



Accomplishing big things with Small Grants Sustainable Jersey Small Grants Program

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Proposal Evaluation

Selection Process

All 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.



Evaluation Criteria

Proposals are evaluated based on...

**Community
capacity**

**Partnerships and
leveraging**

**Innovativeness
and uniqueness**



Evaluation Criteria

Proposals are evaluated based on...

Importance to sustainability in the municipality, in New Jersey, and globally

Scope and term of impact

Likelihood of success



Strong Grant Projects

Successful grant projects...

Score Points towards Sustainable Jersey Program Actions

PEOPLE	STUDENT & COMMUNITY OUTREACH	PROSPERITY	ENERGY EFFICIENCY	PLANET	CLIMATE MITIGATION & RENEWABLE ENERGY	POINTS
	Green Team**		Energy Audit*		School Carbon Footprint*	10
	Community Education & Outreach*		Building Efficiency Measures*		On-site Renewable Generation System-Solar	(5-40)
	Green Fair		Energy Tracking & Management		On-site Renewable Generation System-Geothermal	10
	"Green" Your Green Fair or School Event		Sustainable Energy Transition Plan		Buy Renewable Electricity	10
	Green Challenges		LEADERSHIP & PLANNING		Collaborate with Municipality on Government Energy Aggregation Program	10
	Civic & Stewardship Volunteer Initiatives		Professional Development for Sustainability*		SCHOOL GROUNDS	
	Enrichment Programs through Partnership		School Community Asset Mapping		Biodiversity Audit & Management Plan	10
	DIVERSITY & EQUITY		Green Facilities Management Checklist		Biodiversity Project	10
	Breakfast After The Bell		Green Enhancement of District Strategic Plans		Green Infrastructure Assessment & Plan	10
	Accessible Communications		Strategic Plan Implementation of Green Initiatives		Green Infrastructure Installation	10
	Diversity on District Task Forces & Committees		District Sustainability Policy		Sustainable Landscape Design	10
	FOOD & NUTRITION		School District Foundation		GREEN DESIGN	
	Healthy Food Choices		STUDENT LEARNING*		Green Building Policy*	10
	School Gardens		(only one action in this category will be counted toward priority requirements)		Green Building Training	10
	Promote Locally Grown Foods		Education for Sustainability K-3*			
	STUDENT SAFETY		Education for Sustainability Grades 4-12 Science*			
	Safe Routes to School District Policy					

Tips for Proposals

Successful proposals are...

Practical

Well Written

Impactful

**Effective in Leveraging Resources
and Partnerships**



Strong Grant Projects

Successful grant projects are...

Impactful



Strong Grant Projects

Successful grant projects are...

Practical & Likely to Succeed



Strong Grant Projects

Successful grant projects are...

Well Written



Strong Grant Projects

Successful grant projects are...

**Effective in Leveraging Resources
& Partnerships**



Strong Grant Projects

Successful grant projects are...

Unique or Creative



Application Sections

Proposal Narrative Sections

Project Description

What you will do, and how you will do it

- Project descriptions should be clear and concise
- Highlight project partners
- Describe the role and responsibilities of people involved in the project.

Project Impact

- Projects should have a significant impact on the sustainability of a municipality.
- Applications should highlight how the project will positively benefit the community.

Grant Funding Impact

- Explain the impact of the Sustainable Jersey grant on the project's success.
- Would the project happen without these funds?



Application Sections

Proposal Narrative Sections

Timeline

- What do you plan to do and when? What are the key milestones?

Budget Narrative

- Describe how the grant funds will be spent
- Explain the total budget for the project if other funds are necessary to complete the project.
- Identify other project funding sources including in-kind and cash matches.

Evaluation

- Describe how you will assess the impact of the project.
- What kind of documentation will be submitted to evaluate success?



Application Sections

Required Attachments

1. Detailed Budget
2. Documentation of Active Green Team*
3. Resolution of Support
4. Resumes or Bios

*Criteria waived for certified communities

Templates for the detailed budget and resolution of support can be found on the Small Grants Program page of www.sustainablejersey.com and within the grant application.



**The PSEG Foundation is contributing \$200,000
to support the Sustainable Jersey Small Grants
Program in FY16.**



PSEG

We make things work for you.



Available Funding

This grant cycle of the FY16 Small Grants Program funded by the PSEG Foundation will award:

- **Four \$20,000 awards**
- **Eight \$10,000 awards**
- **Twenty \$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.



How to Apply

The application is due **FEBURARY 7th, 2016** by midnight



Applications will be completed online at
<https://app.wizehive.com/appform/login/PSEGMuni2016>



Eligibility Requirements

1. New Jersey municipal government.
2. Registered or certified with Sustainable Jersey **AND** have an active **Green Team**.
3. ALL previous Sustainable Jersey Small Grants Program recipients of over \$5,000 that have completed the grant project, submitted final fiscal and project reports, and received final payment, ARE ELIGIBLE to apply.
4. Previous awardees of \$2,000 Capacity Grants that have NOT COMPLETED their projects, but are current with grant reporting requirements ARE ELIGIBLE to apply.



Application Sections

Budget Template

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Level of Effort	Total Cost
			\$
			\$
Total Municipal Salaries			\$

B. SUBCONTRACTORS/CONSULTANT COSTS

Subcontractor/ Consultant	Role in Project	Period of Performance	Total Cost
			\$
			\$
Total Subcontractor/Consultant Cost			\$

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Total Cost
			\$
			\$
Total Equipment Cost			\$

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Total Cost
			\$
			\$
Total Cost of Supplies			\$

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Total Cost
			\$
			\$
			\$
TOTAL COST OF PROJECT			\$

Required Attachments

Detailed Budget

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



Funding Partners

New Jersey Health Grants
Cynthia Collins, Child & Adolescent Health
Program Manager, NJ Department of
Health

AtlantiCare

