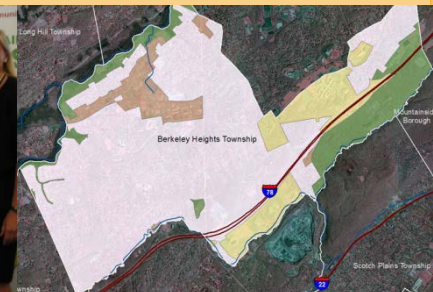




2017 Sustainable Jersey Funding Opportunity

An overview of the Sustainable Jersey Small Grants Program and the application process.

Presented by Renee Haider, Associate Director
Samantha McGraw, Municipal Program Coordinator





Renee Haider
Associate Director



Samantha McGraw
Municipal Program Coordinator



Agenda

1. Overview
2. Application Review
3. Tips for Successful Proposals
4. Grant Reporting Requirements
5. Questions and Answers



The PSEG Foundation is contributing
\$200,000 to support the Sustainable Jersey
Small Grants Program for municipalities



PSEG

We make things work for you.



How to Apply

The application is due **FEBURARY 28, 2017** by midnight



Applications will be completed online

\$20,000 & 10,000 Application: http://bit.ly/2017PSEG20K_10K

\$2,000 Application: <http://bit.ly/2017PSEG2K>

We will review the online application later in this webinar.



Available Funding

This grant cycle of the Small Grants Program funded by the PSEG Foundation will award:

- Four (4) \$20,000 awards
- Eight (8) \$10,000 awards
- Twenty (20) \$2,000 capacity building awards

At least 50% of the available grant funding pool will be reserved for grant awards to certified towns.

Each municipality is only eligible to receive one grant this cycle. If two applications are submitted, the larger application will be considered first.



Use of Funding

\$10,000 and \$20,000 project grants*:

Funds must be used to fund all or part of a project related to a Sustainable Jersey action.

\$2,000 capacity building grant:

Funds can be used for general operating support and direct expenses for Green Teams.

IMPORTANT NOTE REGARDING ENERGY RELATED PROJECTS: Due to funding available through the New Jersey Clean Energy Program (NJCEP) for energy audits and energy efficiency projects (i.e. lighting, furnaces, etc.), these activities are **NOT** eligible for funding from this cycle. However, the current NJCEP solicitation for renewable electric energy storage projects (electric storage added to an existing renewable energy system) **ARE eligible** for matching funds from this PSEG grant cycle. See the NJCEP website for more information on this current opportunity: <http://www.njcleanenergy.com/renewable-energy/programs/energy-storage>



Eligibility Requirements

1. New Jersey municipal government
2. Registered or certified with Sustainable Jersey **AND** have an active **Green Team**.
3. Use funding to implement an action eligible for Sustainable Jersey points.
4. Additional eligibility rules for previous grant recipients:

Previous Grant Amount	Grant Status	Eligible to Apply for \$20,000 or \$10,000 Grant	Eligible to Apply for \$2,000 Grant
\$10,000 or more	Open	No	Yes
	Closed +	Yes	Yes
\$2,000 or less	Open	Yes	No
	Closed +	Yes	Yes

