



An Exelon Company

2021 Sustainable Communities Grant Program

Administered By:



Welcome to the webinar!

- All attendees are muted
- If calling in, enter the “audio pin”
- Enter questions in the “questions” box
- “Raise your hand” to ask questions at the end of the presentation

May 13, 2021

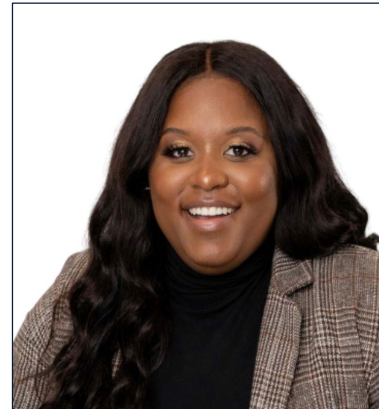
Presenters



Kaitlyn Vollmer
Grants Program
Coordinator
Sustainable Jersey



Susan Coan
Region Vice President
Atlantic City Electric



Chelsea Brown
Senior Corporate
Citizenship Specialist
Pepeco Holdings

Agenda

1. Overview

Learn about ACE's Sustainable Communities Grant Program

2. Eligibility

Find out if your municipality is eligible to apply and what is required to apply

3. Use of Funding

Review the eligible project types for the two different grants

4. Application Info and Live Walkthrough

Walk through the online application form and learn what each proposal section entails

5. Selection Process and Evaluation Criteria

Study the criteria the review committee will use to score proposals when selecting the grant recipients

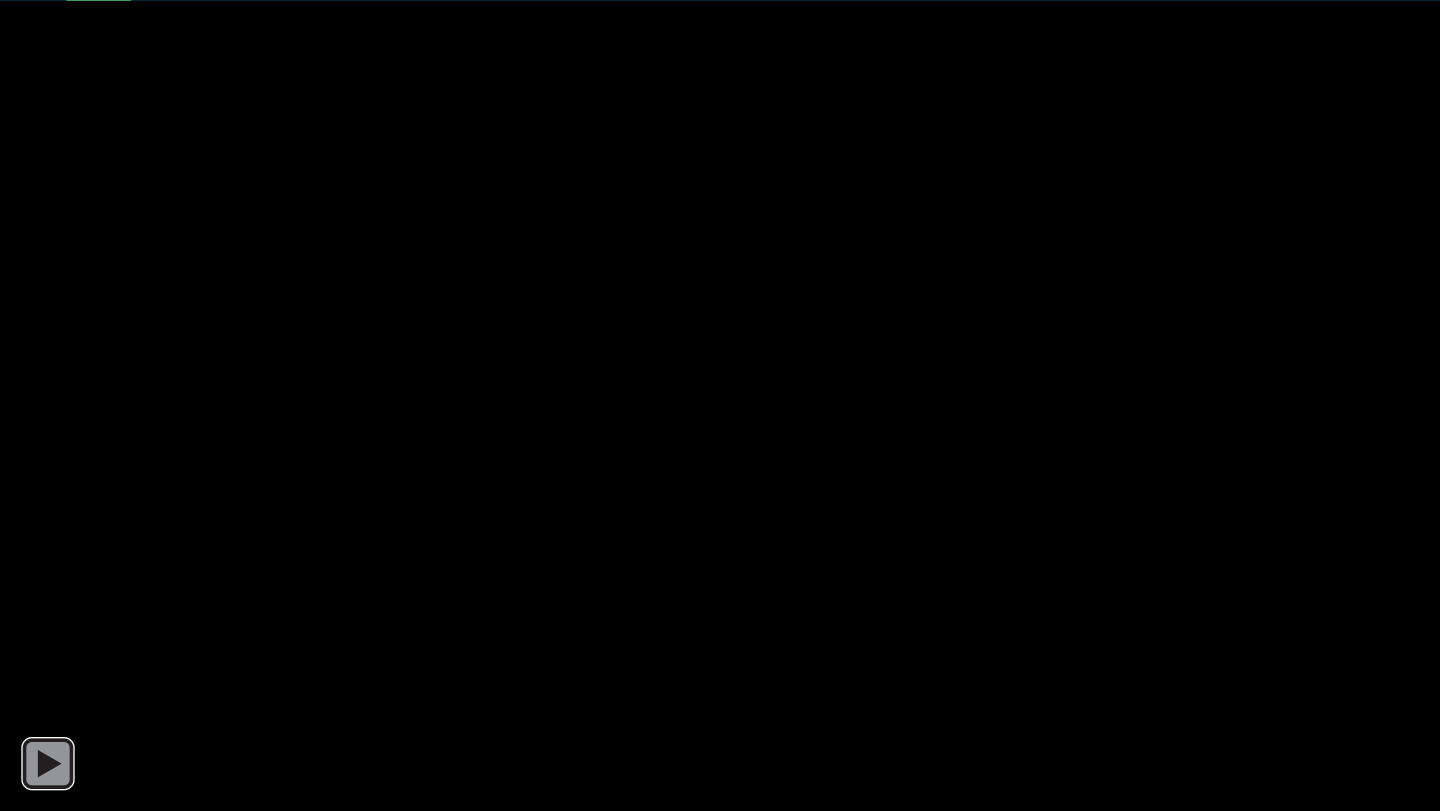
6. Final Thoughts and Q&A

Ask questions and hear the final thoughts of the presenters, such as what to keep in mind when applying



