



Sustainable Jersey Grants Program Funded by the PSEG Foundation 2019 Application Information Package

Announcement Date: Tuesday, November 13, 2018
Application Due Date: Friday, February 15, 2019
Link to Application: On the [Grants and Resources](#) section of sustainablejersey.com

Questions: Email grants@SustainableJersey.com or call Kaitlyn Vollmer at 609-771-3189

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A. Background

We are pleased to announce that the PSEG Foundation is contributing \$200,000 to support another cycle of the Sustainable Jersey Grants Program. With this contribution, the PSEG Foundation has provided over \$1.9 million dollars in funding to support local sustainability initiatives in municipalities and schools across the state. The PSEG Foundation's ongoing support of the Grants Program is an excellent example of how public/private partnerships can encourage local grass roots efforts to improve the quality of life in New Jersey.

The Sustainable Jersey Grants program is an important program benefit for New Jersey municipalities participating in the Sustainable Jersey Certification Program. Funding supports efforts to implement projects that help municipalities gain points needed for Sustainable Jersey certification and make progress toward a sustainable future. The funded projects serve as practical and innovative models for the rest of the State and make measurable contributions toward the long-term goal of a sustainable New Jersey.

This grant cycle of the 2019 Grants Program funded by the PSEG Foundation will award:

- Four (4) \$20,000 grants
- Eight (8) \$10,000 grants
- Twenty (20) \$2,000 grants

ONLINE applications are due by Friday, February 15, 2019. Applications are submitted through WizeHive, a Grant Management System, and NOT the Sustainable Jersey website. Email submissions of grant proposals will NOT be accepted. All applications must be submitted online using the links below:

\$20,000 or \$10,000 Grant Application: <https://app.wizehive.com/apps/sjpsseg2019>

\$2,000 Grant Application: <https://app.wizehive.com/apps/sjpsseg2k2019>

Informational Webinar

An informational webinar to review the application process, eligibility requirements and tips for successful projects will be held **Monday, December 10, from 3:00-4:00pm**. Register [here](#). Following the webinar, the recording and presentations will be posted on the [Webinar Recordings and Presentations page](#).

Notifications of grant awards will be made by the end of March and a press event for grant recipients will be held in April.

B. Eligibility Requirements

To be eligible to apply for a Sustainable Jersey grant, an applicant must:

- Be a New Jersey municipal government. Funding may be passed through to a non-profit, partner organization, or contractor, but the municipality must be the applicant and will be responsible for the reporting requirements. Checks will be made payable to the municipality and sent to its fiscal agent.
- Be registered or certified with Sustainable Jersey AND have an active green team. Municipalities do not have to be certified in the Sustainable Jersey Certification Program to be eligible to receive a grant. However, up to fifty percent of the available grant funding is reserved for certified communities.
- Use the grant funding to implement a project related to an action that is eligible for points in the Sustainable Jersey Certification Program. (See the list of Sustainable Jersey actions [here](#))
- Eligible municipalities may submit only one (1) proposal for a \$20,000 or \$10,000 grant and one (1) proposal for a \$2,000 grant. Each municipality is eligible to receive only one grant in this award cycle. The proposal for the larger amount will be considered first.

Additional Eligibility Rules for Previous Grant Recipients

Year Grant Awarded	Amount	Grant Status	Eligible to Apply for \$10,000 or \$20,000 Grant	Eligible to Apply for \$2,000 Grant
2018	\$10,000 or larger	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	Yes
2017 & Earlier	\$10,000 or larger	Open	No	No
		Closed +	Yes	Yes
	\$2,000	Open	No	No
		Closed +	Yes	Yes

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

Please contact Kaitlyn Vollmer, Grants Program Coordinator, at 609-771-3189 or at grants@sustainablejersey.com if you are unsure if your municipality has an outstanding grant. She can verify the status of previously awarded grants and review the close-out process with you. It could be possible to close an outstanding grant out in time to apply for a grant in this cycle.

