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Report background

       This report/research was done to gain a sense of out how other cities were implementing grants that would be awarded to residents perusing projects focusing on urban environmentalism. The goal was to figure out 3 main parts of the grant process. First, what types of projects are cities giving out grants for. Second, what are the qualifying factors/ what needs to be proposed and submitted and who can be awarded grants. Lastly, what is the verification or security that the city takes to make sure projects are completed as proposed and stay maintained. To do this I went city by city finding grants that might be similar to what the grants for Nature Based Climate Solutions work that the City of Burlington is looking for. For each city one or two grants are covered. Links and details from other cities grants are below as well as a short summary of the information and details copied from the webpages, also other important or key information that pertained to the grant was also included. After collecting information and writing up summaries for each grant a main summary of things that were common across many of the grants is also included. Below the main summary there are also some additional points of information that are a collection of unique details from across all the grants followed by information copied directly from each city.

Overall Summary

       When looking at all of the grants that cities are offering there are many similarities in how the grants are set up and managed. For most of the grants there are worksheets or other guideline documents that narrow down the types of projects that grants will be given for. When applicants are looking at starting a project these guidelines prevent applicants from trying to bring forward any type of project and can make sure that applicants are instead bringing forward plans that align with the city`s objectives. In these guideline documents the list of who can apply is also noted. When looking through the grants, usually individuals and individual businesses are not allowed to apply for project grants. The types of grants that do include individuals and individual businesses are the ones that give plants/trees or are rebate programs. To determine what applicants are given grants there seems to be two main systems. First, having a committee go over the applications and pick several to award funding to. Or, having a scoring system of how well the application meets the requirements of a guideline or application sheet. Only a few small plant/tree lottery grants and rebate programs seem to allow for everyone to apply and either qualify or do not qualify without some sort of review by a city grant employee. Once applicants are picked most of the grants pay funding based on a reimbursement model. To ensure that funding only goes towards approved items the applicant must submit receipts of costs that the grant then pays for. Doing so helps ensure the spending of grant dollars is kept track of as well as goes only towards approved items. At the completion of the project several of the cities require that the applicant provide long term plans to maintain the project including finance and insurance.

Security/Verification of project completion

       For the grant process, the applicant is getting funding to complete a certain project but there needs to be a way to check or verify what was planned was done. To deal with potential issues of applicants not following guidelines or proposed plans, most grants use a reimbursement method so that any expenses that do not follow the goals of the grant will not be given any funding. All funding is only issued once receipts are submitted by the applicant. If there is no reimbursement and funding is given in the beginning stage of the process, several cities make the applicants sign legal agreements. These legal documents cover how sites will be managed, run, financed, etc. as well as how liability, payments, and

inspections will be done. One of the grant programs states that the applicants will have to sign contracts but does not provide the details until the application has been awarded a grant. This seems to indicate that details of the agreement/contract are tailored to each type of project. Other grants require only a site visit at the completion of the project as well as during the continued life of the project to ensure that the project was completed and continues to run as described in the application. For all of the grants covered there was no information with language referring to the grantor (city) reclaiming funds granted to the applicant for misuse of funds, only language stating that if funds are misused that any remaining payment obligation is null and void. None of the written information mentioned the applicant having to repay the city if funds were spent on unapproved items.

Language and documents on agreements for grants.

- Grant-Agreement-Example.pdf (downtowndenver.com)
- UG+License+Agreement+for+Aglanta+Program_12-6-17.pdf (squarespace.com)
- "Applicants are required to track results and provide a detailed report at the end of the grant cycle"
- "Our review includes records research and a site visit to confirm accurate information."
- "If you are awarded a grant, you must be able to sign a contract within 3 months or, for public art projects, 6 months"

Extra details

When looking across all of the grants that cities are offering a few key methods/requirements stood out:

- Volunteer oriented and "have high visibility". It seems that they want to make sure that the community sees the results as well as likely use these projects to promote the city's environmental goals.
- An Advisory committee will select their top recommendations based on evaluation criteria in their RFP. Top applications can then be asked to do in-person meetings to review project plans, budget, and expected impacts.
- "The community must match at least 35% of the budget that is applied for, this can be done in cash or volunteer labor, or donated materials or supplies." The San Francisco Community Challenge Grants require the applicant to match at least 35% of the approved grant, labor is counted as matching contribution.
- "Priority will be given to projects that are led by and serve Black or Indigenous communities, people of color and/or immigrants".
- All grant funding is provided as reimbursement based on invoices for eligible costs, invoices can be submitted at major project milestones

Grants that cities are/have offered.

