

# 2021 Sustainable Jersey Grants Program



Funded  
By:



**PSEG**  
*Foundation*

Kaitlyn Vollmer, Program Coordinator

March 16, 2021

## Housekeeping Requests

- All attendees are muted
- Ask questions in the question box
- Recording will be posted on the [Webinars page](#) of the Sustainable Jersey Website

The PSEG Foundation is contributing \$200,000 to support a 2021 Sustainable Jersey Grants Program cycle for municipalities



**PSEG**  
*Foundation*



# Available Funding

- Each municipality is only eligible to receive **one** grant per cycle
- A municipality can apply for **one large grant** (\$20,000 **or** \$10,000) **and/or one small grant** of \$2,000
- If two applications are submitted, the application for the larger grant will be considered first
- If the larger grant is selected for funding, the application for the \$2,000 grant will no longer be eligible for consideration

4  
\$20,000

8  
\$10,000

20  
\$2,000

# Use of Funding

<u>Funding Level</u>	<u>Use of Funds</u>
<b>\$20,000 or \$10,000 Project Grants</b>	<ul style="list-style-type: none"><li>• Fund all or part of a project that will earn points toward a Sustainable Jersey <a href="#">action</a></li><li>• The <a href="#">Innovation Project</a> actions are acceptable</li><li>• The project should leverage partnerships with community resources and include an outreach component focused on promoting community awareness of the project</li></ul>
<b>\$2,000 Green Team Grants</b>	<ul style="list-style-type: none"><li>• General operating support and direct expenses for green teams</li><li>• Funds may be used for a project related to an action in the Sustainable Jersey program</li></ul>





# Energy Projects: Ineligible Projects



## Energy Efficiency Upgrades

Due to funding available through [New Jersey's Clean Energy Program](#) (NJCEP) for **energy audits** and **energy efficiency** projects (i.e. lightning, furnaces, etc.), these activities are **NOT** eligible for funding in this cycle.



## Electric Vehicle Charging Stations

**EV charging station(s) installation projects are NOT eligible for funding.** Applicants interested in installing EV charging stations should apply for [NJDEP's "It Pay\\$ to Plug In" program](#) and/or [NJBPU's Clean Fleet EV Incentive Program](#).

## Summary of Energy Project Resources

Review a summary of the **New Jersey Clean Energy Program (NJCEP), Utility, and EV-Related Incentives** [here](#).

# Energy Projects:

## Alternative Fuel Vehicle Purchases

The purchase of electric vehicles (**except for Class 4-8 medium and heavy-duty vehicles**) is **NOT** an eligible project for this grants cycle.

### Class 4-8 Medium and Heavy-Duty Vehicles

Vehicle types include:

- Pick-up trucks
- Utility trucks and vans
- School, shuttle, and transit buses
- Garbage trucks
- Delivery/freight trucks
- Snow removal vehicles

### Additional Resources for Electric Vehicle Purchases

Can apply for funding in [NJBPU's Clean Fleet EV Incentive Program](#). **Deadline to apply is May 30, 2021.**

The Sustainable Jersey [Alternative Fuel Vehicle Procurement Guide](#) and a [resources flyer from NJDEP](#) provide information on other purchasing opportunities

# Projects for Points

Think outside the box!



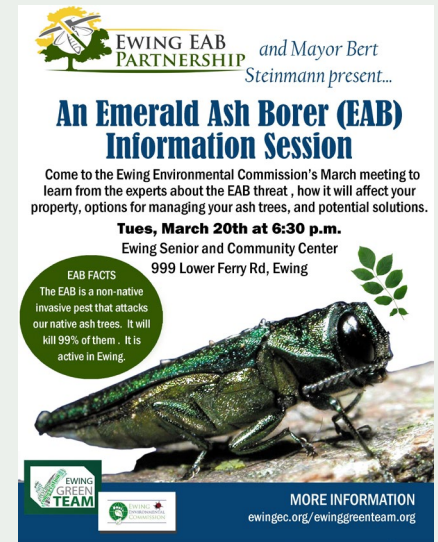
- **Typical grant submissions include:**
  - Community gardens
  - Raingardens
  - Water conservation education programs
  - Plastic reduction campaigns
- **What you should consider:**
  - Identifying a need within the community
  - Looking at the Sustainable Jersey actions to determine where you might need financial assistance to address any of the requirements