+ A grant is closed when the final report has been submitted and approved



Application

Information Packet

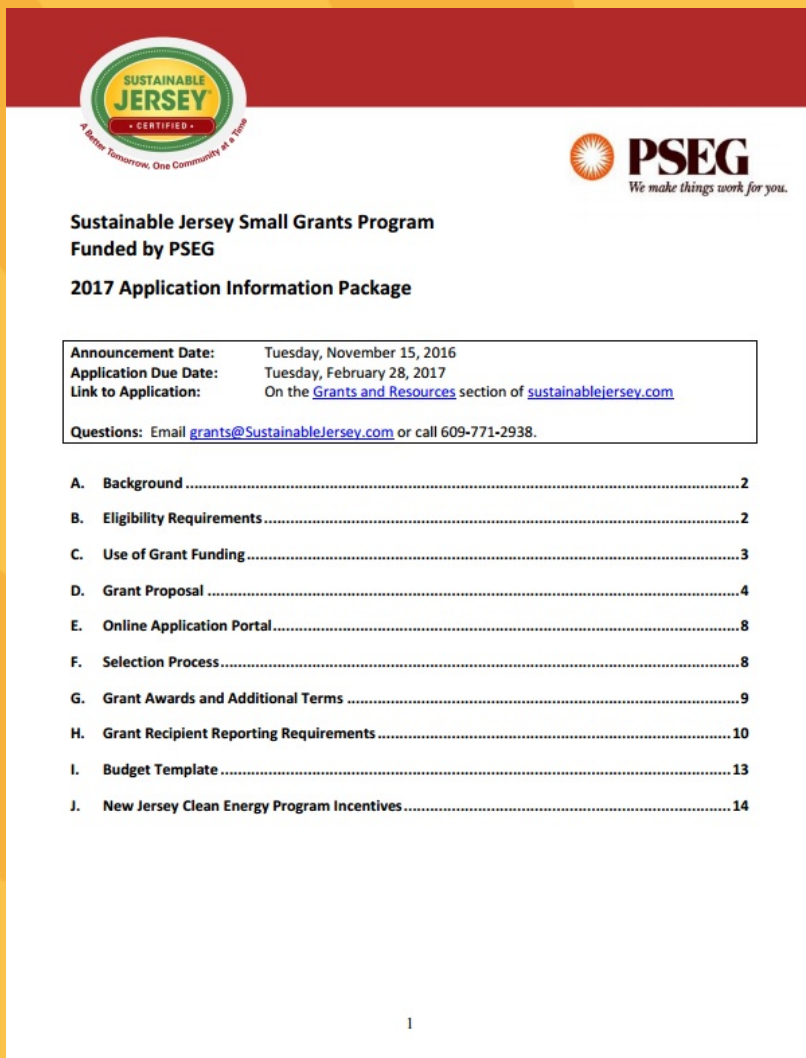
The Application Information packet can be downloaded from the **Sustainable Jersey Small Grants Program** page

“Current Opportunities”

Samantha McGraw

609-771-2938

grants@sustainablejersey.com





Application

Online Application

Sustainable Jersey
Small Grants Program funded by PSEG

\$20,000 and \$10,000 Grant Application

For more information about the Sustainable Jersey Small Grants Program cycle, [click here for the information packet](#).

LOGIN:

If you have already created an application for this cycle, please Login to review/edit your application or fill in other requested information.

SIGNUP:

If you would like to start an application, please Signup by entering your email address and a password. You will then be taken to the application form. This is **separate** from the account you may have set up on the Sustainable Jersey website to access your certification application.

Each grant cycle is unique. Information on previously submitted applications is not carried over from application to application. A new application is required for each cycle. If you plan to submit applications for more than one municipality, each application must use a **different email address**. The email address will be used as the unique identifier for the application.

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\$20,000 & 10,000 Application: http://bit.ly/2017PSEG20K_10K

\$2,000 Application: <http://bit.ly/2017PSEG2K>



Application

Application Sections

Eligibility Screening

1. Sustainable Jersey Registration
2. Green Team Requirements
3. Previous Grant Requirements

Proposal Narrative (\$20,000 or \$10,000)

1. Project Title & Description
2. Project Team Members & Resume
3. Action Plan and Timeline
4. Project Impact
5. Budget Narrative
6. Evaluation

Attachments

1. Green Team Documentation*
2. Grant Authorization
3. Detailed Budget
4. Optional Information

* Not required from Sustainable Jersey **certified** municipalities



Application Sections

Attachments

Documentation of an Active Green Team

This requirement is waived for communities that are currently certified.



- List of members
- Annual municipal government resolution, ordinance, or proclamation that appointed the Green Team for the current year.
- Summary of activities undertaken by the Green Team in the last year.

(see the [Create a Green Team](#) action submission requirements for more information.)



Application Sections

Attachments

Grant Authorization

- In order for a municipality to be awarded this grant, the local governing body must pass a resolution supporting the application. Template available.