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Association of Vermont Conservation Commissions Tiny Grant

Goals of the grant:

- To assist local committees/groups to establish Conservation Commissions
- To increase the functioning capacity of existing Conservation Commissions, and
- To provide seed money and/or matching funds for specific projects in the broad categories of land conservation, education and outreach, stewardship and management, and planning.

Eligible Applicants:

- Vermont conservation commissions or local committees/groups that are working towards becoming a conservation commission.
- Paid members of AVCC.

For application groups they must be a municipality or IRS certified 501(c)(3) public charity, or have fiscal sponsorship by a municipality or IRS certified 501(c)(3) public charity. Prior recipients of grants from AVCC must have completed those grants and closed them out. Grants cannot be used for general funds, dues or subscriptions

Funding:

Grants are paid out roughly one month after awards are announced, and checks are issued by the Vermont Community Foundation.

Verification:

Grantees will be required to submit online a "Conservation Success Story" using the AVCC website. Grantee must submit evidence of grant completion with photographs and text detailing outcomes and challenges. Also grantees should credit AVCC in publicity.

Summary:

Grants from AVCC are from $250 to $600 for projects that help create and grow conservation commissions as well as fund projects that focus on conservation efforts. Qualified applicants are/working towards becoming a conservation commission and required to be a municipality or IRS certified public charity or sponsored by one. All funding is given by checks and grantees are required to upload proof of project completion.

Lake Champlain Sea Grant

Summary:

The goal of the sea grant is to act as a rebate program for individuals in the City of Burlington that want to mitigate stormwater on their property. Residents will have to sign up to have an assessor come evaluate their property for what stormwater mitigation method is best. Once assessment is done a report is sent to the applicant advising what should be implemented. From this information the applicant can pick the method they wish to use and get a related rebate for instillation.

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[BLUEBTV_RebateChart.pdf (uvm.edu)](#)

Sustainable Cleveland

Their targets:

- Reduce energy use and/or increase the generation of renewable energy sources.
- Help Clevelanders prepare for the impacts of climate change in their neighborhood.
- Strengthen social connections among individuals and networks.

Vetting:

[Workshop-Facilitators-Guide.pdf (d3n8a8pro7vhmx.cloudfront.net)](#)

[NEIGHBORHOOD_CLIMATE_ACTION_TOOLKIT-FINAL.pdf (d3n8a8pro7vhmx.cloudfront.net)](#)

The climate action grants main page has "Need Help Getting Started?" guidance and has the above links to guide individuals and groups about how they should work to get projects started and how they should go about getting community involvement. Also these work to guide applicants on how to structure their applications which provides some deterrence to applicants who are not serious about committing to a project.

An Advisory committee will select their top recommendations based on elevation criteria in their RFP. Top projects can then be asked for in-person meetings to review project plans, budget, and expected impacts.

Summary:

Seems that the programs tries to direct applicants through a certain process and guidelines to thin out as well as direct project paths. This deters people that are not serious about a project and makes sure there is enough front end workload that one individual is not trying to do a project alone. For possible projects, a committee is used to further assess the details of the project. These committee meetings also establish ways to ensure project will be done and verified for completion.

City of Cincinnati Urban Agriculture Program

[2022 Urban Ag Criteria City of Cincinnati FINAL.pdf (cincinnati-oh.gov)](#)

"Grants are not made to individuals and the organization is required to register as a vendor with the city and the City will provide a W-9 form".

Has a list of items/actions that are approved to receive funding.

No formal application and any further information or progress has to go through a designated person/office that works for the city.

Summary:

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For this application and grant there is a predetermined list of items that an organization could get funding for, and for any project it seems they will be working with a city employee to sort out the details and process.

New York City Environmental Fund

The New York City Environmental Fund (NYCEF) is an environmental grant program created by the New York State Department of Environmental Conservation (DEC) to foster community stewardship of waterways, shorelines, parklands and open spaces in New York City.

