



2025 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.

**** 2025 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.

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: **5:00pm, Monday, May 12, 2025**

All applications must use the form here: <https://forms.gle/zDHECErCE48uMp98A>

Notification of grant selections: ANJEC will notify successful grantees by June 1st by email to the contact 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 2025 Grant App.**)

Grant Period & Reporting: grantees have *one year* to complete projects and submit final reports/documentation. Projects running past one year must secure prior authorization from ANJEC. 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.