



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

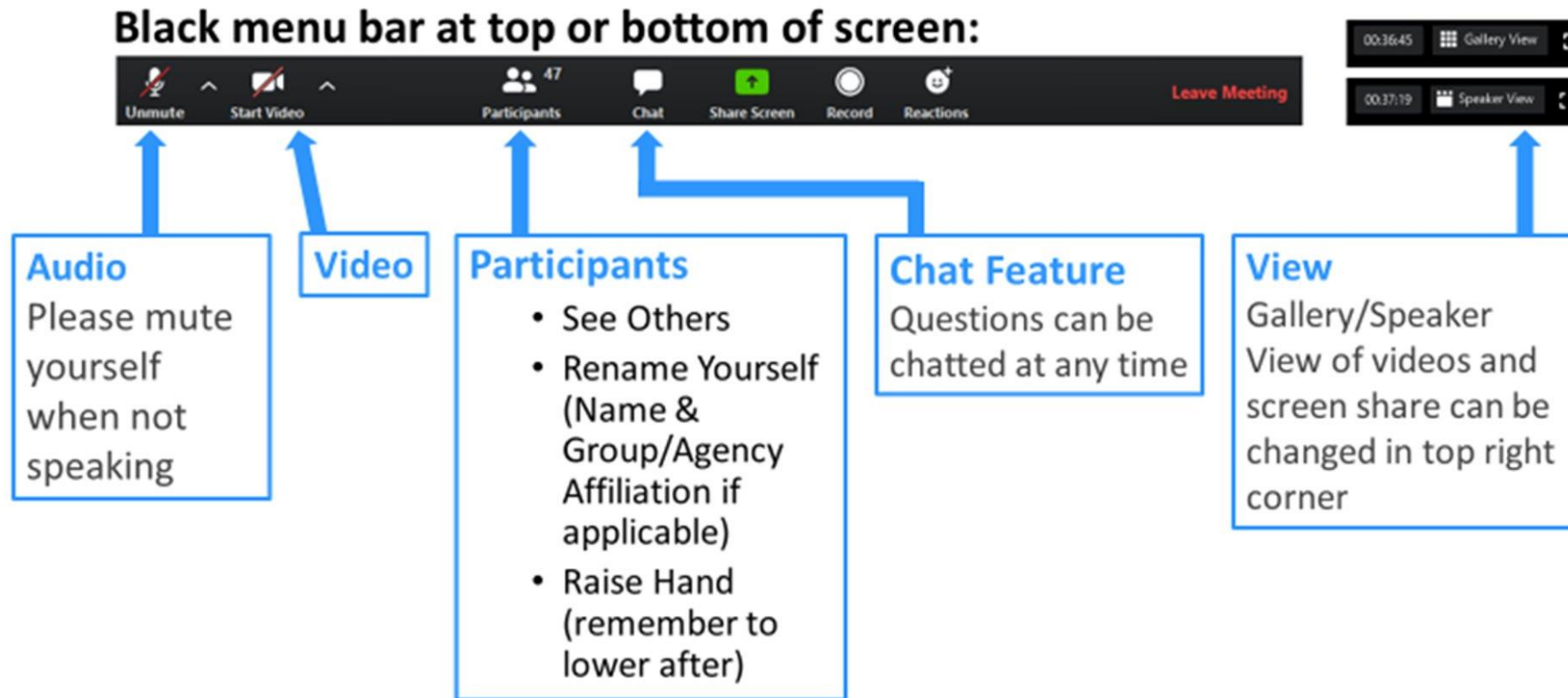


James Cary Smith Community Grant Program

Tips and Tricks Pre-Grant Application Webinar
November 7, 2024

Hosted by InterEthnica 

Zoom Information



Webinar Info & Participation Principles



- ▶ This webinar will be recorded and posted online.
- ▶ Questions about the grant program will also be posted online.
- ▶ **One person** speaks at a time.
- ▶ Please **mute** yourself when you're not speaking.
- ▶ Technology happens – please be **flexible and patient**.