Their targets:

- Protect, preserve, restore, benefit, or improve the environment;
- Facilitate the public's access to and enjoyment of natural resources;
- Increase opportunities for public stewardship of natural resources benefiting local communities; and
- Enhance the public's awareness, knowledge and understanding of ecology, natural resources, and other environmental issues.

  nycef-2018rfp.pdf (nfwf.org)

Vetting:

They outline the areas and locations that proposed projects can or should be (boroughs and zip codes). Applications limit who can apply for grants and does not allow for-profit businesses and individuals to apply.

Evaluations:

All grants are evaluated based on the following:

- Environmental Results: The project has specific, quantifiable performance metrics to evaluate project success.
- Program Priorities: The project addresses one or more of the Program Priorities in this RFP.
- Technical Merit: The project is technically sound and feasible, and the proposal sets forth a clear, logical, and achievable work plan and timeline.
- Budget: Costs are allowable, reasonable and budgeted in accordance with NFWF's Budget Instructions cost categories.
- Qualifications: The project engages appropriate technical experts throughout project planning, design and implementation to ensure activities are technically-sound and feasible. The applicant experience is relevant to delivery of the project, and/or entity has a proven track record of success in implementing conservation projects with specific measurable results.
- Community Partnerships: An appropriate community-based partnership exists to support and sustain the project.
- Communication: The project includes a detailed plan to communicate information about the project to community served by the project and other appropriate audiences.

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Other info:

Grants day to day operation is managed by the fish and wildlife foundation. Applicants must sign an agreement that lists procedures (how funds will be used and the timeline for the project). They have a template   Implementation Grant Application Tip Sheet 2013 (nfwf.org) that lists all of the parts of the application that are needed as well as what options the applicant can upload to satisfy the requirements of the application. nycef-2018-full-proposal-narrative-template.pdf (nfwf.org)

Summary:

For these grants, they have the Fish and Wildlife foundation managing the day to day operations and do not indicate that there is a review board that is in charge of overseeing the applications, unknown how grant approval is made. For the applications the forms and sample/instructional documents it appears that the NFWF wants the applicant to use the supporting documents as the template and fill out the necessary information accordingly. This makes all applications fall under pre-determined types of projects as well as have similar formatting that can make the review process easier.

Downtown Denver Partnership

Urban Forest Initiative Build the Canopy Grant Program

Vetting:

Has file UFI-Grant-Instructions-R5-w-Funding-Matrix.pdf (downtowndenver.com) listing grant requirements and acceptable project types as well as how the proposal will be evaluated.

The project will be reviewed by the "Partnerships Urban Forest Initiative Taskforce for completeness and adherence to grant guidelines".

Funding amount depends on how well the application meets the tier of work that the application is proposing.

A timeline and 2 phase grant process "Both the Phase I Application for Design Services Funding and the Phase II Application for Project Construction Funding are accepted on a rolling basis. Once the Phase I Application for Design Services Funding is submitted, the applicant will have 60 days to submit a site plan and project cost estimate to the funding committee for review. After the site plan is submitted through either application, the funding committee will make their determination within 60 days."

2 phase grant details: phase 1 grant is a reimbursement for the drafted plans of a project before any work is completed, covers the draft and other materials that are needed for the proposal. This is before there is approval for the main project. If this along with the plans are approved then the applicant has 60 days to start fork. (NOTE this grant is a reimbursement based on already spent costs that were used to draft plans for the new project. Phase-I-Application-for-Design-Services_R5-Fillable-Form.pdf (downtowndenver.com)

Phase 2 grant: this second grant only covers the costs that were associated with the construction of the final work. Is used to track expenses and were work was actually done. Phase-II-Application-for-Project-Construction-Funding-Fillable-Form.pdf (downtowndenver.com)

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And when signing for the grant the applicant must sign an agreement that outlines terms and agreements. UFI-Grant-Agreement_Final.pdf (downtowndenver.com)

Summary:

The Denver grant has a limited scope of work and projects that an applicant can apply for and limits who can apply to certain business owners. The applicant will apply in two phases. The first phase covers expenses spent in the creation of the proposal, and after the proposal is approved then the grant money is released. After this construction must start in 60 days, and a second grant can be applied for after construction to reimburse the applicant for the associated construction costs.