# Sample Innovative Projects

\$20,000

- Camden City: [Sustainability Site Plan Ordinance](#)
- Chatham Borough: [Invertebrate Conservation/Management Demonstration Project \(Innovative Community Project 3\)](#)
- [Ewing Township](#): Community Forestry Restoration Project ([EAB Problem](#))
- [Frenchtown Borough](#): [Creative Assets Map](#)
- [Galloway Township](#): [Green Roof](#)
- [Downbeach Watershed Management Plans](#)
- [Montclair](#): [Bike Depot](#)





# Sample Innovative Projects

**\$10,000**

- Bergenfield: Clean Waters Project ([Innovative Project 1](#))
- Hillsborough Township: [Easement Inventory & Outreach](#)
- Mount Holly: [Green Sidewalk Installation](#) ([Green Infrastructure Implementation](#))
- Readington Township: [Learning Woods](#)
- Southampton Township: Solar Educational Program ([Innovative Project 1](#))



# Sample Innovative Projects

- Wildlife Interaction Plans
- Creative Placemaking Plan
- Brownfields Inventory & Prioritization
- Build-Out Analysis
- Green Your Green Fair
- Coastal Vulnerability Assessment
- Community Asset Mapping
- Community Wildfire Protection Plans
- Community Visioning
- Conservation Easements
- Emergency Communications Planning
- Municipal On-Site Solar System
- Employee Health & Wellness Initiatives
- Green Building & Environmental Sustainability Element
- Green Roofs/Cool Roofs
- Materials Reuse
- Public Information and Engagement Campaign
- Tree Hazard Inventory
- Waste Audit



# Updated and New Actions to Consider

## Updated

- [Water Conservation Education Program](#)
- [Bike and/or Pedestrian Improvement Projects](#)



## New

- [Municipal Water Story](#)
- [Private Well Testing and Outreach](#)
- [Removing Lead in Drinking Water](#)
- [Complete and Green Streets for All Policy](#)

## Additional Resources to Complete These Actions

Green Teams interested in water may want to reach out to their [local watershed/conservation organization](#). Green Teams interested in complete streets projects might want to reach out to their [local Transportation Management Organization](#).



# Eligibility Requirements

- New Jersey municipal government
- [Registered](#) or [certified](#) with Sustainable Jersey **AND** have appointed a **Green Team** that meets the [Green Team action standard](#)

## Eligibility for Previous Grant Recipients

Grant Cycle Year	Grant Level	Current Grant Status	Eligible to Apply for Large Grant	Eligible to Apply for \$2,000 Grant
2020 Funded By: PSEG or Gardinier*	\$10,000 or more	Open	No	Yes
		Closed+	Yes	Yes
	\$2,000 or less	Open	Yes	No
		Closed+	Yes	Yes
2015-2019 Funded By: PSEG or Gardinier*	\$10,000 or more	Open	No	No
		Closed+	Yes	Yes
	\$2,000 or less	Open	No	No
		Closed+	Yes	Yes

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

\* Applications are due on October 31 but are not awarded until January of the following year







**Sustainable Jersey Grants Program  
Funded by the PSEG Foundation**

**2021 Application Information Packet for Municipalities**

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# Application Information Packet

The application information packet can be downloaded [here](#) and found our website via the following path:

Sustainable Jersey Homepage => Grants => PSEG Cycle



# New Grants Management System!

Welcome to Zengine: Take a Tour of the New Platform



# Online Application

**Deadline: Friday, April 9 at 11:59pm**

**App Link: <https://webportalapp.com/sp/2021psegmunigrants>**

## STEP ONE: Create a Grant Account for Your Municipality

Review **instructions** on how to create a grant account [here](#).



### 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.

Even if you have submitted an application in a previous cycle of the Sustainable Jersey Grants Program, 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.