Agenda



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

Zoom Poll: Getting to Know You



Have you applied for any grant before?

Have you applied for an Air District grant in the past?

Have you applied for the James Cary Smith Community Grant in the past?

In what county/counties will your project take place?

Did you attend the informational introductory webinar on October 22?

How did you hear about this webinar?

Grant Overview



- Maximum amount for an individual grant is \$300,000 over three years, with a maximum of \$100,000 per year
- California community-based organizations with 501(c)(3) status, **or** CBOs in partnership with a fiscal sponsor that is a California community-based organization with 501(c)(3) status
- Preference will be given to proposed projects serving one or more communities that: are awaiting Assembly Bill 617 designation **OR** have an overall score of 70 to 100 in CalEnviroScreen 4.0 (<https://arcg.is/abX4W>), **OR** are identified as environmental justice communities using a screening methodology other than CalEnviroScreen 4.0.

Grant Overview



Community Organizing:

Design and implement strategies to organize communities around air quality and other environmental justice issues.

Strategies could include:

- Education
- Outreach
- Community needs assessments
- Leadership development
- Community mobilizing
- Coalition building

Authentic Participation:

Support the full involvement and leadership of environmental justice communities to influence policy and improve air quality, including:

- Provide communities with resources & info
- Plan activities that help communities learn about local air quality issues, explore the root causes of air pollution and its impact, and identify agencies that may address their concerns
- Provide advocacy training, leadership training, and/or facilitation training
- Make recommendations to Air District staff

Questions



Do you have any initial **questions**?

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

You can also submit any questions to communitygrants@baaqmd.gov.

