



Sustainable Jersey Grants Program for Energy Projects Funded by the Gardinier Environmental Fund

2021-2022 Municipality and School District Grant Application Package

Contents

A. Background	2	Green Team Requirements	15
B. Eligibility Requirements	3	Don't Have an Active Green Team?	15
Standard Eligibility Rules.....	3	Section Three: Confirmation of Eligibility for Applicable Energy Incentive Programs.....	15
Additional Eligibility Rules for Previous Grant Recipients.....	3	Section Four: Grant Authorization Documentation	16
Limitations on the Number of Application Submissions.....	4	Grant Authorization Resolution and Letter Templates.....	16
Projects Eligible for Available Energy Incentives	4	Grant Resolution Recommendations.....	16
C. Eligible Energy Projects	4	G. Selection Process.....	17
D. Use of Grant Funding	6	H. Grant Awards and Additional Terms	17
E. Online Application Portal	7	Grant Awards.....	17
Creating an Account.....	8	Additional Terms	18
F. Grant Application Form Sections	9	Applicable Energy Incentive Programs.....	18
Section One: Grant Proposal.....	9	Project Promotion & Recognition.....	18
Applicant Information	9	Project Photos	18
Sustainable Jersey Grant History	10	I. Grant Recipient Reporting Requirements	19
Application Contacts	11	J. Project Action Plan Template	20
Grant Proposal	11	K. Sample Budget Template	21
Optional Information	14	L. Incentive Programs.....	22
Section Two: Sustainable Jersey Program Status.....	14		
Sustainable Jersey Status Types..	15		



**Sustainable Jersey Grants Program
for Energy Projects Funded by
the Gardinier Environmental Fund**



Announcement Date: Monday, September 13, 2021
Application Due Date: Friday, November 5, 2021

A. Background

We are pleased to announce that the Gardinier Environmental Fund is contributing \$150,000 to support a Sustainable Jersey Grants Program cycle for municipal governments and public school districts that is focused on supporting energy projects and programs. Eligible energy projects are listed in [Section C](#).

The Sustainable Jersey Grants Program is an important benefit for New Jersey municipalities and school districts participating in the Sustainable Jersey certification programs. Funding supports efforts to implement projects that help towns and schools gain points needed for Sustainable Jersey certification and make progress toward a sustainable future.

This cycle will award grants in the amount of:

- \$10,000
- \$20,000
- \$30,000
- \$40,000
- \$50,000

The number of grants in each category will be based on the relative strength of application proposals received. We reserve the right to not give grants in any specific category. Please note that funding for grant proposals at the higher levels is more competitive.

ONLINE applications are due **Friday, November 5, 2021**. Notifications of grant awards will be made by **mid-January**. The application can be accessed using this link:

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

An informational webinar will be held on **Tuesday, October 5, 2021 from 1:00pm-2:30pm**. The webinar will provide an overview of the available funding, discuss eligible project ideas, explain the available energy incentive programs, demonstrate how to use the new application portal, go over the application components, and will conclude with a Q&A session. You can register [here](#).

Questions regarding the Grants Program should be directed to:
grants@SustainableJersey.com or 609-771-3189.

General questions regarding the Sustainable Jersey Municipal Program should be directed to:
info@SustainableJersey.com or 609-771-2938.

General questions regarding the Sustainable Jersey for Schools Program should be directed to:
schools@SustainableJersey.com or 609-771-3427.

General questions regarding the Sustainable Jersey Energy Program should be directed to:
quirkn@tcnj.edu or by phone at 609-771-2902.

B. Eligibility Requirements

Applicants not meeting the following eligibility rules are not eligible to apply for a grant. Sustainable Jersey staff will verify the information provided. Applicants that do not meet the eligibility requirements will not be considered for an award.

NOTE: *Projects already underway or completed are not eligible for funding.*

Standard Eligibility Rules

In order to be eligible to apply for a grant in this cycle, the following requirements must be met:

- **The applicant must be either a New Jersey public school district or municipal government**
- **The applicant must be registered with its respective Sustainable Jersey Program**

School district applicants can check if the district is registered using the Participating Districts and Schools map [here](#) on the Sustainable Jersey for Schools website. Municipal applicants can check if the municipality is registered using the Participating Communities map [here](#) on the website.

- **The applicant must have appointed a green team that meets the action requirements.**

School district applicants can find more information on forming a district or school green team [here](#) on the Sustainable Jersey for Schools website. Municipal applicants can find more information on forming a municipal green team [here](#) on the Sustainable Jersey website.

Additional Eligibility Rules for Previous Grant Recipients

If you received a Sustainable Jersey grant in 2021 or earlier, refer to the chart below to determine if you are eligible to apply. Contact grants@sustainablejersey.com or 609-771-3189 if you have questions about your eligibility.

