

2021 James Cary Smith Community Grant Program

Frequently Asked Questions

Updated: September 27, 2021 – **New questions since September 14 are in blue**

Please note: This FAQ document is final. No further updates will be posted before the application period closes Friday, October 1, 2021, at 5:00 PM Pacific Standard.

1. **Are organization partnerships welcomed and encouraged for grant applications?**

Yes, partnerships are welcomed. There is an opportunity for applicants to share information about existing or planned partnerships through the grant application process. Question #3 on the grant application asks applicants to: “Provide a brief description of existing or planned partnerships with any other community-based organizations and leaders, public agencies, or other collaborators, detailing what they are providing to the proposed project (subcontracting, outreach collaboration, translation assistance, etc.)” (Please see page 19 in the [James Cary Smith Grant Guidelines document](#).)

2. **Will links to previous successful grant applications be posted to the website?**

Unfortunately, it is not possible to provide links to previous grant applications on the website. That’s because the 2021 James Cary Smith Community Grant Program has been refocused and combines elements of the 2019 Community Health Protection Grant Program, and the previous James Cary Smith Grant Program.

3. **What types of application assistance are available?**

InterEthnica will be providing technical assistance to the public during the grant application period. Help is available in English, Chinese, Spanish, Vietnamese, and Tagalog:

- 如需中文資訊，請致電415-796-6440 x 1。
- Para obtener información en español, por favor llame al 415-796-6440 x 2.
- Để biết thông tin bằng tiếng Việt, vui lòng gọi 415-796-6440 x 3.
- Para sa impormasyon sa Filipino, pakitawagan ang 415-796-6440 x 4.

InterEthnica will also host an informational webinar on Thursday, September 16th at 10:00 AM on Tips and Tricks When Applying for Government Grants. More information and the Zoom link are on the [Air District’s website](#). Lisa Abboud, Principal, and her team can be reached at info@interethnica.com.

4. **Are areas in Sonoma County eligible to apply?**

Yes, based on CalEnviroScreen 4.0. This tool shows that some portions of Santa Rosa in Sonoma County are disproportionately burdened by pollution. For more details, please see the interactive map here: <https://arcg.is/1Cu5Sj>.

5. ***Are projects that engage community members in exploring strategies to reduce pollution exposure eligible for consideration? Even if it's not about reducing pollution at the source?***

Yes, projects that build community capacity to reduce exposure are eligible for consideration.

6. ***Are projects that provide advocacy training and community building/organizing for bike/pedestrian safety and infrastructure, and multimodal transit accessibility eligible, as this is tied to reducing pollution from cars?***

Yes, a project of this type may qualify if those efforts arise from needs assessments with community members and increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

7. ***Are previous grantees able to consult with the Air District community grants team around grant applications for this new round of funding?***

Prospective applicants - including previous grantees - are not able to consult with Air District staff about questions specific to a particular grant proposal, or receive recommendations around how to improve individual proposals. However, if individuals have questions around the differences between previous grant cycles and the 2021 James Cary Smith grant opportunity, they are welcome to contact either the Air District or technical assistance team for clarification, at communitygrants@baaqmd.gov or info@interethnica.com.

8. ***How does the Air District feel about previous grantees applying for this new grant? Is it encouraged? Discouraged?***

All are welcome to apply for this grant opportunity, whether or not they have received a grant from the Air District previously. A grant review panel will consider and score each application submitted. Priority will go to projects serving disadvantaged communities within the Bay Area.

9. ***I am interested in applying for your community grant as a way to increase usage of public transportation in our community, as well as to empower our policy and organizing team advocate for changes to our public transportation system to better serve low income and underserved communities and eliminate what many consider the necessity of owning a personal vehicle in order to be gainfully employed. Would my organization be welcome to apply as a community awaiting AB 617 designation?***

Priority will be given to projects serving disadvantaged communities within the Bay Area - this includes communities awaiting Assembly Bill 617 designation, and projects based in communities with an overall score of 70 to 100 in [CalEnviroScreen 4.0](#). Organizations serving communities awaiting AB 617 designation are welcome to apply for the grant.

10. ***USEPA is taking the position that strategies that increase affordable healthy food access in food deserts are among possible strategies to reduce air pollution -- in that they can reduce vehicle miles traveled. Would BAAQMD consider work to develop community-driven strategies to increase food access in food deserts the sort of work that might fit within the new James Cary Smith guidelines (as a means to reduce local pollution and its impacts on residents of focus communities?)***

Yes, a project of this type may qualify. However, in the grant application, it would be important to provide details about how this project would improve community members' ability or capacity to partner with the Air District to improve local air quality. The goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

11. ***[Our organization] serves young people, ages 18-27, helping them gain professional and personal developmental experience. [They] are dealing with a variety of difficult situations ...and live within an AB617 designated jurisdiction. Although our corpsmembers deal with a lot of things in their daily lives, their voices are powerful. They identify community problems and I think this grant would mobilize them in a way that our current job training program cannot. This being said, would you consider [our organization] as a suitable grant applicant?***