### Sign In

Email

Password

**Log In**

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**





## 2021 Sustainable Jersey Grants Program



Homepage

Welcome, kaitlyn.vollmer@gmail.com

Thank you for signing up for a Sustainable Jersey Grants Program account! As the primary grant contact, you will use this account to submit grant applications and, if your project is selected for funding, the required reporting requirements. Before moving forward with your grant application, you must first create a Profile for your grant account.

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)

Profile ▾

Save Draft

Create Profile

### 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 \*

Phone Number Extension

Email \*

## STEP TWO: 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. If working with a consultant who plans on submitting the application on behalf of the municipality, they should submit it using a municipal grant account with a proper primary contact.





# STEP THREE: Ready to Start a Grant Application

Homepage

Welcome, kaitlyn.vollmer@gmail.com 

Thank you for signing up for a Sustainable Jersey Grants Program account! As the primary grant contact, you will use this account to submit grant applications and, if any of your applications are selected for funding, the required reporting requirements. Before moving forward with a grant application, you must first create a Profile for your grant account.

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Profile

Complete

Edit

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

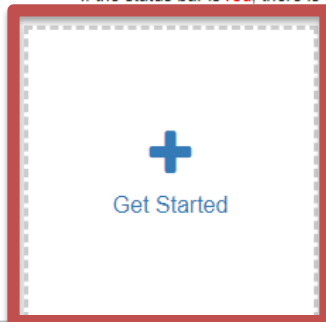
Municipalities are eligible to apply for one large grant (either one \$20,000 or one \$10,000 grant). A municipality may apply for one large grant AND/OR one \$2,000 grant. Consider reviewing the FAQ page [here](#) or by clicking the "gear" icon in the upper-right corner and selecting "help". It is also recommended that you review the [Application Information Packet](#) before getting started.

The grant application consists of three parts:

1. The Grant Application Form and Previous SJ Grants Inquiry - due 4/9/2021
2. Current SJ Status - due 4/9/2021
3. Grant Authorization Res - due 5/21/2021

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.



# Application Sections

## One Application: 3 Step Process

### Grant Account and Profile

#### Municipal Grant Proposal - due 4/9/2021

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

#### Current Sustainable Jersey Status - due 4/9/2021

1. Current Status in the SJ Program	2. Green Team Documentation*
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#### Grant Authorization Resolution – due 5/21/2021

1. Authorization to submit grant application	
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\* Not required from Sustainable Jersey municipalities **currently certified** in the Sustainable Jersey program



# Section One: Municipal Grant Proposal

## Requested Funding Amount

- Choose from a drop down – either **\$2,000, \$10,000 or \$20,000**
  - Will have to submit separate applications if applying for a large and a small grant
- Large grant (\$20,000 or \$10,000) applicants are required to provide more information than \$2,000 grant applicants
  - Must answer this question first before all fields in the form will show

### **TIP! Apply for a Large AND a Small Grant**

**Maximizes your chances of getting funding** – the applications can be for the same project or you can apply for two different projects/green team support. If applying for the same project, make sure that you create a budget specific to the \$10,000 grant and the \$2,000 grant. The same grant authorization resolution can be used for both applications.



# Section One: Municipal Grant Proposal

## Sustainable Jersey Grant History

- **Previously-awarded grants** from the Sustainable Jersey Grants Program can affect your municipality's eligibility to apply for another grant
  - Review the eligibility chart for previous grant recipients
  - Municipalities are eligible to have two open grants at one time—one “large” grant and one “small” grant
- **Outstanding Grants** (Open Past Original Reporting Deadline)
  - Unable to apply for any grants until the outstanding grant is closed
  - Still the case if the previously-awarded grant has an extension

### TIP! Find Out if You Can Close a Grant Out In Time

As long as the project is finished, a grant can be closed out by submitting a final report. Contact Kaitlyn Vollmer at [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) or at 609-771-3189 to see if your municipality has any open grants and what your close-out options are. It may be possible to close out a grant in time.