An Exelon Company

**Atlantic City Electric is contributing
\$75,000 to support the 2021 Sustainable
Communities Grant Program**





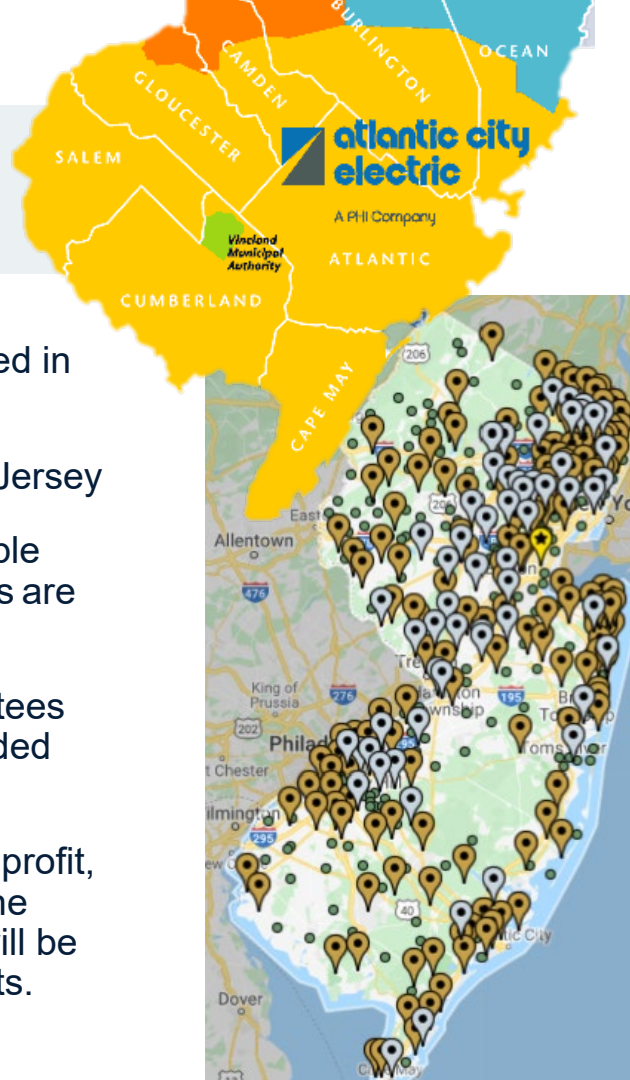
**atlantic city
electric**®

An Exelon Company

ACE values the environment and is always working toward delivering a cleaner and brighter future for communities.

Applicant Eligibility

- New Jersey municipal government located in [Atlantic City Electric service territory](#)
- [Registered](#) or [certified](#) with Sustainable Jersey
- Municipalities with outstanding Sustainable Jersey grants can apply if the open grants are in **good standing**
- Previous Sustainable Communities grantees can apply as long as their previously-funded project is **completed by July 31, 2021**
- Funding can be passed through to a nonprofit, partner organization, or contractor, but the municipality must be the applicant and will be responsible for the reporting requirements.



Not Registered? No Problem!

- Staff are available to help get your municipality registered in the program and create a green team
- Registration is free and easy
- Gives you access to tools, resources, and grants to make your municipality more sustainable
- Need to pass a resolution to register



Maureen Jones
Program Assistant
info@sustainablejersey.com
609-771-2938

Pass a Resolution to Participate

In order for a municipality to join the Sustainable Jersey program the municipality will need to pass a resolution stating its intent to seek Sustainable Jersey certification and designate an entity to be in charge of the process. Please note this resolution is **not the same as the Green Team resolution required for certification.**

[Sample Registration Resolution](#)

Sign-In or Sign Up for a Website Account

The person responsible for registering the municipality must be signed in if they have an existing account or sign up for a website account on the Sustainable Jersey website.

[Sign-In or Sign Up](#)

Register a Municipality Online

Once signed into your account, fill out the registration fields in the online registration form by providing municipal contact information and uploading a copy of the resolution to participate.

[Register Municipality](#)

Contact Us for Grant History

- If you are unsure if your municipality has an open grant that could be affecting its eligibility to apply, contact staff ASAP
- Grants must be either closed out, up to date with the reporting requirements, or granted an official extension to be considered in good standing
- If you know the project, you can submit the final close-out report [here](#)



Kaitlyn Vollmer
Grants Program Coordinator
grants@sustainablejersey.com
609-771-3189

Reporting Forms

Reporting forms for [large grant recipients](#) and [\\$2,000 grant recipients](#) are available on this page.

Important Note about Accessing Reports

To access the online report form you will need to login with the **same email address and password used to create and submit the original grant application**. If your contact has changed, email grants@sustainablejersey.com.

Large Grant Recipients (\$10,000 and up)

Unsure when your grant report is due? **Click on the Grant Cycle name** to view the press release for each cycle to identify the cycle your grant is associated with.