C. Use of Grant Funding

- Funds for the \$20,000 or \$10,000 grants must be used to fund all or part of a project related to an action in the Sustainable Jersey program. [Innovative Community Project](#) actions are acceptable.
- **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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K](#).

- Eligible expenses include salary, supplies, materials, consultants, contractor fees, equipment, program/educational materials and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), incentives, and awards. Grant funds to be spent on promotional items should be limited to \$1,000 or less for large grant awards and \$200 or less for \$2,000 awards. **Facilities and administrative (overhead) costs may NOT be charged to the grant.**
- \$20,000 or \$10,000 grants must be fully expended, projects completed, and final reports submitted by **October 31, 2020.**
- \$2,000 grants can be used for green team expenses. Funding does not have to be for project-specific activities. Grant funding *may* be used for a project related to an action in the Sustainable Jersey Certification Program. All funds must be fully expended, projects completed and final reports submitted by **April 30, 2020.**

D. Grant Proposal

Sustainable Jersey grants are intended to help local governments make progress toward a sustainable future in general and specifically toward Sustainable Jersey certification. The online application is designed to collect the information needed to evaluate a proposal without overburdening the applicant.

The \$20,000 and \$10,000 grants have an 18-month performance period. The \$2,000 grants have a 12-month performance period. Online grant applications are due by **Friday, February 15, 2019.** Notifications of grant awards will be made by the end of March, and a press announcement event with the grant recipients will be held in April.

Access the online applications using the links below:

\$20,000 or \$10,000 Grant Application: <https://app.wizehive.com/apps/sjpseg2019>

\$2,000 Grant Application: <https://app.wizehive.com/apps/sjpseg2k2019>

Please note that each Sustainable Jersey Grant cycle is unique. Information on previously submitted applications is not carried over from application to application. In order to apply in the 2019 cycle funded by the PSEG Foundation, previous applicants must create a new application via the WizeHive application portals linked above using the "sign up" feature.

The following sections outline the information needed to complete the online applications.

Eligibility Inquiry

The applicant must confirm the following:

- It is registered in the Sustainable Jersey Certification Program
- It has established a green team in accordance with Sustainable Jersey program requirements
- It has no outstanding grants that would affect eligibility*

Sustainable Jersey staff will verify the information provided. Applicants that do not meet the eligibility requirements will not be considered for an award. ***Please contact Kaitlyn Vollmer, Grants Program Coordinator, at 609-771-3189 or at grants@sustainablejersey.com if you are unsure if your municipality has an outstanding grant. She can verify the status of previously awarded grants and review the close-out process with you. It could be possible to close an outstanding grant out in time to apply for a grant in this cycle.***

\$20,000 or \$10,000 Grant

1. Applicant Information

- Municipality Name
- County
- Municipal Employer Identification Number (EIN)

2. Grant Proposal

- **Grant Funding Requested:** \$20,000 **OR** \$10,000
- **Project Title and Brief Description (500 words or less):** Provide a name for the proposed project and a short description. The description should focus on a specific effort that the grant will be used to support. Describe why this project is important and how it will address a need within the town. This description will be used in program reports and communications materials.

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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K](#).

- **Project Team Members:** Upload a list of the key people who will be involved in completing the proposed project, their roles, and a brief statement of why the team members are qualified for their role in the project. Based on the proposed project, consider reaching out to community members such as the school/district green team; county agency staff; and representatives from civic or community-based organizations, non-profits, professional organizations or local businesses who could be a valuable resource. Also be sure to include representation from stakeholder groups that will be involved in or impacted by the implementation of the proposed project.
- **Action Plan and Timeline:** Outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community outreach activities, and evaluation/reporting. Identify the target completion date for each step to ensure the project can be accomplished by the end of the 18-month performance period. An action plan template is available [here](#) and is shown in [Section I](#). **NOTE: Applicants may not submit for reimbursement for a project that has already taken place, and the timeline of the grant project should not start until *after the grant announcement in April.***