This is NOT the same as the Resolution needed to register for Sustainable Jersey participation or to establish a Green Team.



Application Sections

Detailed Budget

Include an itemized project budget showing salary, materials, contractor/ consultants and services.

This budget template is available for your use. The file should be converted to PDF to upload. Please check that it is legible.



Small Grants Program Budget Template



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source column. If the grant funds will contribute to the completion of a project the will also be funded by other sources, please identify the amount of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

Applicant Name:

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	Sustainable Jersey Grant Funded	Other Funding Sources	Total Cost
					\$ -
					\$ -
					\$ -
Total Municipal Salaries			\$ -	\$ -	\$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Jersey Grant Funded	Other Funding Sources	Total Cost
					\$ -
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources	Total Cost
					\$ -
					\$ -
					\$ -
Total Equipment Cost			\$ -	\$ -	\$ -

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources	Total Cost
					\$ -
					\$ -
					\$ -
Total Cost of Supplies			\$ -	\$ -	\$ -

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources	Total Cost
					\$ -
					\$ -
					\$ -
Total Other Expenses			\$ -	\$ -	\$ -

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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Tips for Proposals

Successful proposals are...

Practical

Well Written

Impactful

**Effective in Leveraging
Resources and Partnerships**



Proposal Evaluation

Selection Process

All \$20,000 and \$10,000 proposals will be reviewed by a Blue Ribbon Selection Committee composed of sustainability leaders and experts from the public and private sectors

Members of the Selection Committee are not municipal consultants, staff or elected officials. Approximately 50% of the grant funds will be reserved for certified municipalities. Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received in a given funding cycle. The review process will also consider efforts toward Sustainable Jersey certification and the regional distribution of grants throughout the state.



Evaluation Criteria

Proposals are evaluated based on...

Impact of the proposed project

Influence on future activities

Likelihood of success



Evaluation Criteria

Proposals are evaluated based on...

**Municipal
capacity**

**Partnerships and
leveraging**

**Innovativeness
and uniqueness**

IMPORTANT NOTE REGARDING ENERGY RELATED PROJECTS: Due to funding available through the New Jersey Clean Energy Program (NJCEP) for energy audits and energy efficiency projects (i.e. lighting, furnaces, etc.), these activities are **NOT** eligible for funding from this cycle. However, the current NJCEP solicitation for renewable electric energy storage projects (electric storage added to an existing renewable energy system) **ARE eligible** for matching funds from this PSEG grant cycle. See the NJCEP website for more information on this current opportunity:
<http://www.njcleanenergy.com/renewable-energy/programs/energy-storage>



Awarding of Grants

Grant awards will be announced by:

April 11, 2017

Fifty percent (50%) of the grant funds will be disbursed at the beginning of the grant period.

The remainder will be transmitted upon completion of the grant funded activities and acceptance of the recipient's final report.



\$20,000 or \$10,000 Reporting Requirements

Nine-month Interim Report – Due January 31, 2018

- Project description
- Completed, delayed, and upcoming project milestones
- Estimated project completion date
- A list of project expenditures paid by the grant funds to date

Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.



\$20,000 or \$10,000 Reporting Requirements

Final Report – Due October 31, 2018

- A brief description (2-5 sentences) of the completed grant project that highlights the grant outcomes and impact.
- Challenges faced and if/how they were addressed.
- Modifications to the grant project outlined in the original grant proposal.
- Impact of the grant project on the community.
- Samples of communications distributed to the community related to the grant project.
- At least **TWO** photographs depicting the grant project and/or related activities are required. Documentation that PSEG and Sustainable Jersey were acknowledged as the project funders in project promotional materials and project signage.
- Lessons learned in completing the project.
- Expenses and supporting documentation such as invoices, purchase orders, receipt copies or expenditure ledgers from the business administrator.
- [Grantee's Certification and Declaration](#) signed by the business administrator or other authorized representative will also be required.

Grant reporting will be completed online. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline.



