
- transit trip planning events,
- starting a neighborhood bike share,
- improve signage and markings to fill gaps in alternative transportation options.

Application Submission and Review

How to submit your application:

1. Complete applications must be submitted by the closing date and time: September 30th by 11:59 pm. Applications will not be accepted after this time.
2. Applications are to be submitted via the Survey Monkey link, available on the [Neighborhood Sustainability Grant webpage](#).
 - Paper or Word Doc submissions may be arranged on a case-by-case basis by emailing Sustainability@flagstaffaz.gov or calling 928-666-0988 in advance of the submission deadline.
3. **We strongly recommend that you review the required application materials in this packet and complete and save a copy of all questions / organize all additional documents to upload before beginning the Survey Monkey application.** You may copy and paste your responses into the required fields. This will avoid the potential for lost information due to connectivity issues.

Application Review Process:

1. The Commission will evaluate each proposal based on the [Evaluation Criteria in the Scoring Rubric](#).
2. If the Commission has any clarifying questions, you will be notified by November 3 and asked to reply by November 10.
3. The Commission reviews all grant applications for the Neighborhood Sustainability Grants and determines awards during their November meeting.
 - The Commission makes every effort to award a minimum of one project per category. However, awards are competitive as a whole; it is not guaranteed that all categories will have projects that receive funding.
4. The Commission and the City reserve the right, solely at its discretion, to:
 - Refuse any application or any grant, in whole or in part, for any reason.
 - Require additional information from the applicant prior to making a decision.
5. If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.
6. The City of Flagstaff reserves the right to remove any physical installations or improvements on public land at any time without compensation to the grantee or the artists/contractors involved in the project.
7. Successful applicants must submit a W-9 tax form ([click here](#) to download the form) to Sustainability@flagstaffaz.gov. Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.

Support for Grant Writing

The Sustainability Commission provides the following opportunities for support in the grant writing process. We strive for equity and inclusion.

Application Materials Information + Checklist

- The final pages of this application packet include detailed information about the application materials required for submission. This includes the optional budget template in Appendix C.
- Appendix A includes Grant Writing Tips for Success.
- Appendix B includes an application checklist – applicants should use the checklist to make sure their application is complete before submission.
- The Commission provides information about how all grants will be scored. Applicants are encouraged to review the Evaluation Criteria on Page 3 and make sure their application addresses each criterion.

Grant Writing Workshop & Grant Office Hours

- In September, the Sustainability Commission hosts a Grant Writing workshop and grant office hours where a staff or commission member is available to help answer questions and assist in the grant process. Details for this year's workshop and office hours can be found on the Neighborhood Sustainability [Grant website](#).

Additional Online Resources

- Examples of past grant applications and awarded projects are available on the Neighborhood Sustainability [Grant website](#). Reviewing other grants can be very helpful to see how they are structured, especially for those who have never written a proposal before. *Please note that the guidelines and applications have had edits since these example applications were completed, and some criteria may look different.*
- Review these [7 steps for mastering grant writing](#).

Questions about your application?

- We welcome all questions about your application and the process. Please email sustainability@flagstaffaz.gov or call 928-666-0988 with your questions.

Neighborhood Sustainability Grant Application

All application materials are described in detail here. **We strongly recommend that you complete this application in an offline program and save a copy for yourself.** You can then copy/paste your responses into the SurveyMonkey application link found on the grant website.

Summary of Project Information:

Q1: Project Title:

Q2: Contact Person:

Q3: Organization (if any):

Q4: Contact Address:

Q5: Contact Email Address:

Q6: Contact Telephone Number:

Q7: Project Physical Address:

Q8: Tax ID# (if an organization):

Q9: Please select your primary project category. This is the category of sustainability that your project is most closely designed to align with. The available categories are:

1- Food; 2- Waste; 3- Climate Action; 4- Resilience; 5- Building Energy; 6- Transportation; 7- Public Health

**Note: It may be helpful to refer to the “Category Objectives” information in the grant application packet (pages 4-7) to determine which category best fits your project. Examples of past projects can be found on the website [here](#).*

Q10: Project Summary: Please describe the project in one to three sentences.

Q11. Funds Requested (not to exceed \$7,500 total. Requests below this amount are perfectly acceptable)

Project Narrative:

Q12: Project Narrative: Describe the project and its goals. Include in appropriate detail how the project aligns with the vision of the Sustainability Commission. Include the geographic area/neighborhoods/communities affected.

The vision of the Sustainability Commission is: The city of Flagstaff is a culture and community that thrives in response to the climate crisis.

Overarching Goals:

Q13: All neighborhood sustainability grant applications are scored on their alignment with the overarching goals of the grant program. These goals include:

- Facilitating volunteer engagement or management,
- Building community partnerships, and
- Meaningfully involving underserved communities, diverse groups, or vulnerable populations.

Describe how your project aligns with these goals. The highest-scoring projects will include activities to meet at least two of these goals.

Category-specific Objectives:

Q14. In question 9, a primary project category was selected. (Food, Climate Action, Waste, Resilience, Building Energy Efficiency, Transportation, or Public Health.) Each project category has its own goals/objectives, which are listed on pages 4-6 in this Grant Guidelines Packet and on the Neighborhood Sustainability Grant website.

- Describe how your project aligns with the objectives of the category it fits within
- Make sure to specifically address the minimum # of objectives (two). The highest-scoring projects will include activities to meet all three objectives.

Project Innovation:

Q15. Describe how this project is innovative. Innovative projects use new methods or strategies, significantly refine existing ones, and/or apply existing methods or strategies to new contexts. Highly innovative projects can provide knowledge that people in the future with similar goals can learn from and apply.

