

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
FYE 2017 COMMUNITY SCIENCE GRANT PROGRAM GUIDELINES**

SECTION I GOALS AND OBJECTIVES

The overarching goals of the James Cary Smith Community Grant Program are to reduce and mitigate the impacts from local airborne pollutants; to increase public awareness of air quality issues including both the health and climate effects of air pollution; and to encourage collaborative partnerships between the Air District and community members in air pollution reduction.

The Air District will make grant funds available throughout the region each fiscal year pending Board approved budget allocations into the Community Grant Fund. The Community Grant funds are intended to achieve overall Air District goals and mission by funding activities that support one or more of the following objectives.

Objective 1: Education and engagement to inform community members about air quality improvement issues and the health effects of air pollution

Objective 2: Local air-pollution impact mitigation projects

Objective 3: Community-Based Participatory Research/ "Community Science"

Community grants are expected to demonstrate a strong degree of community engagement and community partnership, encourage local resident leadership and education, and should highlight both community health and climate protection co-benefits.

Given that grant application project types may vary significantly between these three objectives and to better distribute available funds, the Air District will focus grant cycles to directly seek projects addressing one or more targeted objective(s) and rotate such targeted focus from year to year. **For FYE 2017, the targeted grant objective will be Objective 3: Community-Based Participatory Research/ "Community Science" Grants.**

There are two sub-categories of "Community Science" Grant that will be made available:

(A) Community-Based Participatory Sponsored Research Projects

The Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups/academic institutions, and community members in air pollution reduction research, as well as studies or plans including assessments of air quality impacts. Projects are intended to support local resident engagement with applied air quality science.

For this category, \$240,000 will be made available for selected Community-Based Participatory Sponsored Research Grants up to \$50,000 (reimbursable) that involve a

qualified academic/research partner and a local community-based partner.¹ Types of sponsored research projects include analyzing local air quality impacts, demonstrating the effectiveness of innovative mitigation strategies, improving the accessibility and Quality Assurance/Quality Control of community air sensors, and/or developing applied air science-based educational partnerships.² Projects will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and opportunities for direct resident involvement within project.

(B) In-classroom Air Science Teaching Support Funds

A \$10,000 set-aside of the overall grant funds will be made available for **In-Classroom Air Science Teaching Support Small Grants** up to \$1,000 (one-time disbursement) for current K-12 publicly-funded school teachers. These small grants are targeted for teachers who are applying/incorporating a “hands-on” air quality science curriculum (including projects involving air quality health impacts and/or air-related aspects of climate protection).

Funds may be used to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project. Funds may not be used for personnel costs, stipends, overhead or school administrative fees. Funded projects will be expected to submit a presentation or write-up and include student presenters or participants at the Air District’s annual (YES) Youth for the Environment and Sustainability Conference (scheduled for February 25th, 2017).

SECTION II APPLICATION PROCEDURES

Application process

Applications will be accepted on a rolling basis until all funds are expended but no later than March 31, 2017.

Electronic Submittal Process

The Air District welcomes paperless applications for this grant program. Proposals may be submitted electronically to dralston@baaqmd.gov. Faxed, mailed or couriered proposals will also be accepted. Applicants will receive a confirmation of receipt from the District within 3 days of the application submittal.

Formatting

Proposals should be single-spaced with a 12-point font. The Air District’s Community Grant Program Cover Sheet (Appendix A) will serve as the proposal’s cover sheet/title page. Include the name of the applicant (e.g., organization) and page number on each page. The Air District discourages use of plastic folders. Electronic proposals must be submitted as either PDF or Word documents.

Application Requirements

¹ Contracts in support of one overall project may be subdivided for partners if necessary.

² The Air District will provide technical assistance and quality assurance oversight as needed.

Cover Page

Use the Air District's Community Grant Program Cover Page located in Appendix A as the first page of your application packet.