GRANT CYCLE	INTERIM REPORT DUE	FINAL REPORT DUE
2018 PSEG	January 31, 2019 Complete Report	October 31, 2019 Complete Report
2018 Gardinier	October 31, 2019 Complete Report	July 31, 2020 Complete Report

Use of Funding

Environmental Stewardship Grants

Six (6) \$5,000

Ten (10) \$2,000



Resiliency Grants

Two (2) \$10,000 grants

One (1) \$5,000 grant

- Can apply for one Environmental Stewardship and one Resiliency Grant.
- Only one grant will be awarded to a municipality.
- Matching or in-kind contributions (including volunteer time) are encouraged, but not required.
- Checks will be made payable to the municipality and sent to its fiscal agent.

IMPORTANT NOTE Projects already underway or completed are not eligible for funding. Funding cannot be used to reimburse municipalities who have already spent funds on the proposed project.



Environmental Stewardship Grants

Intended to help municipalities plan for, protect and improve public spaces such as local parks, natural areas, and recreation resources.

Eligible Projects

- Improving applicant -owned open spaces such as meadows, woodlands, and riparian buffers
- Making capital improvements for passive recreation such as installing trails, boardwalks, community gardens, informational kiosks, and observation platforms
- Developing and/or supporting open space programs
- Acquiring parcels of land to be used for open space or conservation easements



Eligible Expenses

- Professional service fees
- Costs associated with obtaining public input on plans such as hall rental, advertising, printing
- Materials and equipment
- Expenses that support the acquisition (by purchase or donation) of open space or conservation easements such as land cost, development rights, legal or consultant fees, surveying, environmental assessments, appraisals, etc.

*Staff time for municipal or authority employees for any aspect of the project and basic operating expenses are **not eligible expenses***



Projects for Points

Applicable Sustainable Jersey Actions

- [Natural Resource Inventory](#)
- [Open Space Plans](#)
- [Easement Inventory and Outreach](#)
- [Easement Inspections and Evaluations](#)
- [Building Healthier Communities](#)
- [Tree Planting Programs](#)
- [Tree Hazard Inventory](#)
- [Tree Maintenance Programs](#)
- [Community Gardens](#)
- [Wildlife Interaction Plan](#)
- [Innovative Community Project](#)
- [Bicycle and Pedestrian Audits](#)
- [Bicycle and/or Pedestrian Improvement Projects](#)
- [Bicycle and or Pedestrian Plan](#)
- [Complete and Green Streets for All Policy](#)
- [Municipal Water Story](#)
- [Water Conservation Education Program](#)
- [Water Conservation Ordinance](#)
- [Private Well Outreach and Testing](#)
- [Removing Lead in Drinking Water](#)

Please note that project diversity is considered when selecting the grants so only a limited number of each kind of project will be funded



Resiliency Grants

Awarded for projects that enhance a municipality's capacity to prevent and respond to catastrophic events and emergencies

Eligible Projects

- Implementation of strategies to minimize the impact of severe weather events, natural disasters or other emergencies impacting the environment
- Emergency operations planning, training, and community outreach
- Purchase of supplies and equipment needed to respond to emergencies including energy storage and stationary or mobile solar



WATERSHED MANAGEMENT PLAN CITY OF MARGATE

Supported by:
A Sustainable Jersey Grant Funded By PSEG

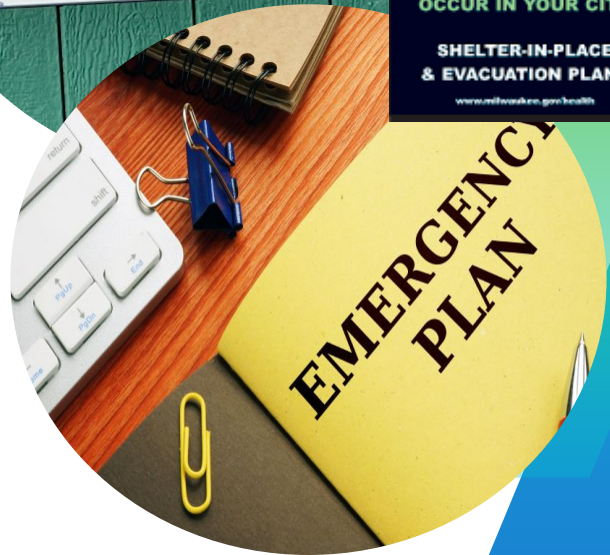
Wiss A. Reul, MS and Dr. Stewart C. Farrell
Stockton University Coastal Research Center
30 Wilson Avenue
Port Republic, NJ 08073



Eligible Expenses

- Professional service fees
- Costs associated with obtaining public outreach and education efforts
- Materials and equipment

*Staff time for municipal or authority employees for any aspect of the project and basic operating expenses are **not eligible expenses***



Projects for Points

Applicable Sustainable Jersey Actions

- [Climate Adaptation: Flooding Risk](#)
- [Coastal Vulnerability Assessment](#)
- [Extreme Temperature Event Plan](#)
- [Heat Island Assessment](#)
- [Community Wildfire Protection Plans](#)
- [Innovative Community Project](#)
- [Vulnerable Populations Identification for Emergencies](#)
- [Green Infrastructure Implementation](#)
- [Enhanced Stormwater Management Control Ordinance](#)
- [Emergency Communications Planning](#)
- [Wildfire Safety Council](#)
- [Community Asset Mapping](#)

Please note that project diversity is considered when selecting the grants so only a limited number of each kind of project will be funded

Online Application

Part One must be submitted via the online portal by 11:59pm on **Wednesday, June 30, 2021**. Part Two is due by **Friday, July 30**.

