



# SCHOOL COMMUNITY GRANTS PROGRAM

Bay Area Air Quality Management District

Procedures & Guidelines

December 7, 2018

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## School Community Grants Program GUIDELINES

### SECTION I – GENERAL INFORMATION

#### **Program Summary**

The Bay Area Air Quality Management District (“BAAQMD” or “Air District”) is offering small grants to teachers, student leaders, and parent leaders in public K-12 schools in the Bay Area. The maximum grant award is \$2,500 for projects completed by June 30, 2020. The primary purpose of the grants is to increase knowledge about the science of air quality, the relationship between air quality and public health, and the impact of air pollution on the global climate. These grants will also serve to encourage collaborative partnerships between the Air District and school communities in air pollution reduction. Schools located in CARE (Community Air Risk Evaluation) or AB 617 communities<sup>1</sup> will be prioritized for funding. The Air District will make grant funds available throughout the region each fiscal year pending Board approved budget allocations into the Community Grant Fund.

#### **Schedule**

<b>Tentative Dates</b>	<b>Action</b>
December 7, 2018	Release of Program Guidelines / Call for Applications
January 31, 2019	Applications due
February 18, 2019	Grantees notified
April 2019	Grant agreements in place
April 2019-June 30, 2020	Execute work
June 30, 2020	Final invoices and reports due

#### **Who Can Apply**

Teachers, student leaders, and parent leaders in public K-12 schools in the Bay Area are eligible and encouraged to apply. For student- or parent-led projects, school principal approval is required for the application.

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#### <sup>1</sup> CARE Communities and AB 617 Communities

Please see <http://www.baaqmd.gov/~media/files/planning-and-research/care-program/revise-2013-care-communities-pdf.pdf?la=en> for more information about CARE communities, which are within any exceedance or impact area shown in the linked map.

Please see [http://www.baaqmd.gov/~media/files/ab617-community-health/ab617\\_baaqmd-initialsubmittal-pdf.pdf?la=en](http://www.baaqmd.gov/~media/files/ab617-community-health/ab617_baaqmd-initialsubmittal-pdf.pdf?la=en) for more information about AB 617 communities, which are any of the areas shown in color on p. 2 or p. 14 of the linked letter.

## **Award Amounts**

A total of \$50,000 is available for School Community Grants. The maximum grant award is \$2,500.

## **Duration**

All work funded by the School Community Grants Program must be completed by June 30, 2020.

## **Examples of Activities Eligible for Air District Funding**

- Teacher, parent, or student led air quality related projects at school sites (school principal approval required)
- Air Pollution Emergency Preparedness Plan Development
- Financial Support for School S.T.E.M. Club activities related to air quality improvements (Science, Technology, Engineering, and Mathematics)
- Spare the Air Idle Free Bay Area campaigns at school sites
- Support for an air quality science fair
- Poster contests and creation of air quality-themed calendars
- Using air sensors to collect and interpret data for educational purposes (Please note: *air sensors are intended to be educational and are non-regulatory. They cannot be used for permitting, compliance, policy, or interpretation of health effects*).
- Teaching materials, such as books, videos, equipment related to air quality education
- School tree planting projects
- Professional development for air quality or climate related science education

## **Activities not Eligible for Air District Funding**

The School Community Grants Program will not fund:

- Cost of preparing or submitting grant application
- Lobbying
- Purchasing of air filter masks
- Endowment campaigns
- Fundraising activities
- Marketing of products or technologies for profit

Any work performed prior to the full execution of a grant agreement with the Air District is not eligible for School Community Grants Program funding.

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## SECTION II – GOALS

The overarching goals of the School Community Grants Program are to increase knowledge about the science of air quality, the relationship between air quality and health, and the impact of air pollution on the global climate. These grants will also serve to encourage collaborative partnerships between the Air District and school communities in air pollution reduction.

## SECTION III – APPLICATION REQUIREMENTS AND PROCEDURES

### **Application Deadline**

Applications must be uploaded electronically through the Air District's Procurement Portal no later than *5:00 pm on Thursday, January 31, 2019*. Only completed applications received by the deadline will be evaluated; incomplete applications will be rejected. ***Please see detailed instructions about the electronic submission process later in this section.***

## **Application Checklist**

***Any items submitted other than those specified in this Checklist will not be reviewed.***

### Cover sheet – Maximum 1 page (required)

The Air District's School Community Grants Cover Sheet (Appendix A) must be signed by a person with authority to legally bind your organization (principal signature required). In electronic applications, a typed-in name is legally equivalent to a signature.

