



## **2023 ANJEC OPEN SPACE STEWARDSHIP GRANTS FOR ENVIRONMENTAL COMMISSIONS** *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.

\*\* 2023 Funding includes possibility for projects completed on/near remediated sites.

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, April 17, 2023**

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 13th *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 2023 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. 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.*

### **2023 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***

***Is this project site on/near remediated site: 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, April 17, 2023. ANJEC will confirm receipt of your application file and letter file.***