Chicago Climate Infrastructure Fund

Climate Infrastructure Fund (chicago.gov) gives grant funding for projects associated with:

- Renewable Energy and Energy Efficiency Systems: Proposals may include efficiency upgrades to a building's existing energy systems and/or installation of renewable energy systems or components.
- Electric Vehicles (EV) and EV Charging Infrastructure: Proposals may include the purchase of zero-emission electric vehicles and the installation of EV charging infrastructure for private and/or public use.
- Green Infrastructure (GI): Proposals may include stormwater management systems that diverts water from the city's sewers, including native plantings and soil, permeable pavement, rain gardens, green roofs and related projects, especially in flood-prone portions of the city.

Eligibility factors:

- Costs may include pre-development, construction and renovation expenses.
- Applicants may be Chicago non-profit organizations and small businesses, with priority given to projects located in environmental justice communities.
- Prioritization will be given to projects with documented climate mitigation and resiliency improvements, equity impacts and project readiness.
- Property ownership is preferred but not required. Tenants must demonstrate legal permission from landlords to make capital investments.
- Preferred projects will demonstrate capacity to initiate improvements in 2023.
- Operational and maintenance costs are not eligible for grant assistance.

All grant applications are made through the Chicago Department of Planning and Development universal application.

All grant funding is provided as reimbursement based on invoices for eligible costs, invoices can be submitted at major project milestones.

Construction timeline will break ground within 6 months and completes within 2 years.

Eligible applicants are non-profit organizations and small businesses, and religious institutions.

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Grant funding and other list of questions with answers listed. [Climate Infrastructure Fund FAQ (chicago.gov)](chicago.gov)

Grantees are selected by how well the application is put together and proposed as well as how closely they follow the core criteria (climate focused, equity centered, feasibility and project readiness).

Summary:

The applications are accepted during only certain times of year and then considered based upon core criteria (climate focused, equity centered, feasibility and project readiness), and receive funding as reimbursement for approved uses. After the project is approved with sufficient plans the applicant can submit cost for reimbursement from the grant. (Original plan will have estimates costs). Applicant can submit for reimbursement as major project timelines as well as completion.

Baltimore Office of Sustainability Offset Grants

"This grant is intended to encourage existing and prospective grantees to develop exciting ideas for projects that will restore and expand our tree canopy and urban forests, improve the quality of our waterways, and improve quality of life in Baltimore"

Looking to address:

- Green jobs programs resulting in on-the-ground improvements to parks, schoolyards, shorelines, and other public spaces.
- Water quality monitoring in the Inner Harbor and public education about the results.
- Asphalt removal, re-planting projects, and educational activities at schools.
- Inventorying of the City's tree canopy and planting of new street trees.

Associated eligible projects:

1. To provide afforestation, reforestation, and/or support achievement of urban canopy goals;
2. To improve water quality by reducing stormwater pollution and;
3. To conserve, enhance and protect wildlife habitat.

Eligible groups are limited to:

Nonprofits, religious groups, community associations, and service and civic groups. (Note that individuals and businesses are not given opportunities to apply.)

Recording and reporting:

All applicants are required to track results and provide a detailed report at the end of the grant cycle.

A detailed form is required to be filled out in order to apply. This form asks for listed information on who and what the project is as well as how it involves the community. At the end of the application there is a table that the applicant would have to fill out for budget costs along with a justification statement per item of why it was needed for the overall project.

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Item of note: the city office of sustainability holds office hours for applicant to meet in person to ask questions about proposed projects as well as the process.

Summary:

Baltimore`s Offset Grant aims to target many different types of projects across the city and allows for many different types of groups to apply for funding. To try and filter out applications, they use a formatted application and encourage applicants to meet in person before applying for the grant. This would allow for the city to direct or reject projects early on before too much time is invested into them.

AgLanta city community gardens

[Resources Index — AgLanta AgLanta - Urban Agriculture Atlanta](#)

The city of Atlanta has created an urban agriculture ordinance that enables groups of independent households to create, own, and manage a community garden or Urban Farm. There are two main documents that outline guidance for this process.