Yes, a project of this type may qualify. However, in the grant application, it would be important to provide details about how this project would improve community members' ability or capacity to partner with the Air District to improve local air quality. The goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

12. ***Would you be able to look over our application during the application period and offer feedback?***

In order to ensure that all prospective applicants have an equal opportunity for funding, Air District staff and technical assistance providers are unable to provide feedback on specific applications during the application period. Individuals are encouraged to attend the Tips and Tricks When Applying for Government Grants webinar on September 16 and/or view webinar recordings to get additional support as needed with the preparation of grant applications. Links to the informational webinars can be found here: <https://www.baaqmd.gov/news-and-events/workshops>.

13. ***Can we apply for the grant with a proposal that provides STEM-based education and engagement for middle and high school students residing in EnviroScreen areas around hyper-local air quality measurement, health effects of various types of pollution, discovering sources of pollution in their communities, and using data to build cases for remediation and abatement?***

Funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. It's important to note that development of educational materials that are not tied to community needs assessments,

community organizing efforts, or authentic participation efforts as described on pages 7-8 of the [James Cary Smith Grant Guidelines](#) would not be eligible for funding.

A project of this type may qualify. However, in the grant application, it would be important to provide details about how this project would improve community members' ability or capacity to partner with the Air District to improve local air quality. The goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

14. *Is this James Cary Smith community grant opportunity the same Request for Proposals (RFP) as the CARB Community Air Grant applications? Can projects be submitted to both agencies if the RFP is indeed different?*

The Bay Area Air Quality Management District's James Cary Smith Community Grant Program is different from the CARB Community Air Grant applications. Organizations are welcome to submit applications to both agencies for consideration – the selection process is not related.

15. *I am having trouble figuring out the mechanics of the PDF application. I can use a pdf writer and use the original file to fill in the application, but there is not enough space to use the maximum characters allowed. Is it expected that we just use the name of the fields, put in entries then create a new document with those headings and pdf it?*

The PDF application form is set up to allow for the maximum character count indicated, including spaces. The PDF form field should allow you to scroll and continue adding to your response until the maximum character count is reached, even if your response is longer than the size of the visible text box.

The technical assistance team will provide step-by-step instructions on how to fill out the PDF fillable form during the Tips and Tricks webinar on Thursday, September 16 at 10:00am Pacific Time. The webinar will also be recorded and available for viewing afterward.

If you are still having trouble with the PDF fillable form, we do not want technical issues to deter you from applying for the grant, and you may create and submit a new PDF file that includes the name of the fields and responses that stay within the indicated character limit.

16. *I'd like to pitch you our idea to see if you think it's a good fit with this updated program given the new guidance on the type of projects the District would like to fund.*

Idea: As part of a school-based program, middle and high school classrooms participate in an air pollution program where students measure the local air quality in and around their school and then plan and implement short-term strategies to improve local air quality. At the completion of the program, the schools host a community forum where students present their results and the community (students, teachers, admins, community members) discuss and develop recommendations to the school or city, or Air District, or state for more long-term changes to improve local air quality.

The goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health. Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. It's important to note that there are specific activities that would not be eligible for funding, as described on page 8 of the [James Cary Smith Grant Guidelines](#), such as:

- Purchasing air monitors
- Conducting air monitoring projects and/or air pollution modeling projects
- Development of educational materials that are not tied to community needs assessments, community organizing efforts, or authentic participation efforts as described on pages 7-8 of the Grant Guidelines

We aren't able to go into great detail since in order to ensure that all prospective applicants have an equal opportunity for funding, Air District staff and technical assistance providers are unable to provide feedback on specific applications during the application period. Individuals are encouraged to attend the Tips and Tricks When Applying for Government Grants webinar on September 16 and/or view webinar recordings to get additional support as needed with the preparation of grant applications. Links to the informational webinars can be found here: <https://www.baaqmd.gov/news-and-events/workshops>.

17. *Can we select both Community Organizing and Authentic Participation, or is it best to focus on one?*

Yes, applicants are welcome to select more than one program category on the application – for example, both Community Organizing and Authentic Participation. The Air District recognizes that proposed projects may span more than one program category.

18. *How does our budget ask affect our likelihood of being awarded? We initially plan to ask for \$100k/year for 2 years, which doesn't leave too much in the pot for other applicants. If we follow through with this, would BAAQMD come back with suggestions for budget changes, or would we simply be rejected for too high of an ask? Do you have a link to past awardee amounts we can view?*

An applicant's proposed budget size will not affect the likelihood of being awarded a grant. The selection review panel will review all submitted applications and budgets, and will score applications using the scoring criteria indicated on page 10 of the [James Cary Smith Community Grant Program Grant Guidelines](#). Applicants are encouraged to submit a proposed budget which reflects the costs of implementing capacity-building programs.