Grant Cycle of Previous Award	Amount	Grant Status	Eligible to Apply for \$10k Grant	Eligible to Apply for \$2k Grant
2021 PSEG or NJEA	\$10,000 or more	Open	No	Yes
		Closed +	No	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	No
2020 PSEG, NJEA*, or Gardinier	\$10,000 or more	Open	No	Yes
		Closed +	Yes	Yes
	\$2,000	Open	Yes	No
		Closed +	Yes	Yes
2015-2019 PSEG, NJEA, or Gardinier	\$10,000 or more	Open	No	No
		Closed +	Yes	Yes
	\$2,000	Open	No	No
		Closed +	Yes	Yes

*Please note that the 2020 NJEA grants were awarded in May 2021

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

Limitations on the Number of Application Submissions

Eligible applicants may submit only **ONE** grant application. The applicant can request a grant in one of the amounts available in this cycle (\$10,000; \$20,000; \$30,000; \$40,000; or \$50,000).

Joint municipal government and school district projects are encouraged. For joint projects, each entity may either submit separate grant applications that address each entity's role in the project or collaborate on a single grant application.

Projects Eligible for Available Energy Incentives

Proposed grant projects that would be eligible for funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), utility company incentive programs, or other state government grant, rebate, or incentive programs, **must leverage these resources in addition to the Sustainable Jersey grant as part of the overall project budget.**

The application will ask you to upload documentation of communications with applicable incentive and grant programs. See [Section M](#) for a listing of NJCEP, NJDEP, and utility-sponsored incentive programs.

The availability of utility-sponsored incentive programs and how they relate to NJCEP programs varies by utility; please check with your local utility on current incentive programs. Questions regarding how to access existing incentive programs and the documentation required for the grant application can be directed to Nancy Quirk by email at quirkn@tcnj.edu or by phone at 609-771-2902.

C. Eligible Energy Projects

Grant proposals must focus on either: existing building energy efficiency (excluding lighting-only upgrades); electrification; new construction and significant renovation projects; renewable energy; energy reliability/resilience; transportation efficiency and electrification (EV charging stations are not eligible and EV purchases have limited eligibility); studies, plans and engineering or other energy-related projects. The Gardinier Environmental Fund is particularly interested in projects that take an innovative approach to meeting sustainable energy objectives, such as building electrification, advanced building management systems, fleet management software/telematics, or distributed energy resources that combine renewable energy generation with energy storage onsite. Grant funding can also be used to support projects that aid municipal efforts to achieve a Sustainable Jersey Gold Star for Energy and are innovative models for the state.

Listed below are a variety of project categories that could significantly improve energy efficiency, promote the use of renewable energy sources, electrify transportation, and reduce greenhouse gas emissions.

- **Energy Efficiency and Electrification.** Projects that improve the energy efficiency and electrify existing buildings owned and operated by the municipal government or school district, as well as projects that promote energy efficiency and building electrification in the wider community are eligible. For building upgrades, the grant must be used in combination with utility incentive programs or NJCEP incentives to cover the municipal/school district cost-share.

Incentives from utilities and NJCEP include equipment upgrades and/or replacement for HVAC systems, food service equipment, and other efficiency measures for both existing buildings and new construction projects. Innovative options for municipal or school district buildings such as green roofs, cool roofs, or the use of innovative technologies or design elements to improve the energy efficiency of the building are strongly encouraged.

Projects that retrofit buildings to become fully electric are also strongly recommended. This includes replacing the use of gas-fueled appliances, water heaters, and furnaces with electric appliances, water heaters, furnaces, or ground source and air source heat pumps such as ductless mini split systems. The grant must be used in combination with NJCEP funds or other incentive programs available.



Projects to upgrade lighting fixtures of any kind are NOT eligible for funding. This includes street lighting, stadium lighting, parking lot lighting, and other exterior and interior lighting. Direct Install projects for the replacement of HVAC equipment, boilers, etc. that also include lighting upgrades may be considered as long as they take advantage of applicable incentives. See [Section M](#) for a list of incentives.

- **New Construction/Gut Rehab Projects.** New construction or major renovations provide significant opportunity to design for energy efficiency. Funding can assist in the design and construction phase for new buildings or major reconstruction projects that will result in energy efficiency higher than current code requirements. Projects are encouraged that demonstrate fully electric buildings and/or strive to be built to Zero Energy, Passive House, LEED Gold or Platinum, or Living Future standard. Proposed projects should be paired with NJCEP's New Construction/Gut Renovation incentive programs.
- **Renewable Energy.** Projects that directly or indirectly promote the use of renewable energy are eligible. This can include installing solar on municipal or school property in an innovative way (such as to serve as the electricity source for electric vehicle charging stations); updating local zoning ordinances to be more solar friendly, streamlining permitting procedures for solar installations; training for municipal staff such as permitting, zoning, and code officials; educational outreach and incentive programs to increase adoption of solar by residents and businesses; planning for a community solar program; or implementation of a Renewable Government Energy Aggregation (R-GEA; also known as community choice aggregation).
- **Energy Reliability and Resiliency.** Implementation of sustainable approaches to improved energy reliability and resiliency such as projects that would provide islanding capability for continued operation during a grid outage are eligible. Examples include: upgrades to existing solar installations to include on-site battery storage with islanding capability; Combined Heat and Power (CHP); fuel cell adoption; or planning for a town center microgrid.
- **Transportation Efficiency and Electrification.** Projects that directly or indirectly promote transportation efficiency and electrification are eligible. Efficiency can include better fleet management, route optimizations, and idle reduction technology. While purchasing light duty passenger EVs or charging stations is not eligible for funding, assistance in purchasing medium- and heavy-duty vehicles (Class 4-8 vehicles) are eligible for Gardinier grants. These vehicles include: school, shuttle, and transit buses; garbage trucks; delivery/freight trucks;