[AglantaGrows_A_Lot_Process_2.pdf (squarespace.com)](#)

[CreatingACommunityGardenWorksheet_2018.pdf (squarespace.com)](#)

As well as licensure agreement.

https://www.aglanta.org/s/UGLicenseAgreementforAglantaProgram_12-6-17.pdf

With the three documents, it is possible for an applicant to see what is needed and required in order to create a community garden. Once all the required application plans and info is submitted then the AgLanta Grows A-Lot Committee will review the application. (Note requirements for a farm have higher qualifications). Both require liability insurance as well as management plans and fees.

Summary:

Atlanta's AgLanta program focuses on urban gardens and farming that can be started by 5 independent households (garden) or an individual business for an urban garden. To assist with the process, applicants are encouraged to attend open house events and site visits while AgLanta provides applications that layout and walk the applicant through the process of how to get organized for starting. In order to be approved each application has to prove organization and operation for the plan.

City of Portland Native Plant Certificate

 'The Community Watershed Stewardship Program provides funding for native plants that benefit water quality and the watershed. Gift certificates from Bosky Dell Native Nursery are available to community groups or individuals planning to improve community spaces. Applications accepted year-round."

[Apply for a Native Plant Certificate | Portland.gov](#)

Requirements:

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In order to get the maximum certificate of $500 a community group that meets the following criteria must be met.

- Be volunteer oriented.
- Use plantings native to the Willamette Valley.
- Provide community benefit.
- Have high visibility.
- Projects that take the place of required mitigation or penalty payments are not eligible for funding.

Private land owners can also apply but can only receive a maximum certificate of $50 and must meet the following

- Plantings native to the area.
- Project is already making progress (invasive removal, volunteering with local nature groups).
- Project is on streamside property or a completed stormwater project.
- Plants are part of a larger restoration process.
- Project has a commitment to education or naturescaping.
- Projects that take the place of required mitigation or penalty payments are not eligible for funding.

All of the applications are done by mail or email. The application is only one page and is supposed to be quick to fill out with a 10-15 min completion time.

Summary:

This program is designed so incentivize people to plant native species that will help the local watershed and be easy enough that almost anyone can complete it. Some items of note are that community group projects must be both volunteer oriented and "have high visibility". It seems that they want to make sure that the community sees the results as well as likely use these projects to promote the cities' environmental goals. Also there seems to be no oversight or review process to ensure completion of the project.

Portland Clean River Rewards (rebate/reduction for "on-site Stormwater charges of your bill")

Objective/goals:

If applicants can show that they are safely managing Stormwater on their property and reducing the amount going into the city systems then they can get a reduced rate on their bills.

Requirements:

In order for applicants to they need to have one of the following properly collecting stormwater on their property.

- Rain gardens, swales, lawns, or landscaped areas. These planted areas collect rain runoff from downspouts. To qualify for the discount, the area of the ground receiving the water must be at least 10 percent of the area of the roof that drains to it.
- Drywells, French drains, or soakage trenches. These solutions are buried underground and help water soak into the ground on your property. A permit may be required to install this type of solution.
- Rain barrels or cisterns. Rain barrels collect and store rain flowing off your roof. To qualify for the discount, they must let extra rain flow out and soak into the ground on your property when full.
- Stormwater planters, ponds, or detention facilities. These spaces collect some rain, while also discharging some to the sewer through a built-in overflow pipe.
- Ecoroofs. These alternatives to conventional roofs have a layer of plants and soil on top of a waterproof membrane.
- Additional benefits can be impervious surface less than 1,000 sf and/or having 4 tress over 15 feet tall or "fewer than four trees that are very large and have a canopy size equal to over 200 sf." –(unsure if these are equal to other stormwater management methods).

These discounts can be for both residential and commercial property owners. Seems to be a simple sign up and register to get enrolled into the program. There is an online calculator that the city hosts that calculates the reductions that an applicant would get.

San Francisco Community Challenge Grants

[Funding for neighborhood improvements | San Francisco (sf.gov)](sf.gov)

Requirements for applying

Who can apply:

- Grants are only given to vendor-approved nonprofit organizations with 501(c)(3) status.
- Grants are given to local community groups, businesses, and schools applying with a nonprofit fiscal sponsor.