\$2,000 Grant Reporting Requirements

- Online report form must be completed by **April 30, 2018**.
- Information Requirements
 - ✓ A brief description of the completed grant project
 - ✓ Challenges faced and if/how they were addressed.
 - ✓ Modifications to the grant project, activities, outcomes outlined in the proposal.
 - ✓ Impact of the grant project on the community.
 - ✓ Samples of communications distributed to the community .
 - ✓ At least **TWO** photographs depicting the grant project and/or related activities.
 - ✓ A summary of expenses charged to the grant.
 - ✓ [Grantee's Certification and Declaration](#) signed by the business administrator or other authorized representative will also be required.



Key Things to Remember

The application is due **February 28, 2017** by 11:59pm

The **applications** are available online at

\$20,000 & 10,000 Application: http://bit.ly/2017PSEG20K_10K

\$2,000 Application: <http://bit.ly/2017PSEG2K>

Good Luck!

For more information contact Sustainable Jersey at grants@sustainablejersey.com or 609-771-2938



Upcoming Events

How to Better Serve Special Needs Residents in Emergencies: A Workshop on Using "Register Ready"

Friday December 16, 2016 from 10:00 AM to 1:00 PM

Livingston Township, Senior/Community Center, 204 Hillside Avenue, Livingston, NJ 07039

This workshop will provide an overview of the leading practices for using *Register Ready* to more effectively anticipate the needs of vulnerable populations during emergencies. The workshop will start with presentations by experts dedicated to serving individuals with access & functional needs, as well as experienced emergency managers. The second half of the workshop will offer structured peer-to-peer exchange. Participants will walk away with strategies, outreach materials, and tangible ideas they can immediately implement to improve the disaster resilience of their community residents.

Who should attend? The workshop is intended for emergency managers, health officers, AFN coordinators, MRC coordinators, public information officers, CERT members, LTRG members, VOAD/COAD representatives and Green Team members. You don't need to be a Sustainable Jersey community to participate.



Upcoming Events

Tech Helps Build Communities Webinar

Wednesday, January 4, 2017, 1:00pm-2:00pm

[REGISTER](#)

We'll be discussing two new Sustainable Jersey initiatives to help your towns incorporate digital technologies to meet your sustainability goals.

- 1. PIE Technology Assessment:** Two pilot towns will receive consulting assistance to review your public engagement & communications goals and receive a roadmap of the necessary resources and available technologies to get you there.
- 2. Coding for Community Competition:** Pair towns with technology experts to help create technology solutions to your community's sustainability needs.



Upcoming Events

Moving Up to Silver Certification Webinar

Tuesday, January 24, 2017, 1:00pm - 2:00pm

[REGISTER](#)

Municipalities that are interested in attaining silver certification (whether they are currently certified at the bronze level or are just beginning to work on their certification) should attend this webinar to get tips from silver certified municipalities and Sustainable Jersey staff. Hear about how other towns have achieved the prestigious silver designation, and learn about actions that can fast track you on the path to silver!



Upcoming Events

Stay In the Game! Strategize your Recertification Webinar

Wednesday, February 15, 2017, 1:00pm - 2:00pm

[REGISTER](#)

Now is the time to start planning for recertification! This webinar will provide helpful information to help you avoid a lapse and/or maintain your certification including:

- An overview of the certification cycle for the year
- An update on new and existing action including a change to non-expiring actions, and an explanation of variable point actions
- Suggestions to prevent leaving actions “on the table”
- Accessing and using your online application
- Why actions are not approved

If you have questions that you would like us to answer during the webinar, please email them to fatton@tcnj.edu



Upcoming Events

Making a Game Plan for Getting Certified Webinar

Wednesday, February 22, 2017, 1:00pm - 2:00pm

[REGISTER](#)

This webinar will share proven strategies and tools to help map out a path to certification within six to twelve months. Learn how to:

- Mobilize your green team
- Navigate the Sustainable Jersey website
- Select “start-up” actions
- Get assistance completing actions from non-profits and other groups
- Track your progress and more!