



Flagstaff Sustainability Grant

Grant Guidelines & Application Information

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1. Program Overview

The Flagstaff Sustainability Grant (FSG) Program provides funding for creative projects that enhance community sustainability and promote climate action through community partnerships.

The FSG Program will award a total of \$75,000, with a maximum of \$7,500 for each individual grant. The review panel also guarantees funding for the top three microgrants (up to \$2,500 each), provided they receive an average score of 20 or higher.

The FSG is funded through the Environmental Management Fee collected on monthly water bills.

2. Eligibility Guidelines

Eligible to Apply

- Individuals, groups of individuals, community groups, educational groups, nonprofit organizations, churches, and locally owned businesses may apply for projects located within the Flagstaff city limits.
- Applicants are eligible for a maximum of one award. Applicants remain eligible for other City awards in the same year. Successful applicants may receive one FSG grant award every other fiscal year.
- Applicants must disclose any conflicts of interest.

Not Eligible to Apply

- Political or partisan groups, or exclusive clubs.
- Sitting Flagstaff City Council members.
- Lead applicants who are employed by the City of Flagstaff or currently serving on a City Board or Commission.
- Applicants who have failed to successfully carry out a previous grant project, unless appropriate justification is provided.
- Applicants who discriminate based on race, color, religion, gender, age, citizenship, non-disqualifying disability, national origin, or sexual orientation.

Community Goals

FSG projects must further one or more of the following goals:

- Meet the needs and include the voices of individuals or groups most often impacted by environmental degradation and climate change — including Black, Indigenous, and people of color (BIPOC); people who are LGBTQ+; people with diverse abilities; and people and families with low incomes.
- Build community partnerships.
- Facilitate volunteer engagement.

Additionally, FSG projects should:

- Support lasting impact beyond the grant period.
- Align with the Flagstaff Carbon Neutrality Plan.

Grant Categories

FSG projects must fall into one of the following five categories:

- Community Health & Climate Resilience
- Energy
- Food
- Transportation
- Waste

3. Category-Specific Objectives & Project Ideas

Each grant category has its own objectives and goals. In addition to the FSG's community goals, each project should align with at least one objective specific to its chosen category. Applications will score more points for meeting multiple objectives. The project ideas below are meant to provide inspiration — they are not guaranteed to receive funding.

Community Health & Climate Resilience	
Objectives - Educate on the intersection of public health, environmental issues, and/or climate resilience and adaptation. - Improve or create strategies for neighborhood-level preparedness for climate impacts and public health (e.g., heat, smoke, flooding). - Increase accessibility to public health resources as they relate to climate resilience.	Project Ideas - Air purifier distribution - Air quality improvement or anti-idling campaign - Emergency prep kit creation and distribution - Neighborhood-level resilience hubs - Health and climate education programs - Firewise/home hardening around homes or community buildings - Asset-mapping - Strengthening neighborhood social networks and skill-sharing toward climate resilience - School programs on climate change and action
Energy	
Objectives - Educate on energy or water conservation and/or renewable energy. - Increase the use of renewable energy or energy-efficient electric options. - Reduce energy, natural gas, and/or water use.	Project Ideas - Upgrade lighting, appliances, or equipment to reduce energy or water use, or improve air quality - Weatherize a community building - Water conservation projects - Events and educational programs that promote building efficiency - Replace natural gas heating systems or appliances with electric options

Energy

- Renewable energy development
- Workforce development that promotes training and/or funding for green jobs

Food

Objectives

- Educate through hands-on, sustainable food-related skill-building workshops and practical learning opportunities.
- Increase access to and distribution of healthy, affordable, and culturally relevant food.
- Increase use of and access to climate-smart agricultural techniques and equipment.

Project Ideas

- Community gardens
- Backyard livestock programs
- Seed libraries
- Pollinator habitat construction
- Traditional food knowledge sharing
- Establish a food distribution site
- Develop an online hub platform for sharing and disseminating practices
- Farm-to-table events, CSA programs, or a food sharing program

Transportation

Objectives

- Educate and incentivize behavior to walk, bike, roll, and take public transit.
- Increase access to and/or reduce barriers to walking, biking, rolling, and transit options.
- Improve and promote equitable neighborhood connectivity or transportation options.

Project Ideas

- Bike repair demonstrations
- Community bike ride events
- Crosswalk and intersection murals
- Hosting an open-streets / car-free event where vehicle space is repurposed for social and active transportation uses
- Transit trip-planning events
- Starting a neighborhood bike share
- Micromobility

Waste	
Objectives • Educate on best practices to reduce material consumption, reduce recycling contamination rates, and/or increase food recovery. • Increase opportunities to divert or prevent waste materials from the landfill. • Create systems, programs, or events for reuse, repair, and material sharing.	Project Ideas • Composting projects and educational workshops • Creating or expanding tool-lending libraries • Developing and sharing a zero-waste action plan • Hosting Fix-It Clinics • Recycling education, bins, and signage

4. Application Submission and Review

How to Submit Your Application

Applications must be received by the closing date and time: September 30, 11:59 PM.

Applications may be submitted using any of the following methods:

1. Online through the Connect Flagstaff Application (*preferred*)

We strongly recommend completing and saving a copy of all questions and additional documents before beginning the Connect Flagstaff application. You may copy and paste your responses into the required fields — this will help avoid loss of information due to connectivity issues.