Please note that because the 2021 James Cary Smith Community Grant Program is a refocused grant program with higher dollar amounts than previously offered, [previous grant award amounts](#) will not necessarily be informative.

19. *I'm putting together our application for our work at Mission High School. I would really appreciate a bit of direction. Mission High School is located at 3750 18th St, San Francisco, CA 94114. The school itself is a Title 1 school where the vast majority of the student population*

qualifies for free or reduced lunch. Do you know if the location qualifies for the James Cary Smith grant?

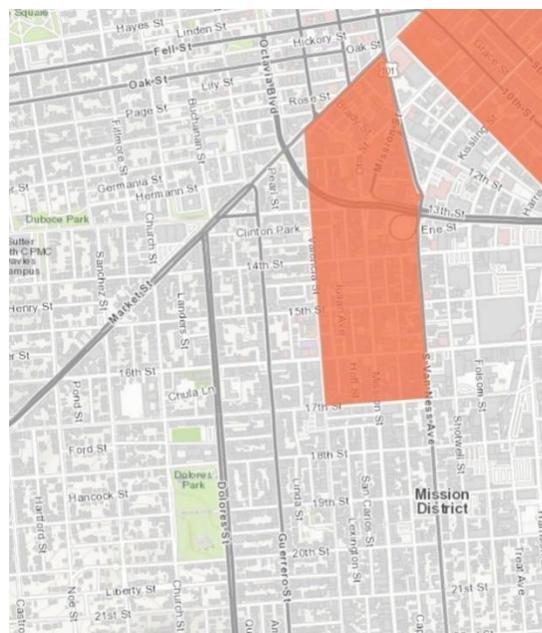
We encourage applicants to access the interactive map of CalEnviroScreen data to get more information about a particular address (<https://arcg.is/1Cu5Sj>). Additional information is also below.

As specified on page 6 of the [Grant Guidelines](#) regarding who can apply for a grant:

- Community-based groups and local 501(c)(3) nonprofits located within the Air District’s jurisdiction (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma) may apply for the James Cary Smith Community Grants, with several exceptions.
- Projects in West Oakland and the Richmond-North Richmond-San Pablo area are not eligible for funding from this grant program, due to AB 617 implementation funding there.
- Priority will be given to projects serving disadvantaged communities within the Bay Area. This includes [communities awaiting Assembly Bill 617 designation](#), and projects based in communities with an overall score of 70 to 100 in CalEnviroScreen 4.0, an environmental health screening tool which shows cumulative impacts in California communities by census tract.

The screenshot below shows priority areas in orange – Mission High School is located just north of Dolores Park (in green); so, in an area that is close to a priority area, but not within a priority area.

Therefore, an application could be submitted for work at Mission High School. However, it is important to note that based on CalEnviroScreen 4.0 data census tracts, Mission High School is not located within a community with an overall score of 70 to 100. We do recognize that some students at the school may live within priority areas.



20. ***[From an organization working on projects in East Oakland] We are considering applying to build upon our existing community engagement and outreach efforts for 2022 (regular adult and youth programming, resilience/community preparedness resources, potentially some long-term goals around clean energy storage/microgrid planning...)***

Noting that the application says this this could turn into a multi-year grant--what is our eligibility for multi-year funding considering our 617 status? Is it possible/should we consider building out a multi-year grant proposal, or just write out a proposal to apply for 2022?

Organizations applying for James Cary Smith grant funding are welcome to submit project applications for multiple years – however, potential projects in East Oakland may be limited to one year of funding. That is because later this year, the Air District will be recommending to the California Air Resources Board (CARB) that East Oakland be selected as the next Bay Area community to develop a Community Emission Reduction Plan (CERP). If selected by CARB, East Oakland would not be eligible for funding under the James Cary Smith (JCS) Community Grant Program beyond 2022.

If and when East Oakland receives California Assembly Bill 617 (AB 617) designation, East Oakland would join West Oakland and the Richmond-North Richmond-San Pablo area as communities that are ineligible for future James Cary Smith grant funding due to ongoing projects and funding authorized by AB 617 implementation efforts. Please refer to section three, "Who Can Apply," on page six of the [grant guidelines](#) for more information on who can apply.

Please note that CARB is not expected to have made their selection by the time JCS grant awards are authorized by the Air District's Board of Directors. Therefore, staff can only advise that your organization submit what you believe is your strongest proposal.

21. ***I see that priority will be given to projects that have a Cal EnviroScreen score of 70 or greater. Which would limit our specific project area to the Roseland community in Santa Rosa. I am wondering if a project would still receive priority if it included this community in addition to a broader Sonoma County reach?***

I am thinking in particular of our [youth program]. We currently have a strong relationships with 12 schools throughout Sonoma County and Roseland University Prep was one of our biggest participating schools in the program during COVID. Would an expanded approach work for this funding or should we focus our project area in Roseland only?