Application Information



Sustainable Communities Grant Program
Funded by Atlantic City Electric
2021 Application Information Packet

- The application information packet can be downloaded [here](#)
- More information available [here](#) on the Sustainable Communities Grant Program page on the Sustainable Jersey Website

Table of Contents

Table of Contents	1
A. Overview	2
B. Eligibility Requirements	3
C. Use of Grant Funding	3
D. Online Application Portal	5
E. Grant Application Form Sections	7
G. Selection Process	13
G. Grant Awards and Additional Terms	13
H. Grant Recipient Reporting Requirements	14
Attachment 1: ACE Service Territory	15
Attachment 2: Grant Application Proposed Project Action Plan	16
Attachment 3: Budget Template	17
Attachment 4: Grant Proposal Evaluation Criteria	18

A screenshot of the Sustainable Jersey website's navigation menu. The top navigation bar includes links for ABOUT, NEWS, SUPPORT US, CONTACT US, HOME, and a search icon. There are also buttons for Register and Sign in. Below this, a secondary navigation bar features the Sustainable Jersey logo and links for Certification, Actions, Grants (circled in blue), Events, Resources, and Get Involved. A dropdown menu is open under the Grants link, listing: Sustainable Communities Cycle (circled in blue), Eligibility Requirements, Proposal Evaluation, Online Application Portal Instructions, PSEG Cycle, and 2021 EDF Climate. Below the navigation is a banner for the 2021 Sustainable Communities Grant Program, administered by Atlantic City Electric, with the Sustainable Jersey logo.

Sustainable Communities Grant Program

Online Application

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

If you have submitted an application in a cycle of the Sustainable Jersey Grants Program from **2020 or earlier using our old platform**, you will still need to sign up for a new account that you will be able to use for future grant applications.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

If you recently applied for the 2021 PSEG grant, you can just sign in.

- Will need to “sign up” for an account **UNLESS** you created an account already to submit a 2021 SJGP grant funded by the PSEG Foundation earlier this year
- Sign in can also be used to access the grant application in multiple sittings before submitting
- If you forget your password, use the **Forgot your password?** Link
- Can view and work on application via a mobile device

Create a Grant Account

- Review the instructions for how to create an account [here](#)

Sign In

Email

Password



Log In

[Forgot your password?](#)

Need an Account?

Sign Up

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password



- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

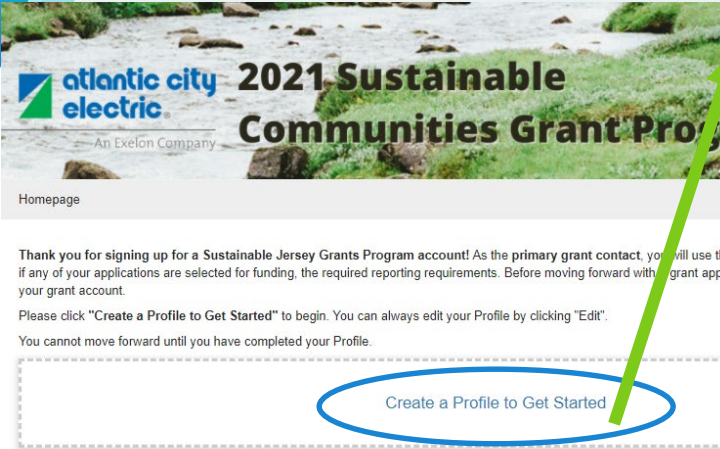
Confirm password



- Passwords must match

Sign Up

Create a Profile



- The primary application contact has to be a municipal employee or appointed/elected official such as a green team member or councilperson. Consultants must submit applications using a municipal grant account.

Primary Application Contact

This is the primary person Sustainable Jersey will correspond with regarding this application and any subsequent award. The primary contact must be a municipal staff member or an elected/appointed official (green team member/volunteer). It cannot be a consultant.

Name *

Title *

Organization/Municipality *

Phone *

Please do not include parentheses () or dashes (-)

Phone Number Extension

Email *

Start an Application

Thank you for filling out the profile form for your grant account. Now you can move forward with completing a grant application.

PLEASE NOTE THAT THIS GRANT CYCLE IS ONLY OPEN TO MUNICIPALITIES IN ATLANTIC CITY ELECTRIC TERRITORY. You can check to see if your municipality is eligible [here](#).

Municipalities are eligible to apply for one Environmental Stewardship grant (either for \$2,000 or \$5,000) **AND/OR** one Resiliency grant (either for \$5,000 or \$10,000). Applicants can only receive one grant.

Consider reviewing the FAQ page [here](#) or by clicking the "gear" icon in the upper-right corner and selecting "help". The gear icon is also used to logout of the application. It is also recommended that you review the [Application Information Packet](#) before getting started.

