



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT



# James Cary Smith Community Grant Program

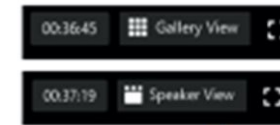
Tips and Tricks Pre-Grant Application Webinar

September 16, 2021

Lisa Abboud, Technical Assistance Team



## Black menu bar at top or bottom of screen:



**Audio**  
Please mute yourself when not speaking

**Video**

**Participants**

- See Others
- Rename Yourself (Name & Group/Agency Affiliation if applicable)
- Raise Hand (remember to lower after)

**Chat Feature**  
Questions can be chatted at any time

**View**  
Gallery/Speaker View of videos and screen share can be changed in top right corner

# Webinar Info & Participation Principles



- ▶ This webinar will be recorded and posted online.
- ▶ Questions about the grant program will also be posted online.
- ▶ Please **mute** yourself when you're not speaking.
- ▶ **Share video if you like** so we can stay visually connected.
- ▶ Technology happens – please be **flexible and patient**.

# Agenda



- 1 Grant Overview
- 2 Helpful Tools
- 3 Fillable PDF Overview & Demo
- 4 Bonfire Overview
- 5 Timeline
- 6 Q&A and Closing

# Zoom Poll: Getting to Know You




- Have you applied for a grant?
- Have you applied for an Air District grant in the past?
- Have you applied the James Cary Smith Grant in the past?
- In what county/counties will your project take place?
- Did you attend the informational, introductory webinar on August 31?
- How did you hear about this webinar?

# Grant Overview



Recording



**Questions**

[communitygrants@baaqmd.gov](mailto:communitygrants@baaqmd.gov)

Jill Ratner

LaDonna Willi...

Eve Birge

Kristen (she/h...

Cynthia Zhang

A screenshot of a Zoom meeting. The main content area shows a slide with a colorful illustration of a community scene (people walking a dog, using a walker, pushing a stroller, riding a bicycle, and sitting on a bench) above the text 'Questions' and the email address 'communitygrants@baaqmd.gov'. On the right side, there is a vertical grid of participant video thumbnails. Some thumbnails are labeled with names: Jill Ratner, LaDonna Willi..., Eve Birge, Kristen (she/h..., and Cynthia Zhang. A 'Recording' indicator is visible in the top left corner of the meeting window.

# Questions



Do you have any initial **questions**?

Please state your first name and organization before asking your question.



# Tips for Applying to Government Grants

1. Follow instructions exactly as written.
2. Ask questions if anything is unclear.
3. Proofread. Proofread. Proofread.
4. Meet **HARD** deadlines.

