



## **LAWRENCE SUSTAINABILITY ADVISORY BOARD SUSTAINABLE NEIGHBORHOODS GRANT GUIDELINES**

**Purpose of the Grant Program:** The goal of the Sustainability Advisory Board (SAB) Sustainable Neighborhoods Grant Program is to improve livability and enhance quality of life in Lawrence by inspiring neighborhood-scale sustainability projects that foster innovation and collaboration within the community.

**Deadline:** Submit your application to Eileen Horn at City Hall by **4 pm on Monday, March 23, 2015**. Late and incomplete applications will not be considered.

**Level of Support:**

Total funds available for the Sustainable Neighborhoods Grant Program = \$20,000

It is our goal to fund as many worthwhile projects as possible, therefore we encourage grant requests <\$5,000. However, in the case of an exemplary project, more funds may be requested and awarded.

Awards will equal no more than 75% of the total project or activity cost. Applicants are required to provide at least a 25% match to the grant. Cost-share above 25% is encouraged, and applications that provide more will be scored higher. Cost-share may be cash and/or in-kind (staff time, labor, materials) *The application packet must include current letters of commitment confirming their in-kind or cash contributions to the project from each collaborator and/or third-party contributor named in the proposal.*

**Project Timeline:** The proposed project or program must begin no earlier than **May 1, 2015** and end no later than **April 30, 2016**. The final report is due within one month of project completion or no later than **July 1, 2016**.

**To be Eligible for a SAB Neighborhood Sustainability Grant,** organizations must propose projects that advance sustainability initiatives in the City of Lawrence. Preference is given to new projects and innovative components of established programs; for example, projects that:

- Address the sustainability programs and goals outlined in the Climate Protection Plan, Peak Oil Task Force Report, Horizon 2020, or other plans with sustainability elements adopted by the City Commission.
- Create a visible or measurable impact on our Lawrence neighborhoods.
- Address a need identified by residents of the community.
- Encourage interest in sustainability topics.
- Incorporate innovative approaches to solving challenging sustainability issues.
- Generate new collaborations or expand established collaborations.
- Have a clear public benefit and are projects accessible to the public.
- Agree to have your project idea and narrative published on the City of Lawrence website.

**Ineligible** for a SAB Neighborhood Sustainability Grant are:

- Educational activities for college students that are a requirement of their major discipline.
- Projects that are not collaborative in nature.
- Projects that do not take place primarily within the Lawrence community.

### **Idea Bank for Projects:**

The City of Lawrence follows this definition of sustainability: Sustainability means making decisions that balance the needs of the environment, economy, and society — for both present and future generations. Therefore, we are looking for projects that improve environmental quality, promote social equity, and inspire a resilient economy.

Examples include: bike racks, community gardens, sustainability education programs, job-training, sidewalks, access to healthy food, rehabilitation projects, ecological conservation, neighborhood clean-ups, demonstration projects, etc.

### **Check out these sites for examples and potential project ideas:**

- [City of St. Louis Sustainable Neighborhood Toolkit](#)
- [Sustainable Tompkins Mini Grants for Sustainability](#)
- [Sustainable Jersey Mini-Grants Program](#)
- [Project for Public Spaces](#) provides community-scaled ideas.
- [Betterblock.org](#) – How to create neighborhood-scale ideas with quick impact.
- [Tactical Urbanism](#) - Ideas for improving livability at the neighborhood and block scale.
- Building Blocks for Sustainable Communities - EPA

### **Criteria for Selection:**

#### **Community Value**

- Degree to which the project meets the SAB Grant Program Goals.
- Degree to which the project answers an identified sustainability challenge in our community.
- Project's anticipated impact on the Lawrence community.
- Evidence of cash or in-kind cost share/matching support sufficient to demonstrate collaboration.

#### **Project Quality**

- Degree to which the project helps advance sustainability priorities identified in City plans (i.e. Horizon 2020, Climate Protection Plan, Peak Oil Task Force Report, Solid Waste Task Force Report, etc.)
- Qualifications and strengths of the collaborators proposing the project.
- Fiscal and organizational capacity of the applicant.
- Soundness of the detailed timeline for implementation.
- Budget clearly supports the proposed activities.

#### **Application Quality**

- Completeness, organization, tidiness, and clarity of the application packet

**Post Award Requirements:**

- Awardees must acknowledge the support of the Sustainability Advisory Board in publicity associated with the programming funded by the SAB Grant and during presentation of the project or program.
- Awardees must submit a final report detailing the outcomes of the project to the Sustainability Advisory Board within one month of project completion or no later than July 1, 2015. This report consists of the final report form and documentation of the event, project, or program such as photographs, reviews, participant satisfaction surveys, videos, and program documentation.

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**APPLICATION PROCESS**

**A complete application packet includes the following *required* components in the order indicated:**

**1. Application Form**

- Form must be completed in full and clearly legible.
- Form must be signed by the organization's responsible fiscal agent and the project director.

**2. Project Description Narrative:** Is limited to no more than (3) single-spaced typewritten pages (no hand-written proposals, please) with one-inch margins using a font no smaller than 11 point type.

Describe the project in detail covering the following:

- a. Your goal or vision for the sustainability project or program.
- b. The target audience and how many people do you anticipate your project or program will impact.
- c. The sustainability challenge your project will address, and how this need was identified.
- d. The ways in which your project will broaden and/or deepen community understanding of sustainability.
- e. If this is a new project or new component of an existing program, describe what is new and how this drives innovation in the sustainability field.
- f. Other Lawrence sustainability organizations you are collaborating with, and how those partnerships enhance the overall project or program.
- g. The community benefit that your project or program will provide.