Proposal Intent – 2-3 pages

Proposal narratives should include the following:

- *Description of the project* – Provide a concise description of what project you propose to undertake, the partners involved, and the amount requested.
- *Research Need(s) being addressed* – Succinctly explain the need for the proposed activity and why funding from the Air District is critical in meeting that need.
- *Intention and objectives of the proposed community science and/or research activity* – List applicable goals and objectives for the proposed activity. Goals are broad aspirations whereas objectives are means to achieving a goal.
- *Overview of air science methods or strategic approach to be employed (as applicable)* – The strategic approach describes how objectives will be achieved. Include a description of what you will do, how you will do it, including proposed timeframe, any partners you will collaborate with, and why this particular approach is proposed.
- *Description of partners and respective roles (as applicable)*– For example, for the Community-Based Participatory Sponsored Research Grants, each project needs to have an identified academic or research partner to oversee and help in the design and/or application of the science portions of the project as well as identify a community place-based organization who will be directly involved in the project.³
- *Descriptions of any unique tools, instrumentation, or equipment* – For example, some effective tools to measure air quality may be found at this site: <http://www.aqmd.gov/aq-spec/sensornews> or others such as: <https://www.epa.gov/air-research/air-sensor-toolbox-citizen-scientists>
- *Measuring success* – Clearly state how the results of the proposed activity will be measured and evaluated.

Project Budget – (separate page)

Provide a prospective budget for the proposed activity and identify budget line items to be funded by the Air District's Community Grant Program. List any other funders, their total contribution (including in-kind), and indicate whether or not that contribution has been secured (in-hand), committed, requested or not yet requested.

Include the following line items (may be estimated):

³ If a project is selected, partners will be asked to establish a clear research/data communication agreement.

- Personnel costs (as applicable)– list project team members, hours for each and hourly rates for each (include any fringe/benefits)
- Consultants/sub-contractors (as applicable)– list estimated hours and rates
- Meetings (convening of) – any public meetings, workshops, trainings, etc. required as part of your project (NOT internal project team meetings)
- Materials including any design, production, web resources
- Research equipment or tools
- Community Stipends
- Indirect expenses / overhead – list your indirect/overhead rate. **The Community Grant program will only fund up to 15% of the grant for administrative costs including fiscal agent fees.**
- Other

Following submittal, applications will be reviewed in terms of how they align with Air District mission and goals, the grant program goals, how they align or add value to on-going or needed research/study, and the appropriateness, capacity and qualifications of the assembled grant team.

It is strongly recommended that prospective applicants talk with Air District staff and consult our webpage (www.baaqmd.gov) to understand the context, need for various types of research or air science questions. Strong applications that the Air District are interested in sponsoring will be contacted for further organizational documentation, additional project questions and for developing a final contract scope of work and any budget refinements.

Air District staff will be holding a Community Science Grant workshop on **Thursday, October, 20th from 4:30pm-6:30pm** where prospective applicants can ask questions and bring their proposal.

SECTION III GRANT SPECIFICS AND SCORING

For Community-Based Participatory Sponsored Research Grants

- Grant range: up to \$50,000 (reimbursement basis, required final report)
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2018)
- Eligible applicants: Non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c)3 organization, academic/research institutions, or K-12 schools.

Successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

A team of Air District staff will evaluate grant initial proposals using the following evaluation criteria:

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	15
Adds value/addresses needed or ongoing Air District research ⁴	15
Overall strength and feasibility of community science proposal	25
Strength and capacity of academic/research partner	20
Strength and capacity of project lead & community partnerships ⁵	25
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Total possible points	100

For In-Classroom Air Science Teaching Support Small Grants:

- Grant range: up to \$1,000 (one time grant disbursement, required final report/presentation and participation/attendance in the 2017 YES Conference)
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2018)
- Eligible applicants: K-12 schools teachers.
- Funds may not be used for school administrative fees

Successful grants are required to demonstrate a strong degree of active student leaning, engagement with air science curriculum or hands-on learning opportunities and are encouraged to involve aspects of community engagement and/or academic or other research partnerships if possible.