### Project Narrative – Maximum 1 page (required):

Project narratives should be concise, and adequately and clearly address all the following required elements.

- a) *Summary of Project* – Provide a clear and concise summary of how your project addresses air quality science, air quality health impacts, or the impact of air pollution on the global climate.
- b) *Statement of Need* – Please provide a brief description of why you need this funding. Is this project located in a CARE or AB 617 community, or would this funding benefit a low-income student population? If you identify as a school with a large low-income student population, please describe what percentage of your students receive free or reduced lunch.
- c) *Activities Supported by this Project* – Provide a summary of the activities supported by this project and if applicable, the materials that will be used for the project. If you plan on using funding to purchase technology or specific software, please describe if these can be reused in future years. If implementing a specific curriculum, please specify (i.e. Kids Making Sense).
- d) *Measuring Success* – Clearly state the metrics by which success will be evaluated. Describe the criteria that will determine if the project has achieved its goals and objectives. A combination of both qualitative and quantitative metrics can be used.
- e) *Student Participation Information* – Please describe the number of students who will participate in or benefit from the project as well as demographic information about the student population at your school. If you are applying for professional development funding or for a parent or student led initiative at the school, please describe how many students will be impacted by the project during the time frame of the grant. Finally, for 6<sup>th</sup> -12<sup>th</sup> grade applicants, please state if your school community would be willing to participate at a future YES (Youth for the Environment and Sustainability) conference<sup>2</sup>. For elementary schools, please describe if you would be willing to work with the Air District's Communications team to feature your project on Air District social media.

### Project Budget – Maximum 1 page (required)

Provide a full budget for the proposed project including costs for any materials or supplies. If your project is supported by other funding sources, please identify these and list what percentage of the project is supported by these additional funding sources.

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<sup>2</sup> The YES (Youth for the Environment and Sustainability) Conference is an annual event hosted by the Bay Area Air Quality Management District and the Metropolitan Transportation Commission. Find more information on this past year's conference at: <http://www.sparetheairyouth.org/2018-yes-conference>

## **Formatting**

Applications must be single-spaced, with a minimum of 1-inch margins and 12-point font. The Air District's School Community Grants Program Cover Sheet (Appendix A) will serve as the application's cover sheet / title page. Applications should have the name of the applying school and page number on each page. Applications must be submitted in Adobe Acrobat PDF file format.

## **Electronic Submittal Process**

Interested applicants must create an account through the Air District's Procurement Portal and use the link provided below to submit required applications. Faxed, mailed, emailed or couriered applications will not be accepted.

Using the Air District's Procurement Portal to submit your application:

Step 1: Go to Procurement Portal at:

<https://baaqmd.bonfirehub.com/portal/?tab=openOpportunities>

Step 2: Under the Login tab, create a Bonfire account under 'New Vendor Registration.' Fill out all fields and select 'Create account.' An Account Confirmation Email will be sent to the email address provided. Once received, open the email and follow instructions to confirm your account.

Step 3: Return to Bonfire account and create a 'Vendor Record.' Complete all fields and select 'Yes' for email notifications, to receive upcoming due date reminders, or other applicable information related to the grant program.

Step 4: Once the Bonfire account is created, you will have access to the School Community Grants Program option. Here you can download the grant program guidelines, upload your completed application, and view FAQs that will be developed and posted during the open application period.

Step 5: While logged in to the School Community Grants Program, select 'Prepare Submission.' Upload your document (your full application). Once submitted, you will receive a submission receipt and confirmation code.

## **Contact Information**

Grant applicants are encouraged to discuss their grant applications with Air District staff prior to submittal. The primary contact for the School Community Grant Program is:

Ana Vasudeo  
Community Engagement Specialist  
[communitygrants@baaqmd.gov](mailto:communitygrants@baaqmd.gov)

## SECTION IV – EVALUATION AND SCORING CRITERIA

Applications will be reviewed after the submittal deadline, and eligible projects will be evaluated and ranked according to the scoring criteria described below.