snow removal vehicles, and other mid-to-heavy duty vehicles typical for municipal and school fleets. Funding should be paired with funding/incentives available via [NJDEP's Stop the Soot program](#) or NJ [EDA's NJ ZIP](#) funding.

Funding can also assist with bringing clean electric transportation options to the community through electric vehicle car sharing, as well as electric taxis, ride-hailing, and shuttle service programs. Funding for electric transportation programs should be paired with NJDEP's [Stop the Soot eMobility program](#).

Other eligible project examples include updates to municipal ordinances, parking policies, and guidance to encourage installation and use of charging stations; staff training such as for permitting, zoning and code officials; or community educational outreach or incentive programs related to increasing and supporting alternative fuel vehicle use.



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 or NJBPU's Clean Fleets EV Incentive program. Applicants may wish to check with their local electric utility for "Make-Ready" support for EV charging infrastructure (excluding the charging station itself). Further detail on these programs is provided in Section M.

The purchase of electric vehicles (except for Class 4-8 medium and heavy-duty vehicles) is NOT eligible for funding. Applicants interested in purchasing EVs may apply for funding from NJBPU's Clean Fleets EV Incentive Program; for details see [Section M](#). Applicants may wish to review Sustainable Jersey's [Alternative Fuel Vehicle Procurement Guide](#) and NJDEP's [resources flyer](#).

- **Studies, Plans and Engineering.** Grant proposals will be considered that support initial work for building energy efficiency and electrification, renewable energy and transportation efficiency and electrification projects, particularly plans, studies, or engineering for projects that are likely to advance into implementation. These studies could include (but are not limited to) an energy master plan for municipal or school district facilities, fleet inventory and transition plan, distributed energy resources (DER)/microgrid feasibility studies, or engineering documents for innovative energy efficiency work or solar projects.

D. Use of Grant Funding

Funding must be used for energy-related projects as described above or other innovative projects that reduce energy use. Projects can fall into the following categories: energy efficiency, building electrification (excluding lighting-only upgrades); renewable energy; energy reliability and resiliency; transportation electrification (excluding the purchase of passenger class vehicles and electric vehicle charging stations); studies, plans and engineering for projects likely to advance into implementation; or innovative energy projects.

Only eligible expenses can be paid for using grant funding. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or

technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. Promotional items should not comprise more than \$1,000 of the proposed grant budget. Promotional items include “give-aways” such as refillable water bottles, t-shirts, bags, etc., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.**

Matching or in-kind contributions are encouraged, but not necessary **with the exception of state-sponsored or utility-sponsored incentive/grant programs.** If your project is eligible for NJCEP, NJDEP, or utility-sponsored energy conservation or energy efficiency funding, you **MUST** participate in these programs and include the anticipated funding in the project budget. **Exact funding amounts do not have to be confirmed at this time; an estimate is fine.**

E. Online Application Portal

The energy grant application can be accessed using this link, which will take you to this landing page:

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



Grant Account Information

A municipality or school district 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/school district 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.

You can access your account at any time to print or save a PDF copy of your grant application. Follow the instructions available [here](#).

Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, November 5, 2021.** At that time the portal will close. Only online application submissions will be considered for funding.

You may save your work, log out, and resume your in-progress application at any time by using the login feature. Even if you submit the application, you will still be able to access it up until the application deadline. Drafts of the application will automatically save every 5 minutes and a "save

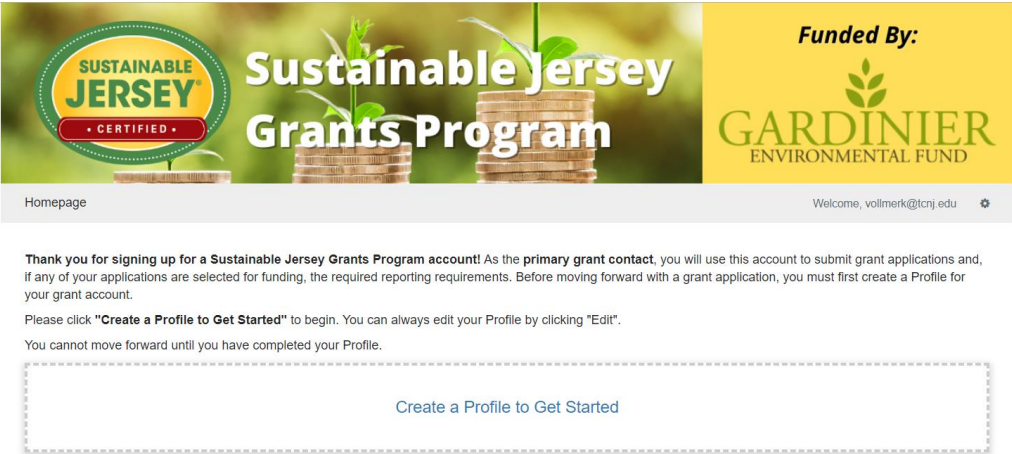
draft" button is available at the end of the application form. It is encouraged to save manually using the button.

