**SSDN LIH Cohort Application Form**

**Submission Instructions.** Delete all blue text as this form is completed. It is here to assist in developing an application. Applications will be reviewed as received, until the cutoff date listed in the invitation posted with this form and / or until SSDN’s LIH budget is fully allocated. **Applications must be submitted in Word format and – if choosing options 2 or 3, a budget in Excel format.** Please submit the application form to [Susanna Sutherland](mailto:susanna@saenv.com) and [Kathryn Conner](mailto:kathryn@saenv.com) as soon as it’s ready. Please copy the full project team named in the application, as well as SSDN’s [Nick Deffley](mailto:nick@southeastsdn.org). If you do not receive confirmation of receipt within 24 hours, please reach out to [Susanna Sutherland](mailto:susanna@saenv.com) and [Kathryn Conner](mailto:kathryn@saenv.com) to ensure that the application was received.

The application should be **3-5 pages in length.** Footnotes may be used to save space in the application form. Links and attachments may also be provided to supplement responses. Long partner lists and/or supplemental information may be included as appendices. If choosing Options 2 or 3, the budget does not count against this page limit. The limit is intentional to get to clarity. Answer the following questions as succinctly as possible:

1. **Name this SSDN application.** In ten words or less, provide a short draft federal application title. Example: “Facilitating community ownership of a Thriving Communities application process”.
2. **Lead Southeastern local government name and State.** Example: Jackson, MS. **If the applying entity is a community-based organization (CBO), complete items a-e about the local government represented in this application. Example:** Genesis and Light Center on behalf of the City of Jackson, MS. **If the CBO is representing multiple communities, complete items a-e for each one.** 
   1. **Has a climate action plan been locally adopted?** Yes/no
   2. **Is there a formal commitment to equity?** Yes/No
   3. **Is there dedicated staff hired to write grant applications?** Yes/No
   4. **Have you, as this application form author, ever applied for and/or managed federal funds for this community before?** Yes/no.
   5. **Do you anticipate the grant recipient will need support managing or implementing the project if a federal award is made?** Yes/no.
3. **Name the ideal federal funding grant program, federal application due amount, and application submission date being targeted. If there are more than one programs of interest, list them from highest to lowest priority. If a federal funding opportunity has not yet been identified, state that here.** Example: “$150,000 from the EPA Thriving Communities Program opening in July 2023”.
4. **Briefly describe the project that this community is ready to implement with federal funding, if known.** Example: “Green Infrastructure installations in low-income neighborhoods to provide better quality of life with shade and beauty, and to reduce flooding.”
5. **Name the federal proposal development stage.** Choose 1: **Grant strategy**, **engagement**, **technical exploration**, or **federal proposal development**. These are also the technical assistance categories you will request in Question 6 for options 1 and 2:

* **Grant strategy**: help with identifying and aligning community needs to federal funding opportunities.
* **Engagement**: community and stakeholder ownership in proposal planning.
* **Technical exploration**: expertise in a specific topic, like energy efficiency.
* **Federal proposal development**: support drafting and submitting a proposal.

1. **Choose the desired assistance option.** Then delete the other 2.

**Option 1. Access to 1:1 help from SSDN’s LIH Cohort.**

* Up to $30,000 in TA value to assist with up to 3 of the 4 categories listed in question 5:
  1. **Which of these assistance category(ies) is help needed in?** Example:“Technical exploration in energy efficiency”
  2. **Describe the TA needed in the chosen category(ies):** Example:“Help is needed to calculate amount of heat pump installations needed to gain the desired amount of energy savings and GHG reductions.”