The grant application consists of two parts:

1. ACE Grant Proposal - due 6/30/2021
2. Grant Authorization Res - due 7/30/2021

To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



- Click "Get Started" to begin a grant application. Note that you will need to **create two separate grant applications** this way if applying for both an **Environmental Stewardship** AND a **Resiliency** grant

Application Sections

Grant Account Creation and Profile

Municipal Grant Proposal – Due June 30

1. Requested Funding Amount	4. Application Contacts
2. Sustainable Jersey Grant History	5. Grant Proposal
3. Applicant Information	

Grant Authorization Resolution – Due July 30

1. Grant Authorization Resolution	
-----------------------------------	--

- **One** online application—**two** separate sections with different deadlines
- Make sure you fully submit each section by its deadline—need to click the blue **“Mark Complete”** button and then the green **“Submit”** button for each section
- If you accidentally submit or need to make a change to a section, you can access each section even after submitting as long as it is not past that section deadline

Live Application Walkthrough

Administered By:



An Exelon Company

2021 Sustainable Communities Grant Program



Grant Account Information

A municipality should use one account to submit its grant applications with.

A grant account should not be set up by a consultant or a partner organization. A municipal employee or elected/appointed official, such as a green team member or councilperson, (whoever plans on being the primary contact for the grant) should create the account—that account can then be used by a consultant or a partner organization to work on and submit a grant application.

PLEASE NOTE THAT THIS GRANT CYCLE IS ONLY OPEN TO MUNICIPALITIES IN ATLANTIC CITY ELECTRIC TERRITORY. You can check to see if your municipality is eligible [here](#).

Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

<https://webportalapp.com/sp/login/2021acegrant>

Grant Proposal

Part One: Grant Proposal must be submitted via the online portal by 11:59pm on **Wednesday, June 30, 2021**.

Grant Type and Requested Funding Amount

I. Grant Type and Requested Funding Amount

Before moving forward with the application, you must first select the grant type and funding amount that you are applying for. This will populate the form with questions specific to that funding amount.

Which grant are you applying for? *

- Environmental Stewardship - \$2,000
- Environmental Stewardship - \$5,000
- Resiliency - \$5,000
- Resiliency - \$10,000

- Must answer this question to populate your application name

[Homepage](#) > (untitled) - Environmental Stewardship - \$2,000

(untitled) - Environmental Stewardship - \$2,000

Sustainable Jersey Grant History

II. Sustainable Jersey Grant History

How it Affects Eligibility

Previous Sustainable Jersey grant recipients are eligible to apply for these grants. However, previous grants must be closed or open grants must be up to date with the reporting requirements. To be up to date, your final report was either submitted by the deadline or the deadline has not occurred yet.

Please note that previous recipients of Sustainable Communities grants can apply for another grant in the current cycle even if their project is not yet complete. As long as the project is completed by the end of August and a final report is submitted and approved, the grant application will still be considered.

Outstanding Grants

However, if the previously awarded grant is considered outstanding, then the municipality is unable to apply for any additional grants until that grant is closed. A previous grant is considered outstanding if it is open past the original deadline for closing out the grant. Typically, they are grants that are two program years old. So, for this cycle, any grants from 2019 and earlier are considered outstanding. This is still the case even if the grant was granted an extension—it must be closed out before the municipality is eligible to apply for any new grants.

What to Do to Become Eligible

If you currently have an open or outstanding grant affecting your eligibility, you can close it out as long as the project is finished (with all of the grant funding spent) by submitting a final report. More information on your grant's reporting requirements can be found [here](#) and links to all of the final reports forms are available [here](#). Sustainable Jersey staff must approve your final report in writing in order for the grant to be closed out.

Sustainable Jersey staff will notify the primary application contact of municipalities with outstanding grants affecting their eligibility during the application's eligibility pre-screening process. There is a good chance open or outstanding grants can be closed out in time for a grant application to be considered as long as the project will be completed, and a final report submitted, by the end of April.

Does your municipality have any open Sustainable Jersey grants? *

- Yes, but we are up to date with its reporting requirements
- Yes, and it is outstanding
- No
- I do not know

Applicant Information

III. Applicant Information

Search for your municipality name via the search bar and this information will auto-fill. Please note that municipalities with the same name may have to try clicking on more than one name before finding the one assigned to the correct county.

Only municipalities within Atlantic City Electric territory are eligible to apply. If your municipality is not eligible, it will not be available to choose from this list.

ACE Communities List *

Municipality Employer Identification Number (EIN) *

Please do not include any dashes (-).

Current Status in the Sustainable Jersey Program

Municipalities must be either [registered](#) or [certified](#) in the program to be eligible to apply. Use the Participating Communities map [here](#) to check your municipality's current program status. Find the name of your municipality using the "List View". Review the status types in the [Application Information Packet](#).

What is your municipality's current status in the Sustainable Jersey program? *

- Must choose your municipality from the ACE Communities List to populate your application name

[Homepage](#) > Absecon City - Environmental Stewardship - \$2,000

Absecon City - Environmental Stewardship - \$2,000

Application Contacts

IV. Application Contacts

a. Mayor

Mayor Name *

Mayor Phone *

Please do not includes any dashes (-).