- **Community Engagement:** Describe how information on the project will be shared with the community. This can include things like plans to hold a “ribbon-cutting” ceremony, project signage, presentations at community events, or information sharing via printed communications, website content, and social media.
- **Project Impact:** Describe how the completion of this project will advance sustainability efforts in your community and how it will be measured. Include who and how many will benefit by the proposed project. Also address how the project will augment existing green team efforts and/or be a catalyst to advance sustainability efforts in your community. This grant does not require a rigorous or formal evaluation process. However, grant recipients are expected to report on specific and/or measurable results or outcomes and other non-quantifiable impacts on the community.
- **Budget Narrative:** Describe how the grant funds will be spent. Eligible expenses include: salary, supplies, materials, consultants, contractor fees, equipment, program/educational materials, and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), incentives and awards. Grant funds to be spent on promotional items should be limited to \$1,000 or less. **Facilities and administrative (overhead) costs cannot be charged to the grant.**

If the total project budget is larger than your grant request, provide the total budget for the project and identify the other sources of funding. An example of other sources of funding would be any in-kind contributions or cash matches from the municipality or other organization. Matching or in-kind contributions are encouraged, but not required. In-kind time donations can include things such as staff/administrator time that is being provided, volunteer time, etc. This information will provide the selection committee has a full picture of the overall costs and contributions and the municipality’s commitment to the project.

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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K](#).

3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
 - Primary Contact for the grant application
The primary contact must be a municipal staff member or an elected/appointed official (green team member/volunteer). It cannot be a consultant.
 - Mayor
 - Fiscal Contact
The fiscal contact must be a person (typically the Business Administrator) authorized to manage official municipal funds.
 - Media Contact

4. Required Attachments and Information:

Note: All files uploaded into the online grant application must be in PDF format.

- **Green Team Information** (*Applicants that have achieved Sustainable Jersey certification **do not have to provide green team information.***) Applicants can check to see if their municipality is currently certified [here](#).
 - A list of green team members.
 - The municipal government resolution, ordinance, or proclamation that formally established the Green Team (See the [Create Green Team](#) action for more information).
 - A summary of recent green team activities. If the green team was just formed, describe future plans.
- **Authorization to Submit Grant Application:** In order for a municipality to be awarded this grant, the local governing body must pass a resolution supporting the application. For a template, click [here](#). **Note: this is different than the resolution needed to register in the Sustainable Jersey certification program.**

*Please note that it would be best to start the process of obtaining this resolution **as early as possible** to allow enough time to have the resolution adopted. The approved resolution should be submitted with the application by the February 15, 2019 deadline. However, applications will be accepted with a proposed resolution and the date that it will be presented to the governing body. The adopted resolution must then be emailed to grants@sustainablejersey.com **no later than March 15, 2019 in order for an application to still be considered.***

- **Detailed Budget:** A sample budget template is available [here](#) and is shown in [Section J](#). Eligible expenses include: salary, supplies, materials, consultants, contractor fees, equipment, program/educational materials, and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), incentives and awards. Grant funds to be spent on promotional items should be limited to \$1,000 or less. **Facilities and administrative (overhead) costs cannot be charged to the grant.**

If the total project budget is larger than your grant request, provide the total budget for the project and identify the other sources of funding. An example of other sources of funding would be any in-kind contributions or cash matches from the municipality or other organization. Matching or in-kind contributions are encouraged, but not required. In-kind time donations can include things such as staff/administrator time that is being provided, volunteer time, etc. This information will provide the selection committee has a full picture of the overall costs and contributions and the municipality's commitment to the project.

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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K](#).

5. Optional Information

This can include letters of commitment or support from project partners including: the school/district green team, business, community organizations, local non-profits, external partners or others. Letters that clearly describe the partner's role in the project are encouraged. The additional file upload option can also be used to provide more detailed project information.