# Section One: Municipal Grant Proposal

## Applicant Information

- **Municipality Name and County**
  - 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
- **Municipality Employer Identification Number (EIN)**
  - Ask your fiscal contact for this

### TIP! Searching for Your Municipality's Name

If you are having trouble finding your municipality's name, check the [Participating Communities Map](#) to ensure you are using the name as it appears on our website. Also, please note that the names are listed in alphabetical order, first by town and then by county—so Hamilton Twp in Atlantic County is listed before Hamilton Twp in Mercer County.



# Section One: Municipal Grant Proposal

## Application Contacts

- **Provide the name, email address, phone number, and phone number extension (if applicable) for the following contacts:**
  - Mayor (title not needed)
  - Fiscal Contact (will also need mailing address)
  - Media Contact (optional)
- **Municipality Employer Identification Number (EIN)**
  - Ask your fiscal contact for this

### **TIP! Media Contact**

**While it is not required to have any kind of a media contact, let alone a formal one, we encourage you to assign the role to one of your project team members.** Community engagement is an important aspect of every grant project, especially the large ones, so it is good to have someone responsible for project promotion.



# Section One: Municipal Grant Proposal

## Grant Proposal

- **All Grant Applications Must Include:**
  - Project Title and Brief Description
  - Action Plan and Timeline
    - Can use the template available [here](#)
  - Budget Narrative and Detailed Project Budget
    - Can use the budget template available [here](#)
- **Only Large Grant Applications Must Include:**
  - Project Team
  - Community Engagement
  - Project Impact and Evaluation
- **Optional Information (Letters of Support, Background Info., etc.)**

### TIP! Review the Evaluation Criteria

Before getting started on the proposal, review the evaluation criteria for the grant you are applying for [here](#).



# Section Two: Current SJ Status

## Check Your Municipality's Current Program Status

- Did you check the [Participating Communities Map](#)?
  - Ensuring this information is accurate and up to date is important
  - Even if certified in the past, certification only lasts for three years and can be expired at the time of the grant application
- What does the map say your municipality's status in the Sustainable Jersey program is?
  - Not Registered, Registered, Certified Bronze, Certified Silver

### TIP! Not Registered? No Problem!

**Registering in the Sustainable Jersey program is free and easy.** You can learn more [here](#). If you are at least in the process of registering by 4/9, your application will still be considered. However, if you are not registered by the time the grant awards are decided, you will be unable to receive a grant. If you need assistance, contact Maureen Jones at [info@sustainablejersey.com](mailto:info@sustainablejersey.com) or at 609-771-2938.



# Section Two: Current SJ Status

## Green Team Documentation

- **Currently certified municipalities DO NOT need to provide this information**
  - We already have it via your latest certification report
- **Otherwise, we need the following green team documentation:**
  - List of green team members
  - Summary of green team activities

### **TIP! Don't Have a Green Team? No Problem!**

**Adopt legislation establishing a green team or appoint an existing group, such as your Environmental Commission, to act as the green team.** You can follow the instructions available [here](#). It is okay if your green team is the same as your project team.

If you are at least in the process of creating a green team by 4/9, your application will still be considered. However, if do not have a green team by the time the grant awards are decided, you will be unable to receive a grant. If you need assistance, contact Maureen Jones at [info@sustainablejersey.com](mailto:info@sustainablejersey.com) or at 609-771-2938.



# Section Three: Grant Authorization Res

## Grant Authorization Resolution

- Upload a signed and dated resolution stating that your municipality is authorized to apply for this grant in accordance with the governing body
  - A template resolution can be found [here](#)
  - The resolution must name the specific Sustainable Jersey grants cycle, the requested funding amount(s), and the name of the applicant
- A grant authorization resolution must be submitted no later than by the end of the day on Friday, May 21
  - It is recommended that the municipality **begins the process** of obtaining the resolution **as soon as possible** to ensure it is adopted by the deadline

### **TIP! Make Sure You Upload the Correct Resolution**

**This resolution is DIFFERENT than the resolution required to register 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](mailto:grants@sustainablejersey.com).