Priority will be given to proposed projects that are based in one or more communities with a score of 70 to 100 in CalEnviroScreen 4.0. The application review panel will review all applications submitted, and will evaluate proposals based on the scoring criteria indicated on page 10 of the [Grant Guidelines](#). Therefore, staff can only advise that your organization submit what you believe is your strongest proposal.

22. ***We are considering applying on behalf of [an organization] which is not presently a 501c3 nonprofit organization. So is using a fiscal sponsor based in Richmond a problem given that it is an AB 617 community?***

Fiscally-sponsored organizations may apply for the James Cary Smith Community Grant Program. As long as the proposed project would not take place in either the Richmond-North Richmond-San Pablo area or the West Oakland area, it would be permissible to use a fiscal sponsor located in an AB 617 community.

23. ***We are presently a completely volunteer organization with no staffing. Funding from this grant would primarily enable us to bring on a staff analyst. This grant would enhance [our organization's] capacity to assist networks and individual community groups by expanding public education and involvement in air quality campaigns to protect health. We want to make sure our application fits into your grant plans.***

The goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health. Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. In your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

We aren't able to go into great detail regarding your question – that is because in order to ensure that all prospective applicants have an equal opportunity for funding, Air District staff and technical assistance providers are unable to provide feedback on specific applications during the application period. Thanks for your understanding.

24. ***In the instructions it specifies that projects located within the Richmond-San Pablo-North Richmond area are not eligible to apply for funding due to Assembly Bill 617. I would like to know whether that area includes the Iron Triangle in Richmond?***

Projects located in and serving communities in the Richmond-North Richmond-San Pablo area, which includes the Iron Triangle community, are not eligible for funding from this grant program. This is due to current Assembly Bill 617 (AB 617) implementation efforts that are already underway in the area. You can find more information [on our website](#) if you are interested in learning more about Richmond-North Richmond-San Pablo Community Emissions Reduction Plan (CERP) process and the Steering Committee efforts.

25. ***In reviewing the James Cary Smith Community Grant Program proposal for community outreach services, am I interpreting the highlighted partial paragraph below correctly that states we are in the Richmond/San Pablo/North Richmond area and subsequently, we are not eligible to apply?***

"...Projects in West Oakland and the Richmond/San Pablo/North Richmond area are not eligible due to funding of ongoing projects authorized by California Assembly Bill 617."

That is correct - projects located in and serving communities in the Richmond-North Richmond-San Pablo area are not eligible for funding from this grant program. This is due to current

Assembly Bill 617 (AB 617) implementation efforts that are already underway in the area, as you noted. The same is true for the West Oakland area.

You can find more information on our website if you are interested in learning more about Richmond-North Richmond-San Pablo Community Emissions Reduction Plan (CERP) process and the Steering Committee efforts.

26. *Would the Air District be able to partner with our neighborhood association and provide expert talks on air quality topics at our community garden?*

The Air District offers air quality-related presentations to local communities and civic, education, transportation, and health-based groups. There is no cost for such presentations, and it would not be necessary to apply for grant funding in order to schedule a presentation along those lines for your group. If you would be interested in scheduling a presentation like this for your neighborhood association, you are welcome to send an email to communitygrants@baaqmd.gov and provide a bit more information about what you are looking for, and what dates would work best from your group. From there, a member of the Air District's Community Engagement team can follow up with you.

Alternatively if you would be interested in applying for a James Cary Smith Community Grant for ongoing capacity-building efforts for a particular community, we invite you to review the Air District's webpage with detailed information about the grant opportunity, including the Grant Guidelines document.

27. *[Our organization] has been exploring applying for this grant program focused on helping increase education on low-smoke alternatives to burning vine piles. Napa County doesn't have any communities that score of 70 to 100 in CalEnviroScreen 4.0, however, so I want to see if we're even eligible. We do have disadvantaged communities under other designations. Additionally, smoke produced from burning piles can impact communities throughout the entire Napa Valley, which terminates in American Canyon/Vallejo. Also, our focus on agricultural sources of emissions seems different than most types of projects I've heard discussed for this grant program, so I wanted to see if this type of focus would align with grant program priorities.*

Regarding your question, the goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health. Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. In your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

It is also worth noting the Air District offers air quality-related presentations to local communities and civic, education, transportation, and health-based groups. There is no cost for such presentations, and it would not be necessary to apply for grant funding in order to schedule a presentation along those lines for the Grapegrower Association. If you would be

interested in discussing a presentation, you are welcome to send an email to communitygrants@baaqmd.gov and provide a bit more information about what you are looking for. From there, a member of the Air District's Community Engagement team can follow up with you.

28. *My group is not a 501c3 nonprofit, nor do we have a fiscal sponsor. I admin for free and use Nextdoor and Facebook for free. There are 0 expenses, and my time is unpaid. Am I able to apply for a grant?*

Applicants for the grants must have either 501(c)(3) status, or a fiscal sponsor. Your group could certainly partner with one or more other organizations to apply for a grant, as long as at least one organization has either 501(c)(3) status or a fiscal sponsor to be able to enter into contract with the Air District should a grant be awarded.

29. *I'm assuming we can only apply for one grant.*

Eligible organizations could potentially submit more than one grant application for consideration. The application review panel will review all applications submitted, and will evaluate proposals based on the scoring criteria indicated on page 10 of the [Grant Guidelines](#). However, the Air District anticipates that this will be a competitive grant process. Therefore, organizations are encouraged to submit what you believe is your strongest proposal.

30. *Before applying I wanted to get your guidance on whether you'd suggest we apply now or wait for another grant cycle. We're currently petitioning the City of San Francisco to create a [project] in an area which is park-poor, has the highest density of poverty in SF, and is a hotspot for urban air pollution. Much of the work would start in the early part of 2022 once approved. Does that fall in line with the grant deadline or do you think we should hold off in applying?*

The goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health. Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. In your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

Unfortunately, we aren't able to go into great detail regarding your inquiry – that is because, in order to ensure that all prospective applicants have an equal opportunity for funding, Air District staff and technical assistance providers are unable to provide feedback on specific applications during the application period. Therefore, staff can only advise that your organization submit what you believe is your strongest proposal.

Concerning your question about the timeline of this current funding cycle, the Air District anticipates that awards will be announced in Fall 2021. Funded projects would begin in early winter 2022 and be completed by December 31, 2022.

31. Does BAAQMD have a budget template for us to use? Or we just use our own template?

Applicants are welcome to use whatever budget template or format they would like. During the Tips and Tricks Webinar offered on 9/16/21, the Air District's technical assistance providers shared a sample project budget template that can be used by individuals applying for a James Cary Smith Community Grant. That is not a required format; however, the template can be accessed via the following link if useful:

[https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your Organization Name Proposal Budget.xlsx?dl=0](https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your_Organization_Name_Proposal_Budget.xlsx?dl=0).

The [complete slide deck](#) from the webinar can also be found on the Air District's Community Grants webpage.

32. Could you share with me the link to the budget example or share with me where I can locate the documents shown during the James Cary Smith Tips and Tricks webinar on 9/16/2021?

During the Tips and Tricks Webinar offered on 9/16/21, the Air District's technical assistance providers shared a sample project budget template that can be used by individuals applying for a James Cary Smith Community Grant. That is not a required format; however, the template can be accessed via the following link if useful:

[https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your Organization Name Proposal Budget.xlsx?dl=0](https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your_Organization_Name_Proposal_Budget.xlsx?dl=0).

The [complete slide deck](#) from the webinar can also be found on the Air District's Community Grants webpage.

33. Is there a list of Q&A for this grant thus far?

Yes – to view a list of frequently asked questions and the answers to those questions, please visit the Community Grants webpage: <https://www.baaqmd.gov/funding-and-incentives/residents/community-grants-program>. The document is the final item listed under the "Materials" section, and will be updated periodically throughout the grant application period.

34. We work with numerous groups in communities of concern around the region to provide education and elevate their voices. The focus of the program is on opportunities to reduce air pollution and address its root causes, with special attention to raising awareness and voices of people from marginalized communities. Does this initiative seem sufficiently close to the goals of the program - it is addressing a root cause - the amount of driving and opportunity to shift to less polluting modes.

Might you have a few moments to discuss whether this initiative is close enough to the grant purpose for us to apply? And, what would be the best fit given that we work with multiple CBOs around the region - would we want to focus on a specific location or with multiple partners in different areas in the region?

Regarding your question, a project such as the one you are describing may receive funding; however, the goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health. Broadly speaking, funded projects must address one or more of the

following types of efforts: community needs assessment, community organizing, and/or authentic participation. Therefore, in your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

Unfortunately, staff are not able to meet with you to discuss specific components of your proposal – that is because, in order to ensure that all prospective applicants have an equal opportunity for funding, Air District staff and technical assistance providers are unable to provide feedback or guidance on specific applications during the application period. Therefore, staff can only advise that your organization submit what you believe is your strongest proposal.

35. My colleague and I are preparing our proposal for the James Cary Smith Community Grant, and were hoping you might have some time in the coming days to discuss the opportunity.

Unfortunately, staff are not able to meet with you to discuss specific components of your proposal – that is because, in order to ensure that all prospective applicants have an equal opportunity for funding, Air District staff and technical assistance providers are unable to provide feedback or guidance on specific applications during the application period. Therefore, staff can only advise that your organization submit what you believe is your strongest proposal.

