



# Town of Carrboro Green Neighborhoods Grant Program Guidelines and Application

Applications due **June 9, 2023, 3:00 pm**

The Carrboro Town Council accepted the Community Climate Action Plan (CCAP) in 2017 to expand the Town's existing climate action efforts and emphasize measures that community members can implement to help achieve greenhouse gas emissions reduction targets. The plan's goal is to raise the community's awareness and involvement in climate action and the enhancement of ecosystem resilience. In 2020, the Town updated the CCAP goals to recommend an 80% reduction of 2010 emissions levels by 2030. To achieve this goal, widespread community participation in every aspect of the plan is essential.

The Green Neighborhoods Grant Program seeks to benefit low-income households and residents of color by bringing neighbors together to pursue projects which will reduce greenhouse gas emissions and create natural areas that are more resilient to the impacts of climate change, ultimately benefiting the entire community.

## Grant Program Goals:

- Educate and empower neighborhoods to address climate change
- Build neighborhood capacity to engage in climate action
- Develop and enhance community and Town partnerships
- Leverage Town and neighborhood involvement and resources
- Distribute resources to low-income communities and communities of color who are disproportionately affected by climate change.

**Maximum grant amount: \$2,500.** Projects must be completed within eight months of grant being awarded. For questions and additional information, contact the Town's Environmental Sustainability Coordinator, Laura Janway ([ljanway@carrboronc.gov](mailto:ljanway@carrboronc.gov), (919) 918-7326).

## GUIDELINES

### Application Process:

#### 1. Prepare your application.

After reviewing the guidelines below, fill out the [application](#) that can be found starting on page 10 with your responses.

#### 2. Submit the application.

The Town prefers emailed applications. Submit completed applications as an emailed attachment to Laura Janway at [ljanway@carrboronc.gov](mailto:ljanway@carrboronc.gov). If necessary, applications can be mailed, dropped off, or faxed to:

Town of Carrboro  
Planning Department  
301 W Main St  
Carrboro, NC 27510  
Fax: (919) 918-4454

Late or incomplete applications will not be accepted.

## Definitions

1. Anthropogenic: Caused or produced by human activity.
2. Ecosystem resilience: A natural area's capacity to recover from damage or respond to changes in climate.
3. Formal Entity: An organization that is a legal entity to carry out specific lawful activities, e.g. an association, a trust, a proprietorship, a corporation, or an individual.
4. Greenhouse Gas Emissions: Gases including water vapor, carbon dioxide, methane, nitrous oxide, and ozone which absorb and emit radiant energy in earth's atmosphere. Anthropogenic greenhouse gas emissions such as the combustion of fossil fuels are one of the primary causes of global climate change.
5. Emissions Mitigation: Reducing the amounts of greenhouse gas emissions produced by anthropogenic activities in order to prevent increased impacts of global climate change.

## Eligible Applicants

- Neighborhoods must be located within Carrboro's Town Limits
- Applicants may request **up to \$2,500**
- Applicants may apply for funding in two consecutive grant cycles.
- Applicants who are not been awarded a grant will be provided with information from project evaluation (see Selection Criteria, page 5-7) to help develop a better application.

## Fiscal/Administrative Agent

- All applicants must designate an administrative and fiscal agent for their project.
- The agent must be a formal entity with a Federal Tax ID number, also known as an EIN. If the agent does not already have a Federal Tax ID number, they will need to will obtain one through a brief process –[IRS Federal Tax ID Number Application](#).
- The agent will be responsible for:
  1. Completing the grant application
  2. Executing the grant agreement with the Town
  3. Ensuring that grant funds are used in compliance with the grant agreement
  4. Making a report to the Town about the expenditures of the grant funds
  5. Providing the Town with a Federal Tax ID number.
  6. Submitting a signed letter of intent stating that they have discussed serving in this role for the project.
- If you need assistance designating an agent, please contact [ljanway@carrboronc.gov](mailto:ljanway@carrboronc.gov) for more information.

## Project Requirements

All projects must:

- Reduce greenhouse gas emissions, enhance ecosystem resiliency, or contribute to climate action awareness or engagement
- Be completed within eight months of grant award
- Be initiated, planned, and implemented by community members
- Obtain Town permits required for construction, if applicable.
- Group/fiscal agent must obtain insurance for project (See Forms of Liability Insurance and Minimum Policy Amounts Required, page 8)
- Any contractors must carry required insurance.