Tips for Applying to Government Grants

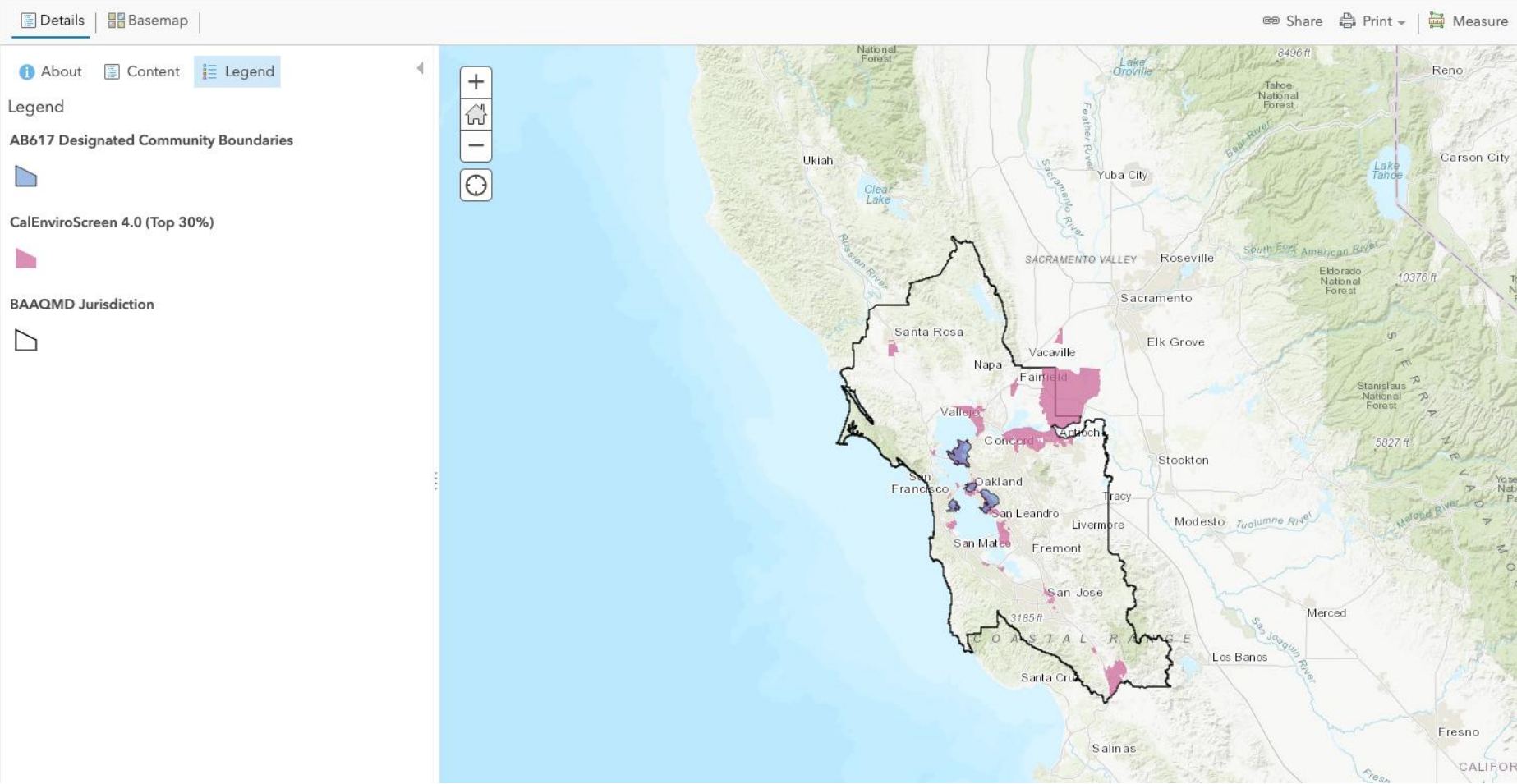


1. Follow instructions exactly as written.
2. Ask questions if anything is unclear.
3. Draft early.
4. Proofread. Proofread. Proofread.
5. Compare the final version to grant guidelines and requirements.
6. Meet **HARD** deadlines.

CalEnviroScreen 4.0



ArcGIS ▾ James Cary Smith Community Grant Program Cycle 2 RFA



CalEnviroScreen 4.0: <https://arcg.is/abX4W>

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Bay Area Air Quality Management District

Writing Tools



- Do you have access to Word or Google Docs?
- Answers must be submitted using a minimum of **11-point font**, on 8 ½” x 11” pages. The maximum number of pages for the Project Narrative is **five (5)**.
- Spelling/Grammar check
- Grammarly
[grammarly.com](https://www.grammarly.com)

Project Budget Template