\$2,000 Grant

1. Applicant Information

- Municipality Name
- County
- Municipal Employer Identification Number (EIN)

2. Grant Proposal

- **Project Title and Brief Description (300 words or less):** Please provide a name for the proposed effort and a description of what you plan to accomplish with the grant. This description will be used in program reports and press releases.
- **Action Plan and Timeline:** List the specific activities you plan to undertake and their target completion dates. The action plan should outline what the green team hopes to accomplish. To the extent possible, please identify who will be involved and how it will be accomplished, including key activities or events with target dates. An action plan template is available [here](#) and is shown in [Section I](#). *NOTE: Applicants may not submit for reimbursement for a project that has already taken place, and the timeline of the grant should not start until **after the grant announcement in April**.*
- **Budget Narrative:** Describe how the grant funds will be spent. Funds can be used for project expenses or as general support for green team activities associated with working towards Sustainable Jersey certification.

Eligible expenses include: salary, supplies, materials, consultants, contractor fees, equipment, program/educational materials, and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), incentives and awards. Grant funds to be spent on promotional items should be limited to \$200 or less. **Facilities and administrative (overhead) costs may NOT be charged to the grant.**

If the total project budget is larger than your grant request, provide the total budget for the project and identify the other sources of funding. An example of other sources of funding would be any in-kind contributions or cash matches from the municipality or other organization. Matching or in-kind contributions are encouraged, but not required. In-kind time donations can include things such as staff/administrator time that is being provided, volunteer time, etc. This information will provide the selection committee has a full picture of the overall costs and contributions and the municipality's commitment to the project.

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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K](#).

3. Application Contacts:

- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**
 - Primary Contact for the grant application
The primary contact must be a municipal staff member or an elected/appointed official (green team member/volunteer). It cannot be a consultant.
 - Mayor
 - Fiscal Contact
The fiscal contact must be a person (typically the Business Administrator) authorized to manage official municipal funds
 - Media Contact

4. Required Attachments and Information:

Note: All files uploaded into the online grant application must be in PDF format.

- **Green Team Information (Applicants that have achieved Sustainable Jersey certification *do not have to provide this information.*)** Applicants can check to see if their municipality is currently certified [here](#).
 - A list of green team members.
 - The municipal government resolution, ordinance, or proclamation that formally established the Green Team (See the [Create Green Team](#) action for more information.)
 - A summary of recent green team activities. If the green team was just formed, describe future plans.
- **Authorization to Submit Grant Application:** In order for a municipality to be awarded this grant, the local governing body must pass a resolution supporting the application. For a template, click [here](#) (**this authorization is DIFFERENT from the resolution passed to register for Sustainable Jersey**)

*Please note that it would be best to start the process of obtaining this resolution **as early as possible** to allow enough time to have the resolution adopted. The approved resolution should be submitted with the application by the February 15, 2019 deadline. However, applications will be accepted with a proposed resolution and date it will be presented to the governing body. The adopted resolution must then be emailed to grants@sustainablejersey.com **no later than Friday, March 15, 2019.***

- **Detailed Budget:** Funds can be used for project expenses or as general support for green team activities associated with working towards Sustainable Jersey certification.

A sample budget template is available [here](#) and is shown in [Section J.](#) salary, supplies, materials, consultants, contractor fees, equipment, program/educational materials, and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), incentives and awards. Grant funds to be spent on promotional items should be limited to \$200 or less. **Facilities and administrative (overhead) costs cannot be charged to the grant.**

If the total project budget is larger than your grant request, provide the total budget for the project and identify the other sources of funding. An example of other sources of funding would be any in-kind contributions or cash matches from the municipality or other organization. Matching or in-kind contributions are encouraged, but not required. In-kind time donations can include things such as staff/administrator time that is being provided, volunteer time, etc. This information will provide the selection committee has a full picture of the overall costs and contributions and the municipality's commitment to the project.