# Selection Process

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

All **\$2,000** grants will be awarded based on the green team's commitment to advancing sustainability initiatives in the municipality and how the proposed activities will lead to the successful completion of specific Sustainable Jersey actions.



# \$2,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

Budget

Action Plan  
& Timeline

- Up to 50% of the grant funds will be reserved for certified municipalities
- Efforts towards Sustainable Jersey certification are considered
- The regional distribution of grants throughout the state is considered

# \$10,000 & \$20,000 Evaluation Criteria

All proposals are evaluated based on...

Project  
Description

**10 Points**

Project Team  
Members

**10 Points**

Action Plan &  
Timeline

**15 Points**

Community  
Engagement

**15 Points**

Project Impact  
and Evaluation

**30 Points**

Budget

**20 Points**

# Project Description

- The description concisely summarizes the specific project to be funded by the grant award

## TIP: 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 Members

- The designated project team appears qualified to undertake the proposed project
- The project team includes representation from municipal and community stakeholder groups that will be involved in or impacted by the implementation of the proposed project

## TIP: 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 & Timeline

- Includes the steps needed to successfully complete the project
- Identify the target completion dates to ensure project completion after 18 months (12-month for 2k grants)
- Identify ribbon cutting ceremonies or milestone events
- Cannot submit a proposal for a project already underway or completed.
- Efforts to be funded by the grant cannot start until after the grant announcement event in **mid-July 2021**. Planning steps can occur beforehand.



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
<b>Planning Steps</b>		
1.		
2.		
3.		
<b>Implementation Steps</b>		
1.		
2.		
3.		
<b>Community Engagement Activities</b>		
1.		
2.		
3.		
<b>Evaluation and Reporting Steps</b>		
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)		



# Action Plan & Timeline

- Identify ribbon cutting ceremonies or milestone events

## TIP: 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”



# Community Engagement

- The proposed project will capitalize on collaborations between community stakeholders including representatives from the schools, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses
- Details on how the project will be shared with the community are included

## TIP: 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 & Evaluation

- The project will augment existing green team efforts and contribute toward making progress in the Sustainable Jersey Certification program
- The proposed project is unique, innovative and addresses a specific need
- What the project hopes to accomplish is clear and relevant background information is provided to better understand the impact of the project
- Who will benefit from the proposed project (staff, residents, etc.) and how is clearly articulated
- Project outcomes will be evaluated

## TIP: Project Selection

- Propose a project that capitalizes on collaborations between municipal and district/school stakeholders
- Consultant-driven projects should feature a green team component



# Budget

- 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
- It is clear that all additional funding besides the grant is in-hand or committed



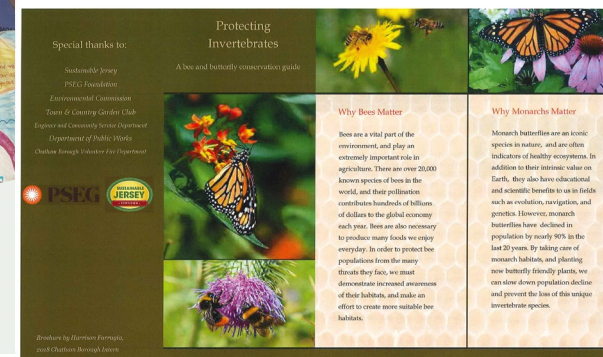


# Budget

- 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, refreshment or awards do not comprise more \$1,000 of the proposed grant budget for 20k & 10k grants and \$200 for 2k grants

## TIP: Budget

- Leverage no or low cost resources to cost-effectively 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
- Include shipping costs



# Budget

- Itemize expenses from all sources of funding
- Quantify any in-kind contributions
- Eligible expenses include staff stipends, consultant or contractor service fees, equipment, project supplies, training and educational materials, and promotional items (including meeting supplies, incentives or awards).
- Ineligible expenses include facilities/administrative (overhead) costs.



## Sustainable Jersey Grants 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 NJCEP, 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 paper width" option when saving as a PDF.