Creating an Account

STEP ONE: First, you must sign up for an account. **Be sure to record the email address and password you used.** Grant recipients will need that information to log into the system to complete the required reports. The person signing up for the account will be considered the grant’s **primary contact**. Sustainable Jersey will direct all communications about the grant application to this person.

An account can be used to either submit an application for a school district, a municipality, or a joint effort (in this case, use the account of the entity that you intend to make responsible for managing grant funds and reporting requirements).

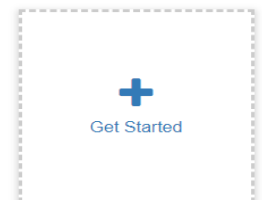
STEP TWO: After signing up for your grant account, you must create a profile before moving forward with filling out the grant application sections. Click “Create a Profile to Get Started” to access the Profile form.



STEP THREE: Fill out the Profile sections. **Please note that the primary contact must be a school district/municipal employee or elected/appointed official. It cannot be a consultant.** If a consultant is responsible for completing the grant application, they should submit the application under an account owned by the primary grant contact.

The screenshot shows a form titled 'Primary Application Contact'. Below the title is a disclaimer: '**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.**'. The form contains several input fields, all marked with an asterisk to indicate they are required: 'Are you affiliated with a municipality or a school district?' (a dropdown menu), 'Name', 'Title', 'Phone', 'Phone Number Extension', and 'Email'. At the bottom right of the form are two buttons: 'Save Draft' and 'Create Profile'.

STEP FOUR: After filling out the profile form, you will be able to access the actual grant application. Click “Get Started” to access the application form. You are now ready to complete the different application sections.



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.

Eligible applicants are limited to submitting **ONE** grant application. The applicant can request either of the grant amounts available in this cycle (\$10,000 ; \$20,000 ; \$30,000 ; \$40,000 or \$50,000.

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 four parts:

1. **Energy Grant Proposal** - due 11/5/2021
2. **Current SJ Program Status** - due 11/5/2021
3. **Confirmation of Eligibility for Applicable Energy Incentive Programs** - due 11/5/2021
4. **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.

F. Grant Application Form Sections

The grant application is broken into **four** sections. You will only be able to access the next section after completing the previous section. However, you will be able to access any completed section up until its completion deadline, meaning you can make changes even after submitting and go back to update information in earlier sections. Sections include:

- [Section One: Energy Grant Proposal](#)
- [Section Two: SJ Program Status](#)
- [Section Three: Confirmation of Eligibility for Applicable Energy Incentive Programs](#)
- [Section Four: Grant Authorization Documentation](#)

Applications must be submitted using the online application portal by midnight 11:59 PM on **Friday, November 5, 2021**. Section Four of the application is not due until Friday, December 3, 2021.

Section One: Grant Proposal

Complete this form requesting information about your school/district, your school/district’s Sustainable Jersey grants history, and your proposed project.

Applicant Information

Before moving forward with the application, you must first answer these preliminary questions. This will populate the form with the correct application questions.

1. **Are you applying on the behalf of a municipality or school district? (Choose One)**
 - Municipality
 - School District

2. **Applicant Name and County**

You will need to use the search bar to input your municipality or school district name:

School District Search Feature

Search for your school district name via the search bar. Click on the name of your school district and the district and county information will auto-fill in the form. Some school districts share the same name, so make sure you are selecting the correct school district name by observing the county information that appears.

Please note that school district and school names are based on how your school/school district name is listed on the Sustainable Jersey for Schools website, If you have issues finding your name in the grant application, use the Participating Districts and Schools map available [here](#) to determine how the name of your school/school district is listed.

Municipality Search Feature

Search for your municipality name from via the search bar. Click on the name of your municipality and its name and county information will auto-fill in the form. Some municipalities share the same name, so make sure you are selecting the correct municipality by observing the county information that appears.

Please note that your municipality's name is based on how your it is listed on the Sustainable Jersey website. If you have issues finding your name in the grant application, use the Participating Communities map available [here](#) to determine how the name of your municipality is listed.

3. **Municipal or School District Employer Identification Number (EIN)**

Ask your fiscal contact, typically the business administrator, for this number. Please do not include dashes when you add it to the online application form.

4. **NJDOE School District Code**

If applying as a school district, please also provide the NJDOE School District Code for your District.

