



2017 ANJEC OPEN SPACE STEWARDSHIP GRANTS FOR ENVIRONMENTAL COMMISSIONS *Supported by the Sandy Batty Grant Fund*

Instructions/Requirements for applicants

ANJEC will provide small grants of up to \$1500 each to environmental commissions to support projects that do **both** of the following:

- advance local open space stewardship, *and*
- help to raise the profile of the environmental commission in the community through publicity and public participation or collaboration with local groups on the project.

The grants will fund environmental commission projects related to open space preservation, management, maintenance, restoration and education. Two-thirds of the grant will be paid to the commission up front, with the balance (1/3) paid when the project is complete.

Commission members and local volunteers must provide and track a minimum of 80 hours of labor toward the project. No cash match is required to apply.

Eligible Applicants: NJ environmental commissions that are established by ordinance

Eligible Expenses: materials, speakers, professional services, printing, mailing, advertising. For events, a maximum of \$100 from the grant is allowed toward food.

Ineligible Expenses: travel or labor by local volunteers, officials or municipal staff

Applications due: **4:30pm, Friday, April 7, 2017.**

All applications must use the format/template provided below, and be submitted to info@anjec.org. Application length is limited, so please be concise but thorough.

Notification of grant selections: ANJEC will notify successful grantees on April 28 by email to the commissioner listed as the application contact person.

In addition to the application questions (template) and responses, applicants must submit a scanned, dated and signed letter from the municipal manager or administrator indicating endorsement of the application and assuring payment of any additional costs that are included in the budget. Send the letter as a separate attachment to info@anjec.org by the application due date. ANJEC will confirm receipt of your application file and letter file.

EMAIL SUBMISSIONS MUST CONTAIN THE NAME OF THE MUNICIPALITY IN THE SUBJECT LINE.

(Example: **SUBJECT: Washington Twp 2017 OSS Grant App.**) To submit a grant application, copy and paste the application template below into a Word document, type in your information, and submit the Word file to info@anjec.org.

Grant Period & Reporting: grantees have *one year* to complete projects and submit final reports/documentation for reimbursement. Projects running past one year without authorization from ANJEC are subject to forfeit their final 1/3 payment. Written status reports (mandatory) are due at the 4th month and final project report. As the project progresses, grantees are required to submit a minimum of 5 representative photos or other graphics for ANJEC's use in publications and online reports.

Suitable projects include, but are not limited to:

- Open space/ greenway/trails assessments, plans, maps
- Trail building, signage, maintenance
- Management of invasive species
- Restoration or maintenance of riparian areas within open space
- Conservation easement inventory, monitoring, landowner outreach, education
- Habitat enhancement on open space lands
- educational stormwater management projects on public open space
- Programs to involve or engage residents with local open space, trails
- Printed and/or online guides, maps, inventories of open space, trails
- Displays for public events or spaces
- Multi-town efforts to link open space or trails
- Community activities on a theme of local open space, greenways, or trails (walking or biking tours, workshops, interpretive activities or competitions, photo exhibits, logo contests, etc.).
Can highlight specific resources or townwide open space.

Applications will be evaluated based on the following:

1. *Completeness* – Does the application include a full description of deliverables, schedule and budget, including who will supervise and/or carry out each major task, when and how?
2. *Budget* - Did the commission research and itemize major costs in preparing the budget and determining the amount requested? An application without an itemized budget will not qualify for a grant. Include all major costs, whether covered by grant funds or other funding sources.
3. *Additional resources* – Does the application list any community partners committed to and/or contributing to the project? Obtain commitment from the partner organizations before listing them.
4. *Environmental commission benefit* - How will the environmental commission use this project to raise its long-term visibility among residents and the governing body? Describe specific outreach tasks.
5. *Impact on the community* - Does the application explain how residents or others will be informed and/or included in the project, and how this will have a positive impact on local open space?

6. *Replicability or follow-up* – Does the application explain the project’s ongoing use, and/or how it will be an annual or other regular event? If the proposed activity is a plan, does the application address “next steps” and who will pursue them?

ANJEC may contact the Environmental Commission Contact Person and Chairman to answer questions about the application, and other municipal representatives or project participants, as needed.

Application Blank

Copy the template below and paste it into a Word document; fill in responses and submit via email.

2017 ANJEC OPEN SPACE GRANTS FOR ENVIRONMENTAL COMMISSIONS APPLICATION

Municipality: County: Phone:
Mailing address of municipality:
Environmental Commission Contact Person (person responsible for application):
Name: e-mail:
Home address: Day and cell phones:
Environmental Commission Chairman
Name:
Day or cell phone: e-mail:
Municipal Manager/Administrator
Name: e-mail: phone:
Year Environmental Commission was established by ordinance:
Is your Commission a member of ANJEC? Yes / No
Title of Project:
Amount being requested from ANJEC:

Project description (Limit 900 words): *What will you do? Who? When? How? Objectives? – Address and number items #1 – 6 on “How applications will be evaluated.”*

Project budget (Limit one page): *See item #2 of “How applications will be evaluated.” Include an estimated breakout of the in-kind (volunteer and town staff) labor. If additional labor, cash or other contributions are being used, itemize them in the budget. See requirement for letter from municipal administrator/manager under “Applications due” above.*

In addition to the application, applicants must submit a scanned, dated and signed letter from the municipal manager or administrator indicating endorsement of the application and assuring payment of any additional costs that are included in the budget. Send the letter as a separate attachment to info@anjec.org by the application due date. ANJEC will confirm receipt of your application file and letter file.