ADMINISTERED BY:

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SUSTAINABLE COMMUNITIES GRANT PROGRAM

SUSTAINABLE JERSEY® · CERTIFIED ·

Welcome to the Webinar!   May 16, 2022

- 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

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

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Atlantic City Electric is contributing $75,000 to support the 2022 Sustainable Communities Grant Program

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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 non-profit, 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 a 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

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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~~	~~October 31, 2019~~
	Complete Report	Complete Report
2018 Gardinier	~~October 31, 2019~~	~~July 31, 2020~~
	Complete Report	Complete Report

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Use of Funding
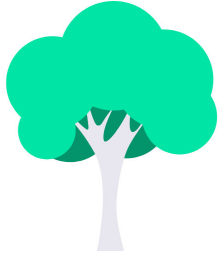
Environmental Stewardship Grants

- **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.

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Environmental Stewardship Grants

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

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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.

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

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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

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

- 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

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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

Irina A. Beal, MS and Dr. Stewart C. Farrell

Stockton University Coastal Research Center
30 Wilson Avenue
Port Republic, NJ 08241

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Eligible Expenses

- Professional service fees

- Costs associated with obtaining public outreach and education efforts

- Materials and equipment

IMPORTANT NOTE: Staff time for municipal or authority employees for any aspect of the project and basic operating expenses **are not eligible expenses.**
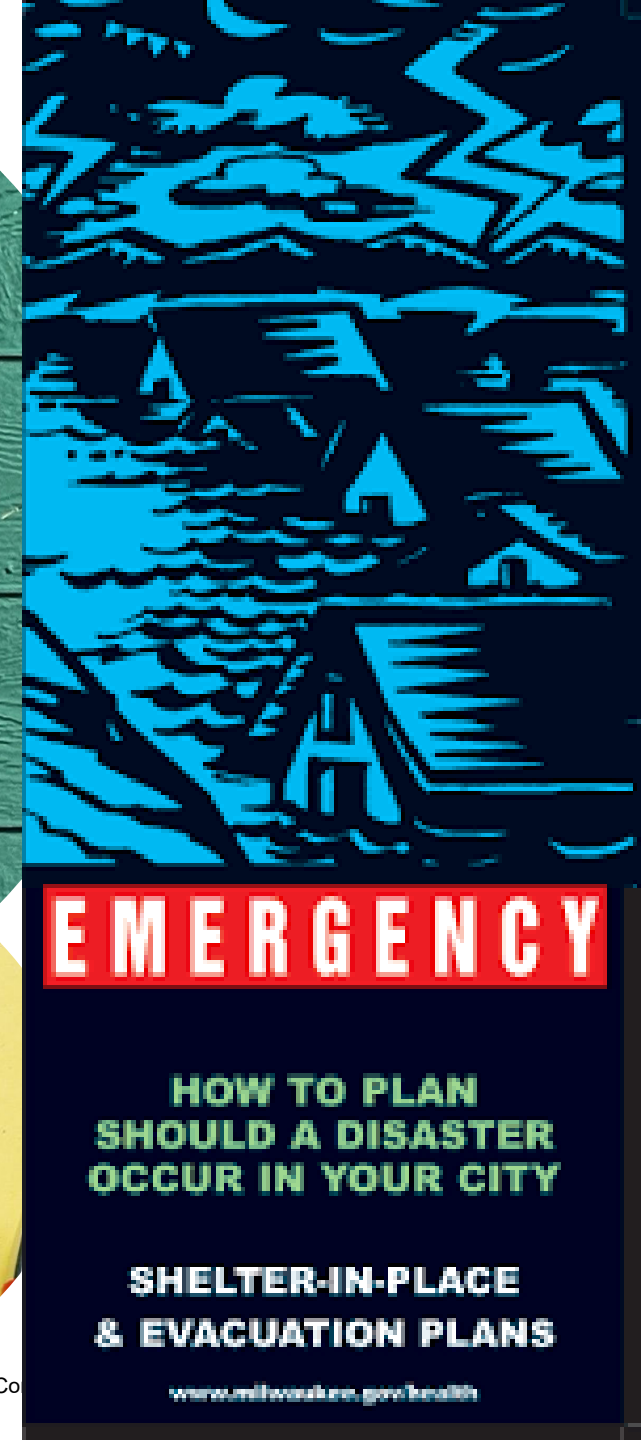
Projects for Points