Extension Number (if applicable)

Mayor Email *

- Need this information for the Mayor, Fiscal Contact (includes municipal mailing address), and media contact (if desired, not required)
- Your fiscal contact will know the EIN required for the previous section if you do not

Project Title and Brief Description

V. Grant Proposal

Please make sure to carefully review the [Evaluation Criteria](#) that the Selection Committee will use when evaluating your proposal.

a. Project Title and Brief Description (300 word limit)

Provide a name for the proposed project and a short description. The description should be concise and focus on the specific effort that the grant will be used to support. This description will be used in program reports and communications materials.

Project Title *

Project Description *

Word Count: 0 / 300

TIPS: Project Selection

- Think “outside the box”
- Identify all requirements associated with the project
- Consider community dynamics when crafting your proposal so it’s successful
- Consult stakeholders before settling on a plan
- Understand your capacity

Project Team

b. Project Team

Upload a list of the key people who will be involved in completing the proposed project that includes each person's name, organization, position (title), and other experience relevant to completing the project (i.e. the green team member on the team is also a certified Master Gardener and will use these skills when helping create the community garden).

When forming the project team, consider reaching out to community members such as school green teams; municipal and county agency staff; and representatives from civic or community-based organizations, non-profits, professional organizations, or local colleges and businesses who could be a valuable resource for the project. Also be sure to include representation from stakeholder groups that will be involved in or impacted by the implementation of the proposed project, including interested residents.

Project Team *

+ Select a file



TIPS: Building Your Team

- Include representation from stakeholder groups that will be involved/impacted by the implementation of the project like municipal staff, residents, the school community, etc.



Action Plan and Timeline

c. Action Plan & Timeline

Create an outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community engagement, promotional activities and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the grant performance period (12-months). Adjustments can be made to the timeline after the grant is awarded.

Ribbon cutting ceremonies or milestone events should be identified. An action plan template is available for download as a word document [here](#) and as a Google Doc [here](#). If using the Google Doc version, please note that it is *View Only* and that you will need to make sure to copy the form by clicking *File* and then *Make a copy* in order to be able to edit (fill out) the form.

Applicants may not submit for reimbursement for a project underway or already completed. Efforts funded by the grant should not start until after the grant announcement event in **September**. Planning steps can occur beforehand.

Action Plan & Timeline *

+ Select a file



TIPS: Project Planning/Implementation

- Consider administrative delays, such as the procurement process and plan time for paperwork
- Research the products you plan to use
- Plan ahead for summer months/downtime
- Spend time and resources to train volunteers
- Try to plan for the unexpected – always have a “plan B”



Please use this form to outline the specific steps or tasks needed to complete the proposed project. These steps include project planning, implementation, community outreach and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the performance period. Include plans for ribbon cutting ceremonies and milestone events. Implementation steps should NOT begin until after the grant is awarded at the press announcement event. Additional lines can be added.

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 Engagement Activities		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

Project Promotion – Events Where Promotional Materials With Sponsor Recognition Are Distributed		
Name of Event	Materials	Date
1.		
2.		
3.		
Proposed Date of Ribbon Cutting Ceremony (if applicable)		

- An action plan template is available [here](#) as a word document download and [here](#) as a Google Doc.



Community Engagement

d. Community Engagement

Describe how the proposed project will capitalize on collaborations between community stakeholders including staff, residents, and representatives from community-based organizations (i.e., school green teams, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses).

Also include plans for sharing information on the project with the greater community. This can include plans to hold a "ribbon-cutting" ceremony, create project signage, give presentations to the governing body, distribute printed communications, create website content, and create social media postings. It is recommended to work with the grant media contact to develop a strategy to promote the completion of the grant through the community and local media.

Promotion of the grant should include both the [Atlantic City Electric](#) and the [Sustainable Jersey](#) logos. Social media posts should utilize the #sustainablecommunities hashtag.

Community Engagement *

TIPS: Building & Engaging Your Team

- Recruit volunteers early on
- Identify and involve all relevant parties from the beginning
- Get students/youth involved
- Keep meetings short, timely, meaningful and efficient



Project Impact and Evaluation

e. Project Impact and Evaluation

Describe why this project is important for your municipality and how it addresses a specific need identified as a priority in the community. Explain how the project developed from an idea to a grant application—including information on any past initiatives that lead to this effort, who was involved in the process, and why this project was specifically chosen to address the identified need. Be sure to highlight traditionally underserved and vulnerable populations who will benefit from it and provide supporting documentation.

The project will be assessed for its uniqueness, innovation, and impact on the community. Explain how the completion of the project will impact certification and green team efforts.

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. Estimate who (staff, residents, etc.) and how many will benefit from the proposed project.

Project Impact *

TIPS: Consider Your Specific Needs

- Propose a project that addresses a specific need in the community
- Capitalizes on opportunities to collaborate with non-profit and district/school stakeholders
- Consultant-driven projects should feature a green team component
- Projects should address traditionally underserved and vulnerable populations

Budget Narrative and Detailed Project Budget

f. Budget Narrative and Detailed Project Budget

The purpose of the Budget Narrative is to explain what the grant funds will be used for. The Detailed Project Budget is an itemized list of all project expenses by category. A sample budget template is available as a downloadable excel sheet [here](#) and as a Google Sheet [here](#). If using the Google Sheet version, please note that it is *View Only* and that you will need to make sure to copy the sheet by clicking *File* and then *Make a copy* in order to be able to edit (fill out) the sheet.