A team of Air District staff will evaluate grant initial proposals using the following evaluation criteria:

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	25
Actively engages students in “hands-on” Air Quality Science/learning*	25
Overall strength and feasibility of proposal	25
Strength and capacity of in-class teacher ⁶	25
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Total points	100

*10 Bonus points available for projects that actively engages students who receive free and reduced lunch.

For all grants: Proposals with strong projects and high scores will be contacted and invited to provide further information and to develop a mutually agreeable project scope and budget. Applicants may be asked to schedule site visits to better understand proposed project, view project location and meet project team as a supplement to the evaluation process. Project applications will be evaluated on a rolling basis and are open until all funds are expended.

⁴ For example, will it explore or answer a question or help direct/focus future questions?

⁵ For example, what is the expected sustainability of the project lead and/or community partnership to reflect upon or build upon research/project outcomes?

⁶ Includes evaluation of in-class and/or outside of class experience, knowledge or background in regards to air science projects. Early-career teachers will not be penalized and are encouraged to apply.

SECTION IV AFTER RECEIVING A GRANT

Award Process

Notification of preliminary approval of proposals and invitations for further submittals/negotiation will be made within 45 days of received complete application. The Air District will notify applicants electronically, unless the applicant has only a mailing address.

Air District staff will work with invited applicants to develop scope of work and a grant agreement for execution. The agreement will include the project's terms and conditions that the grantee must meet, including monitoring and reporting requirements, notifying the Air District of any change in operation, and providing certificates of insurance. Final approval for funding occurs upon execution by both the project sponsor and the Air District of a Community Grant Program agreement. If grantee does not complete the project or comply with all of the grant's terms and conditions, the grantee may have to repay a portion or all of the funds granted, and may be barred from future Air District grants. In the event that the Air District awards an amount that is less than the amount requested, Air District staff will work with the awardee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant agreement, the grantee may commence work on its funded activities.

Payment of Grant Funds

The payment schedule will be established in the funding agreement for each project. No funds will be released until the funding agreement has been signed by the project sponsor and the Air District (i.e. fully executed). For the Community-Based Participatory Sponsored Research Grants, payment will be made on a reimbursement basis, after project costs are incurred and documented. The final payment will be made upon adequate completion of all deliverables and submittal of a complete final report (including narrative and financial reporting). For the In-Classroom Air Science Teaching Support Small Grants, a one-time disbursement will be made directly to the lead/responsible teacher.

Reporting

Grantees are required to submit final reports on the project. Final reports include narrative descriptions of the activities and final fiscal accounting for the project. 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

Air District staff will meet individually with all grantees onsite midway through their project implementation to assess progress made on projects. Grantees may be invited to make a presentation of the grant project during a meeting of the Air District's Board of Directors and/or the Air District's annual Youth for the Environment and Sustainability (YES Conference).

**APPENDIX A
COMMUNITY GRANT PROGRAM COVER SHEET**

I. Applicant

Name of Organization: _____

Type of Organization:

- 501c3 non-profit Fiscally Sponsored project of another 501c3 non-profit
 Academic Research Institution K-12 teacher Other

Mailing Address: _____

Website: _____

Primary Contact Person: _____ Title: _____

Phone #: (____) _____ Fax #: (____) _____ E-mail: _____

Executive Director: _____

Phone #: (____) _____ Fax #: (____) _____ E-mail: _____

Fiscal Sponsor (if applicable)*: _____

Mailing Address: _____

Primary Contact Person: _____ Title: _____

Phone #: (____) _____ Fax #: (____) _____ E-mail: _____

** A fiscal sponsor is a non-profit or public agency that permits an organization that does not have a tax-exempt status to operate under its auspices. If you have a fiscal sponsor, please complete this box AND attach your fiscal sponsor's IRS tax-exempt letter.*

II. Project

Project Title: _____

Program Area / Grant Type (e.g.; Community-Based Participatory Sponsored Research or In-classroom Air Science Teacher Support): _____

Total Project Cost: \$ _____ District 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 intent.

Signature: _____ Title: _____