Bay REPAIR

Local Community Benefits Fund – Round 1

Application Instructions

Please use this document as a guide for submitting your application.

Information about the Local Community Benefits Fund can be found on the [Air District](#) website. Please contact the Air District at [communityinvestments@baaqmd.gov](#) with any technical issues or questions.

Anticipated Timeline

- **January 29, 2026:** Grant applications open
- **May 1, 2026 (5pm PT):** Benicia Catalyst Grant application deadline
- **May 29, 2026 (5pm PT):** Deadline for all grant applications across eligible communities (excluding Benicia Catalyst Grant)
- **Summer – Fall 2026:** Board consideration of funding recommendations
- **Late 2026 – 2027:** Grant agreements finalized and projects begin

Application Submission Steps

- **Step 1: Submit Application Information Form -** The Lead Applicant submits an [Application Information Form](#). This form requests a brief outline of the overall application and contact information for the Lead Applicant, but does not request application documents or details.
  a. The Air District recommends that the Lead Applicant submit the Application Information Form early to reduce the risk of technical difficulties. The Lead Applicant may submit the Application Information Form as soon as they know they will be applying, without waiting for other application materials to be completed.
- **Step 2: Upload Application Package -** After submitting the Application Information Form, the Lead Applicant will receive an email with an automatically generated geography identification + unique application number and a link to a portal to upload application documents.

a. **NOTE:** <u>Save this geography identification + unique application number and portal link so that you may submit your application package!</u>

b. When you are ready to submit your application package, use your unique link to be directed to a portal that looks like the image below. Use the portal button to upload your application package.
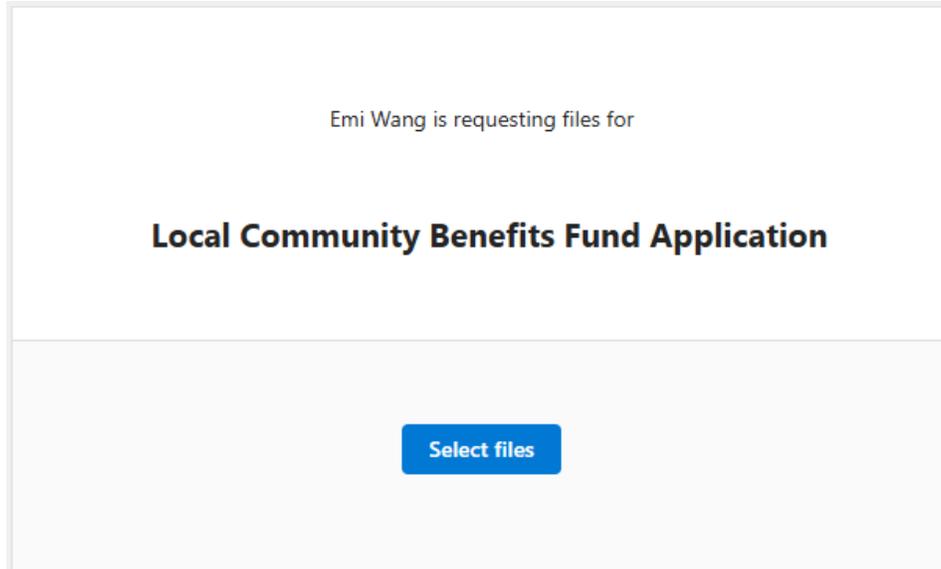
Applications are due:

- **Friday, May 1, 2026, at 5:00 pm PT:** Benicia Catalyst Grant applications
- **Friday, May 29, 2026, at 5:00 pm PT:** All grant applications across eligible communities (excluding Benicia Catalyst Grant)

Applicants are encouraged to submit their applications in advance to avoid any technical difficulties.

Application Package

A complete application package consists of the documents outlined in the table below.

- The required application documents have been updated from those identified in the Grant Guidelines. The table below contains the final list of required application documents and supersedes any prior requirements.
- Italicized items offer naming conventions for each document; please see the "Naming Convention" section below for more details. **Applications with incorrectly named files will not upload correctly and may not be accepted.**
- Optional documents beyond what is outlined below will not be reviewed.

	Application Document	Seed Grant	Opportunity and Catalyst Grant
1	Application Summary: Excel application summary for Opportunity and Catalyst Grants.	*N/A - not required for Seed Grants	*[Geography]_[Application #]_Application Summary*
2	Overall Narrative: Narrative summarizing the overall application for Opportunity and Catalyst Grants.	*N/A - not required for Seed Grants	*[Geography]_[Application #]_Overall Narrative*
3	Project Narrative(s): Narrative for each project included in the application.	*[Geography]_[Application #]_Project Narrative*	*[Geography]_[Application #]_[Project Title]_Project Narrative*
4	Measurable Outcomes Plan; Measurable Outcomes Plan for each project included in the application. See guide and example plan.	*[Geography]_[Application #]_Plan*	*[Geography]_[Application #]_[Project Title]_Plan*
5	Budget(s): Excel budget for each project included in the application. See example budget.	*[Geography]_[Application #]_Budget*	*[Geography]_[Application #]_[Project Title]_Budget*
6	Financial Management: Narrative certifying as to financial management capacity.	*[Geography]_[Application #]_Financial Management*	*[Geography]_[Application #]_[Partner Name]_Financial Management*
7	Organizational Budgets for Non-Profit and For-Profit Applicant(s): See linked instructions.	*[Geography]_[Application #]_[Partner Name]_[Document Title]*	*[Geography]_[Application #]_[Partner Name]_[Document Title]*
8	Additional Financial Documentation. See linked instructions.	*[Geography]_[Application #]_[Partner Name]_[Document Title]*	*[Geography]_[Application #]_[Partner Name]_[Document Title]*
9	Additional documentation to verify that the applicant has met any necessary approvals, permits or other requirements to begin grant implementation.	*[Geography]_[Application #]_[Document Title]*	*[Geography]_[Application #]_[Project Title]_[Document Title]*
10	References: Two references for the Lead Applicant.	*[Geography]_[Application #]_References*	*[Geography]_[Application #]_References*
11	Agreement to Terms	*[Geography]_[Application #]_Agreement to Terms*	*[Geography]_[Application #]_Agreement to Terms*