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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K.](#)

5. Optional Information

This can include letters of commitment or support from project partners including: the school/district green team, business, community organizations, local non-profits, external partners or others. Letters that clearly describe the partner's role in the project are encouraged. The additional file upload option can also be used to provide more detailed project information.

E. Online Application Portal

The applications can be accessed using the links below. Applications must be submitted using the online application portal by 11:59 PM on **Friday, February 15, 2019**. Only online application submissions will be considered for funding.

\$20,000 or \$10,000 Grant Application: <https://app.wizehive.com/apps/sjpseg2019>

\$2,000 Grant Application: <https://app.wizehive.com/apps/sjpseg2k2019>

F. Selection Process

An eligible municipality can apply for a \$2,000 grant **AND** a \$10,000 or \$20,000 project grant. The large grant will be considered first. If the large grant proposal is not funded, the \$2,000 proposal will then be considered. If the large grant is awarded, the municipality will no longer be eligible to receive the \$2,000 grant.

Up to fifty percent 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 towards Sustainable

Jersey certification, previous grant awards, and the regional distribution of the grants throughout the state.

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

A Blue Ribbon Selection Committee will evaluate applications that meet the grant eligibility requirements based on criteria listed in [Section L](#). Up to fifty percent 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 towards Sustainable Jersey certification and the regional distribution of grants throughout the state.

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, these activities are NOT eligible for funding in this cycle. Click [here](#) for a list of NJCEP incentives that can also be found in [Section K](#).

\$2,000 Grant Proposals

Grant proposals will be screened using the following criteria:

- The clarity of the project description
- Strength of the action plan that will guide the green team’s activities
- Budget includes only eligible and reasonable expenses
- The demonstrated commitment of the green team and municipality to move forward with sustainability efforts

G. Grant Awards and Additional Terms

Grant Awards

- Funding decisions will be announced by the end of March. Municipalities selected to receive a grant will be notified through their designated contacts. Checks will be made payable to the municipality’s designated fiscal contact.
- \$20,000 and \$10,000 grant recipients will receive half of the grant award at a press event in April. The remaining balance of the grant award will be paid contingent upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than October 31, 2020.
- The \$2,000 grants will be disbursed in full. All grant funds must be fully expended, projects completed and final reports submitted by April 30, 2020.

Additional Terms

All \$20,000 and \$10,000 grant recipients are required to notify Sustainable Jersey of any project-related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey and the PSEG Foundation. The purpose of these events is to celebrate the municipality's accomplishments in completing the grant project and to highlight the benefits of the Sustainable Jersey Grants Program.

Additionally, grant recipients receiving a \$20,000 or \$10,000 grant are required to install a sign recognizing the project funders (where applicable). The sign should explicitly state that the project was **funded by the PSEG Foundation and the Sustainable Jersey Grants Program**. The cost of the signage can be included in the project budget. If you require any logo files for your sign creation, please email your request to Kaitlyn Vollmer at grants@sustainablejersey.com.

All grant recipients should also acknowledge with the tag line funded by **the PSEG Foundation and the Sustainable Jersey Grants Program** in grant-related programs, activities events, or materials. Copies of materials acknowledging the funders will be required attachments in the final grant report.

All grant recipients are also required to include at least **TWO** photographs depicting the grant project and/or related activities with their final report. Whenever possible, the photographs should include members of the community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.

H. Grant Recipient Reporting Requirements

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

Grantees will be required to complete an interim and final report using an online report form via the same WizeHive application portal. Reminders will be emailed to the primary project contact at least 30 days prior to the report deadline. Grantees will need to login using the same information that was used to submit the original grant application. The following information is required for each report:

Interim Report – Due January 31, 2020:

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

Final Report – Due October 31, 2020:

- A description of the completed grant project that highlights the grant outcomes. This description will be provided to the grant sponsor, posted on the Sustainable Jersey website, and used in Sustainable Jersey Grants Program-related materials.