**Applicant Name:**

### A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
<b>Total Municipal Salaries</b>			\$ -	\$ -	\$ -

### B. SUBCONTRACTORS/CONSULTANT COSTS

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

### C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
<b>Total Equipment Cost</b>			\$ -	\$ -	\$ -

### D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
<b>Total Cost of Supplies</b>			\$ -	\$ -	\$ -

### E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
<b>Total Other Expenses</b>			\$ -	\$ -	\$ -

<b>TOTAL PROPOSED BUDGET</b>			\$ -	\$ -	\$ -
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# Grant Awards

Grant recipients will be announced:

**Early June 2021**

**Virtual Grant Event:  
Mid-July**

- \$2,000 grants will be mailed in full to the attention of the application's **financial contact**
  - \$20,000 and \$10,000 grants will receive an initial payment of **half the award amount** with an understanding that they must front the second half of the grant
  - The final payment of the remaining half will be paid to the municipality upon satisfactory approval of the final report

# \$20,000 & \$10,000 Reporting Requirements

## Nine-month Interim Report: **April 30, 2022**

- Provide a status report on project progress, expenditures, photos and any modifications to the original proposal. Any changes to the original project **must be preapproved by Sustainable Jersey**. Include possible dates for ribbon cutting ceremonies or milestone events.

## Final Report: **January 31, 2023**

- Information about the project's completion including a summary, lessons learned, impact on the community and final expenses.
- At least **TWO photographs** along with documentation depicting the grant project and/or related activities are required.
- Documentation that the PSEG Foundation and Sustainable Jersey were acknowledged as the project funders in project promotional materials and project signage.

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



# \$2,000 Reporting Requirements

## Final Report: July 31, 2022

- Description of activities funded by the grant that highlights outcomes and impact
- Challenges, lessons learned, and expenses charged to the grant
- A summary of any modifications to the grant project, activities, and/or outcomes outlined in the original grant proposal
- 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** along with documentation depicting the grant project and/or related activities are required



6 The COASTER, May 10, 2018

## \$20,000 Grant to Ocean Environmental Group

By DON STINE

A \$20,000 grant from the 2018 Sustainable Jersey Grant funded by the PSEG Foundation has been awarded to the Environmental Commission of Ocean Township.

"We are very proud of it and very excited," Commission Chairman Ray Pogwist said.

He said the grant reflects the collective efforts of the commission over the past few years. Pogwist specifically cited commission member Mike Davenport for writing the grant.

"He was truly instrumental in making it possible and we are very happy he took this on," he said.

The grant money will go towards producing an Environmental Resources Inventory. An inventory gives a municipality an understanding of

the capacity and limitation of its natural resources.

Pogwist said two areas of special concern will be the township's declining tree canopy and the current status of its watersheds.

He said the ERI will serve as an important tool for the township's Master Plan and to educate the public. Copies will be distributed to the public library and to the Intermediate School and High School libraries.

Pogwist said that the commission hopes to hire a consultant to prepare the ERI as soon as possible and, once that happens, he estimates it will take about a year to complete.

"We have a lot of footwork and review to do but it should take about a year, start to finish," he said.

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



# Project Signage

**THINK Before You THROW**

**YES!**

PLASTIC BOTTLES & CONTAINERS  
Cooled to 42°F, 48°F, 50°F or less  
Empty and Rinsed free of Food/Liquid  
Bottle Caps (removed) (put in Trash)

**NO!**

GLASS BOTTLES & JARS  
Empty and Rinsed free of Food/Liquid  
Labels and Lids OK

METALS  
Tin, Steel and Aluminum Cans  
Aluminum Foil and Foil Food Tins/Trays  
Rinsed free of Food/Liquid

CARDBOARD, CHIPBOARD & PAPER  
Newspaper, Junk Mail, Loose Leaf Paper,  
Magazines, Paperback Books, Chipboard  
Boxes, Juice/Milk Cartons (Rinsed and  
Empty), Soda Cartons & 6-packs, Cardboard  
Egg Cartons, Gift Wraps

FLATTEN ALL Cardboard Boxes

SHREDDED PAPER  
Plain, All Shredded Paper in Clear/White  
Plastic Bags - Top in the Top - This is the  
ONLY Time when using of Plastic bags for  
Recycling is Acceptable.