**3. Timeline:** Provide the construction timeline or schedule of events for your project or program.**4. Budget and Justification:**

- Show estimated total project expenses.
- Specify which portion of the project expenses the requested Sustainable Neighborhoods Grant will fund.
- Specify the % of match provided by that applicant, and how that requirement will be met.
- Explain how you arrived at these budget estimates.

**5. Short resumes or bios from key personnel supervising the project.****6. Letters of support and commitment** from collaborating organizations, individuals, and contributors of in-kind and matching funds are required. *Applicants that do not provide current letters confirming*

*at least one such collaboration will be disqualified*

**7. Support Materials: No more than five pages of support materials**

**Applications must be received by 4:00 pm, Monday, March 24, 2014.** Late and incomplete applications will not be considered.

Compile your application materials into one (1) PDF document in the order indicated above, attach it to an email and send it to Eileen Horn at [ehorn@lawrenceks.org](mailto:ehorn@lawrenceks.org). Type *SAB Sustainable Neighborhoods Grant Application* in the subject line.

If you are unable to use email, please hand deliver the packet to City Hall at 6 East 6<sup>th</sup> street or mail the packet to:

- Sustainable Neighborhoods Grant Program
- ATTN: Eileen Horn, Sustainability Coordinator
- P.O. Box 708
- Lawrence, KS 66044

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**APPLICATION PACKET CHECKLIST**

- ☐ Completed, legible (typed or carefully printed) application form signed by the administrative official with authority to commit the applicant organization and the project director.
  - ☐ Project Narrative (no more than 3 single-spaced pages with 1 inch margins and 11 point or larger type).
  - ☐ Completed, legible (typed or carefully printed) Timeline, Budget Form, and Budget Justification.
  - ☐ Short résumés or bios of key personnel supervising the project.
  - ☐ Current Letters of commitment and support confirming all collaborations and third-party cost share contributions (as appropriate) mentioned in the project narrative.
  - ☐ Support materials (no more than 5 pages).
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# City of Lawrence

## SUSTAINABILITY ADVISORY BOARD

### LAWRENCE SUSTAINABILITY ADVISORY BOARD SUSTAINABLE NEIGHBORHOODS GRANT APPLICATION FORM

#### **Applicant Information:**

Project Director Name \_\_\_\_\_

Project Director's Title \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

#### **Project Information:**

Project Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**SAB Sustainable Neighborhoods Grant Request \$** \_\_\_\_\_ **Total Project Expenses \$** \_\_\_\_\_

Check should be made out to: \_\_\_\_\_

EIN or SSN\* \_\_\_\_\_

**Authorizing Signatures:** By my signature below, I certify that the information contained in this application packet is true, to the best of my knowledge.

Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
\*Please provide Employer Identification Number if an organization or Social Security Number if an individual. This will be required in the event of an award. If concerned about confidentiality, leave blank and then, immediately upon notification of an award, call Diane Stoddard at (785) 832-3413 to provide the information. Checks cannot be processed without the EIN or SSN.

Fiscal Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

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**LAWRENCE SUSTAINABILITY ADVISORY BOARD  
SUSTAINABLE NEIGHBORHOODS GRANT BUDGET FORM**

Budget Categories	SAB Grant Request	Requestor's Contribution	3 <sup>rd</sup> -Party Cash Match	3 <sup>rd</sup> -Party In-Kind Match	Total
1. Personnel					
2. Fees and Services					
3. Rental Fees					
4. Travel					
5. Marketing Expenses					
6. Materials Expenses					
7. Operating Expenses					
8. Other Expenses					
Total Project Expenses					

**Note:** As you write your budget justification, be sure to address the amount of your matching support, its source(s), and how the match reflects community interest. Your budget should correspond with the plan explained in your project narrative.

**BUDGET JUSTIFICATION**

**1. Personnel**

**2. Fees and Services**

**3. Rental Fees**

**4. Travel**

**5. Marketing Expenses**

**6. Materials Expenses**

**7. Operating Expenses**



## 8. Other Expenses

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# City of Lawrence

SUSTAINABILITY  
ADVISORY BOARD

## LAWRENCE SUSTAINABILITY ADVISORY BOARD SUSTAINABLE NEIGHBORHOODS GRANT FINAL REPORT

**Final reports are due one month following project completion or no later than July 1, 2015.** Please fill out this form, attach your final budget, any additional information about the project, and any documentation such as photographs, programs, reviews, or surveys, and submit it to:

Sustainable Neighborhoods Grant - SAB  
ATTN: Eileen Horn, Sustainability Coordinator  
P.O. Box 708  
Lawrence, KS 66044

Questions? Contact Eileen at [ehorn@lawrenceks.org](mailto:ehorn@lawrenceks.org) or (785) 330-3121

**Name of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Project Director** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**SAB Grant Amount \$** \_\_\_\_\_ **Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

*Answers to the following questions may be given here or attached to this form as a separate document.*

- 1) Describe the outcome(s) of this project
- 2) Did this project change substantially from how you described it in your grant proposal? ☐ yes ☐ no  
If yes, please describe why and how it changed and the impact of this change on the outcome.
- 3) Estimate how many people benefited from this project: \_\_\_\_\_ adults \_\_\_\_\_ children  
How did you collect these numbers?
- 4) Describe what the SAB grant enabled you to accomplish in regards to this project.

- 5) Attach a final project budget indicating specifically how the SAB grant funds were expended.
- 6) Attach documentation of the project to this form, please list the items attached. (videos, photos, articles, meeting announcements, flyers, etc).

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