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

Sample Project Budget Template:

https://www.dropbox.com/s/yhnk5fv8pd2m67b/Your_Organization_Name_Proposal_Budget.xlsx?dl=0


Chat!



Do you have a **Bonfire** account?

Bonfire Demonstration




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

[Portal](#) [Log In](#) [Register](#)

Procurement Portal

Bay Area Air Quality Management District

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


Open Public Opportunities


Search

Status	Ref. #	Project	Close Date	D:
OPEN	JCS24	2024 James Cary Smith Community Grant Program	Jan 7th 2025, 5:00 PM PST	79

[View Opportunity](#)

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

Powered by  **Bonfire**



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

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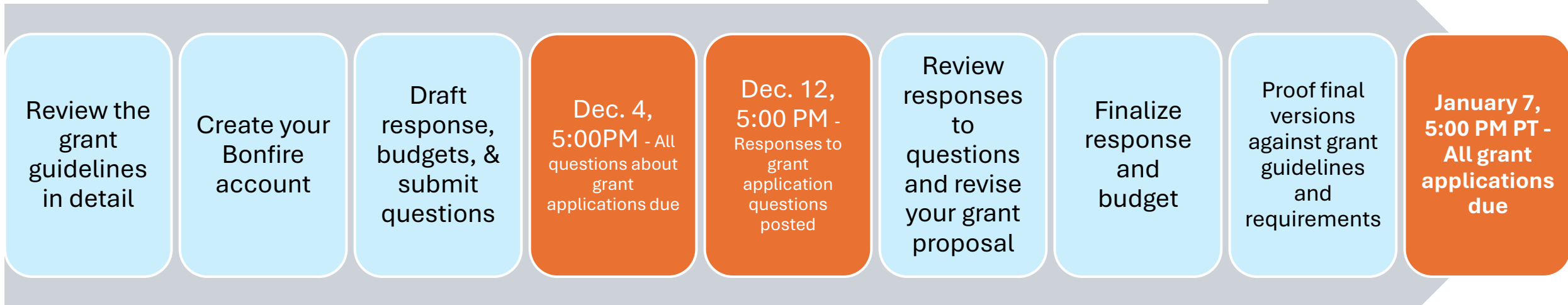
Bay Area Air Quality Management District

