



Sustainable Jersey Regional Hub Grants Program

2018 Application Information Package

Announcement Date: Thursday, June 7, 2018
Application Due Date: Sunday, October 7, 2018
Recipient Notification: Wednesday, October 17, 2018
Link to Application: On the [Grants and Resources](#) section of sustainablejersey.com

For questions regarding the application and online portal:

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

For project related questions contact:

Lauren Skowronski: Email hubs@SustainableJersey.com or call 609-771-3129

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Background

Sustainable Jersey is pleased to announce the Regional Hub Grant Program, which will enable Regional Hubs to submit one or more collaborative proposals for projects ranging between \$1,000 and \$10,000. This opportunity is intended to support regional collaboration on the implementation of projects that will gain points toward Sustainable Jersey certification for participating Hub municipalities while also achieving a broader regional impact.

Sustainable Jersey's regional hubs include: 1) Atlantic-Cape May Counties Hub, 2) Bergen County Regional Hub, 3) Hunterdon Sustainability Team, 4) Mercer County Sustainability Coalition, 5) Middlesex County Hub, 6) Monmouth County Hub, 7) Somerset County Green Leadership Team, 8) Sustainable Essex Alliance, and 9) Tri-County Sustainability Alliance.

ONLINE Applications are due by Sunday, October 7, 2018 at 11:59pm. Email submissions will NOT be accepted. All applications must be submitted online using the link below:

Grant Application: <https://app.wizehive.com/apps/sjhubgrants>

Eligibility Requirements

To be eligible to apply for a Sustainable Jersey Regional Hub Grant, a hub applicant must:

- Be one of Sustainable Jersey's nine existing regional hubs, including: 1) Atlantic-Cape May Counties Hub, 2) Bergen County Regional Hub, 3) Hunterdon Sustainability Team, 4) Mercer County Sustainability Coalition, 5) Middlesex County Hub, 6) Monmouth County Hub, 7) Somerset County Green Leadership Team, 8) Sustainable Essex Alliance, and 9) Tri-County Sustainability Alliance.
- Use the grant funding to implement a regional hub project related to the Sustainable Jersey program that involves a minimum of three municipalities that are 1) actively participating in that regional hub, 2) registered or certified with Sustainable Jersey, 3) and have an active green team.

NOTE: General hub operating expenses are not eligible.

Additional Requirements:

- Eligible hubs may **submit up to three (3) proposals**. Each proposal must have one municipal government designated as the applicant and serve as the fiscal agent. The fiscal agent will be responsible for managing the grant funds and adhering to the reporting requirements. The fiscal agent should be one of the participating municipalities in the proposed project. A municipality can service as the fiscal agent for more than one regional hub proposals as long as it is part of the project team.
- Funding may be passed through to a non-profit, partner organization, or contractor, but an elected or appointed official, or employee of the municipality serving as the fiscal agent must

be the primary application contact. Checks will be made payable to the municipality serving as the fiscal agent.

- The municipal government serving as the project's fiscal agent may have an open Sustainable Jersey grant, however that grant must be in good standing, not overdue or past extension. Receipt of this grant will not impact the ability of the municipality serving as the fiscal contact to apply for future Sustainable Jersey grants. Questions regarding eligibility should be directed to Kaitlyn Vollmer at 609-771-3189 or grants@sustainablejersey.com.

Use of Grant Funding

- Eligible expenses include salary, supplies, materials, consultants, contractor fees, equipment, program/educational materials and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), meeting supplies (i.e. food not considered an integral component of the project), and incentives. Funds spent on promotional materials should be limited. **Overhead costs such as food for events, facility costs for meetings, etc. that are provided by Sustainable Jersey through the each regional hub's general budget may NOT be charged to the grant.**
- Grants must be fully expended, projects completed, and final reports submitted by **April 30, 2020**.
- Matching or in-kind contributions are encouraged, but not required. In addition, state incentives may be available to contribute to a project.

Grant Proposal and Application Details

This Sustainable Jersey Regional Hub Grant Program is intended to foster a collaborative spirit and build working relationships between municipalities in order to create a broader impact on the outcome of sustainability projects related to the Sustainable Jersey program.

The grant has an 18-month performance period. Online grant applications are due by **Sunday, October 7, 2018**. Notifications of grant awards will be made by **Wednesday, October 17, 2018**.