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

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

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Online Application

Part One must be submitted via the online portal by 11:59pm on Wednesday, June 30, **2022. Part Two is due by** Monday, August 1.
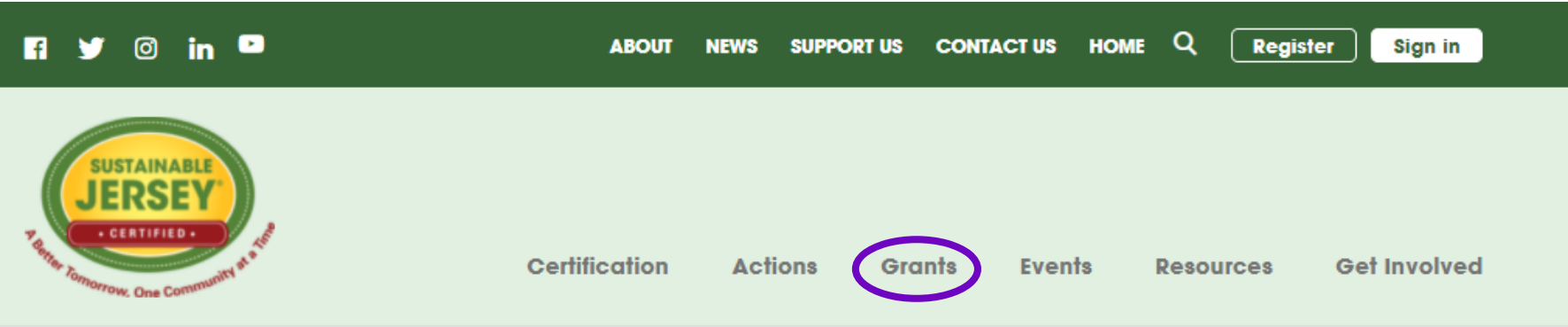
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Application Information

- The application information packet can be downloaded here

- More information available here on the Sustainable Communities Grant Program page on the Sustainable Jersey Website

Sustainable Communities Grant Program
Funded by Atlantic City Electric

2022 Application Information Packet

Online Application

- Will need to "sign up" for an account **UNLESS** you created an account already to submit a Sustainable Jersey grant using the new portal
  - New portal was implemented starting with the 2021 Sustainable Jersey Grants Program funded by the PSEG Foundation

- 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

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/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 not submitted an application in a cycle of the Sustainable Jersey Grants Program since 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 used the Portal to apply for any Sustainable Jersey grants post June 2020, then you can just sign in.

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Create a Grant Account

- Review the instructions for how to create an account here

Create a Profile

Thank you for signing up for a Sustainable Jersey Grants Program account! As the primary grant conta[ct] if any of your applications are selected for funding, the required reporting requirements. Before moving forward 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

- 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. Below you will find buttons that will allow you to do the following:

- Use the "get started" button to create a new grant application for the 2022 Sustainable Communities Grant Program funded by Atlantic City Electric
- Complete the reporting requirements associated with an awarded grant
- Download a copy of any application that was submitted (follow the instructions available here)
- Complete a draft application that was started in a previous year but was not submitted (if you would like to permanently delete a draft, please let us know)

+

Get Started

- 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. Grant Type and Requested Funding Amount	4. Application Contacts
2. Sustainable Jersey Grant History	5. Grant Proposal
3. Applicant Information	
Grant Authorization Resolution – Due August 1	
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

- **https://webportalapp.com/sp/login/sustainable-communities-grants**

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

Sign In

Email

Password

Log In   Forgot your password?

