

Neighborhood Sustainability Grants (Updated April 2019)

The Neighborhood Sustainability Grant was created to inspire creative projects that enhance community sustainability efforts. The grant seeks to foster community partnerships that promote sustainable and healthy lifestyles. The Neighborhood Sustainability Grant is funded through the Environmental Management Fee and Water Services Fees. Generally, the Environmental Management Fee funds “Sustainability” projects and the Water Services Fees fund “Water Conservation” projects. Annual funding for the grant is subject to availability and is determined according to Sustainability Priority Areas. Grant applications will be accepted once per year on or by May 15th of the calendar year.

Sustainability Priority Areas

- Promoting economic, environmental and social sustainability in support of the Sustainability Section’s strategic plan.
- Creating neighborhood gardens and education on local food systems.
- Providing instruction/assistance with personal gardens and rainwater collection.
- Promoting walking and biking as transportation to build strong neighborhood relationships.
- Educating citizens about local ecosystems, plants, birds, and animals.
- Restoring local ecosystems, including wetlands, waterways, grasslands, and forests.
- Creating or enhancing climate resiliency education and adaptation programs.
- Reducing waste production and source reduction or increase recycling and composting.
- Creating or enhancing programs to allow neighbors to share their knowledge and skill sets.
- Assisting with specific or general water and energy conservation or water quality protection.
- Reducing potable water use through efficiency measures, native landscaping, or rainwater harvesting.

Guidelines for Neighborhood Sustainability Projects

1) Eligibility:

Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations (501C-3), and locally-owned businesses whose projects align with Sustainability Priority Areas and are within Flagstaff city limits are eligible to apply. Successful applicants are eligible for one grant award per fiscal year.

2) Grant Awards:

Applicants must be present in person to the Sustainability Commission for consideration. Preference will be given to proposed projects that address the objectives listed below. Discuss the objective(s) that applies to your project. Proposals in excess of \$2,000 will not be considered.

3) Project Objectives:

- Educational or outreach, either as an integral part of the project (e.g., workshops) or to communicate the benefits of a specific project to a broader audience.
- Volunteer engagement or management.
- Building community partnerships.

- Historical connection to the community.
- Improvement and/or expansion of an existing project.

4) Requirements:

- Applicants are required to abide by all City, State, and Federal laws and regulations.
- The work must be completed within twelve (12) months of the grant being awarded, otherwise a formal justified extension must be requested.
- Applicants must apply for either Water Conservation or Sustainability grant funds (not both).
- All Water Conservation projects must include an estimation of total water usage on the property where the project will occur and a narrative explaining how the project will save water.
 - Installation of City of Flagstaff water or sewer infrastructure is outside the scope of this grant.
- All application materials will be considered public information.
- Successful applicants must:
 - Meet with Commission grant liaison or City staff within the first month of the project start date to review the project timeline and goals;
 - Provide a final report 30 days following the completion project [final report must be submitted through SurveyMonkey];
 - Photo or video documentation is required
 - Provide documentation of expenses (e.g., scanned copies of all expense receipts [PDF format]);
 - Provide a project completion presentation to the Sustainability Commission during the July meeting of the following year. Presentations must:
 - Be 5-7 minutes in length (no more), and;
 - Highlight project accomplishments, new partnerships, project sustainability, and challenges/difficulties faced. Photos are encouraged.
- Disclose any conflict of interest.

5) If awarded, grant funds should not be used to pay for the following, however will be at the discretion of the Sustainability Commission:

- Pay compensation, salaries, commissions, fees, prizes, premiums, or similar expenses.
- Purchase land or buildings.
- Match or augment City-funded projects.

Application Review and Disbursement Process

The Sustainability Commission in partnership with the Sustainability Program will review grant applications and determine awards.

- Complete applications may be submitted once per year on or by May 15th of the calendar year.
- The Commission reviews all grant applications and determines awards during their May and June meetings. Water Conservation projects are reviewed in May and Sustainability projects in June.
- 5 minutes at the corresponding City meeting to be considered for a grant.
- Applicants will have 5-7 minutes to provide an overview of their project.