You do not need to use the template, but we would prefer that you create your budget in an excel worksheet (but will still accept other file formats).

Before getting started on your budget, please review the Use of Funding section of the Application Information Packet [here](#) to see what expenses are eligible to charge to the grant. More information on the budget can also be found [here](#) in the Application Information Packet.

Budget Narrative *

Detailed Budget *

+ Select a file



TIPS: Consider All Potential Expenses and Sources of Funding

- Leverage no or low cost resources to costeffectively complete the project
- Detailed budget consistent with budget narrative
- Budget is realistic, costs justified, resource contributions have reasonable value
- Keep in mind promotional item value limits and include shipping costs



Sustainable Communities Grant Program
Budget Template



Matching or in-kind contributions are encouraged, but not required. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Sources column. If other funding will be used to complete the project in conjunction with the grant, please identify the amount in the Other Funding Source column. Identify the source of the additional funding. If it has been secured, and any other details deemed necessary to include in the Budget Narrative. Any "NCCDP", utility, or other incentives should be included. In order to upload your budget to the grant application, you must convert the excel document into a PDF. Please make sure that the rows and columns in the PDF are not cut off due to page breaks. To ensure this, select the "fit to page width" option when saving as a PDF.

Applicant Name:

A. SALARY, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	Yr-to-date/Grant Funded	Other Funding Sources (cash, in-kind, or in-kind)	Total Cost
					\$ --
					\$ --
Total Month(s)/Year(s)			\$ --	\$ --	\$ --

B. SUBCONTRACTOR/CONSULTANT COSTS

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

C. ESTIMATED EQUIPMENT

Item	Unit Cost	Quantity	Yr-to-date/Grant Funded	Other Funding Sources (cash, in-kind, or in-kind)	Total Cost
					\$ --
					\$ --
Total Equipment Cost			\$ --	\$ --	\$ --

D. ESTIMATED SUPPLIES

Item	Unit Cost	Quantity	Yr-to-date/Grant Funded	Other Funding Sources (cash, in-kind, or in-kind)	Total Cost
					\$ --
					\$ --
Total Cost of Supplies			\$ --	\$ --	\$ --

E. OTHER ESTIMATED EXPENSES

Item	Description	Quantity	Yr-to-date/Grant Funded	Other Funding Sources (cash, in-kind, or in-kind)	Total Cost
					\$ --
					\$ --
Total Other Expenses			\$ --	\$ --	\$ --

TOTAL PROPOSED BUDGET			\$ --	\$ --	\$ --
------------------------------	--	--	-------	-------	-------

- A detailed project budget template is available [here](#) as a word document download and [here](#) as a Google Doc.

Optional Information

VI. Optional Information

Letters of commitment or support from project partners: This includes 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, such as surveys or other data supporting the need for the project.

File Upload

 ?

File Upload

 ?

File Upload

 ?

File Upload

 ?

File Upload

 ?

- If more space is needed, can combine files together or send to grants@sustainablejersey.com

Grant Authorization Resolution

Part Two: Grant Authorization Resolution must be submitted via the online portal by 11:59pm on **Friday, July 30**.

Grant Authorization Resolution

Grant Authorization Resolution

Please upload a signed and dated resolution stating that your municipality is authorized to apply for this grant in accordance with the governing body. The resolution must name the 2021 Sustainable Communities Grants Program funded by Atlantic City Electric and the municipality.


A template resolution can be found as a downloadable word document [here](#) and as a Google Doc [here](#). If using the Google Doc version, please note that it is *View Only* and that you will need to make sure to copy the form by clicking *File* and then *Make a copy* in order to be able to edit (fill out) the form.

A grant authorization resolution must be submitted no later than by the end of the day on Friday, July 30 in order for the grant application to be considered.

Please note that this resolution is DIFFERENT than the resolution required for registration in the Sustainable Jersey certification program or the resolution required to establish a green team.

If you have questions about the resolution or want your draft resolution checked by Sustainable Jersey staff, please contact Kaitlyn Vollmer at 609-771-3189 or at grants@sustainablejersey.com.

Signed and Dated Resolution *

TIPS: Get it Passed ASAP

- While not due until a month after the grant proposal is submitted, it is best to draft and submit the resolution to the governing body for approval as soon as possible to ensure that it is passed in time
- This process can take some time to occur and delays could happen

Resolution of Support from Local Governing Body Authorizing the Sustainable Jersey Grant Application Submission

Some municipalities have requested a sample resolution that would be included with their application in support of their Sustainable Jersey grant application. Any standard resolution in support of applying for a grant will suffice. We do not require that you use this format. However, if you would like a sample resolution to draw from, one is provided below. Please change the highlighted fields to match the grant you are applying for. Please note that the same resolution can be used to apply for a small and a large grant in the same cycle.

SAMPLE RESOLUTION

[Municipality]

Resolution of Support from Local Governing Body Authorizing the Sustainable Communities Grant Application Funded by Atlantic City Electric

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, [Municipality] strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, [Municipality] is participating in the Sustainable Jersey Program; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they are administering a grant program called the Sustainable Communities Grant Program funded by Atlantic City Electric

THEREFORE, the [Municipality's Governing Body] of [Municipality] has determined that [Municipality] should apply for the aforementioned Grant.