What we can share is that the goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health. Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. Therefore, in your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

36. We were hoping to apply for the James Cary Smith grant as a planning grant with a follow up implementation grant next year. I'm wondering if the James Cary Smith grant will be offered again next year or if we should apply all together for the planning and implementation phase?

This is the first time that the Air District will offer community grantees the potential for funding for up to three years, based on available funds and grantee progress toward objectives. In order to provide the application review panel with a comprehensive sense of your organization's proposed approach, staff recommend that your application this year include discussion of the various project phases. Therefore, we would recommend that you include the implementation phase for year two in your application.

Applications should clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

37. The fillable PDF form only allows text, is it possible to submit images or tables on the application to avoid writing over the character limit?

Regarding the fillable PDF, the Air District can only accept text in the form – no images or tables are allowed. We know the character limits can be challenging – we really appreciate your understanding.

38. Where is the recording of the help provided during the Tips and Tricks Webinar on 9/16/21 posted?

The [recording](#) from the 9/16 webinar has been posted to the Air District’s website, along with [slides](#) from the webinar. Those can be found on the following webpage:

<https://www.baaqmd.gov/funding-and-incentives/residents/community-grants-program>:

- Scroll down to the “Important Dates” section
- Links to the materials are located under the Thursday, September 16 item

39. I would like to know about how to combine the BAAQMD James Cary Smith Grant application with the upcoming Clean Air Filtration Program grant. How is this possible and is it possible? What alternatives are available to accomplish the goals of this grant?

Regarding your question, combining grant applications is not possible. When preparing your application for a James Cary Smith Community Grant, please refer to pages 7 and 8 of the [Grant Guidelines](#) document for a description of activities that can and cannot be funded under this grant program. You will notice on page 8 that purchasing air monitors and conducting air monitoring projects and/or air pollution modeling projects are listed as activities that cannot be funded under this grant program. As described in your email, a proposed project incorporating air filtration may be eligible to receive funding; however, the goal of these grants is to fund activities that increase a community’s ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. Therefore, in your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

40. I would like to confirm there is \$750,000 available. Is that correct for this grant?

Yes, a total of \$750,000 will be available for the James Cary Smith Community Grant Program each year. The maximum amount for an individual grant is \$100,000, and the grant term will be approximately one year with the potential for funding for up to three years.

41. Is there a minimum or maximum amount for a grant? I know there is \$750,000 in funds available. However, if the Air District has multiple organizations applying, is there a certain number of grants that the Air District would like to be able to accommodate? If some organizations have a larger amount requested than other organizations, do you have a minimum number of awards anticipated?

There is no minimum number of awards. The Air District reserves the right to work with each applicant on the amount that they are requesting, but there is no minimum amount.

42. Do you have a sense of how many organizations/proposals you will select?

The Air District does not have a set minimum or maximum number of proposals that will be awarded funds.

43. I'm interested in writing a proposal for Napa County which doesn't have any communities that qualify on CalEnviroScreen 4.0, but the grant would address an issue for our Hispanic community. Would that still be considered?

Yes. All communities within the Bay Area are eligible to apply for the James Cary Smith Community Grant. However, priority will be given to proposed projects that include communities with a CalEnviroScreen 4.0 score of 70 or above as well [communities awaiting Assembly Bill 617 designation](#). For detailed information, please see page 6 of the [Grant Guidelines document](#).

44. You had mentioned that the Tri-Valley is an area that is eligible. I was wondering if you could be a little more specific about what part of the Tri-Valley or is it all of the Tri-Valley?

The Tri-Valley Area includes:

- o City of Dublin
- o City of Livermore
- o City of Pleasanton
- o City of San Ramon

45. Are specific lobbying/campaign activities eligible under community organizing?

Broadly speaking, lobbying cannot be funded through this grant opportunity. However, for more information about lobbying, please see the questions and answers below. For a complete list of work that cannot be funded through the grant, please see page 8 of the [Grant Guidelines document](#).

46. Is lobbying defined as affecting pending legislation or more broadly?

The purpose of this grant is to help build the capacity of communities to be their own advocates, to build leadership skills, to provide resources for people to participate in the decision-making processes more actively or effectively that affect their environment and their environmental health. For more information about lobbying, please see the question and answer below.

47. Are projects that help actual participation in decision making processes fundable or is that considered lobbying?

This grant is designed to empower community members to engage in decision-making processes. The Air District's view of lobbying is in alignment with this description offered by the [National Council of Nonprofits](#): "Lobbying is communicating with decision makers (elected officials and staff; voters on ballot measures), about existing or potential legislation, and urging a vote for or against. All three components of this definition are required: decision makers, actual legislation, AND asking for a vote."

With this in mind, the James Cary Smith Community Grant Program will fund projects that build community members' ability to meaningfully participate in decision-making processes through training, education, and other activities. These activities and anticipated outcomes would not be considered lobbying.

48. Does lobbying include proposing a county ordinance that community is organizing around? It helps to build advocacy around a specific air pollution subject.