Naming Conventions

Applicants must label application documents according to the naming conventions described below. **Every document must be labelled according to the defined format or they will not upload correctly, and your application may be deemed incomplete.**

File Names

- Upon submitting the Application Information Form, the Lead Applicant will receive an automatically generated geography identification + application number. Please utilize this geography identification + application number within the file title of every application document.
- The geography identification is tied to the Calls for Projects (Benicia and Surrounding Communities, and Richmond and Surrounding Communities) and is not tied to your specific application location. For example, an applicant proposing a project in Vallejo will be assigned a "Benicia" geography identification.
- Utilize underscores between file phrases.
- Name your files according to the following format:
    - o [Geography]_[Application Number]_[Document]
    - o Example: *Benicia_26LCB3_Project Narrative.pdf*

Application and Project Titles

- All applicants will identify an overall short title for the application. Titles should be three words or less, and abbreviations may be utilized.
- Opportunity and Catalyst applicants will identify a short title for each project(s) in the application. This project title will be used to identify any documents specifically related to the project. Project titles should be three words or less, and abbreviations may be utilized.

Template Documents

- Applicants will utilize the templates linked in the "Application Package" table above.
- Edit the template file name, using the naming conventions identified for each application document in the "Application Materials" table above.
- Save template Word documents as PDFs. Save template Excel documents in the original file format (.xlsx)

Non-Template Documents

- Where template documents are not provided, utilize document titles that are easy to understand and that follow the overall naming structure. For example, if you are submitting documentation of a permit, name your file:
    - o [Geography]_[Application #]_[Project Title]_Building Permit

Examples

- This is a **correct** example of file names. The geography and application number is listed, underscores are utilized, and the file name follows the naming convention.

  📄 Benicia_26LCB4_ Air Filtration_Project Narrative.pdf

  📄 Benicia_26LCB4_ References.pdf

  📊 Benicia_26LCB4_Air Filtration_Budget.xlsx

  📊 Benicia_26LCB4_Application Summary.xlsx

  📄 Benicia_26LCB4_Partner X_Form 990.pdf

- This is an **incorrect** example of file names. The geography and application number is sometimes missing, underscores are sometimes not utilized, and the file name sometimes does not follow the naming convention.

  📊 26LCB4_Application Summary.xlsx

  📄 Air Filtration_Project.pdf

  📊 Budget.xlsx

  📄 Partner X Form 990.pdf

  📄 References.pdf

Eligibility Review

To be considered eligible for funding, applications must be fully complete and submitted by the due date. A complete application includes the following components:

General Completeness

- ☐ Application materials are complete and sufficient to assess the feasibility of the proposed project(s) and its compliance with the application requirements.

Applicant Eligibility

- ☐ Lead Applicant is an eligible organization.
- ☐ Co-Applicant(s) is an/are eligible organization(s) *(for Opportunity and Catalyst Grants)*
- ☐ Application geography is within the eligible communities criteria. See specific Call for Projects document for more information.
- ☐ Applicants demonstrate financial capacity to effectively manage grant funds, either directly or through a qualified fiscal sponsor:
  - ☐ Established accounting systems and internal controls to track grant expenditures and produce timely, accurate financial reports.

- ☐ No unresolved material audit findings related to financial management or grant compliance.
- ☐ Sufficient financial stability and management systems to sustain operations and fulfill grant obligations throughout the project period.
- ☐ Grant amount on an annual basis should generally not exceed 50% of total annual operating budget without demonstrated capacity to scale.
- ☐ In addition, applicants that are nonprofit organizations or for-profit business entities must:
    - ☐ Be current with all required federal and state filings (IRS Form 990/tax returns, Secretary of State registrations)
    - ☐ Be in good standing with applicable regulatory agencies; no outstanding tax liens or unresolved tax issues
    - ☐ Show adequate liquidity to manage cash flow during the grant period

Application Materials

- ☐ All relevant application documents identified in the "Application Package" section above are submitted and uploaded.

Applications will be reviewed by Air District staff to ensure that all required documentation is submitted and the application is complete. If applicants are contacted because of missing information, the application will be deemed incomplete if the applicant does not provide the missing information within two business days from the time of contact.