



**COVID-19 Accommodations**  
**Deadline Extended:**  
**Monday May 4, 2020 is now deadline for applications**

*ANJEC may adjust that date as necessary*

## **2020 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 project locations: Municipal or other parcel(s) that are preserved open space.

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, Monday, May 4, 2020.**

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

Notification of grant selections: ANJEC will notify successful grantees by May 29<sup>th</sup> 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](mailto: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 2020 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](mailto: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 6<sup>th</sup> month and final project report before the grant will be deemed complete and final payment will be made. 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:

- pollinator gardens
- trail building, signage, maintenance
- printed or online guides, maps, inventories of open space, trails
- open space or trails assessments, plans, maps
- multi-town plans to link open space or trails
- conservation easement inventory, monitoring, outreach, education
- management of invasive species
- habitat enhancement on open lands
- restoration or maintenance of riparian areas within preserved public open space
- educational stormwater management projects on preserved public 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.

#### **2020 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](mailto:info@anjec.org) by the application due date, Monday, May 4, 2020. ANJEC will confirm receipt of your application file and letter file.**