- Sustainability Commission meetings are held from 4:30pm-6:30pm on the fourth Thursday of the month at City Hall (211 W. Aspen Avenue). Please refer to the [Sustainability Commission webpage](#) for meeting dates and agendas.
- The Sustainability Commission and Sustainability Program will use the following evaluation criteria:
 - Clarity and completion of the application;
 - The project conforms with guidelines;
 - Feasibility of the project budget and schedule;
 - Alignment with the Sustainability Commission Priority Areas, and;
 - Project longevity.
- The Sustainability Commission and Sustainability Program reserve the right, solely at their discretion, to:
 - Refuse an application in whole or in part, for any reason, or;
 - Require additional information from the applicant prior to deciding.
- If the project does not meet the intent of the original application and award of funds, the applicant will be required to return part or all of funds dispersed.
- The City of Flagstaff reserves the right to remove any physical installations or improvements on public land at any time without compensation.
- Successful applicants must submit a W-9 tax form to SustainabilityGrant@flagstaffaz.gov. Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.

Exclusions

Sustainability Commissioners are not eligible to directly apply and will recuse themselves from the review of applications from organizations/efforts in which they are substantially involved. Efforts in which Commissioners are remotely involved will not require recusal. If a Commissioner must recuse themselves from the grant review process, s/he must remain recused for the remainder of the fiscal year.

Applicants are asked to disclose conflicts of interest while submitting their grant application, including personal or family member financial gain from the grant award.

NEIGHBORHOOD SUSTAINABILITY GRANT APPLICATION

To all applicants: We strongly recommend that you complete application questions in an offline platform and copy and paste them into this application once you are finished in order to avoid loss of information due to potential internet connection issues. **Once complete, please submit your responses using the SurveyMonkey link on the [Sustainability Commission webpage](#).**

PART 1 – PROJECT INFORMATION

Project Title:

Contact Person:

Organization (if any):

Contact Address:

Email Address:

Telephone Number:

Project Address:

Tax ID #:

Please select the type of project*: Sustainability OR Water Conservation

*Note: Please refer to grant “Guidelines” to determine your project type.

Please provide one or two sentences that describe the project:

Total Grant Amount Requested:

PART 2 – REQUIRED APPLICATION MATERIALS

In addition to this form, please provide the following:

1. Project Narrative: Be concise and clearly describe the proposed project.

- a) **Project and Project Goals:** Describe the project and its goals. Include in appropriate detail how the project matches the goals for the Guidelines for Neighborhood Sustainability Projects. Include the geographic area/neighborhoods/communities affected. All Water Conservation projects must include an estimation of total water usage on the property where the project will occur and a narrative explaining how the project will save water.

- b) **Community Partners:** List the individual(s), community groups, or not-for-profit organizations affiliated with the project and describe the responsibilities of each. Describe previous experiences that are relevant to the challenges of this project. Attach letters of support to the application.

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.

- c) **Project Milestones and Timeline:** Provide a list of project milestones with an approximate timeline. Include details necessary to accomplish each milestone. Please use the template below.

PROJECT MILESTONE	SUBTASK

d) **Project Sustainability:** Describe how/whether the project might be maintained beyond the life of this grant and include these efforts in the project milestones.

e) **Other Project Details:** If appropriate, describe current use of site and relevant details of ownership.

2. Detailed Budget and Budget Narrative: 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. A budget template is provided below.

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

PART 3 – 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 promotion and publicity of the project.

Applicant Signature:

Name:

Title:

Date:

PART 4 – COMPLETE W9

If selected for an award, you must complete and return a W-9 tax form ([click here](#) to download the form).

Internal Commission guidance declarations and recommendations

Committeemembersgeneralguidelinesidentifyingconflictofinterestforrecusalforwardinggrants:

- If you are on the board of a submitting organization.
- If you helped write or review the application.
- If you are already aware of what role you would play in implementing the project.
- If you or your place of employment would likely receive funds for purchases made as part of the project.