Important Dates



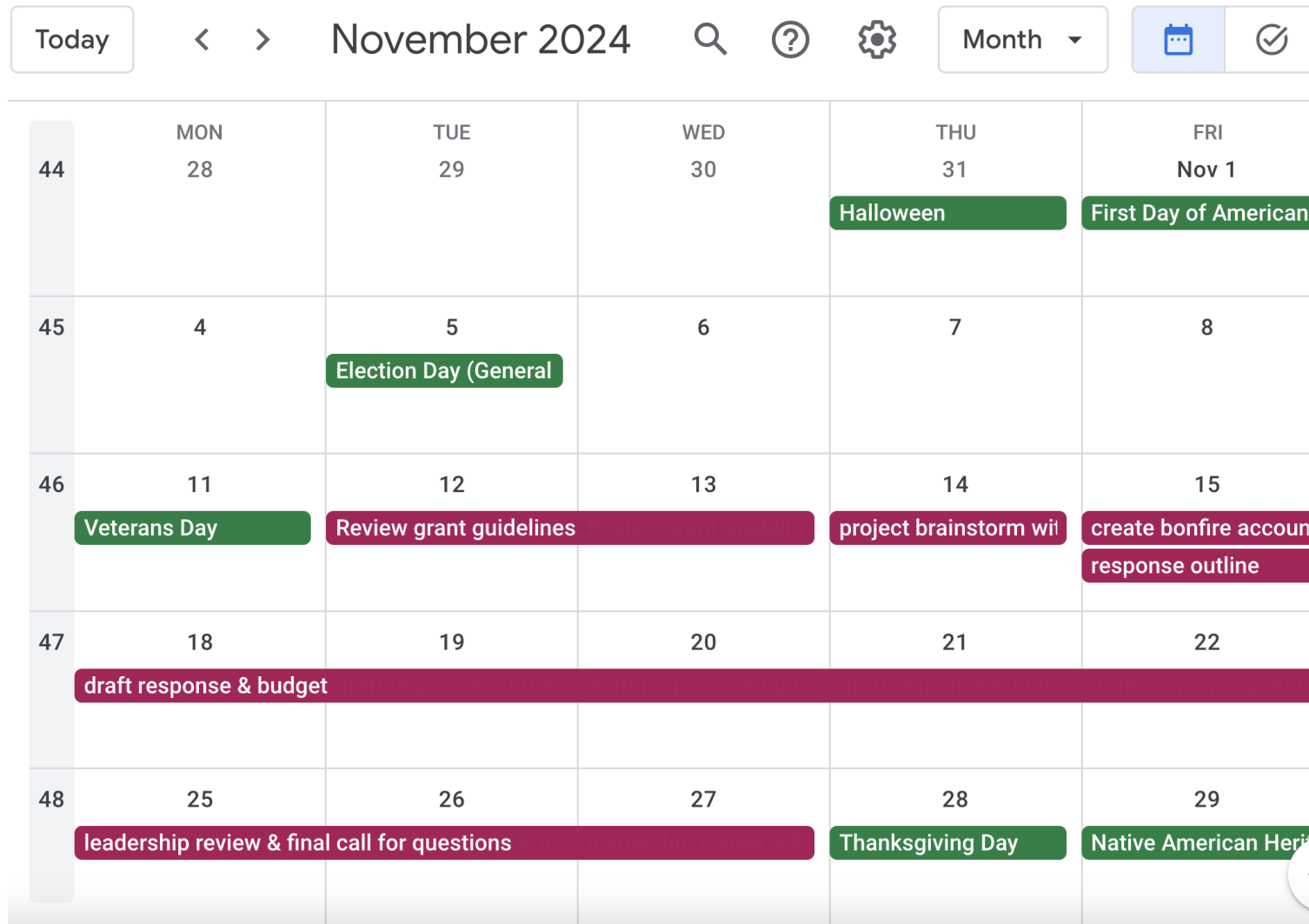
- Dec. 4, 5:00 PM - All questions about grant applications due
- Dec. 12, 5:00 PM - Responses to grant application questions posted
- **January 7, 5:00 PM PT - All grant applications due**
- Winter 2025 - Grants awarded
- Spring 2025 - Finalize grant agreements
- Summer 2025 – Summer 2028 - Grantees perform work

Suggested Timeline

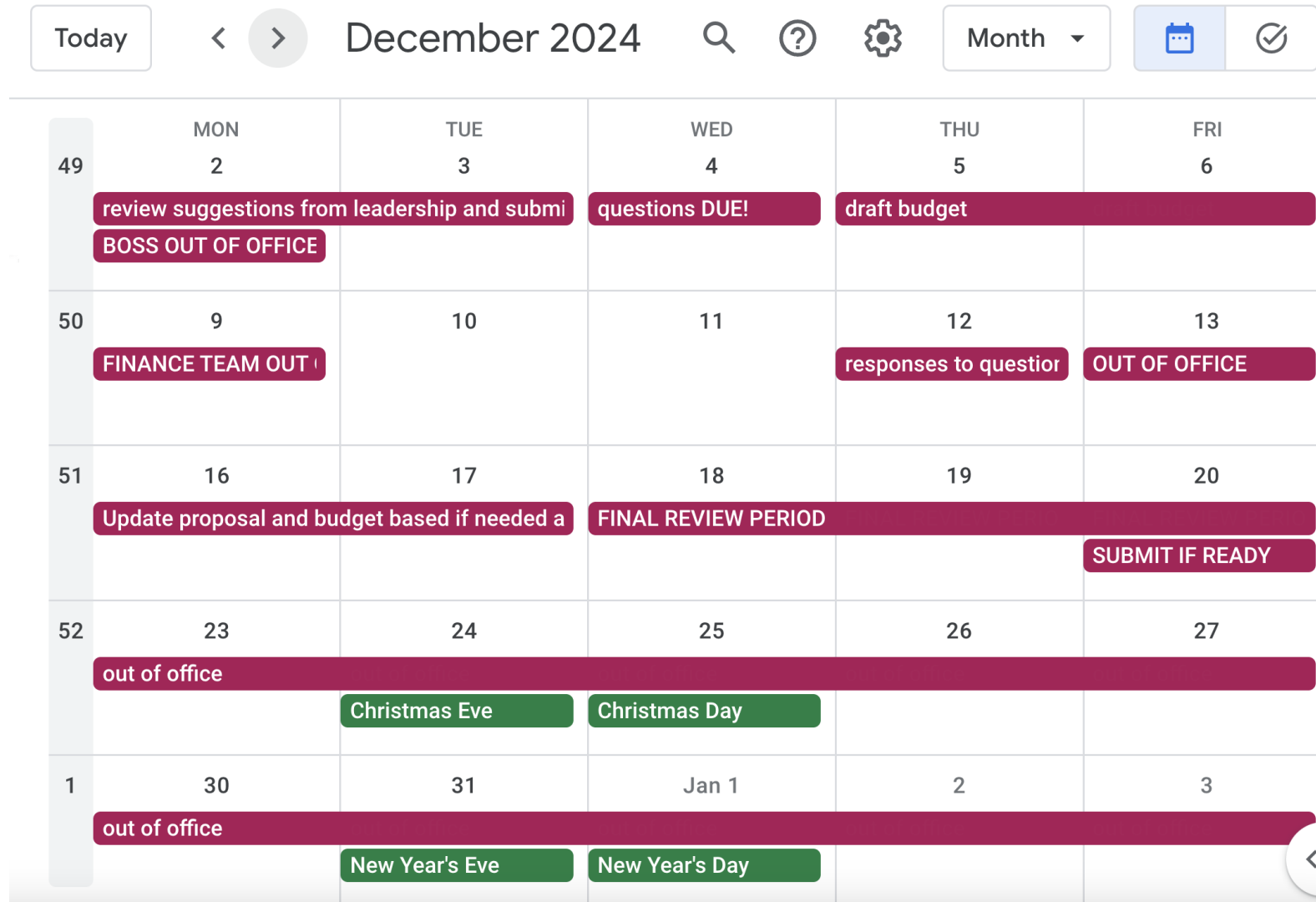


- ! Check your staff and team out-of-office and holiday schedules to make a plan for internal discussions, review periods, etc., around those holiday schedules and these deadlines.

