# Southeast Sustainable Communities Fund 2019 RFP Attachment 3: Grant Application Template

***DUE: Monday, October 7 at 5:00 pm EST***

Please submit your grant application with responses to these questions in the order outlined below. This template enables applicants to be concise and specific with their responses. Letters of support are discouraged. Key partners must clearly state their role and/or any in-kind or cash match they will be contributing in the application and/or budget. Nonprofit partners that plan to serve as fiscal agents must include an IRS nonprofit affirmation letter with the final application, submitted as an attachment. Grant applications are to be no more than eight pages, and should be uploaded electronically to [www.southeastsdn.org/grants](http://www.southeastsdn.org/grants) in Microsoft Word format. Letters of support and budget documentation are considered attachments, and are not included in **eight page** maximum. **The deadline to submit a grant application is 5:00 pm EST on Monday, October 7, 2019.** *NOTE: If you do not have access to Google and cannot access the Google form in the application portal successfully, please email Meg Jamison at* [*meg@southeastsdn.org*](mailto:meg@southeastsdn.org) *for submission instructions*.

1. **Project Evolvement:** How has your project changed since the LOI submission?If you received recommendations from the SSCF Technical Advisory Committee to refine your project ideas, please describe in detail how you addressed those recommendations in your proposal.
2. **Project Description:** Please describe the project in detail using the following outline.
   1. **Project Design and Major Milestones:** What is the problem within the local context? What are the project goals as they relate to the goals of the SSCF? How will fulfillment of these goals solve/address this need/problem? How is this project applicable to other communities in the region? Describe what you plan to accomplish (in Year One and Year Two) and the major milestones and outcomes you expect to achieve in support of your project goals? You may use the sample table below to help guide your description, indicating who will lead the effort and the proposed timeline. Using this table is not required but should give you an idea of the information we would like to understand.

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| --- | --- | --- | --- | --- |
| Milestone | Desired Outcomes | Indicators of Success | Lead | Timeline |
| Community education | Neighborhood members are better educated about the impacts of climate change and better equipped to prepare and respond. | # of neighborhoods reached; # of nonprofit partners attending meeting; # of people participating in education events, etc. | Nonprofit partner | Jan-Mar 2020 |

* 1. **Impact on Community Sustainability:** What is the desired sustainability outcome you are seeking to achieve? How will the proposed project mitigate or adapt to climate change?
  2. **Community Partnership and Partner Roles**: Who is the local community partner(s) in the project? Describe partners’ history working with the target community, experience with inclusive engagement and outreach strategies, and/or technical expertise related to developing climate change solutions? How was the partner be involved in project development?
  3. **Equity and Inclusiveness:** Who are the project’s priority stakeholders? Why was this stakeholder group selected? How will they be impacted by this project? How will they be involved in shaping project design and implementation? Will the proposed project expand and provide lasting educational and economic opportunities for these stakeholders? How?
  4. **Innovation:** How does the project demonstrate innovation? What is the regional context for the innovation? Does the innovation have the potential to be scaled at the regional level?
  5. **Local Government Commitment:** Describe the existing commitment to sustainability and equity of the local government? What local government policies, programs, and/or plans does this project work to advance? How will this project support the success of this policy, program, or plan? If the lead applicant is not a Sustainability or Equity Director, please describe the duties and cross-department function of the position related to equity and/or sustainability.
  6. **Success Metrics:** What is your definition of success and how will you measure success? What specific indicators you measure to define the results of this project?
  7. **Project Budget and Match:** Use the Grant Application Budget Template to provide an overview of your project budget and submit supporting documentation through [www.southeastsdn.org/grants](http://www.southeastsdn.org/grants). Please use the budget template to describe each match in detail, including source and type (in-kind and/or cash match).
  8. **Challenges**: Are there any challenges that could prevent the project from being successfully implemented that you have not yet been able to address in your design phase? Please describe.