Carbon Neutrality:

Q16: The city of Flagstaff is committed to carbon neutrality by 2030. The carbon neutrality plan aims to reduce impacts and emissions (mitigation) and also incorporates strengthening communities (resilience and adaptation) and prioritizing the people most impacted by climate change (equity.) How does this project support the Carbon Neutrality plan?

Additional Helpful Resources:

- The City of Flagstaff [Carbon Neutrality Plan](#) (pages 7-12) and the [City of Flagstaff Take Action](#) page.
- Review the Grant [Scoring Rubric](#) for this question.
- Attend the Grant Workshop or Grant Office Hours to ask questions. Details for these opportunities will be available on the Neighborhood Sustainability [Grant website here](#).
- Utilize the [EPA emissions calculator](#), [FoodPrints Emission Calculator](#), [Project Drawdown Table of Solutions](#), and/or search engines to look at your project's impact and/or emissions.

- Contact the grant coordinator with any questions to talk through how your project may/may not support the Carbon Neutrality Plan: sustainability@flagstaffaz.gov

Community Partners:

Q17: List the individual(s), community groups, or not-for-profit organizations affiliated with the project and describe the responsibilities of each.

- Describe which of the cooperating organization(s) have already agreed to participate in the project and provide contact information for a person from each organization.
- For some projects, it may be appropriate to list organizations that you anticipate cooperating with but do not yet have a commitment from. (3 partners requested)

Expected Challenges / Previous Experience:

Q18: Describe any expected challenges and how you anticipate overcoming these. Include relevant experience overcoming these challenges if applicable.

Project Milestones and Timeline

Q19: Provide a list of project milestones with an approximate timeline (12 months). Include details necessary to accomplish each milestone. Note: *Funding can only be utilized for activities completed after January 1.*

Project Longevity

Q20: Describe how your project and/or its impact might continue beyond the grant term. Will the project have a lasting impact on the community?

Other Project Details:

Q21: If appropriate, describe the site's current use and relevant ownership details. Proceed to the next question if you need to upload a map or photo of the area.

Optional Upload:

Q22: Upload a map or photo of the site (limit 16MB).

Detailed Budget and Budget Narrative:

Q23: Provide the total project budget in detail, specifying which aspects of the project are to be funded by the Neighborhood Sustainability Grant and include any additional funding sources. The narrative should provide a general overview of how the grant funds would be used.

- The narrative should provide a general overview of how the grant funds would be used (funds

cannot be used retroactively).

- Applicants should provide specific dollar amounts or when appropriate, dollar estimates for materials needed.
- Budget items will be evaluated based on necessity/appropriateness for the project; items should clearly relate to project needs and align with project objectives.

Q24: Optional Budget Upload. Follow the budget template provided and upload the saved file into the SurveyMonkey application. Type “see attachment” in the comment box if using this option. Upload your budget and narrative (file size limited to 16MB).

Community References:

Q25: Include at least two independent references with the following information for each:

- Name
- Affiliation
- Occupation
- Phone
- Email

Optional: Letter(s) of Support:

Q26: Letters of support are optional. If your application includes letters of support, please compile your letters into one PDF and upload (file size limited to 16MB). Use the following file name: Your Name_Your Project Title Abbreviated_Sustainability Grant_Month Year.

The online application will ask you to read the following statement and provide an electronic signature:

I have read and understood the information regarding my application for a Neighborhood Sustainability Grant, and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of Flagstaff reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in the promotion and publicity of the project.

Appendix A: Tips for Success

- Read and follow the grant proposal directions carefully and give yourself time for questions. Many applicants need assistance but do not leave themselves enough time.
- Review the Evaluation Criteria (this is how you will be scored) and Grant Application Checklist (this lists all your application materials) before submission.
- Apply early and plan your project accordingly. The grant and project processes may take time, especially if you are proposing a project on city property. For example, a contract may be needed for some projects.
- Ensure your included budget is clear and follows allowable items. For example, ensure that no more than half of your proposed grant is used for artist fees/contractors.
- Be concise and organized. Commissioners and staff read many applications.
- Contact the Flagstaff Sustainability Office (sustainability@flagstaffaz.gov) with questions.



Precious Plastics Sled Recycling Program



Tyler Linner hopes to use his Praxis Plastics company to repurpose broken sleds into new products. Linner teamed up with two other friends, Darren Bingham and Fran Alvarado, on the project.

Appendix B: Checklist of Required Application Materials:

All application materials are described in detail above. Review this checklist below before you submit it. If you cannot check off the item, take a few notes about what needs to be added.

- Summary of Project Information (Questions 1-11)

Notes: _____

- Project Narrative (Question 12)

Notes: _____

- Overarching Grant Goals (Question 13)

Notes: _____

- Project Innovation (Question 15)

Notes: _____

- Alignment with City of Flagstaff Carbon Neutrality Plan (Question 16)

Notes: _____

- Community Partners (Question 17)

Notes: _____

- Expected Challenges / Previous Experience (Question 18)

Notes: _____

- Project Milestones and Timeline (Question 19)

Notes: _____

- Project Longevity (Question 20)

Notes: _____

- Other Project Details and Optional Upload (Questions 21-22)

Notes: _____

- Detailed Budget and Budget Narrative and Optional Budget Upload (Questions 23-24)

Notes: _____

- Community References and Optional Letters of Support (Questions 25-26)

Notes: _____

Appendix C: Optional Budget Table

Copy/fill out and save as a separate document. Upload to your online application.

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
Supplies/Materials and Justification				
Equipment				
Administration/Other				
TOTAL FUNDS REQUESTED				
List additional funding sources below.				
TOTAL ESTIMATED PROJECT COSTS				