

## 2023 Neighborhood Sustainability Grant Application Questions

### Project Summary

**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 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 refer to the “Category Objectives” information in the grant application packet (pages 4-7) to determine which category best fits with your project. Examples of past projects can also 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)

**Q12: Project Narrative.** Briefly describe the project and the positive impact it will have on the Flagstaff community. Include a statement and/or evidence for why the project is needed. 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.*

**Q13: Overarching Goals.** All neighborhood sustainability grant applications are scored on their alignment with the overarching goals of the 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 all three of these goals.

**Q14: Category-specific Objectives:** 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 objectives, which are listed in the Grant Guidelines on pages 4-6.

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

**Q15: Project Innovation:** 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.

**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](mailto:sustainability@flagstaffaz.gov)

**Q17: Community Partners.** 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.

**Q18: Expected Challenges / Previous Experience.** Describe any expected challenges and how you anticipate overcoming these. Include relevant experience overcoming these challenges if applicable.

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

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

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

**Q22:** Optional Upload. Upload a map or photo of the site (file size limited to 16MB).

**Q23: 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. The narrative should provide a general overview of how the grant funds would be used. If using the/an optional budget template, please type "See attachment."

**Q24: Optional Budget Upload.** Upload your budget and narrative (file size limited to 16MB).

**Q25: Community References.** Include at least two independent references.

**Q26:** Optional letters of support. 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 16 MB) here. Use the following file name: Your

Name\_Your Project Title Abbreviated\_Sustainability Grant\_Month Year.

### **Applicant 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. Please type your name below to electronically sign and signal your agreement to these terms and conditions listed in the Grant Guidelines.

Name:

Title:

Date: