



Local Community Benefits Fund:

Tips and Tricks Webinar

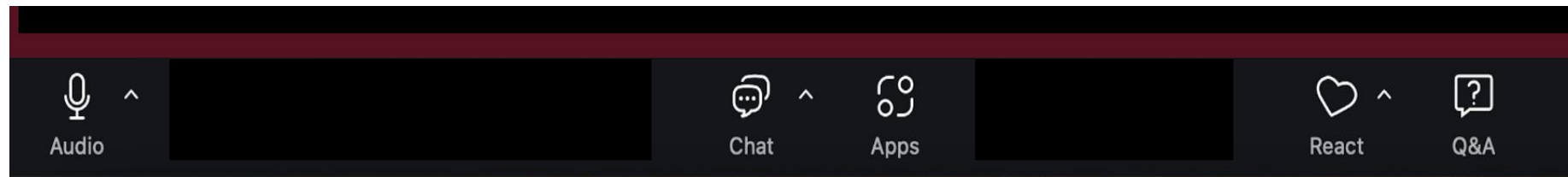
Community Investments Office



Zoom Information



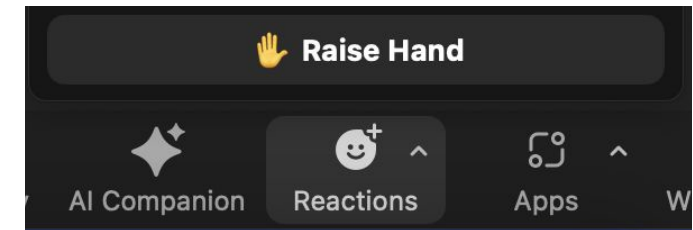
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Audio:
During Q&A, raise your hand and we will invite you to unmute and share. Please mute yourself when not speaking

Chat Feature:
The chat box can be used to sign in, or raise any technical questions

Q&A Box:
Submit your questions, uplike any questions in the the queue



Raise Hand Feature:
If you have questions during the Q&A session, use the raise hand feature (remember to lower after)

Technical Assistance for this webinar

If you need technical
assistance during this event,
please text
(415) 340-1269 or email
support@interethnica.com.



Webinar Info & Participation Principles

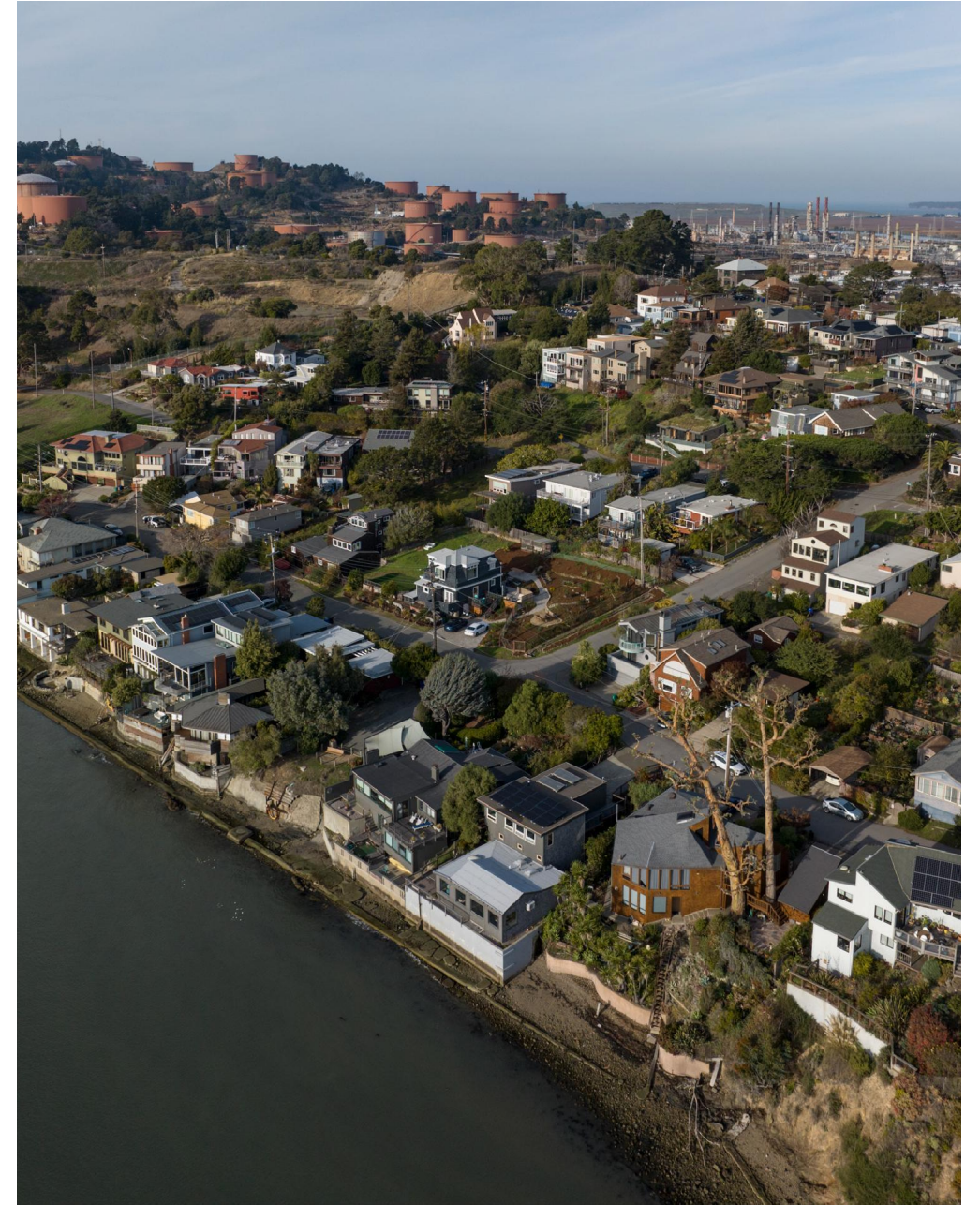
- This webinar will be recorded and posted online.
- An FAQ and a Q&A is available on the CIO website
- Questions may be submitted using the **questions box**
- Technology happens – please be **flexible and patient**.

Sign In Using the Chat

Please share your **name and organization** in the chat so we can see who is in the room today.

Agenda

- Grant Opportunities & Available Funding
- Application Process Checklist
- Walkthrough of Application Files
- Naming and Uploading Files
- Important Dates and Sample Timeline
- Resources & Technical Assistance
- Q&A



Emi Wang
Bay Area Air District
Officer, Community Investments Office



Grant Opportunities & Available Funding

Background

- The Air District collects penalties from entities that violate our air quality regulations
- In May 2024, the Bay Area Air District adopted the **Community Benefits Penalty Funds Policy** to direct resources back to the communities where violations occurred
- Some facilities also commit to providing mitigation funds to improve air quality in the communities affected by their violations
- The Air District has generated over **\$124 million** to date in penalty and mitigation funds to be reinvested into affected communities

Local Community Benefits Fund

- Penalty funds and other funds from enforcement actions are administered through the **Bay Reinvesting Penalties for Air Improvement and Resilience (REPAIR)** program
- Funds are then allocated according to a funding formula. After meeting a predetermined threshold and split for specific penalty amounts:
 - 80% of funds are allocated to the Local Community Benefits Fund
 - 20% of funds are allocated to the Regional Community Benefits Fund

Program Goals

- The Local Community Benefits Fund **reinvests in the specific communities affected by the air quality violations** that led to the penalty
 - Reduce air pollution or mitigate air pollution impacts, improve public health outcomes and build economic resilience for a just transition away from the harmful effects of a fossil-fuel-based economy
 - Advance integrated projects to holistically meet community needs
 - Strengthen community-led and collaborative solutions

Grant Awards: Benicia and surrounding communities

| | Seed | Opportunity | Catalyst |
|-----------------------------|--|---|-------------------------------------|
| Total Funding | \$60,011,061 | | |
| Anticipated Awards | 1-5 grant awards anticipated | 1-5 grant awards anticipated | 1- 3 grant awards anticipated |
| Grant Size | \$100,000 - \$200,000 | \$500,000 - \$5 million | \$10 - \$40 million |
| Grant Term | Up to 2 years | Up to 3 years | Up to 5 years |
| Eligible Applicants | Open to 501(c)(3) non-profit organizations, no Co-Applicants | Lead Applicant must partner with at least 1 Co-Applicant(s) | Exemption: no Co-Applicant required |
| Eligible Communities | Benicia and surrounding communities | Benicia and surrounding communities | Benicia |
| Application Deadline | May 29, 2026 | | May 1, 2026 |

Grant Awards: Richmond and Surrounding Communities

| | Seed | Opportunity | Catalyst |
|-----------------------------|---|---|---|
| Funding Availability | \$35,744,460 | | |
| Anticipated Awards | 1 - 5 grant awards anticipated | 1 - 5 grant awards anticipated | 1 - 3 grant awards anticipated |
| Grant Size | \$100,000 - \$200,000 | \$500,000 - \$5 million | \$10 - \$15 million |
| Grant Term | Up to 2 years | Up to 3 years | Up to 5 years |
| Eligible Applicants | Open to 501(c)(3) non-profit, no Co-Applicants | Lead Applicant must partner with at least 1 Co-Applicant(s) | Lead Applicant must partner with multiple Co-Applicants |
| Eligible Communities | Path to Clean Air Community Emissions Reduction Plan area | | |
| Application Deadline | May 29, 2026 | | |

Finding Application Materials

Local Community Benefits Fund - Applications Now Open

The Local Community Benefits Fund supports community-driven projects that reduce air pollution, improve health outcomes, and build economic resilience for a just transition away from the harmful effects of a fossil-fuel economy. Applications are now open for Round 1, which will distribute funds in Benicia, Richmond, and surrounding communities.

Application Deadlines:

- **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 review all application materials and join an upcoming grant information session to learn about eligibility, requirements, and how to submit a strong proposal.

Application Materials and Resources

Guidelines and Calls for Projects

- [Round 1 Guidelines](#)  (448 Kb PDF, 41 pgs, posted 1/28/2026)  ([Tagalog](#) | [Español](#) | [中文](#))
- [Call for Projects – Benicia and Surrounding Communities](#)  (207 Kb PDF, 6 pgs, posted 1/28/2026)  ([Tagalog](#) | [Español](#) | [中文](#))
- [Call for Projects – Richmond and Surrounding Communities](#)  (168 Kb PDF, 6 pgs, posted 2/10/2026)  ([Tagalog](#) | [Español](#) | [中文](#))

Application Resources

- [Application Instructions - Start Here!](#)  (174 Kb PDF, 6 pgs, posted 2/11/2026)
- [Factsheet](#)  (296 Kb PDF, 2 pgs, posted 2/11/2026)
- [Eligible Communities Maps](#)

Informational Webinars

- Grant Info Sessions
 - Benicia and Surrounding Communities: [Slides](#)  (1 Mb PDF, 49 pgs, posted 2/24/2026) and [Webinar Recording](#)
 - Richmond and Surrounding Communities: [Slides](#)  (3 Mb PDF, 50 pgs, posted 2/24/2026)  ([Español](#)) and [Webinar Recording](#)
- Grant Writing Webinar: [Slides](#)  (2 Mb PDF, 47 pgs, posted 3/6/2026) and [Webinar Recording](#)

Application Information Form

1. Application Title: *

Please identify a short title (three words or less) for your application. Refer to the naming convention section of the "Application Instructions" for guidance on identifying a short title for your application.

Urban Greening Sample

Lead Applicant Information

2. Lead Applicant Entity Name *

Vanessa Zamora

3. Lead Applicant Entity Type *

Examples: non-profit, local government etc.

Consultant Firm

4. Lead Applicant Mailing Address *

1001 Lombard St. San Francisco CA

5. Lead Applicant Point of Contact *

Please provide your first name & last name

Vanessa Zamora

6. Contact Job Title *

Sr. Community Engagement Manager

7. Contact Email *

Vanessa@interethnica.com

8. Contact Phone Number *

(415) 795-1851 ext. 705

Information to Prepare Before Starting the Application

- Project Name
You will need a title that is no more than 3 words. You will use this when naming your files
- Organization Information for the Lead Applicant
Only the lead applicant needs to fill this form
- Contact Information
Use an email and phone number that you check regularly, as this will be the main contact for grant communications.

You must submit one application form PER application

Application Overview

9. Are you applying for a grant within Benicia and Surrounding Communities, or within Richmond and Surrounding Communities? *

Please refer to the geographic eligibility criteria in the Call for Projects documents to ensure that your project is eligible for this grant opportunity.

- Benicia and Surrounding Communities
 Richmond and Surrounding Communities

10. Grant Type *

- Seed Grant
 Opportunity Grant
 Catalyst Grant

11. Grant Term Requested *

Please identify in yearly increments (e.g., 1 year, 2 years etc.)

3 years

12. Application Summary *

Please provide a 1 sentence summary of your application

Plant trees and shrubs as part of targeted vegetative buffers (e.g., along heavily trafficked roadways or along industrial/residential boundaries)

13. Primary Issue Area *

Understanding that your application may address many issues, please select the primary issue area your application addresses. If other, please specify (5 words or less)

- Air filtration
 Air pollution monitoring
 Building decarbonization
 Clean energy
 Public health
 Urban greening
 Clean transportation
 Climate resilience
 Workforce development and training
 Economic development
 Other

Information to Prepare Before Starting the Application

- Project Location
*Identify whether your project serves Benicia and surrounding communities or Richmond and surrounding communities
Confirm your project meets the geographic eligibility requirements*
- Grant Type
Decide which grant best fits your project
- Application Summary
Prepare a clear 1-sentence description of your project
- Primary Issue Area
Select the issue area that best represents the main focus of your project. You can select two, primary and secondary issue.

Confirmation email

Application Received, Benicia Application #26LCB15 - Bay Area Air District's Local Community Benefits Fund External Inbox x

AI Overview



Bay Area Air District Community Investments Office <communityinvestments@baaqmd.gov>

to me

3:52 PM (5 minutes ago)



Dear Vanessa Zamora,

Thank you for applying for the Bay Area Air District's Local Community Benefits Funds! Your application number is **#26LCB15**. This is the first step in submitting your application.

As you prepare to upload your Application Package, please note this **critical requirement**:

✔ **Your file must be named using the following format:**

[Geography Name] [Application Number].pdf

Example: *Benicia_26LCB3_Project Narrative.pdf*

⚠ **Applications with incorrectly named files will be considered incomplete and may not be accepted.**

Please use the [Application Instructions](#) document to check whether you have uploaded all required documents. Then double, triple check it!

Upload instructions:

1. Please include the **Community and Application ID** within your filename i.e., "**Benicia_26LCB15_Project Narrative.pdf**"
2. Please click on the link: [Local Community Benefits Fund Application Upload](#)
3. Upload your Application Package.

Application Deadlines:

- **May 1, 2026 (5 PM):** Benicia Catalyst Grant application deadline
- **May 29, 2026 (5 PM):** Grant application deadline (excluding Benicia Catalyst Grant)

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

Please see the [Air District](#) website for grant guidelines, resources and application documents, and templates. You may also email us at communityinvestments@baaqmd.gov using the subject line "Re: Project #26LCB15".

Thank you for your interest in helping to Spare the Air!

Bay Area Air District

Application Checklist

Application Checklist

- ❑ Complete the Application Information Form online
- ❑ Receive an email with Unique Application Number and Upload portal link (save this information!)
- ❑ **Identify the documents you need to complete & upload for your specific application**
 - ❑ Download all required documents
 - ❑ Rename all files. Follow file naming conventions
 - ❑ Prepare required application documents
 - ❑ Confirm all files are correctly named.
 - ❑ Upload all required documents AT ONCE to the application portal

See page 2 in the application instructions for more information

Documents

| Application Document | Seed Grant | Opportunity and Catalyst Grant |
|--|---|--|
| 1 - Application Summary: Excel application summary for Opportunity and Catalyst Grants. | <i>does not apply</i> | One |
| 2- Overall Narrative: Narrative summarizing the overall application for Opportunity and Catalyst Grants. | <i>does not apply</i> | One |
| 3- Project Narrative(s): Narrative for each project included in the application. | One | One for each project included |
| 4 - Measurable Outcomes Plan(s): Measurable outcomes plan for each projects included in the application. | One | One measurable outcomes plan for each project included |
| 5 - Budget(s): Excel budget for each project included in the application. | One | One budget for each project included |
| 6 - Financial Management: Narrative certifying as to financial management capacity. | One | One |
| 7 - Annual Organizational Budgets for Lead Applicant and Co-Applicant(s): The organizational budget is required for all non-profit and for-profit applicants, including those partnering with a fiscal sponsor. Full requirements set forth in the application. | One for the Lead Applicant | One for each Lead and one for each Co-Applicant if that Lead/Co-Applicant is a non-profit or for-profit (including those partnering with a fiscal sponsor) |
| 8- Additional Financial Documentation including financial statements, IRS 501(c) determination letters, Form 990s, single audits, and fiscal sponsor, as applicable. Full requirements set forth in the application. | Review the instruction in detail and determine what documents are required for your organization and application type | |
| 9 - Additional documentation to verify that the applicant has met any necessary approvals, permits or other requirements to begin grant implementation. | If needed as relevant to project | If needed as relevant to project(s) |
| 10- References: Provide two references that can speak to the Lead Applicant's ability and capacity to complete the work outlined in the application. | One for the Lead Applicant | One document with two references for the Lead Applicant only |
| 11 - Agreement to Terms | One for the Lead Applicant | One for the Lead Applicant |

Walkthrough of Application Files & File Naming for Uploading

| | 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 | <i>[Geography]_[Application #]_Application Summary</i> |
| 2 | Overall Narrative : Narrative summarizing the overall application for Opportunity and Catalyst Grants. | *N/A - not required for Seed Grants | <i>[Geography]_[Application #]_Overall Narrative</i> |
| 3 | Project Narrative(s) : Narrative for each project included in the application. | <i>[Geography]_[Application #]_Project Narrative</i> | <i>[Geography]_[Application #]_[Project Title]_Project Narrative</i> |
| 4 | Measurable Outcomes Plan : Measurable Outcomes Plan for each project included in the application. See guide and example plan . | <i>[Geography]_[Application #]_Plan</i> | <i>[Geography]_[Application #]_[Project Title]_Plan</i> |
| 5 | Budget(s) : Excel budget for each project included in the application. See example budget . | <i>[Geography]_[Application #]_Budget</i> | <i>[Geography]_[Application #]_[Project Title]_Budget</i> |
| 6 | Financial Management : Narrative certifying as to financial management capacity. | <i>[Geography]_[Application #]_Financial Management</i> | <i>[Geography]_[Application #]_[Partner Name]_Financial Management</i> |

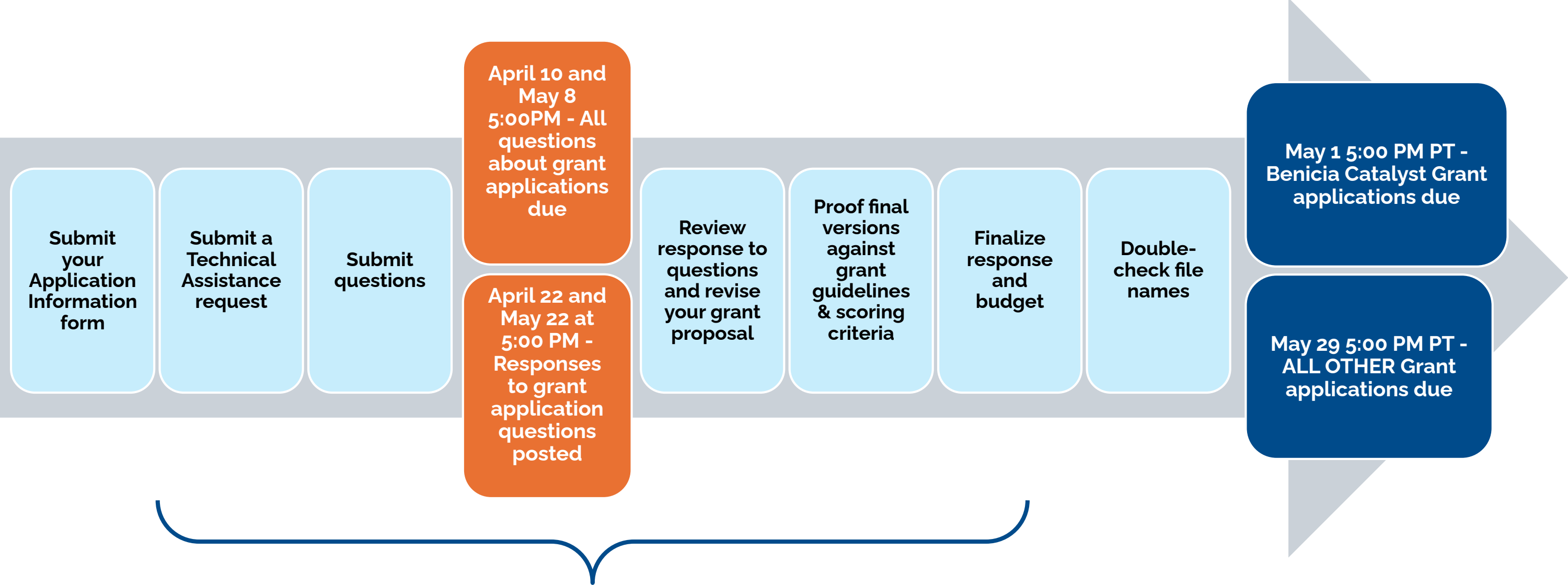
See page 3 in the application instructions for more information

| | | | |
|----|---|--|---|
| 7 | Organizational Budgets for Non-Profit and For-Profit Applicant(s): See linked instructions. | <i>[Geography]_[Application #]_[Partner Name]_[Document Title]</i> | <i>[Geography]_[Application #]_[Partner Name]_[Document Title]</i> |
| 8 | Additional Financial Documentation. See linked instructions. | <i>[Geography]_[Application #]_[Partner Name]_[Document Title]</i> | <i>[Geography]_[Application #]_[Partner Name]_[Document Title]</i> |
| 9 | Additional documentation to verify that the applicant has met any necessary approvals, permits or other requirements to begin grant implementation. | <i>[Geography]_[Application #]_[Document Title]</i> | <i>[Geography]_[Application #]_[Project Title]_[Document Title]</i> |
| 10 | References: Two references for the Lead Applicant. | <i>[Geography]_[Application #]_References</i> | <i>[Geography]_[Application #]_References</i> |
| 11 | Agreement to Terms | <i>[Geography]_[Application #]_Agreement to Terms</i> | <i>[Geography]_[Application #]_Agreement to Terms</i> |

Poll for Understanding

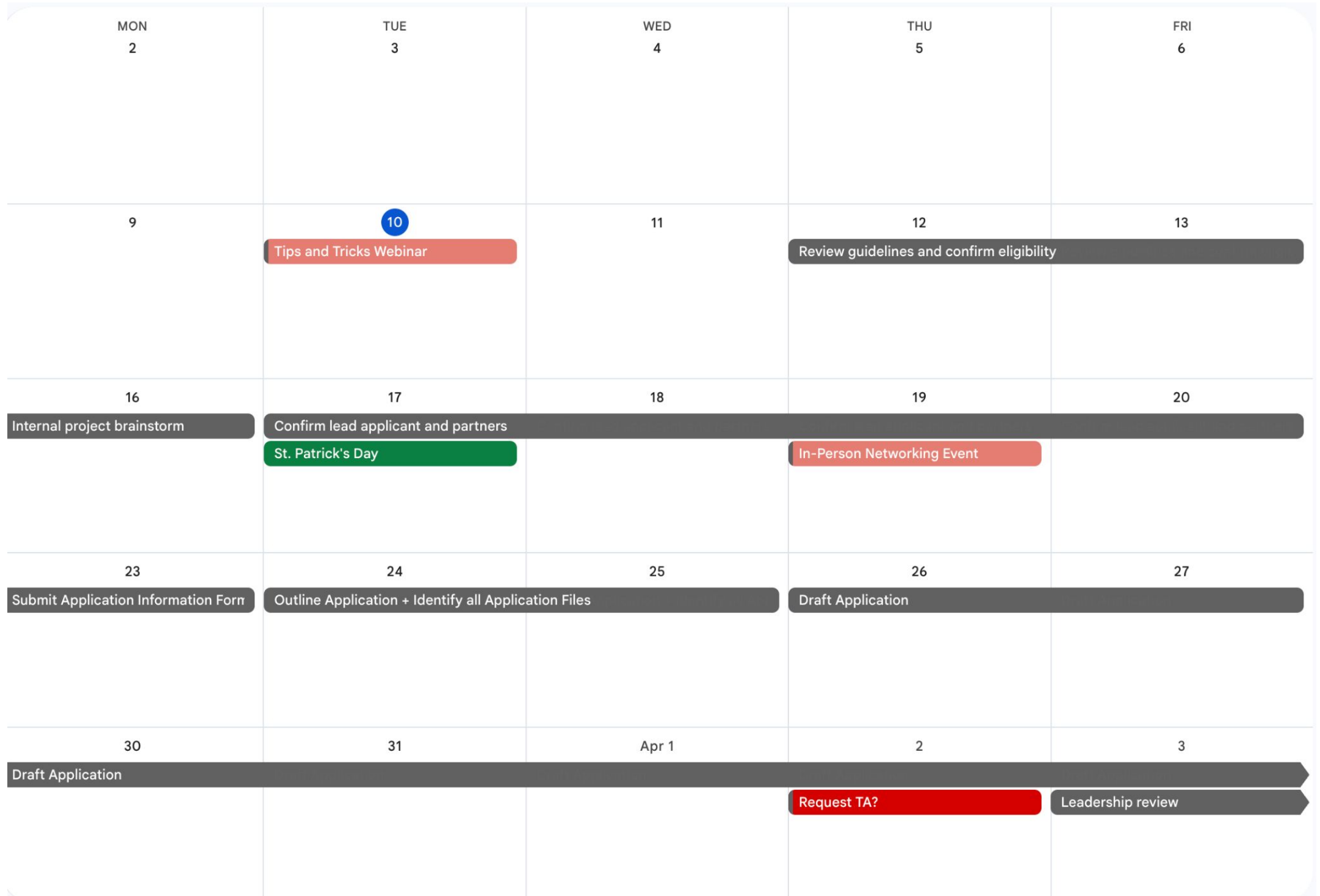
Important Dates and Sample Timeline

Sample Timeline

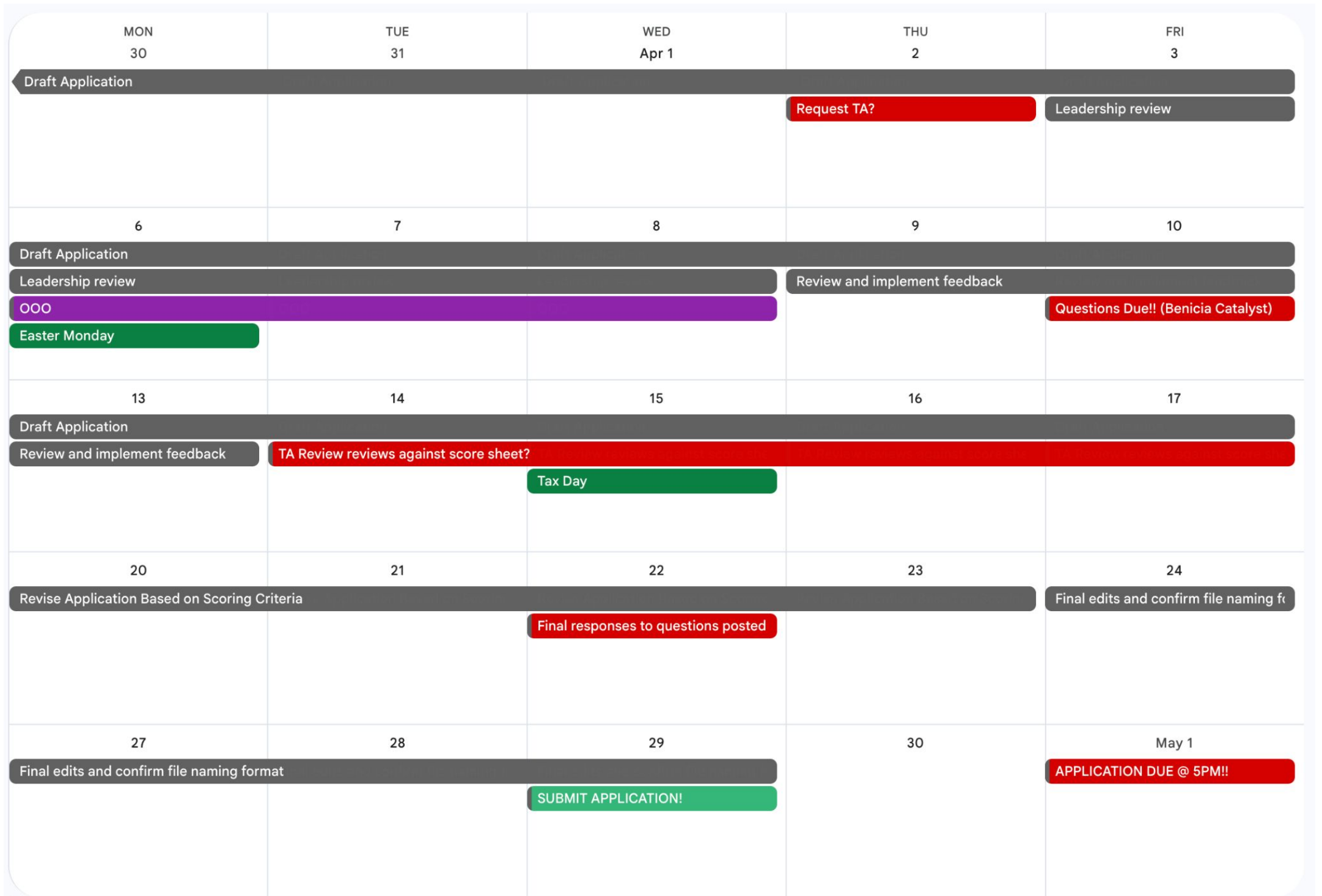


Drafting your application & compiling all materials

Sample Timeline (Benicia Catalyst)



Sample Timeline (Benicia Catalyst)



Past Events

| Activity | Date |
|--|------------------------|
| Benicia Informational Session <i>Deck:</i> tinyurl.com/Benicia-Presentation <i>Recording:</i> www.youtube.com/watch?v=jLO_7vfdOuU | February 18 at 6:00 PM |
| Richmond Informational Session <i>Deck:</i> https://tinyurl.com/Richmond-Presentation <i>Recording:</i> www.youtube.com/watch?v=-jilMtigR1U&feature=youtu.be | February 19 at 6:00 PM |
| Grant Development Webinar <i>Deck:</i> tinyurl.com/GRANT-DEVELOPMENT-WEBINAR <i>Recording:</i> https://youtu.be/FVZonZcN4oE | March 3 at 9:00 AM |