THEREFORE, BE IT RESOLVED, that [Municipality's Governing Body] of the [Municipality], State of New Jersey, authorize the submission of the aforementioned Sustainable Communities Grant funded by Atlantic City Electric.

- A grant authorization resolution template is available [here](#) as a word document download and [here](#) as a Google Doc.

*Please note that this is **NOT** the same as the resolution to register with Sustainable Jersey or create a green team.*



Selection Process

A Blue Ribbon Selection Committee will evaluate applications that meet the grant eligibility requirements based on the evaluation criteria

Evaluation Criteria

Project
Description

15 Points

Project
Team
Members

10 Points

Action Plan
& Timeline

15 Points

Community
Engagement

10 Points

Project
Impact and
Evaluation

25 Points

Budget

25 Points

- Efforts towards Sustainable Jersey certification, economic need, and the distribution of grants throughout the ACE service territory will also be considered as part of the evaluation process.



Grant Awards

Notifications will be sent via email to grant application contacts by **early September**

Grant Announcement Event

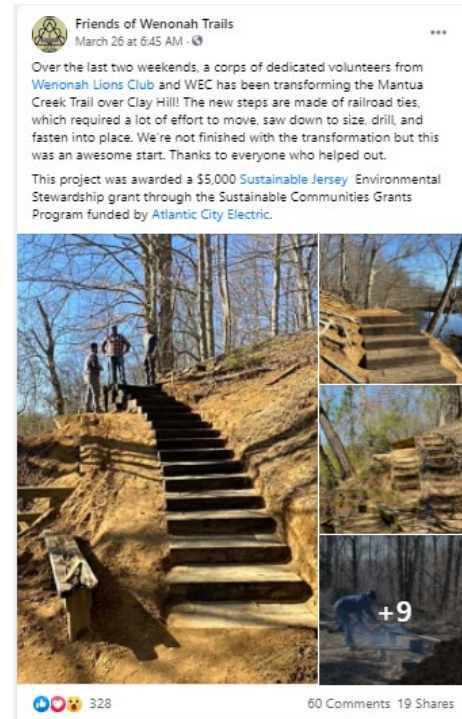
- An announcement event will be held either virtually or in-person (TBD) by early October.
- \$2,000 Environmental Stewardship grants will be fully disbursed upfront.
- Larger grant awards will receive an initial payment of half the award upfront. The remaining half of the grant will be paid upon satisfactory completion of the project and approval of the final fiscal and project report.
- Instructions for reporting requirements will be dispersed during the event—projects should be completed by, and a final report for grant recipients should be submitted by, **October 30, 2022**



Project Promotion and Recognition

Acknowledging the sponsors is a requirement of the grant award

- Copies of materials documenting recognition of Atlantic City Electric and Sustainable Jersey are required as part of the final grant report.
- The promotion of the grant should include Atlantic City Electric and Sustainable Jersey logos.
- Additionally, large grant recipients are required to install a sign recognizing Atlantic City Electric as the project funder and the Sustainable Jersey Grants Program where applicable.
- Can also present grant accomplishments in public meetings, distributing printed communications, and creating website content and social media postings to fulfill this requirement.



Social Media

A great tool to share project updates—let us help you promote!

- Share your photos on social media with Sustainable Jersey and Atlantic City Electric by tagging us @:

Sustainable Jersey



AtlanticCityElectric

SJ_Program



ACElecConnect

sustainable_jersey



*Be sure to also use the hashtag
#sustainablecommunities*

Sustainable Jersey



Press Events and Ribbon Cutting Ceremonies

Engaging the community is a requirement of the grant award

- During the grant period, award recipients will agree to participate in press conferences or events, to be quoted in ACE literature describing the program and to identify ACE as a funder in any materials produced to explain or promote the funded project.
- All 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 Atlantic City Electric.
- Consider virtual events if unable to hold in-person events



The background features several overlapping diagonal bars in shades of green and blue, creating a modern, geometric design. The main text is centered within a dark blue horizontal band.

Additional Tips and Resources

The webinar recording and presentation slides, instructional webinars, and application tips are available on the [Sustainable Jersey website](#)

Cycle Timeline

<u>Timeframe</u>	<u>Action</u>
Friday, May 14, 2021	Webinar presentation & recording posted on website
Wednesday, June 30, 2021	Part One: Grant Proposal of the grant application due
Friday, July 30, 2021	Part Two: Grant Authorization Resolution of the grant application due
Early September 2021	Recipient/non-recipient notification
Early October 2021	Grant announcement event and funds distributed

Contact Us!



Questions on the certification program?

Maureen Jones

Program Assistant

info@sustainablejersey.com

609-771-2938



Questions on the grants program?

Kaitlyn Vollmer

Grants Program Coordinator

grants@sustainablejersey.com

609-771-3189



An Exelon Company



Thank you for joining us!

Sustainable Jersey staff and representatives from Atlantic City Electric will now answer questions

All attendees are muted. Please raise your hand to verbally ask a question and we will unmute you. If you are using the telephone call-in option, you will have to input the audio pin in order to be unmuted. Or you can submit questions through the question box via the control panel.