- A list of the challenges faced and how they were addressed and any advice for future grantees based off lessons learned when completing the grant.
- A summary of any modifications to the grant project, activities, and outcomes outlined in the original grant proposal. **All project modifications must be submitted via the terms listed [here](#) on the Sustainable Jersey website and approved by Sustainable Jersey before being implemented. Otherwise, it may impact future grant eligibility.**
- The impact of the grant project on the community. This includes what was accomplished, who is benefitting and how, and if the project could potentially be expanded and/or lead to other sustainability initiatives.
- A summary of the community outreach efforts that were undertaken to share information on the project with the community, such as a "ribbon-cutting" ceremony, project signage, print communications, website content, or social media postings. These efforts should include promotion of the grant award, and more importantly, promotion of the project's completion and success.
- At least **TWO** photographs depicting the grant project and/or related activities are required. Whenever possible, the photographs should include members of the community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.
- Documentation that the **PSEG Foundation and the Sustainable Jersey Grants Program** were acknowledged as the project funders in project promotional materials and project signage.
- A summary of expenses charged to the grant, a listing of budgeted vs. actual expenses (template can be found [here](#)), 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.

Failure to submit the required documentation will result in a municipality being ineligible to apply for future Sustainable Jersey grants. The final fifty percent of the grant funding will be disbursed upon receipt and approval of the documentation listed above.

\$2,000 Grant Awards

Grantees will be required to complete a final report using an online report form via the same WiseHive application portal by **April 30, 2020**. Reminders will be emailed to the primary project contact at least 30 days prior to the report deadline. Grantees will need to login using the same information that was used to submit the original grant application. The final report must document the completion of the green team activities or grant project described in the application.

The following information is required in the final report:

- A description of the green team activities that were completed by utilizing the grant funds or of the completed grant project that highlights the grant outcomes. This description will be

provided to the grant sponsor, posted on the Sustainable Jersey website, and used in Sustainable Jersey Grants Program-related materials.

- A list of the challenges faced and how they were addressed and any advice for future grantees based off lessons learned when completing the grant.
- A summary of any modifications to the grant project, activities, and outcomes outlined in the original grant proposal. ***All project modifications must be submitted via the terms listed [here](#) on the Sustainable Jersey website and approved by Sustainable Jersey before being implemented. Otherwise, it may impact future grant eligibility.***
- The impact of the grant project on the community. This includes what was accomplished, who is benefitting and how, and if the effort could potentially be expanded and/or lead to other sustainability initiatives.
- Samples of communications distributed to the community related to the grant efforts that also highlight the **PSEG Foundation and the Sustainable Jersey Grants Program** as the grant funders.
- At least **TWO** photographs depicting the grant project and/or related activities are required. Whenever possible, the photographs should include members of the community. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program related materials.
- A summary of expenses charged to the grant.
- [Grantee's Certification and Declaration](#) signed by the business administrator or other authorized representative.

Failure to submit the required documentation will result in a municipality being ineligible to apply for future Sustainable Jersey grants.

I. Action Plan and Timeline



Grant Application Proposed Project Action Plan

Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed within the grant performance period.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Community Outreach Activities		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

J. Budget Template



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 (cash or in-kind) column. If the grant funds will contribute to the completion of a project that 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/Rate	Sustainable Jersey Grant Funds	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Salaries			\$ -	\$ -	\$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

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

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Equipment Cost			\$ -	\$ -	\$ -

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Cost of Supplies			\$ -	\$ -	\$ -

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Other Expenses			\$ -	\$ -	\$ -

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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K. New Jersey Clean Energy Program Incentives

Note: Projects eligible for NJCEP/Utility incentives are not eligible projects for this grant cycle.