Fundable activities include organizing a community around developing a proposal for local ordinances. Activities such as this are at the heart of this grant, which focuses on supporting authentic participation.

49. Can proposed projects encompass multiple counties?

Yes. Projects can propose to serve multiple communities and encompass multiple counties.

50. Where can I find a recording of the Tips and Tricks webinar?

The [recording](#) from the 9/16 Tips and Tricks webinar has been posted to the Air District's website, along with [slides](#) from the webinar. Those can be found on the following webpage: <https://www.baaqmd.gov/funding-and-incentives/residents/community-grants-program>.

51. Can you please clarify eligibility for applicants who are not 501c3 designated organizations?

If an organization does not have 501c3 tax-exempt status, they would need a fiscal sponsor in order to apply for this grant. Prospective applicants are encouraged to refer to example terms and conditions in Appendix B of the [Grant Guidelines](#) document, located on pages 22-28. The information provided there may be helpful to provide a sense of the eligibility requirements.

52. For clarity, for those organizations that do not have 5013c designation and need fiscal sponsorship to apply, if their fiscal sponsor is applying for this grant (the maximum is \$100,000), the organization that needs the sponsor can also apply for \$100,000, right? So it's not a combined total of \$100,000 if the fiscal sponsor's organization is applying the organization who requires the fiscal sponsor is applying? It's my understanding that both the fiscal sponsor and the non 501c3 organization who needs the fiscal sponsor can apply, each for \$100,000. Is that right?

If an organization is not a 5013c, they would need a fiscal sponsor in order to apply for this grant. The fiscal sponsor would be the entity that the Air District would go into contract with, and the funds would be distributed through the fiscal sponsor. It would not be two separate applications.

53. If the lead/fiscal sponsor organization (who does have a 501c3) is applying for a grant and their budget is \$100,000, and they are supporting another community group who does not have 501c3 and they are serving as the fiscal sponsor, they too can apply for that maximum amount of \$100,000, it's not a combined maximum, right? Are the two entities, the fiscal sponsor and the organization that does not have 501c3 designation are treated as separate?

An organization that is applying for a grant would not be precluded from also serving as the fiscal sponsor for a separate grant application. Each entity could apply for the maximum amount of \$100,000. Each organization is responsible for submitting their own separate

application, and they should specify who their fiscal sponsor is if they need one in the application.

54. ***Can the same fiscal sponsor be used for multiple community organization applications?***

Yes, an organization could serve as fiscal sponsor for more than one community organization applying for 2021 James Cary Smith Community Grant funds.

55. ***Does it make a difference if the fiscal sponsor and the organization which it is sponsoring are both applying for different projects or the same project?***

There should only be one application for each proposed project. Ideally, the proposal should come from the organization that would execute the project – not the fiscal sponsor. The applicant and the fiscal sponsor can collaborate on the preparation of the grant application. But again, the fiscal sponsor should not submit a separate grant application.

56. ***If one organization is applying as an umbrella coalition organization, can we regrant funding to organizations under our coalition?***

Subcontracting is permissible. It would be important to share information about proposed partnerships in your application.

57. ***If the grant term is 1 year, but with the possibility of funding for 3 years, should our proposals describe what we would want to do in years 2 and 3?***

Yes. Please include the funding requests for year 2 and year 3. Please refer to the [recording](#) from the 9/16 Tips and Tricks webinar for an example of submit a multiyear proposal budget. A sample project budget template that can be used by individuals applying for a James Cary Smith Community Grant can be accessed via the following link if useful:
https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your_Organization_Name_Proposal_Budget.xlsx?dl=0. That is not a required format.

58. ***I have concerns about the new CalEnviroScreen 4.0. We went through it with about four different community-based organizations where previously their communities were considered to be in the 70th percentile and above. Now, some are not considered disadvantaged communities; it's been changed, making it difficult for us for communities where we know there are a lot of pollutants in the area. Is the grant only considering CalEnviroScreen 4.0 or are they possibly using Geotracker to cross reference, so you're not missing communities that should have that extra focus or consideration for them to apply.***

As directed by the Board of Directors and Air District leadership, the 2021 James Cary Smith Community Grant Program is using CalEnviroScreen 4.0 to identify priority communities. This statewide environmental health screening tool can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution. which shows cumulative impacts in California communities by census tract.

The Air District recognizes that this is not a perfect tool, and that there are other measures that could be considered. Community members are welcome to share recommendations for alternative methodologies for future funding cycles. However, for this grant cycle, as noted in the [Grant Guidelines](#) document, CalEnviroScreen 4.0 will be used to identify priority communities.

59. If the project is for a wider area including the disadvantaged communities, how will they be evaluated?

If the proposed project is serving communities that qualify as receiving priority and extends to other communities, the application will receive priority.

60. Is this grant for both indoor and outdoor air quality, or just outdoor?

This grant is for outdoor air quality.