Expected project:

- Improving green spaces/gardens/sidewalk gardens/landscaping, tree planting, or urban agriculture.
- Creating or restoring community gathering places, like mini parks, plazas, open spaces, or trail restoration.
- Installing public art or murals or mosaics.
- Adding community features like lighting, or benches, or bike racks, or neighborhood activation initiatives.
- Street maintenance that focuses on cleaning up graffiti or trash.
- Stewardship programs that support previously CCG projects.

Funding contributions:

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"The community must match at least 35% of the budget that is applied for, this can be done in cash or volunteer labor, or donated materials or supplies."

Range of $15,000 to $175,000.

Time frames of 12 to 18 months.

Budget planning guidelines:

- Includable expenses (costs of labor, equipment and supplies, community outreach, permit fees)
- Limits to expenses
  - Design 20%
  - Construction 50%
  - Outreach and engagement 20%
  - Project management 15%
  - Administration or indirect costs 10%
  - Fascial sponsorship fee 15%

All Payments are by reimbursement for the grant program, the applicant pays the costs and then submits the invoice receipts to get paid back.

Submitting the project narrative:

- Summary - 200 words
- Design and impacts – about 2000 words
- Community engagement – 500 words
- Racial equity statement – no minimum word count
- Capacity – about 300 words

Grant application review process:

[Review of Community Challenge Grant applications | San Francisco (sf.gov)](#)

- Community Challenge Grant (CCG) staff will send complete applications to the Advisory Committee (CCGAC).
- The whole plan is scored on a point system.
  - Design and impacts: Presents a sound, well-researched, and realistic project design. Describes the expected impact of the project. (20 points)
  - Community engagement: Describes why the community needs the project. Demonstrates support and involvement in the project from neighbors and local organizations. (20 points)
  - Racial equity: Presents a clear approach engaging communities of color. (15 points)
  - Capacity: Shows that the group is capable of completing the project on time. Identifies the roles and responsibilities of all organizations involved in the project. (20 points) Budget:
  - The budget is worth up to 15 points. It must be reasonable, well-researched, and realistic for the project design and size.
    Maintenance plan:

- o The maintenance plan is worth up to 10 points. It explains the plan to preserve and maintain the project after it's finished.

Grant contract:

To be given a grant, the applicant will have to sign a contract within 3 months or for a public art project 6 months. Before an applicant signs a contract they need to attend pre-contact meetings, provide service agreements with all vendors, and be able to provide proof of insurance.

Summary:

 San Francisco`s neighborhood improvement grants are focused on improving community spaces as well as putting up features that improve the local community spaces. For grants, only approved applicants will qualify and individuals may not apply. When applying for a grant, a project description is required along with an explanation of what expenses will be for. For funding, the grant will only be required to match up to 35% of the project, and all funding will be by reimbursement after the applicant submits receipts of costs. For approval and selection of projects to receive grants, every application will be scored based on aspects of the application by a review board. Before receiving the grant the applicant will also be required to attend pre-contract meeting and provide service agreements with vendors as well as provide proof of insurance.

Minneapolis Foundation`s climate action and racial equity grants

[2022 Climate Action and Racial Equity Grants (minneapolisfoundation.org)](#)

The fund gives grants that are focused on community driven initiatives and projects that aim to reduce local greenhouse gas emissions and increase the livability of local communities.

Main climate action goals:

- Energy efficiency: significantly improve the energy efficiency of buildings.
- Renewable Energy: increase use of local renewable energy.
- Reduction of Vehicle Miles traveled.
- Recycle: reducing waste and encouraging recycling in the economy.

"Priority will be given to projects that are led by and serve Black or Indigenous communities, people of color and/or immigrants".

Applicants:

Non-profits, schools, churches, neighborhood organizations, business associations, charitable/grassroots organizations with a fiscal agent.

Summary:

[Minneapolis-Climate-Action-and-Racial-Equity-Fund-2022.pdf (mplsfoundation.wpenginepowered.com)](#)

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The grant does not explicitly state what types of projects are allowed but has a document that lists guidelines as well as requirements for the project proposal. It seems additional priority and focus is given to project that are led by minority groups as well as take place in traditionally marginalized communities and areas identified as "green zones". Grant amounts are between $5,000 and $50,000.

All information sourced by Garret King, Associate Planner DPI.