Need an Account?

Sign Up

Grant Proposal

Part One: Grant Proposal must be submitted via the online portal by 11:59pm on Wednesday, June 30, 2022.

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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

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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 2020 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 May.

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 *

Type to begin search... ▾

Municipality Employer Identification Number (EIN) *

Please do not includes 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? *

⌄

Homepage > Absecon City - Environmental Stewardship - $2,000

Absecon City - Environmental Stewardship - $2,000

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

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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

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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 *

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

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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.

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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"

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Action Plan Template

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

Sustainable Communities Grant Program
Proposed Project Action Plan

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)		

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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

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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—include 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

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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 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 and include shipping costs

Budget Template

- A detailed project budget template is available here as a word document download and here as a Google Doc.

Optional Information

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

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

➕ Select a file [   ] ❓

File Upload

➕ Select a file [   ] ❓

File Upload

➕ Select a file [   ] ❓

File Upload

➕ Select a file [   ] ❓

File Upload

➕ Select a file [   ] ❓

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Grant Authorization Resolution

Part Two: Grant Authorization Resolution must be submitted via the online portal by 11:59pm on August 1, 2022.

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 *

➕ Select a file   ❓

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

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Grant Authorization Resolution

- 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.

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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.

Selection Process

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

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Evaluation Criteria

Project Description	Project Team Members	Action Plan & Timeline
15 Points	**10 Points**	**15 Points**
Community Engagement	Project Impact and Evaluation	Budget
10 Points	**25 Points**	**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 in-person in September.

- $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 31, 2023**

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.
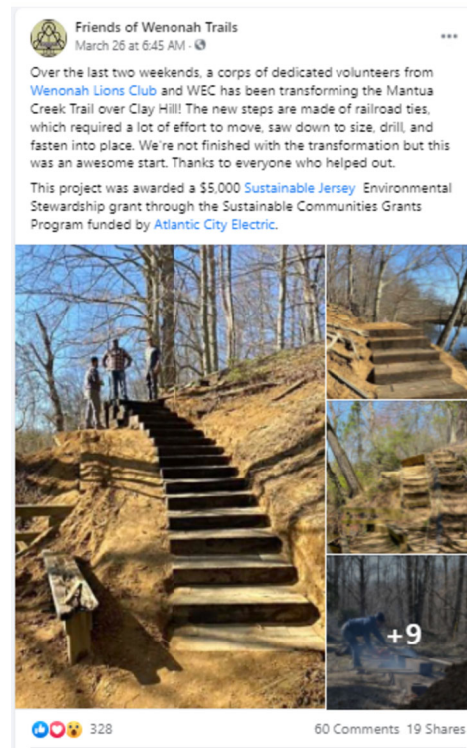
Social Media

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

SJ_Progra

m

sustainable_jersey

Sustainable Jersey

AtlanticCityElectr

ic

ACElecConnect

Be sure to also use the hashtag #sustainablecommunities

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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

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Additional Tips and Resources

The webinar recording and presentation slides, instructional webinars, and application tips are available on the Sustainable Jersey website

Cycle Timeline

Timeframe	Action
Tuesday, May 16, 2022	Webinar presentation & recording posted on website
Thursday, June 30, 2022	Part One: Grant Proposal of the grant application due
Monday, August 1, 2022	Part Two: Grant Authorization Resolution of the grant application due
Late August 2022	Recipient/non-recipient notification
Late September 2022	Grant announcement event and funds distributed

Contact Us!

Questions on the certification program?

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Questions on the grants program?

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ADMINISTERED BY:

SUSTAINABLE COMMUNITIES GRANT PROGRAM

atlantic city electric — AN EXELON COMPANY

SUSTAINABLE JERSEY CERTIFIED

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.