5. **What grant amount are you applying for? (Choose One)**

- \$10,000
- \$20,000
- \$30,000
- \$40,000
- \$50,000

Sustainable Jersey Grant History

There are additional eligibility rules that applicants identified as previous Sustainable Jersey grant recipients must acknowledge. Use the following information to determine if your district or school has previous grants that affect your eligibility to apply for a new grant in this cycle.

How it Affects Your Eligibility

Applicants are able to have two grants open at one time--one "large" grant of \$5,000 or more and one "small" grant of \$2,000. If an applicant currently has an open large grant, then it is unable to receive an energy grant until the previously-awarded large grant is closed.

NOTE: *If any of the schools in your district have an open or outstanding grant, it does **NOT** affect the eligibility of your school district to submit a grant application.*

During the application's eligibility pre-screening process, Sustainable Jersey staff will notify the primary application contact of any applicant identified to have previous grants that must be properly addressed in order for the new grant application to be considered. 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 November.

Outstanding Grants

If the previously-awarded grant is considered outstanding, then the applicant 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 given an extension--it must be closed out before the applicant is eligible to receive any new grants.

What You Can Do to Become Eligible

If the applicant currently has an open or outstanding grant affecting its eligibility, it can be closed out as long as the project is finished by submitting a final report. More information on the grant's reporting requirements can be found on our websites. Municipal applicants can review these requirements [here](#) and find links to all of the final report forms [here](#). School applicants can review these requirements [here](#) and find links to all of the final report forms [here](#). Sustainable Jersey staff must approve the final report in writing in order for the grant to be closed out.

Application Contacts

All application contacts will be notified once a final decision on the grant application is made. Provide the name, title, phone number, phone extension number (if applicable), and email address for each of the following:

6. **Superintendent** (School District Applicants Only)

7. **Mayor** (Municipal Applicants Only)

8. **Fiscal**

The fiscal contact must be a person (typically the Business Administrator) authorized to manage official funds. Please also provide the mailing address of your business office.

9. **Media (Optional)**

In all likelihood, your media contact will be the person responsible for the promotion of your project with the community and news outlets.

Grant Proposal

The applicant must provide the following information about the project:

- **Project Title and Brief Description:** Provide a name for the proposed project and a short description (limit to 100 words). The description should be concise and focus on the specific effort that the grant will be used to support.
- **Action Plan and 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 18-month performance period.

NOTE: Applicants may not submit for reimbursement for a project underway or already completed. Efforts to be funded by the grant should not start until **after the grant announcement event in mid-March**. Planning steps can occur beforehand.

Ribbon cutting ceremonies or milestone events should be identified. An action plan template is available [here](#) and is shown in [Section K](#). Adjustments can be made to the timeline after the grant is awarded.

- **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 [here](#) and is shown in [Section L](#). In column F “Other Funding Sources,” any applicable energy incentive program funding must be listed. Estimates are acceptable. The total project cost reported in the budget submitted with your grant **MUST** include the incentives and any other in-kind support.

Eligible Expenses

Only eligible expenses can be paid for using grant funding. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. Promotional items should not comprise more than \$1,000 of the proposed grant budget. Promotional items include “give-aways” such as refillable water bottles, t-shirts, bags, etc., and incentives or awards such as prizes, gift cards, refreshments, etc. **Facilities and administrative (overhead) costs may NOT be charged to the grant.**

Sponsor Recognition

Additionally, grant recipients are required to install a sign indicating that the project was funded by **The Gardinier Environmental Fund and the Sustainable Jersey Grants Program** where applicable. The sign should include either the [Sustainable Jersey](#) or [Sustainable Jersey for Schools](#) logo as well as [The Gardinier Environmental Fund](#) logo. The cost of the signage can be included in the project budget.

NOTE: The Gardinier Environmental Fund and the Sustainable Jersey Grants Program should also be acknowledged on reports or other materials developed with grant funds. These materials should include either the [Sustainable Jersey](#) or [Sustainable Jersey for Schools](#) logo as well as [The Gardinier Environmental Fund](#) logo. Copies of materials acknowledging the funders will be required attachments in the final grant report.

Other Funding Sources

The budget should itemize all the expenses that will be incurred to complete the project and the sources of funding. Sources of funding can include the energy grant funds, district funding, other grant funds acquired, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. The total cost of the project should equal the energy grant plus the other sources of funding required to complete

the project. So if applying for a \$30,000 grant and contributing \$10,000 in in-kind, the total project cost would be \$40,000.

Identify the specific energy incentive programs that will be utilized when completing the project (if applicable). A list available incentive programs that must be reviewed is provided in [Section M](#). If the project is eligible, the detailed budget should include your best estimate of the anticipated funding. If the grant is awarded, the budget can be revised when the actual amount of funding is confirmed.

NOTE: If using another grant or incentive to fund part of your project, the status of the grant award/incentive should be clear in the application. Projects contingent upon receiving uncommitted funding in order to be completed will not be viewed favorably by the Blue Ribbon Selection Committee.