PLASTIC BOTTLES or Other Containers  
Cooled with Symbol #3 or #4  
BOTTLE CAPS (remove from bottles and  
put in trash)

PLASTIC TOWELS/Napkins & Plates Clean OR  
Used

PAPER or PLASTIC CUPS & Straws

PLASTIC UTENSILS

PLASTIC BAGS, Wraps & Packaging

TRASH BINS

"STYROFOAM" Containers & Packing  
Materials

WAXED PAPER

SOILED PIZZA BOXES - (except Stains or  
Chronic Stuck to lid) - Put in the Trash

FOOD CONTAINERS WITH ANY FOOD  
RESIDUE OR LIQUID

**THANK YOU For Recycling Responsibly**



Sponsored by

Sustainable Jersey and

PSEG

The Borough of Morris Plains

**Guide to RECYCLING**

Please Take One



**Mahwah's First Rain Garden**

Nature's Beauty Cleansing our Environment  
Est. Sept. 2017

Funding Provided by:

Special Thanks to:  
Mahwah's Dept. of Public Works & Environmental Commission

**MONDAY, AUGUST 6, 2018**

Borough of Stone Harbor

**GO Green Fair**

Water Tower Plaza | 95th St & Second Ave | 5PM-8PM

Who's Here

- Atlantic City Electric
- South Jersey Gas
- Cape May County NJA
- South Jersey Rail-Foundation
- Wardens Institute
- Stone Harbor Police Department
- Alex's Lemoade Stand
- Ol' Green Community
- Shade Tree Committee
- Wardens Agency
- John's Farms
- Marine Reserve Standing Center
- NY Motor Association
- Tony's Grill
- Cape May County Library
- Chad's Ocean Station

Food

- Bury Bees
- Jack's Shack
- Captain Produce
- Just Delicious Kettle Corn
- Stone Harbor Police Department
- \*Alex's Lemoade Stand

Fun

- Crafts & Face Painting
- The Wetlands Institute Touch Tank
- Appearance by Scute the Turtle
- 6:00pm: Eyes of Wild Animal Show
- 7:00pm: 5/16 Magic Show

Local Roots

Thank you to our sponsors for making this event possible!

**Margate City Native Species Demonstration Garden**

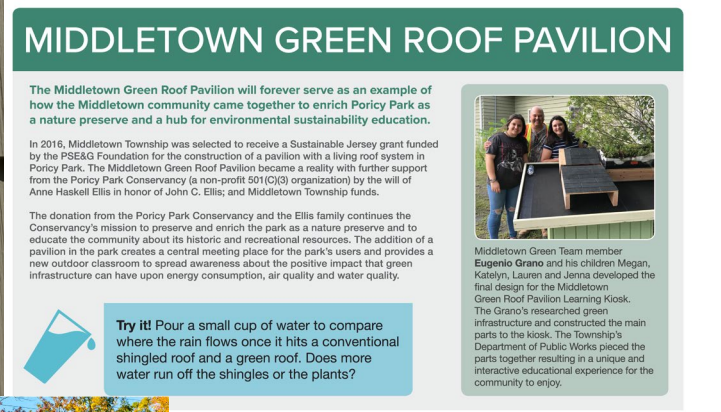
This garden was made possible through a grant from Sustainable Jersey for the purpose of educating the community on the importance of incorporating native species in local landscape plantings.

Native species require less water and fertilization since they are adapted to local conditions.

They also play an important role in supporting wildlife by providing food and shelter. Native plants also help maintain the health of our waterways.







**What Is A Rain Garden?**  
 A rain garden is designed to capture and filter rain water that flows off hard surfaces like roadways, driveways, parking lots and rooftops. A shallow basin is planted with deep-rooted native wildflowers, grasses and shrubs that filter and absorb stormwater runoff and the pollutants it carries. Their extensive root systems filter stormwater runoff by removing nutrients, sediments and pollutants before it enters our groundwater and waterways.