<p style="text-align: center;">For all NJCEP incentive programs, call 866-NJSMART (866-657-6278) or visit: www.njcleanenergy.com/commercial-industrial/home/home</p> <p style="text-align: center;">NOTE: Incentive levels subject to change; contact NJCEP and/or utility company for current program details</p>		
PROGRAM	INCENTIVE LEVEL	TYPE OF EQUIPMENT
NJCEP Direct Install	<ul style="list-style-type: none"> Incentive may pay up to 70% of cost of installed efficiency measures (equipment) 	<p>For details: www.njcleanenergy.com/commercial-industrial/programs/direct-install</p>
NJCEP SmartStart Buildings	<ul style="list-style-type: none"> Incentives based on equipment, efficiency, size, and end-use application 	<p>For details: www.njcleanenergy.com/ssb</p>
NJCEP Pay for Performance	<ul style="list-style-type: none"> New construction, renovation, remodeling, or equipment replacement 	<p>For details: www.njcleanenergy.com/commercial-industrial/programs/pay-performance</p>
NJCEP Residential Incentives	<ul style="list-style-type: none"> Home Performance with Energy Star (HPwES) (single or multifamily) Comfort Partners Residential New Construction 	<p>For details: www.njcleanenergy.com/residential/home/home</p>
NJCEP Combined Heat and Power	<ul style="list-style-type: none"> Incentives vary by size of project 	<p>For details: www.njcleanenergy.com/commercial-industrial/programs/combined-heat-power/combined-heat-power</p>
Utility Company Incentives	<ul style="list-style-type: none"> Complement NJCEP incentives Programs for local government facilities, businesses, residential 	<ul style="list-style-type: none"> Utility company incentives vary by service territory; check utility website for current program details
Utility Company Websites	<p><u>Elizabethtown Gas</u>: www.elizabethtowngas.com/residential/energy-savings/high-efficiency-equipment-rebates</p> <p><u>NJNG</u>: www.savegreenproject.com/featured-pages/o-apr-on-bill-repayment-program</p> <p><u>PSE&G</u>: www.pseg.com/business/small_large_business/save_energy/gov_efficiency.jsp</p> <p><u>South Jersey Gas</u>: southjerseygas.com/For-My-Business/Business-Incentives.aspx</p> <p><u>South Jersey Gas</u>: southjerseygas.com/For-My-Home/Residential-Incentives.aspx</p>	

L. \$10,000 and \$20,000 Grant Proposal Evaluation Criteria

Applications that meet the grant eligibility requirements will be evaluated using the criteria listed below:

<p>Project Description (20 points)</p> <ul style="list-style-type: none"> • The description concisely summarizes the specific project to be funded by the grant award and explains how it will address a need within the town • The proposed project will contribute toward the successful completion of a Sustainable Jersey action
<p>Project Team Members (10 points)</p> <ul style="list-style-type: none"> • The designated project team appears qualified to undertake the proposed project • The project team includes representation from community stakeholder groups that will be involved in or impacted by the implementation of the proposed project
<p>Action Plan & Timeline (20 points)</p> <ul style="list-style-type: none"> • The proposed project action plan addresses the steps needed to successfully complete the project • Target completion dates are realistic and will enable the project to be completed within the 18-month performance period (starting April 2019)
<p>Community Engagement (10 points)</p> <ul style="list-style-type: none"> • The proposed project will capitalize on collaborations between community- based organizations (i.e., county agencies, civic or community-based organizations, non-profits, the school district, professional organizations and local businesses) • The Action Plan includes efforts to share the success of the project with the wider community (i.e. ribbon-cutting ceremony, presentations, articles, etc.)
<p>Impact on the Community (20 points)</p> <ul style="list-style-type: none"> • The project will augment existing green team efforts and/or be a catalyst to advance sustainability efforts in the community • Who will benefit from the proposed project and how is clearly articulated
<p>Budget (20 points)</p> <ul style="list-style-type: none"> • The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project, including in-kind contributions such as volunteer hours • The project leverages no or low cost resources to cost-effectively complete the proposed project • The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant • The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value • Promotional items including “give-aways” (i.e. T-shirts, water bottles), incentives or awards do not exceed \$1,000.