- **Project Team Members:** 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 the completing the project.

When forming the project team, consider reaching out to community members such as 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 school staff, students, and parents.

- **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., green team, county agencies, civic or community-based organizations, non-profits, professional organizations, local businesses, etc.).

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 School Board, 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 school community and local media. Promotion of the grant should include either the [Sustainable Jersey](#) or [Sustainable Jersey for Schools](#) logo as well as [The Gardinier Environmental Fund](#) logo. Examples of promotion materials recognizing the funders can be found [here](#).

- **Project Impact and Evaluation:** Describe how the completion of this project will advance your community’s energy-related efforts and why this project is important for your community. Explain how the project developed from an idea to a grant application—include any additional details/supplemental knowledge needed to understand its true impact. Explain how the project relates to a [Sustainable Jersey](#) or [Sustainable Jersey for Schools](#) energy action.

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 (students, staff, families, community members) and how many will benefit from the proposed project.

Optional Information

The additional file uploads can also be used to provide more detailed project information such as:

- **Letters of commitment or support from project partners:** This includes the municipal 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.
- **Existing planning documents:** This can include copies of existing engineering or business planning documentation such as carbon footprints, fleet assessments, green roof blueprints, etc.
- **Surveys, studies and supporting data:** This can include a copy of a Local Government Energy Audit (LGEA), existing energy data, etc.
- **Background information on previous sustainability initiatives**
- **Maps, photos, graphs and other media**
- **Quotes, draft RFP's, or other budget-related information**

Section Two: Sustainable Jersey Program Status

Complete this form requesting information on your municipality's/school district's current status in its respective Sustainable Jersey program. Applicants must be either registered or certified in the program and have an active Sustainable Jersey green team to be eligible to apply.

NOTE: Green team documentation will be requested in this section of the application, however, **municipalities currently certified Bronze or Silver** in the program or **school districts with at least one school that is currently certified Bronze or Silver** do **NOT** need to upload this information.

Use the Participating Districts and Schools map [here](#) to check your school district's/school's current program status. Find the name of your school district/school using the "List View". Each school is listed under its respective school district.

the Participating Communities map [here](#) to check your municipality's current program status. Find the name of your municipality using the "List View".

If you have any questions about your Sustainable Jersey program status and how it affects your grant eligibility, please contact Kaitlyn Vollmer at grants@sustainablejersey.com or at 609-771-3189.

Sustainable Jersey Status Types

Not Registered

If your municipality/school district is not listed, that means it is not registered and must do so in order to be eligible to apply for grants (see instructions on how to register a municipality [here](#) and a school district [here](#)).

Registered

If your municipality/school district is listed, that means it is registered.

Currently Certified

If the certification column next to your municipality's name (or a school within your district's name) says "Bronze" or "Silver," that means your school is currently certified. Currently-certified municipalities or school districts with at least one certified school do not need to provide documentation of its green team, as this is evidenced by its current certification status. Please note that certification only lasts for three years and there is a chance a prior certification can be expired at the time of your grant application.

Green Team Requirements

Establishing a green team is the only action a municipality/school district is required to complete in order to participate in any Sustainable Jersey program. If you are not applying for a grant for a certified municipality or a school district with at least one certified school, you will be asked to upload the following as evidence of your active municipal or district green team:

- **A list of green team members that includes names and affiliations.** Do not include sensitive information such as contact information.
- **A brief summary of green team activities from the past year.** If the green team was just formed, describe future plans that go beyond the proposed grant project.

Don't Have an Active Green Team?

There's still time to get your green team together. School district applicants can follow the steps available [here](#) to create a new green team or reestablish an inactive one. Municipal applicants can follow the steps available [here](#) to create a new green team or reestablish an inactive one. It is okay if your green team currently only consists of members from your project team.

Section Three: Confirmation of Eligibility for Applicable Energy Incentive Programs

Upload documentation that the applicant has reached out to any applicable energy incentive programs. **Applicants must leverage these resources in addition to the Sustainable Jersey grant as part of the overall project budget.** See [Section M](#) for a listing of available funding or rebates available from the New Jersey Board of Public Utilities Clean Energy Program (NJCEP), utility company incentive programs, or other state government grant, rebate, or incentive programs,

Confirmation of the dollar amount of the funding is not required. The documentation only needs to confirm whether or not the project is eligible to receive funding from any of the applicable incentive

programs listed in [Section M](#). For example, a copy of email correspondence between you and the relevant NJCEP program manager would suffice if it clearly states whether or not the project qualifies for existing incentives. If the project is eligible, the detailed budget should include your best estimate of the anticipated funding. If the grant is awarded, the budget can be revised when the actual amount of funding is confirmed.

The availability of utility-sponsored incentive programs and how they relate to NJCEP programs varies by utility; please check with your local utility on current incentive programs. Questions regarding how to access existing incentive programs and the documentation required for the grant application can be directed to Nancy Quirk by email at quirkn@tcnj.edu or by phone at 609-771-2902.