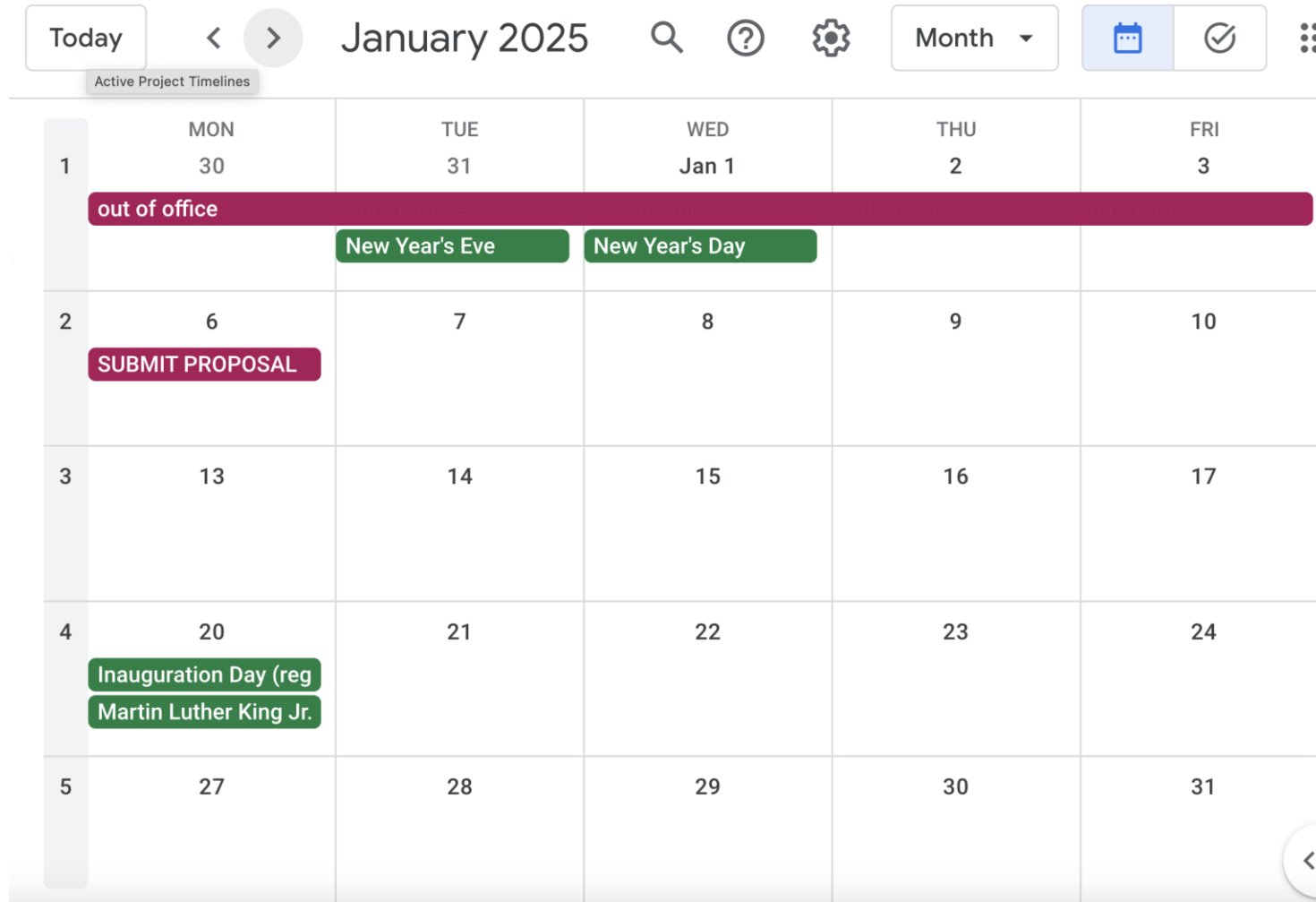
Example Timeline



Example Timeline



Example Timeline



Pro Tip!



Before submitting your proposal, run an extra proof against the grant guidelines and the Appendix A Application Checklist (*page 16 of the grant guidelines*)

APPENDIX A

Application Checklist

Applications Must Include:

Cover Sheet

The Air District's James Cary Smith Community Grant Program Cover Sheet must be completed and signed by a person with authority to legally bind your organization. Applications may be signed using a typed-in name. Although this cover sheet will not be scored, its completion is an application requirement. Please complete all sections not marked optional to help the Air District get to know your organization, and understand your proposed project design, goals, and funding request.

Proof of 501(c)(3) status for applicant or applicant's fiscal sponsor

Please provide verification of status as a valid and current United States Internal Revenue Code Section 501(c)(3) organization for the applicant or the applicant's fiscal sponsor.

Project Narrative - maximum 5 pages

1. **Project Summary**
2. **Community Description**
3. **Leadership**
4. **Measuring Success**
5. **Partnerships**

Project Budget

The budget will enable evaluators to better understand the scope and direction of the proposed project.

- Provide a full budget for the proposed project including costs for personnel, materials and supplies, broken out by year (if applicable).
- Please list any other funders for this project, including their total contribution (including in-kind), and indicate whether that contribution has been secured (in-hand), committed, requested or not yet requested. If that funding has not been secured, please provide a brief description of how the proposed project can be adjusted if the project is only supported by funds from this grant program.

Application Assistance



Grant guidelines are available in English, Chinese, Spanish, Vietnamese, and Tagalog.

The Air District will post a Frequently Asked Questions (FAQ) Document with responses to questions. The FAQ will be updated as questions are received, and the final version will be posted on December 12th at 5 pm.

For additional assistance in English, email:
communitygrants@baaqmd.gov

For additional assistance in Chinese, Spanish, Vietnamese, or Tagalog,
email: info@interethnica.com



Questions

communitygrants@baaqmd.gov

Evaluation Form



The Air District Wants Your Feedback!

https://docs.google.com/forms/d/e/1FAIpQLSdrs3E6qo1f8_rxjeSr0XcihdEFO8mQLu6RFkQ97YpVnuaw7A/viewform

Links



CalEnviroScreen 4.0: <https://arcg.is/abX4W>

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/>

Cover Sheet: https://www.dropbox.com/scl/fi/e2t0qt4lujclwfh6vmg3b/James-Cary-Smith-Grant_CoverSheet.pdf?rlkey=dni9441cc3445kq96y0voe70h&dl=0

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)

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

Evaluation Form:

https://docs.google.com/forms/d/e/1FAIpQLSdrs3E6qo1f8_rxjeSr0XcihdEFO8mQLu6RFkQ97YpVnuaw7A/viewform

Thank You



- Thank you for coming to our Tips and Tricks Webinar!
- Be sure to submit all questions no later than Wednesday, December 4, 2024 by 5:00PM PT.