2. Fill out a Word document application and email it to SustainabilityGrant@flagstaffaz.gov.
3. Pick up or print a paper application at the Flagstaff Sustainability Office (419 N. Mogollon), Monday–Thursday 8:00 am–4:30 pm and Fridays 8:00 am–12:30 pm.

Drop off completed applications at the Sustainability Office, or mail to: The Sustainability Office, 211 W. Aspen Ave, Flagstaff, AZ 86001.

4. Submit a video application addressing all application questions.

Video applications should be under 20 minutes and must address every application question. We recommend uploading to YouTube or Google Drive and sharing the link.

Email the video link to SustainabilityGrant@flagstaffaz.gov.

Grant Evaluation Criteria

The grant review committee — made up of the Sustainability Commission and other community members — will evaluate each application using the [scoring rubric](#). A summary of the evaluation criteria is below.

Criterion	Points
Project Rationale	0–5
Community Goal 1: Meets the needs of individuals or groups most impacted by environmental degradation and climate change	0–3
Community Goal 2: Builds community partnerships	0–2
Community Goal 3: Facilitates volunteer engagement or opportunities	0–2
Alignment with at least one Category-Specific Objective	0–6

Criterion	Points
Project Innovation	0–1
Alignment with the City of Flagstaff Carbon Neutrality Plan	0–4
Project Longevity	0–3
Budget, Feasibility, and Schedule	0–4

Application Review Process & Funding Disbursement Timeline

1. September 30: Applications are due at 11:59 PM.
2. October: The Commission evaluates applications using the criteria in these Grant Guidelines and the scoring rubric.
3. November/December: The Commission makes final award decisions at its November/December meeting. Awardees are notified after the meeting.
4. December/January: Awardees submit required paperwork (W-9 tax form, signed grant requirements) and meet with Sustainability staff.
5. January/February: Once all paperwork is submitted, funds are disbursed by check within six to eight weeks.

5. Grant Recipient Requirements & Reporting

Successful applicants must:

1. Abide by all City, State, and Federal laws and regulations.
2. Submit a W-9 tax form ([download the form](#)) to SustainabilityGrant@flagstaffaz.gov. Note that certain applicants, such as individuals and businesses, will likely have tax implications.
3. Submit a signed grant requirements document outlining the grant's terms and conditions.
4. Attend a post-award meeting with the Commission or City staff to review the project timeline, goals, and terms and conditions.
5. Obtain approval from City staff and the Sustainability Commission for any significant changes to the approved budget.

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. Complete the project within one year of receiving grant funds (12-month project timeframe).
7. Provide a final report within 30 days of project completion, including photo or video documentation and documentation of expenses (e.g., scanned copies of receipts). A final report template will be provided.
8. Attend and present at a celebratory round-robin presentation and networking event, held after project completion. Details on date, time, and location will be provided to grant awardees.

No projects may be added to the public right-of-way without formal, expressed support or permission. 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.

Grant Funding Restrictions

Grant funding cannot be used for the following (exceptions at the discretion of the Sustainability Commission):

- Compensation, salaries, commissions, fees, prizes, premiums, or similar expenses totaling more than 50% of funds awarded.
- Administrative costs related to the management and delivery of the project totaling more than 10% of funds awarded.
- Purchase of land or buildings.
- Retroactive payment for activities completed before the award is received.

6. Support for Grant Writing

The Sustainability Office staff and Commission provide the following opportunities for support in the grant-writing process. We are here to help and welcome any questions — we strive for equity and inclusion in this program.

Application Materials & Checklist

- Appendix A includes Grant Writing Tips for Success.
- Appendix B, an application checklist, will be available after August 15. Applicants should use it to confirm their application is complete before submission.
- The Commission publishes information about how all grants will be scored. Applicants are encouraged to review the Evaluation Criteria in Section 4 to ensure their application addresses each criterion.

Grant Writing Workshop & Support Hours

We host a Grant Writing workshop and grant support hours where a staff or Commission member is available to answer questions and assist with the grant process. Details for this year's workshop and hours can be found on the Flagstaff Sustainability Grant [website](#).

Past Project & Application Examples

Examples of past successful grant applications and awarded projects are available on the Neighborhood Sustainability Grant [website](#). Reviewing other grants can be helpful for understanding how applications are structured, especially for first-time applicants. Please note that the guidelines and application have been revised since these examples were completed, so some criteria may look different.

Questions About the Application?

We welcome all questions. If this is your first time writing a grant, you need technical assistance, or you want to run a project idea by someone, please email SustainabilityGrant@flagstaffaz.gov or call 928-666-0988.

Appendix A: Tips for Success

- Read and follow the directions carefully, and give yourself time for questions — many applicants need assistance but don't leave themselves enough time.
- Attend a workshop or grant support hours for additional help directly from staff and commissioners.
- Review the Evaluation Criteria and [Scoring Rubric](#) (this is how you will be scored) and the 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 for projects on City property — for example, a contract may be needed, or you may need approval from a property owner.
- Ensure your budget is clear and follows allowable items — for example, no more than half of your proposed grant may be used for artist fees or contractors.

Contact the Flagstaff Sustainability Grant Coordinator at SustainabilityGrant@flagstaffaz.gov with any questions.