Access the online application using this link: <https://app.wizehive.com/apps/sjhubgrants>

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

1. Hub Applicant Information

- Regional Hub Name
- Project Team Members: Names of Towns Involved in This Proposal

2. Grant Proposal

- **Grant Funding Requested** (between \$1,000 and \$10,000):

- **Project Title and Brief Description:** Provide a name for the proposed project and a 2-3 sentence description of what you plan to accomplish with the grant. This description will be used in program reports and press releases.
- **Project Team Members:** Provide a list of the key people and associated municipalities that will be involved in completing the proposed project. The project team list should include the name, role (that identifies town affiliation), and contact information (email address and phone number) of all team members. If a portion of the grant is intended to go towards consultant fees or salaries, please provide a resume if available.
- **Action Plan and Timeline:** Outline the specific steps your team will take to complete the proposed project. Proposals for projects that have already been completed are not eligible; the grant funds must go toward a new project. The action plan and timeline should include project planning, implementation and evaluation. Identify the timeline for each step to ensure the project can be accomplished by the end of the 18-month performance period (October 2018 until April 30, 2020). An action plan template is available [here](#) and is shown in [Section I](#).
- **Community Engagement:** Describe how the proposed project will capitalize on collaborations between municipalities participating in the regional hub and representatives from community-based organizations (i.e., school district, 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 community. This can include things like plans to hold a “ribbon-cutting” ceremony, project signage, presentations at community events, or information sharing via printed communications, website content, and social media.
- **Project Impact:** Describe how the completion of this project will advance sustainability efforts in your hub’s region and how the impact will be measured. Include who and how many will benefit from the proposed project. Also address how the project will advance existing municipal efforts and/or be a catalyst to increase the impact of sustainability efforts throughout the region.
- **Budget Narrative:** Describe how the grant funds will be spent. Eligible expenses include: staff salaries, consultant or contractor fees, equipment, project supplies, training and educational materials, and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), meeting supplies, incentives and awards. Funds spent on promotional materials should be limited. **Overhead costs such as food for events, facility costs for meetings, etc. that are provided by Sustainable Jersey through the each regional hub’s general budget may NOT be charged to the grant.** If the total project budget is larger than the hub’s grant request, provide the total budget for the project and describe any in-kind or cash matches that have been approved or proposed in next year’s municipal budget.

3. Application Contacts for Municipality Serving as Fiscal Agent:

- Municipality Name
- County
- Municipal Employer Identification Number (EIN)
- **Contact information including name, title or affiliation, email and phone numbers will be requested for the following people:**

- Primary Contact for the application
The Primary Contact may be a municipal staff member or an elected or appointed official
- Mayor
- Fiscal Contact
The fiscal contact must be a person (typically the Business Administrator) authorized to manage official municipal funds.
- Media Contact

4. Required Attachments and Information:

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

- **Authorization to Submit Grant Application:** In order for a regional hub to be awarded this grant, the local governing body acting as the fiscal agent on behalf of the hub must pass a resolution supporting the application and collaborative hub project. For a resolution template, click [here](#).
- **Detailed Budget:** A sample budget template is available [here](#) and is shown in [Section J](#). Eligible expenses include: staff stipends, consultant or contractor fees, equipment, project supplies, training and educational materials, and promotional items. Promotional items include "give-aways" (i.e. T-shirts, water bottles), meeting supplies, incentives and awards. **Overhead costs such as food for events, facility costs for meetings, etc. that are provided by Sustainable Jersey through the each regional hub's general budget may NOT be charged to the grant.**

5. Optional Information

This can include letters of commitment or resolutions adopted by other municipalities involved in this hub project, letters of support from project partners, or more detailed project information.

Online Application Portal

The applications can be accessed using the links below. Applications must be submitted using the online application portal by 11:59 PM on **Sunday, October 7, 2018**. Only online application submissions will be considered for funding.

Grant Application: <https://app.wizehive.com/apps/sjhubgrants>

Selection Process

An eligible regional hub can apply for one or more project grants that range from \$1,000 to \$10,000 each.

A Selection Committee will evaluate applications that meet the grant eligibility requirements based on criteria listed in [Section K](#). Grant proposals will be screened using the following criteria:

- Strength of the action plan that will guide the hub's activities
- Likelihood of success as demonstrated by a reasonable budget and support from municipalities participating in the hub

- The demonstrated commitment of the hub and participating municipalities to move forward with a collaborative effort to achieve a broader impact on sustainability efforts

A follow up interview may be necessary for further clarification or discussion of budget modifications between Sustainable Jersey’s hub coordinator and hub project team, which will include a representative from each municipality participating in the project.

Grant Awards

Funding decisions will be announced by October 17, 2018. Regional hubs selected to receive a grant will be notified through the designated contacts listed for each municipality within the Project Team. Checks will be made payable to the fiscal contact of the municipality that is serving as the fiscal agent for the project.