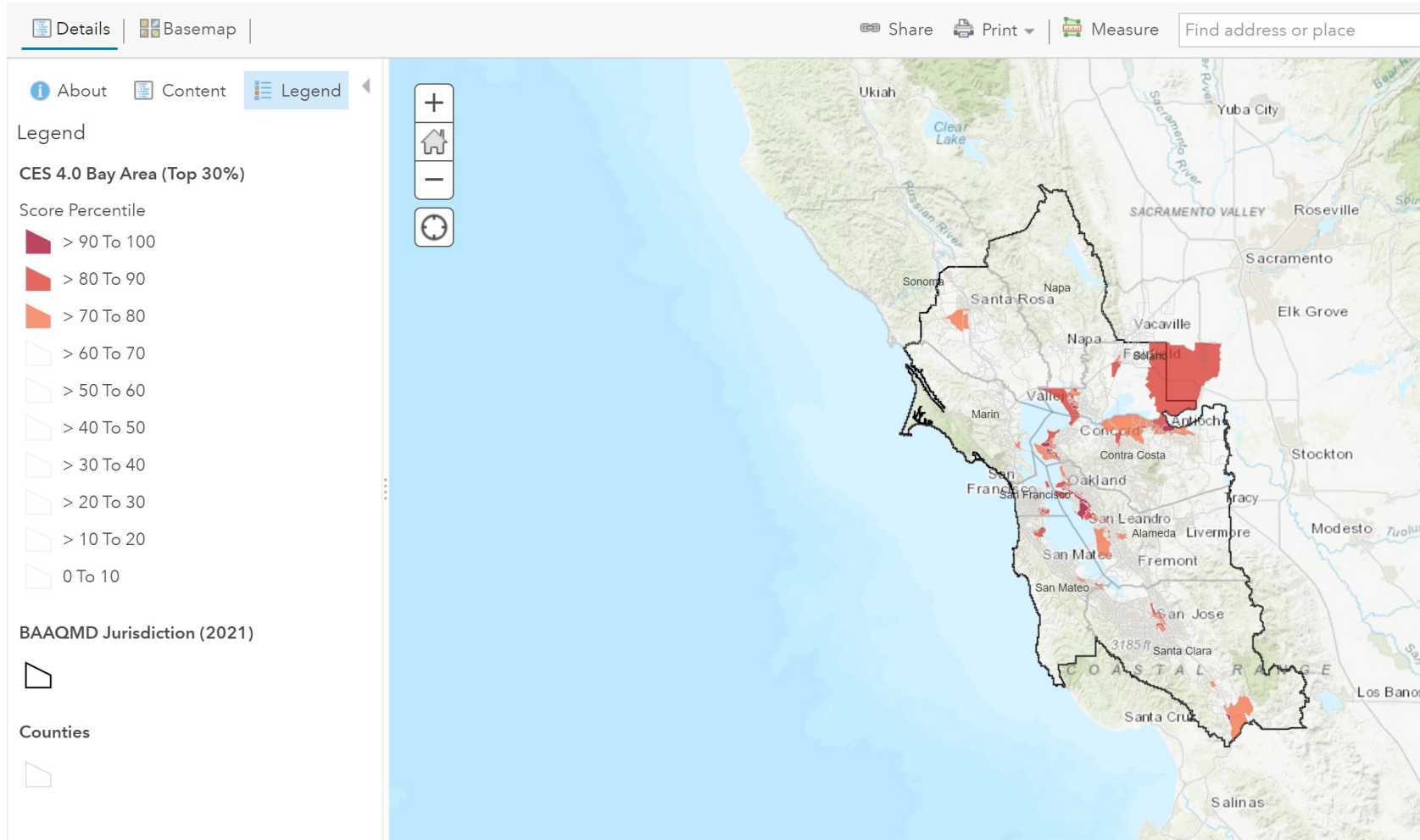


# CalEnviroScreen 4.0



ArcGIS ▾ DRAFT BAAQMD CES 4.0

Open in new Map View



CalEnviroScreen 4.0: <https://arcg.is/1Cu5Sj>

Tips and Tricks Pre-Grant Application Webinar  
September 16, 2021

Bay Area Air Quality Management District

# Zoom Poll

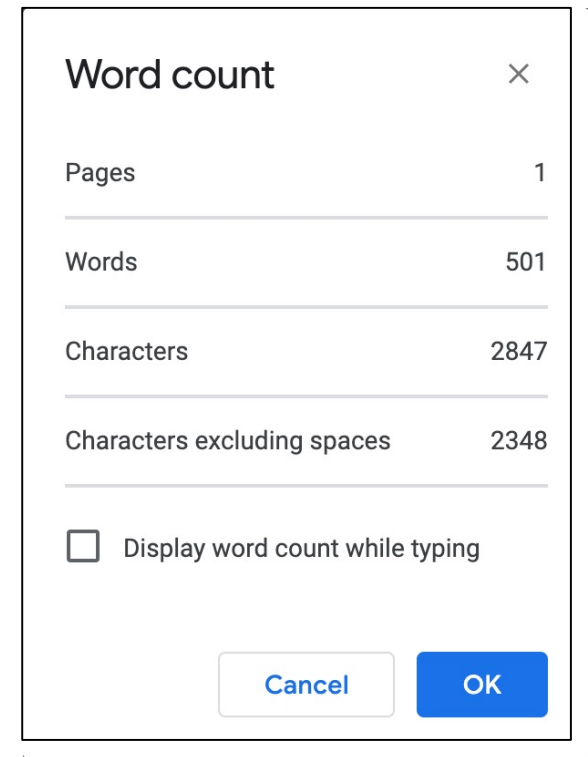
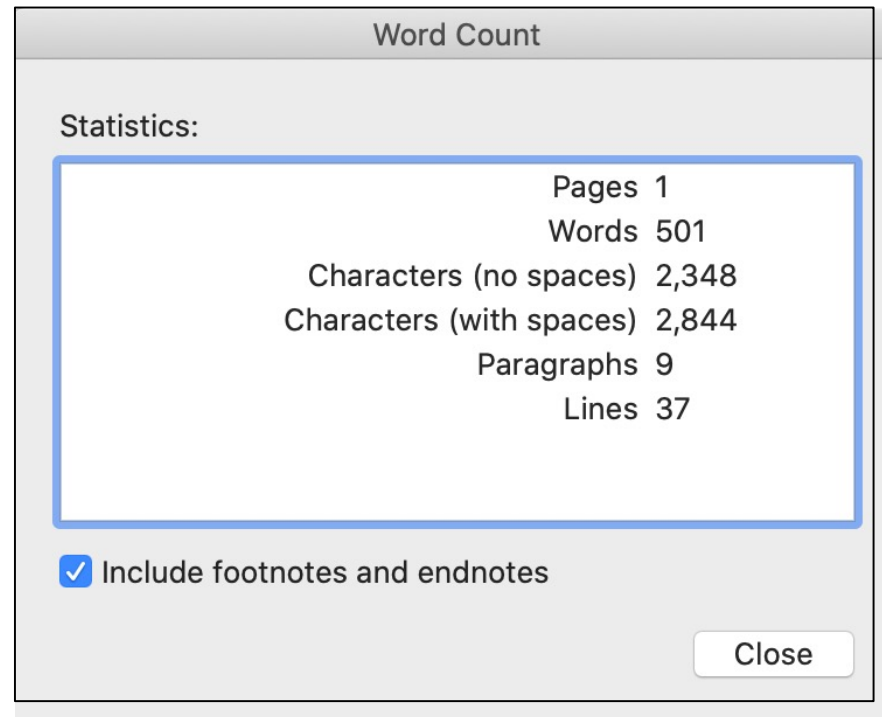


- Do you have access to Adobe Acrobat reader?
- Do you have access to Word or Google Docs?
- Are you comfortable checking character counts in Word or Google Docs?

# Writing Tools



- Using Word Count tool in Word and Google Docs
  - Tools → Word Count
- Spelling/Grammar check
- Grammarly  
[grammarly.com](https://www.grammarly.com)



# Fillable PDF Overview



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### James Cary Smith Community Grant Program Cover Sheet

#### I. APPLICANT

Name of Organization:  Year Established:

Type:  Community-Based Organization  Neighborhood Group  Other Nonprofit Organization

Mission Statement *(Optional)*:

Organization Address:

City:  Zip Code:  County:

Website:

Primary Contact Person:

Phone Number:  Email:

#### II. PROPOSED PROJECT

Proposed Project Title:

Geographic focus area(s) of proposed project:

Brief description of your organization's proposed project (850 characters or less):

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### James Cary Smith Community Grant Program Application

#### Project Narrative

**1. Project summary** —Provide a clear and concise summary of how your project will build the targeted community's capacity over a three-year period to participate in and lead future efforts to reduce air pollution and exposure. Include a summary of the activities that will be supported by this proposed project in years 1, and in years 2-3, if applicable. *(For example, describe how you will conduct a needs assessment for the target community, how you will do community organizing, and/or how you will encourage authentic participation.)* (3,000 characters or less) **(30 pts)**

Applicant Name/Organization:

Adobe Acrobat Reader DC: <https://get.adobe.com/reader/>

# Project Budget Template



James Cary Smith Community Grant Project Budget					
Budget Item	Description	Year 1	Year 2 (if applicable)	Year 3 (if applicable)	Total
<b>Personnel</b>					
	<i>i.e. Program Director</i>				\$ -
	<i>i.e. Program Manager</i>				\$ -
	<i>i.e. Program Assistant</i>				\$ -
	<b>TOTAL PERSONNEL</b>				\$ -
<b>Materials and Supplies</b>					
	<i>i.e. Printing</i>				\$ -
	<i>i.e. Equipment</i>				\$ -
	<b>TOTAL MATERIALS AND SUPPLIES</b>				\$ -
	<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -
Applicant Name/Organization:					

Sample Project Budget Template:

[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)

# Additional Funding Sources



Additional Funding Sources			
Additional Sources of Funding <i>(if applicable)</i>	Total contribution <i>(including in-kind)</i>	Contribution Status <i>(Secured, Committed, Requested, Not yet requested)</i>	Additional Comments
<b>How will the proposed project be adjusted if the project is only supported by funds from this grant program?</b>			

# Zoom Poll



Do you have a **Bonfire** account?

# Bonfire Overview



BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
A HEALTHY BREATHING ENVIRONMENT FOR EVERY BAY AREA RESIDENT

Portal Log in / Register

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**Procurement Portal**  
Bay Area Air Quality Management District

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
A HEALTHY BREATHING ENVIRONMENT FOR EVERY BAY AREA RESIDENT

[Log in](#) [Open Public Opportunities](#)

Search

Status ▲	Ref. #	Project	Close Date	Days Left	Action
OPEN	2021-003	Consumer Education and Support for Clean Transportation Incentives in Bay Area Disadvantaged Communities	Sep 27th 2021, 4:00 PM PDT	28	<a href="#">View Opportunity</a>
OPEN	JCS21	2021 James Cary Smith Community Grant Program	Oct 1st 2021, 5:00 PM PDT	32	<a href="#">View Opportunity</a>

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by Bonfire

Bonfire: <https://baaqmd.bonfirehub.com>



# Important Dates



- Sept. 22, 5:00PM - All questions about grant applications due
- Sept. 27, 5:00 PM - Responses to grant application questions posted
- **October 1, 5:00 PM PT - All grant applications due**
- Fall 2021 - Grants awarded
- Winter 2021 - Finalize grant agreements
- January 2022 - December 2022 - Grantees perform work

# Application Assistance



Help is available in English, Chinese, Spanish, Vietnamese, and Tagalog:

- For information in English, email [communitygrants@baaqmd.gov](mailto:communitygrants@baaqmd.gov)
- 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 impormasiyon sa Filipino, pakitawagan ang 415-796-6440 x 4.



# Questions

**[communitygrants@baaqmd.gov](mailto:communitygrants@baaqmd.gov)**

# Evaluation Form



**The Air District Wants Your Feedback!**

<https://www.surveymonkey.com/r/6TZGDQM>

# Links



CalEnviroScreen 4.0: <https://arcg.is/1Cu5Sj>

## Links to online writing tools:

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/>

Free Adobe Reader: <https://get.adobe.com/reader/>

Sample Project Budget Template:  
[https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your Organization Name Proposal Budget.xlsx?dl=0](https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your%20Organization%20Name%20Proposal%20Budget.xlsx?dl=0)

Bonfire: <https://baaqmd.bonfirehub.com>

Evaluation Form: <https://www.surveymonkey.com/r/6TZGDQM>