**Option 2. A combination of access to SSDN’s LIH Cohort and a one-time capacity-building award.**

* A local capacity building award up to $20,000.
* LIH Cohort access of up to $10,000 in TA value in up to 2 of the 4 categories listed in question 5:

1. **Which of the LIH assistance category(ies) is help needed in?** Example:“Supporting community ownership in application development.”
2. **Describe the SSDN LIH Cohort support needed in the chosen category(ies):** Example: “Help is needed to explore ways to gain community ownership so Green Infrastructure installations will be welcomed in the community as a benefit.”
3. **Name the desired award amount and describe the kind of work the award will support.** Example: “$8,000 to help pay for proposal drafting services.”
4. **Complete the budget.** Use the Excel template linked in the Appendix of the Invitation to Apply. Submit this spreadsheet with this completed application form.
5. **Name who funds will go to.** Example: “Paid directly to [insert consultant of choice] in full at time of award.”

**Option 3. An SSDN LIH award for local capacity building to support a federal grant application.**

* An up to $30,000 award to build local capacity to go after federal funding opportunities right now and into the future.

1. **Name the desired award amount and describe the kind of work the award will support.** Example: “$10,000 to help pay for proposal drafting services.”
2. **Complete the budget.** Use the Excel template linked in the Appendix of the Invitation to Apply.
3. **Name who funds will go to.** Example: “Paid directly to [insert consultant of choice] in full at time of award.”
4. **Explain how a federal award will help underserved members of the community.** What changes are permanently made to better the lives of people in your community if a federal award is made?
5. **How will community members be engaged in the creation of a federal application?** Describe how developing a federal application will advance engagement and focus on inclusivity in the community, and how it will lead with equity principles.
6. **Provide the primary point of contact’s information.** Name, title, address, e-mail, and phone number. This person functions as the project lead.
7. **Name all partners and their roles.** Note that if cross-sector partnerships do not exist in the community, the SSDN LIH Cohort listed in Options 1 and 2 can help connect to possible partners. If this is a need, be sure it is represented in the chosen assistance option(s). If known and at a minimum, name the two required partners. Then, if applicable, list other partners providing support, with names, titles, and contact information. Explain the role of each participant, why they were chosen, and the value they expect to provide and receive.
   1. A local, Black-led CBO and / or one that prioritizes the needs of frontline communities in their mission statement and normal workflows:
      1. Role:
      2. Co-ownership responsibilities:
   2. Another local or regional governmental entity:
      1. Role:
      2. Co-ownership responsibilities:
8. **Project milestones.** Conceptualize at least 3 major project milestones with key dates and activities for your community’s project. Plan backwards from the federal Notice of Funding Opportunity (NOFO). A minimum of 3 months ahead of this date is needed to build a successful federal proposal. Try to complete the work within 3 - 6 months if possible. Example:

* (1.) By August 26, 2023: a regional partnership necessary to advance an application is formed.
* (2.) By September 30, 2023: partners are convened to align around the workplan.
* (3.) By October 28, 2023: a federal application is developed and submitted*.*

*Only If choosing options 2 or 3: please complete the budget form linked in the Appendix of the* [*Invitation to Apply*](https://www.dropbox.com/scl/fi/wx74rtu69sroj7k678rs8/1.2023-SSDN-LIH-Cohort-Invitation-to-Apply_09.07.23.docx?rlkey=xve0yg5n7c8n1b7z9ki5a3fw7&dl=0) *in Excel and submit that with this completed application form.*

By signing this application, the applicant agrees that if approved to proceed by SSDN staff, they will follow the schedule described in their answer to Question 11. Upon completion of this schedule, they will submit to [SSDN](mailto:nick@southeastsdn.org), with a copy to [fund management](mailto:kathryn@saenv.com): (1) confirmation of federal proposal submission or a statement of why this could not be completed, and (2) answers to [this final reporting template](https://www.dropbox.com/scl/fi/2mp89w4duyr0rdozttxol/SSDN-LIH-Cohorts_Final-Report-Form_09.07.23.docx?rlkey=tyxf38cxjexc3ks5f700segux&dl=0) not later than 1 month after submission of a federal application. No resources associated with this service can be used for lobbying as [described](https://www.irs.gov/charities-non-profits/lobbying) by the Internal Revenue Service.

**Application submission and confirmation signature page:**

**Signature:**

**Date:**

**Name:**

**Title:**

**Organizational Tax ID:**