Important Dates

| Activity | Date |
|--|---|
| Final Day to Submit Questions | April 10 (Catalyst) May 8 (Seed & Opportunity) |
| Responses to All Submitted Questions Posted | April 22 (Catalyst) May 22 (Seed & Opportunity) |
| Technical Assistance Response Time | Email response within 24-48 hours |
| Catalyst Grant Deadline <i>Benicia</i> | May 1, 2026 (5pm PT) |
| Catalyst Grant Deadline (<i>Richmond</i>) | May 29, 2026 (5pm PT) |
| Opportunity Grant Deadline (<i>Benicia & Richmond</i>) | May 29, 2026 (5pm PT) |
| Seed Grant Deadline (<i>Benicia & Richmond</i>) | May 29, 2026 (5pm PT) |

Upcoming Support Opportunities

| Activity | Date |
|--|---|
| In-person networking session Benicia RSVP Link: https://tinyurl.com/Benicia-RSVP | Thursday, Mar 19 from 9:45 am to 12:15 pm |
| In-person networking session Richmond RSVP Link: https://tinyurl.com/Richmond-RSPV | Monday, Mar 16 from 9:45 am to 12:15 pm |

Resources & Technical Assistance

TYPES OF TECHNICAL ASSISTANCE AVAILABLE FOR AIR DISTRICT

LCBF APPLICANTS



GRANT GUIDELINE NAVIGATION

- Grant type guidance (Seed, Opportunity, Catalyst)
- Interpretation of LCBF guidelines and requirements
- Navigational support for the Air District's Microsoft survey
- Clarifying timelines and required application components



ELIGIBILITY NAVIGATION & SUPPORT

- Geographic eligibility navigation (Benicia & Richmond)
- Partnership eligibility support
- Project type eligibility guidance
- Clarifying applicant and project alignment with LCBF goals



APPLICATION & REVIEW SUPPORT

- Project scoping support
- Budgeting guidance
- Work plan development
- Required document navigation and guidance
- Submission support
- Application review by an EPA alumni using the Air District's scoring rubric

TECHNICAL ASSISTANCE INTAKE FORM

US State/Territory:

City:

Tribe/Tribal Consortia:

Technical and Funding Assistance

- We have a **Technical Assistance request** (for example, help navigating or understanding government programs, data, or processes; or gaining access to partners, allies, or decision-makers)
- We are seeking assistance with an **application** for the Bay Area Air District **Local Community Benefits Fund**
- We are seeking assistance with a **Federal Grant application**
- We have **been selected for a Federal Grant** and we need assistance with compliance, termination, freeze, and/or implementation
- We are seeking **development/fundraising assistance** (including identifying potential funding, or reviewing grant applications)



EPN and the Bay Area Air District have partnered to provide grant navigation and application assistance to make the Local Community Benefits Fund accessible to eligible applicants within the project area.

How to Request Technical Assistance

- Scan the QR code or visit the intake form link
- Fill out the form & Select California as your state
- Choose "Bay Area Air District Local Community Benefits Fund"
- Complete the short intake form (5 minutes)
- EPN Region 9 staff will follow up within 24-48 hours



Helpful Links

- **Grant Guidelines (Round 1 guidelines):** <https://tinyurl.com/CIOGuidelines>
- **Community Investments Office Website:** <https://tinyurl.com/CIOSite>
- **Application Instructions:** <https://tinyurl.com/CIOAppInstructions>
- **Local Community Benefits Fund Eligibility Maps:**
<https://tinyurl.com/FundEligibilityMaps>
- **Technical Assistance: Intake Form Instructions:**
<https://tinyurl.com/LCBFTechnical-Assistance>
- **Application Information Form:** <https://tinyurl.com/LCBFInformation-Form>
- Sign up for the newsletter to receive the latest updates

Air District's Community Investments Office at communityinvestments@baaqmd.gov.

Writing Tools Links

- **Grammarly:** <https://www.grammarly.com/>
- **Word Tune:** <https://www.wordtune.com/>
- **Language Tool:** <https://languagetool.org/>
- **Ginger Software:** <https://www.gingersoftware.com/>
- **Scribens:** <https://www.scribens.com/>
- **Zoho:** <https://www.zoho.com/writer/free-grammar-checker.html>
- **Grammar-checker:** <https://writer.com/grammar-checker/>
- **Virtual Writing Tutor:** <https://virtualwritingtutor.com/>

Q&A

Questions

Do you have any **questions**?

You can also submit any questions about this webinar to mona@interethnica.com

Thank you

If you have additional questions about the LCBF
contact communityinvestments@baaqmd.gov