Section Four: Grant Authorization Documentation

After submitting the completed grant application, you will gain access to the Grant Authorization Documentation stage that **has a longer deadline than the grant application**. A grant authorization document must be submitted no later than by the end of the day on **Friday, December 3, 2021** in order for the grant application to be considered.

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

Grant Authorization Resolution and Letter Templates

A municipality must adopt a resolution supporting the grant application and then upload a signed and dated copy into the application. Click [here](#) for a sample municipal resolution supporting the submission of the grant application.

A school district can either upload a School Board Resolution supporting the grant application or a letter from the superintendent, business administrator, or school principal. Click [here](#) for a sample School Board Resolution and [here](#) for a sample letter supporting the submission of the grant application.

You are not required to use one of the templates as long as the grant authorization document names the **specific Sustainable Jersey grants cycle** (2021 Sustainable Jersey Grants Program funded by the Gardinier Environmental Fund), the **requested funding amount**, and the **name of the applicant** (your municipality/school district name).

Grant Resolution Recommendations

If adopting a resolution to submit as your grant authorization document, it is recommended that the applicant begins the process of obtaining the resolution as soon as possible to ensure it is adopted by, and a signed and dated copy is submitted by, the deadline. **The same resolution can be used** for all applications submitted in the 2021 Sustainable Jersey Grants Program, so consider adopting a resolution at the beginning of every year to ensure you will have it next time you apply. Otherwise, try to get it on your next council meeting's agenda.

Also, it is recommended that you check that you are submitting the **correct resolution**. The grant authorization resolution is **not the same as the resolution required to register in Sustainable Jersey/Sustainable Jersey for Schools or the resolution required to establish a green team**. We recommend using the provided grant resolution template to ensure you are adopting the correct resolution. If you still need to adopt a resolution to participate or create a green team, you can combine the resolutions into one if that is easier—just make sure the one resolution contains all of the necessary components to satisfy each of the requirements needed for approval.

G. Selection Process

Proposals will be evaluated based on the selection criteria below:

- **Innovativeness and Uniqueness:** The proposed action could lead to a new “best practice” and/or is being implemented in a new or unique way.
- **Impact of Proposed Project:** This includes the project type, expected outcomes, and importance to meeting sustainable energy goals.
- **Influence on Future Activities:** The proposed project either augments existing energy initiatives and/or will serve as a catalyst for future efforts.
- **Likelihood of Success:** The action plan: 1) clearly lists the steps needed to complete the project; 2) identifies accurate estimates of the time needed to complete each step; 3) is realistic and likely to be successfully accomplished. The budget is realistic, includes only eligible and reasonable expenses, and leverages incentive funding (where applicable).
- **Applicant Capacity:** The applicant has demonstrated commitment to sustainable practices, leadership capacity through an active and effective green team, and success at managing grant projects in accordance with program requirements.
- **Partnerships and Leveraging:** The proposed effort effectively leverages additional external resources ranging from local foundations to other federal grant programs that may be available for project implementation. Partnerships with community organizations and/or other local government entities is encouraged.

Approximately 50% of the grant funds will be reserved for certified municipalities and school districts with certified schools. Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received. The selection committee will also consider efforts towards Sustainable Jersey/Sustainable Jersey for Schools certification, project diversity, previous funding, economic need, and the regional distribution of grants throughout the state.

H. Grant Awards and Additional Terms

Grant Awards

- Funding decisions will be announced by mid-January. Applicants selected to receive a grant will be notified through their designated contacts. Checks will be made payable to the listed fiscal contact.

- Recipients will receive an initial check representing 50% of the total grant amount in January. The remaining 50% balance of the grant award will be paid contingent upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than August 31, 2023.
- A copy of the Grant Terms and Conditions will be sent with the check. Accepting the grant award indicates that the recipient will complete the required reporting requirements. See [Section J](#) for more information on these requirements.

Additional Terms

Applicable Energy Incentive Programs

Grant recipients are required to participate in any applicable energy incentive that are available. Any incentives/grants acquired should be included in the budget. View a list of available incentives in [Section M](#).

Project Promotion & Recognition

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 the Gardinier Environmental Fund. The purpose of these events is to celebrate the school's/school district's accomplishments in completing the grant project with the community, recognize the program funder, and highlight the benefits of the Sustainable Jersey Grants Program.

It is recommended that the green team 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 either the [Sustainable Jersey](#) or [Sustainable Jersey for Schools](#) logo as well as [The Gardinier Environmental Fund](#) logo. Examples of promotion materials recognizing the funders can be found [here](#).

Additionally, grant recipients are required to install a sign indicating that the project was funded by **the Gardinier Environmental Fund and the Sustainable Jersey Grants Program** where applicable. Reasonable costs for signage can be included in the project budget. Project funders and logos should also be indicated on reports or other materials developed with grant funds.