	Possible Points
Meets Grants Program objectives	40
High student impact potential	25
Benefit to CARE/AB 617 communities or low-income student population	25
Willingness to present at future YES conference or feature your project on Air District social media	10
<b>TOTAL Points Possible</b>	<b>100 Total</b>

- 1) Meets Grants Program objectives [40 points]  
Project activities clearly address air quality science, air quality health impacts, or the impact of air pollution on the global climate.
- 2) High student impact potential [25 points]  
Applications that illustrate how they will benefit at least 20 students will be rated more favorably than others. Applicants are encouraged to specify how the proposed activities can have wide student impact at their school site and to estimate the number of students impacted.
- 3) Benefit to CARE/AB 617 communities or low-income student population [25 points]  
Activities that occur within a CARE/AB 617 community, serve a CARE/AB 617 community, and/or provide a benefit to a CARE/AB 617 community will be rated more favorably. If the proposed project is not located in a CARE/AB 617 community, projects that clearly benefit a low-income student population will also be rated favorably. In order to qualify as a low-income serving school, at least 50% of your student population should receive free or reduced-price lunch.
- 4) Willingness to present at future YES conference or feature your project on Air District social media [10 points]  
Extent to which the school community is willing to present at a YES conference or feature their project on Air District social media.



## SECTION V – AFTER RECEIVING A GRANT

### Award Process

Awards will be announced on February 18, 2019. Applicants will be notified electronically after projects are preliminarily approved for funding by the Air District's Community Engagement team. However, final approval for funding occurs only when a grant agreement has been signed by both the grantee and the Air District (i.e., is fully executed). Air District staff will prepare grant agreements that set forth the terms, conditions, monitoring and reporting requirements of each School Community Grant. **Via grant agreements, grantees are legally bound to meet certain requirements**, including notifying the Air District of any change in project implementation, and submitting a final report. **If a grantee does not comply with all the terms and conditions of a grant agreement or fails to complete the project deliverables, the grantee may have to repay a portion or all of the funds granted, and the grantee may be ineligible to participate in future Air District grant programs.** If the Air District awards an amount that differs from the amount requested, Air District staff will work with the grantee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant agreement, the grantee can commence work on its funded activities.

### Payment of Grant Funds

The payment schedule will be established in the grant agreement for each project. No funds will be released until the grant agreement has been fully executed by the grantee and the Air District. In general, payment will be a one-time lump sum amount that will be available within thirty days of having a fully executed contract. Adequate completion of all deliverables and submittal of a complete final report will be required. Proof of fund expenditures and copies of any receipts must be submitted as part of the final report.

### Reporting

Grantees are required to submit a final report of their grant activities by June 30, 2020. Reports must include receipts for any expenses and a brief narrative of the project. The report should describe the total number of students served and demographic information about the participants. For professional development projects, grantees must report on the impact of their professional training on their school community. For parent led or student led initiatives, grantees must report on any meetings or plans developed from the project. Photos (when appropriate) should also be included in the final report. Should there be any change in the originally agreed upon scope of work, grantees must contact the Air District in order to amend the Work Plan of the Grant Agreement. Final reports are used to analyze the impact of the Air District's investments and assist in shaping future grant programs. All reports will be used to share information and promote successes among grantees and with the greater Bay Area community.

Report formats and requirements will be provided to grantees with their award materials.

### **Meetings/conferring**

The Air District will convene a meeting for all its grantees in the Spring of 2019 to share project information, foster partnerships and important collaborations among the Air District and school communities, and provide updates about future YES conference plans. Attendance at this kick-off meeting is strongly encouraged, but not required.

**APPENDIX A**

**School Community Grants Program Cover Sheet**

**I. Applicant**

Name of School: \_\_\_\_\_  
Type:  K-5 School  Middle School  High School

Name of School District: \_\_\_\_\_

Is your school in a CARE or AB 617 Community?  No  Yes, please specify: \_\_\_\_\_

What percent of your student population receives free or reduced-price lunch? \_\_\_\_\_%

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_ County: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Teacher  Parent  Student Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

School Principal's signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**II. Project**

Project Title: \_\_\_\_\_

Program Category:  Field Trip  Professional Development  Other

Total Project Cost: \$ \_\_\_\_\_ Total Funding Request: \$ \_\_\_\_\_

***Individual authorized to enter into a formal agreement with the Air District:***

I, \_\_\_\_\_, authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_