61. What if the work is focused on EXPOSURE to outdoor pollutants in people's homes?

Projects that build community capacity to reduce exposure are eligible for consideration. A project of this type may qualify if those efforts arise from needs assessments with community members and increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

62. Do "characters" limits on the Grant Application, such as the 850, include spaces?

Yes, character limits include spaces.

63. In order to fill in the PDF, do you have to download file first?

Yes, you need to download the file to use the fillable PDF application.

64. How do you save the PDF after filling it out?

On the left-hand corner of your screen, find "file", then "save" or "save as." You will then be prompted to select a document name and choose a location on your device to save your file.

65. Can you please confirm that we are supposed to submit the PDF application with the rest of the Grant Guidelines (pages 1-14)?

Yes. You can submit the entire document.

66. Can a single organization submit more than one proposal if they are proposing multiple projects in the same community?

While you could submit more than one proposal, the Air District recommends bundling the projects proposed in one area into one proposal, to consolidate efforts and strengthen the proposal. You can submit one proposal with different projects for one organization. Please be very clear on the differences between projects, especially in the same community.

67. May an organization submit more than one proposal if they are for different projects, in the same community or not? Can one prime applicant submit a proposal for a project in one community, and then another proposal for a DIFFERENT project in a different community?

Yes – applicants are permitted to submit more than one application. However, please note that the Air District anticipates significant interest in this grant opportunity. Therefore, staff recommend that each organization submit what they feel is their strongest proposal.

68. Can a portion of the grant funding be budgeted to pay stipends for community participation and things like babysitting, food, etc.?

Yes, a portion of the funding can be allocated to paying stipends for community participation. Please indicate these costs in the budget submitted with your application.

69. *The project we're considering would pilot a rebate program for gas-powered leaf blower equipment. Would the rebates be something the grant would allow funding for?*

If through need assessments and interest in organizing the community around an assessment program for that, yes. If this proposal were awarded a grant, during the contracting phase, the applicant would need to outline the rebate program in detail in the workplan.

70. *Part of our project will touch the areas that score 70+ on CalEnviroScreen 4.0. Does our proposal need to focus on that area only (the one that scores 70+) or can I propose to reach a bit farther?*

You are welcome to submit a proposal for as many communities as you want; if your proposal is serving at least one community that is a priority community, then your proposal would receive priority consideration.

71. *Might organizations that serve arts and cultures qualify for the grant?*

Yes, if organizations meet the requirements outlined on page 6 of the [Grant Guidelines](#) document they are welcome to submit a grant application. Please note that the goal of these grants is to fund activities that increase a community's ability to partner with the Air District to meaningfully participate in decisions that impact local environmental health.

Broadly speaking, funded projects must address one or more of the following types of efforts: community needs assessment, community organizing, and/or authentic participation. Therefore, in your application, it would be important to clearly identify which communities the proposed project would serve, and explain how the proposed project would build the capacity of community members to participate in Air District processes.

72. *Can organizations that target undocumented people apply for the grant?*

Yes. Funded work can include one or more of the following activities: Community Needs Assessment, Community Organizing, and/or Authentic Participation. These activities are described in detail on pages 7 and 8 of the [Grant Guidelines](#) document. Please indicate in your proposal what community or communities would be served.

73. *How much can we ask for?*

As much or as little as needed by your organization to fund projects that meet the requirements specified in the [Grant Guidelines](#) document, as long the budget does not exceed \$100,000 per year for up to three years. For information about the funds available please refer to the Award Amounts and Duration on page 7 of the [Grant Guidelines](#).

74. *Our organization is not focused on environmental issues, can we still apply?*

Yes. Funded work can include one or more of the following activities: Community Needs Assessment, Community Organizing, and/or Authentic Participation. These activities are described in detail on pages 7 and 8 of the [Grant Guidelines](#) document. Please indicate in your proposal what community or communities would be served.

75. *Can we apply for grant funds to publish informational materials in Spanish about air quality as it applies to health in their community?*

A project of this type may qualify for funding. It's important to note that the Air District has [informational materials in Spanish and other languages](#) about air quality that are available for distribution. Development of new materials may be permissible, but those materials would need to be tied to community needs assessments, community organizing efforts, or authentic participation efforts as described in the grant guidelines. For information about what kinds of work can be funded, please see pages 7 and 8 of the [Grant Guidelines](#) document.

76. *Can two organizations partner on a project, and apply for the grant together?*

Yes, partnerships are welcomed. There is an opportunity for applicants to share information about existing or planned partnerships through the grant application process. Question #3 on the grant application asks applicants to: "Provide a brief description of existing or planned partnerships with any other community-based organizations and leaders, public agencies, or other collaborators, detailing what they are providing to the proposed project (subcontracting, outreach collaboration, translation assistance, etc.)." (Please see page 19 in the [James Cary Smith Grant Guidelines](#) document.)