The grant awards will be disbursed using the following method:

- The grant awards for **less than \$2,000** are paid out in full
- The grant awards that are **more than \$2,000 but less than \$4,000** will be distributed the following way:
 - Initial Payment = \$2,000
 - Final Payment** = Award Amount - \$2,000
- The grant awards that are **more than \$4,000** will be distributed the following way:
 - Initial Payment = Half of Award Amount
 - Final Payment** = Remaining Half

****The remaining funds will be paid upon satisfactory completion of the project and approval of the final fiscal and project report**

Sustainable Jersey reserves the right to allocate the funding for less-than-requested in a hub grant proposal based on the quality and quantity of grant applications received in a given funding cycle.

Grant Recipient Reporting Requirements

Depending upon the size of the award, grantees may be required to complete an interim and final report using an online report form. The municipality serving as the fiscal agent for the project will be responsible for the reporting requirements. Reminders will be emailed to the primary and fiscal contacts of the municipality serving as the fiscal agent for the project at least 30 days prior to the report deadline. The following information is required for each report:

Interim Report – Due June 30, 2019:

- Project description

- List of participating municipalities in the project
- Completed, delayed, and upcoming project milestones
- Estimated project completion date
- A list of project expenditures paid by the grant funds to date

Final Report – Due April 30, 2020:

- A brief description (2-5 sentences) of the completed project that highlights the grant outcomes and impacts.
- A summary of any modifications to the project, activities, and outcomes outlined in the original proposal. **All project modifications must be approved by Sustainable Jersey before being implemented. Failure to do so will impact future grant eligibility.**
- The impact of the project on the regional community. This includes what was accomplished, who is benefitting and why, how the hub project had greater impact beyond what one town could have accomplished on the sustainability initiative, and if the project could potentially be replicated by other Sustainable Jersey regional hubs.
- A summary of the community outreach efforts that were undertaken to share information on the project with the communities participating on the project, such as presentations or events, project signage, print communications, website content, or social media postings. At least one example should be provided from each town contributing to the grant. **Recipients should inform Sustainable Jersey of community outreach efforts, such as ribbon cutting ceremonies, in advance.**
- Samples of communications distributed to the community related to the grant efforts that also highlight Sustainable Jersey and the Regional Hub Grants Program.
- At least **TWO** photographs depicting the project and/or related activities are required. Whenever possible, the photographs should include members of the community and representatives from participating municipalities. Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other program-related materials.
- Lessons learned in completing the project, including challenges faced and advice that would be given to other hubs undertaking a similar project.
- A summary of expenses charged to the grant, a listing of budgeted vs. actual expenses (template can be found [here](#)), and supporting documentation such as invoices, purchase orders, receipt copies or expenditure ledgers from the business administrator.
- [Grantee's Certification and Declaration](#) signed by the business administrator or other authorized representative.

Hub project grants of up to \$4,000 will be dispersed in full at the start of the project. Grant awards over \$4,000 will receive half of the funds at the start of the project, and the remaining balance upon submission, review, and approval of the final report.



Grant Application Proposed Project Action Plan

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

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

Budget Template



Grants Program Budget Template

Updated June 2018



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source column. If the total cost of the project is greater than the grant funds requested, then please identify the amount and source(s) of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

Applicant Name:

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	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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Grant Proposal Evaluation Criteria

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

<p>Project Description (20 points)</p> <ul style="list-style-type: none">• The description concisely summarizes the specific project to be funded by the grant award• The proposed project will build partnerships and foster a collaborative spirit between municipalities in the region
<p>Project Team Members (10 points)</p> <ul style="list-style-type: none">• The designated project team appears qualified to undertake the proposed project• The project team includes representation from community stakeholder groups that will be involved in or impacted by the implementation of the proposed project
<p>Action Plan & Timeline (20 points)</p> <ul style="list-style-type: none">• The proposed project action plan addresses the steps needed to successfully complete the project• Target completion dates are realistic and will enable the project to be completed within the 18-month performance period (October 2018 – April 30, 2020)
<p>Community Engagement (10 points)</p> <ul style="list-style-type: none">• The proposed project will capitalize on collaborations between municipalities and community-based organizations (i.e., county agencies, civic or community-based organizations, non-profits, the school district, professional organizations and local businesses)• The Action Plan includes efforts to share the success of the project with the broader regional community (i.e. presentations, community events, articles, social media, etc.), both during
<p>Impact on the Regional Community (25 points)</p> <ul style="list-style-type: none">• The proposed hub project will enhance existing green team efforts and increase the capacity of each participating municipal green team through a collaborative project• The project will be a catalyst to advance sustainability efforts in the broader regional community• Who will benefit from the proposed project and how is clearly articulated
<p>Budget (15 points)</p> <ul style="list-style-type: none">• The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project• The project leverages no or low cost resources to cost-effectively complete the proposed project• The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant• The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value• Promotional items including “give-aways” (i.e. T-shirts, water bottles), meeting supplies, incentives or awards.