Each year billions of plastic bottles end up in landfills or as litter. If you were to replace 200 disposable plastic bottles a year with a refillable water bottle, you would save about \$300 per year!

The Middletown Green Roof Pavilion will forever serve as an example of how the Middletown community came together to enrich Poricy Park as a nature preserve and a hub for environmental sustainability education.

for participating in

# Greener To-Go!

Thank you all for helping to advance sustainable take-out packaging options from the green teams of Maplewood, Millburn and South Orange, as well as Sustainable Jersey and the PSEG Foundation.



**THANK YOU TO OUR PARTNERS!**

**ROGERS POND RESTORATION ANALYSIS**

THIS PROJECT WAS MADE POSSIBLE BY A \$10,000 SUSTAINABLE JERSEY GRANT FUNDED BY THE PSEG FOUNDATION

Photo Credit: Manfred Saul



# Additional Tips & Resources

- Templates for required attachments can be found on the [PSEG Grant Cycle page](#)
- **Utilize the [Previous Grant Cycle Awards](#) as a Resource**
  - Is my project unique compared to these?
  - Has my project been done before? If so, what is going to make my project new and exciting?
- **Utilize the [Application Tips](#)**
  - Sustainability Summit presentations
  - NJLM Conference Sustainable Jersey session presentations
  - Resources handout





# 2021 PSEG Grants Cycle Timeline

<u>Timeframe</u>	<u>Action</u>
<b>Wednesday March 17, 2021</b>	Webinar presentation & recording posted on website
<b>Friday April 9, 2021</b>	Section One: Grant Proposal and Section Two: Current SJ Status of all grant applications due
<b>Friday May 21, 2021</b>	Section Three: Grant Authorization Resolution due <i>Should also aim to be registered, have a green team, and have closed out outstanding grants by this time</i>
<b>Early June</b>	Recipient/non-recipient notification
<b>Mid-July</b>	Virtual grant announcement event and funds distributed



Thank You For  
Joining Us Today!

Funded  
By:



**PSEG**  
*Foundation*



# Contact Us



***Questions about the certification program?***

**Maureen Jones**

Program Assistant

[info@sustainablejersey.com](mailto:info@sustainablejersey.com)

609-771-2938



***Questions about the new water, land use, and transportation actions?***

**Anne Heasly**

Program Manager of Policy and Planning

[heaslya@tcnj.edu](mailto:heaslya@tcnj.edu)

609-771-2865



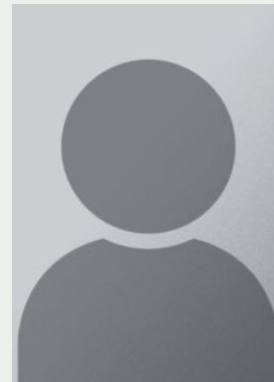
***Questions about the grants program?***

**Kaitlyn Vollmer**

Grants Program Coordinator

[grants@sustainablejersey.com](mailto:grants@sustainablejersey.com)

609-771-3189



***Questions about the energy program?***

**Nancy Quirk**

Energy Program Manager

[quirkn@tcnj.edu](mailto:quirkn@tcnj.edu)

609-771-2902



# Upcoming Events





# JUMP START YOUR ENERGY PROJECTS

with an **EDF Climate Corps Fellow**

**Applications Due April 7, 2021**

Fellows provide no-cost expertise and support for school districts and municipalities to take advantage of [New Jersey's Clean Energy Program](#) (NJCEP) and utility incentives for energy efficiency audits and facility and/or equipment upgrades to help save energy and money. Learn more [here](#).





# New Jersey Sustainability Summit

May 17 - 21

In order to adhere to current public health standards and social distancing guidelines, the 2021 Sustainability Summit will be virtual. This year's Summit will include one full week of online educational sessions, social "happy hours", 30 minute expert talks, coaching sessions, and fun activities for municipalities and schools. Learn more [here](#).





Certification Deadline:

**June 6**

Choose a grant project with your certification goals in mind. Grant funding should be used to build green team capacity to complete actions and towards completing projects that can gain points towards certification. Learn more about the 2021 certification cycle [here](#).