If installing signage or holding a ribbon cutting ceremony is not applicable to your project, there are other ways to share the success of the project with the rest of the community. Consider presenting grant accomplishments in public meetings, distributing printed communications, and creating website content and social media postings. It is recommended that the green team work with the grant media contact to develop a strategy to promote the completion of the grant through the community and local media.

Project Photos

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

I. Grant Recipient Reporting Requirements

Grantees will be required to complete an interim and final report using an online report form. The report forms can only be accessed with the same login information used to sign up for the grant application. Reminders will be emailed to the primary project contact at least 30 days in advance of the reporting submission deadline. For more specific details on reporting requirements, visit the Sustainable Jersey for Schools [website](#) or the Sustainable Jersey [website](#).

Interim Report – Due November 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 and an updated explanation of how Sustainable Jersey/Sustainable Jersey for Schools and the Gardinier Environmental Fund will be acknowledged as the project funders in project promotional materials and project signage.

Final Report – Due August 31, 2023: Document completion of the project described (project scope finished and all funds spent) in the original application (or the portion of the project which the grant was intended). Recipients will be asked to provide a project summary, impact of the grant on the community, summary of community outreach efforts, at least **TWO** photographs, documentation that the Gardinier Environmental Fund and Sustainable Jersey/Sustainable Jersey for Schools were acknowledged as project funders in promotional materials and signage, lessons learned, expense summary and signed certification declaration that the grant is complete.

Failure to submit the required documentation will result in a municipality or school district being ineligible to apply for future Sustainable Jersey/Sustainable Jersey for Schools grants. The final 50% of the grant funding will be dispersed upon approval of the final grant report.

J. Project Action Plan Template



Grant Application 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)		

K. Sample Budget Template



Energy 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
					\$ -
					\$ -
Total Municipal Salaries			\$ -	\$ -	\$ -

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
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

C. ITEMIZED EQUIPMENT

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

D. ITEMIZED SUPPLIES

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

E. OTHER ITEMIZED EXPENSES

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

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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L. Incentive Programs

New Jersey's Clean Energy Program (NJCEP) Programs	
Program	Summary
Combined Heat & Power (CHP) & Fuel Cell	Funding for energy efficiency through on-site power generation and productive use of waste heat. Funding based on eligible technology and size (installed rated capacity).
Energy Savings Improvement Program	A state-facilitated funding mechanism used to finance energy efficiency upgrades at public institutions. Allows a public entity to use energy savings to pay for the cost of energy-related capital upgrades.
Local Government Energy Audit (LGEA)	Free ASHRAE Level 2 audit for local government buildings with a minimum 200kW monthly average peak demand.
New Construction (and Gut Renovation) Programs	Incentive programs for new construction and gut renovation projects that achieve energy savings beyond code requirements: SmartStart New Construction; Customer Tailored Programs; and Whole Building/Comprehensive (Pay for Performance).
For more information on NJCEP programs visit: www.NJCleanEnergy.com/muni , email Outreach@NJCleanenergy.com or call 866-657-6278	

Incentive Programs for Local Governments from Utilities

As of July 1, 2021, New Jersey utility companies are offering energy efficiency incentive programs, including:

Direct Install Program. Provides turnkey energy solutions for small business and local government customers.

Engineered Solutions. Provides tailored energy efficiency assistance to public service entities.

Equipment Rebates. Offers a wide range of pre-qualified "standard" measures with set incentive values.

Utility Incentive Programs (Note: Local governments are considered businesses)	
Utility	Webpage and Contact Info
Atlantic City Electric	Webpage , email EnergyEfficiency@atlanticcityelectric.com or call 866-353-0007
Elizabethtown Gas	Webpage , email ETGBusiness@appliedenergygroup.com or call 888-263-7372
Jersey Central Power & Light	Webpage , email energysavenj@firstenergycorp.com or call 800-662-3115
New Jersey Natural Gas	Webpage , email SAVEGREEN-Com@njng.com or call 877-455-6564
Public Service Electric & Gas	Webpage , email psegenergysaver@dnv.com or call 844-300-7734
Rockland Electric	Webpage , email DL-NJSaves@oru.com or call 877-434-4100
South Jersey Gas	Webpage , email SJGBusiness@appliedenergygroup.com or call 888-263-7372

EV and EV Charging Infrastructure Incentives	
Program	Summary
NJ BPU's Clean Fleet EV Incentive Program	Incentives for local government purchase of EVs and EV charging station(s)
NJ DEP's It Pay\$ to Plug In	Incentives for EV charging stations; charging stations may be installed at workplaces, public places, and multi-unit dwellings
NJ DEP Stop the Soot Grant	Incentives to replace diesel vehicles with electric and for eMobility projects
NJ EDA's NJ ZIP	Incentives for medium and heavy duty vehicles in select urban areas
Note: Utility companies are announcing EV incentives ongoing, check each utility website for up to date information. Incentives may include "make-ready" electric vehicle charging infrastructure (everything but the charging station).	
Atlantic City Electric Vehicle Program	PSE&G Electric Vehicle Charging Program
JCPL Electric Vehicle Program	Rockland Electric Company