Examples of projects suitable for grant funds include the following categories from the [Community Climate Action Plan \(CCAP\)](#):

CCAP Category	Project Example
<b>Community Integration, Climate Action Awareness/Engagement</b>	<ul style="list-style-type: none"> <li>• Design educational campaigns—e.g., social media, yard signs</li> <li>• Create public art related to climate action</li> <li>• Design and implement educational youth programs related to climate action</li> <li>• Create a campaign to increase awareness and community engagement with additional climate-related resources and funding opportunities (e.g., Inflation Reduction Act Solar Tax Credit, Low-Income Home Energy Assistance Program, the B.W. Wells Stewardship Fund, etc.)</li> </ul>
<b>Building Energy Efficiency</b>	<ul style="list-style-type: none"> <li>• Create educational materials to help neighbors save energy in their homes</li> <li>• Create program to help neighbors obtain energy audits</li> <li>• Create neighborhood LED lightbulb replacement program</li> <li>• Change out hot water heater in HOA clubhouse</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Create neighborhood shared bicycle program</li> <li>• Develop bicycle maintenance or safety kits for neighborhood use</li> <li>• Design and promote weekly bike/walk to school days</li> <li>• Coordinate neighborhood carpool program</li> </ul>
<b>Renewable Energy</b>	<ul style="list-style-type: none"> <li>• Create educational campaign for neighbors to pursue solar</li> </ul>
<b>Ecosystem Protection &amp; Enhancement</b>	<ul style="list-style-type: none"> <li>• Plant or replace trees, create a community rain or pollinator garden</li> <li>• Create a neighborhood invasive species removal group</li> <li>• Set up a neighborhood composting site</li> <li>• Organize neighborhood waste reduction initiatives</li> <li>• Green stormwater infrastructure</li> <li>• Stream repair or buffer restoration projects</li> </ul>
<b>Food Choices</b>	<ul style="list-style-type: none"> <li>• Plant a community garden or build a community greenhouse</li> <li>• Hold a neighborhood climate-friendly food event</li> <li>• Create a campaign to educate neighbors on making climate-friendly food choices</li> </ul>

Projects which improve ecosystem resilience can be related to:

- Reducing stormwater impacts
- Increasing tree canopy and biodiversity
- Management of invasive plants
- Encouragement of native plants
- Creation and enhancement of pollinator habitat
- Management of organic waste
- Improving soil quality

The above list is not a comprehensive list of all eligible projects and activities that may be carried out to meet the stated goals of the program.

## Allowable Expenses

- Materials/Supplies: (e.g., construction or planting materials, non-alcoholic refreshments, etc.)
- Professional Services: (e.g., site planning, etc.)
- Other Project Expenses, if applicable: (e.g. permit fees, insurance, etc.)

### Grant funds may not be used for:

- Benefiting an individual or individual household
- Operating expenses, such as rent, utilities, insurance, or ongoing payment of an existing or new operating expenses
- Food and beverage costs that exceed \$250 (unless the project relates to food choices or gardening)
- Entertainment
- Political activities
- Salaries and wages

The Fiscal and Administrative agent is responsible for the management of grant funds.

- All grant funds remaining after completion of the project shall be returned to the Town.

## Attachments Required with Application

- Letter of Permission from property owner(s), if applicable (View Template)
- Fiscal and Administrative Agent Letter of Intent (View Template)
- Demographic Survey(s) (optional) (View Survey)

## Selection Process

1. **Staff Review and Comment:** Staff will review each application to ensure requirements are met
2. **Project Scoring and Decision:** Projects will be scored by Town staff and the [Climate Action Team](#) using the criteria below.
3. **Project Ranking:** All projects will be ranked by score and a recommendation will be made to staff for the award of grants for full or partial funding to the top-scoring projects. The Town has allocated \$25,000 in the FY22-23 budget to fund Green Neighborhoods Grants.
4. **Award Notification:** All applicants will be notified of grant decision.

5. **Grant Agreement:** All applicants awarded a grant will be required to enter into a Grant Agreement with the Town.

## Selection Criteria Summary

A project can be awarded maximum of **125-points**. Applications will be reviewed and evaluated applications according to the following criteria:

Criteria	Maximum points awarded
<b>Racial Equity and Environmental Justice</b>	30
<b>Project Impact</b>	20
<b>Project Planning and Design</b>	20
<b>Neighborhood Participation and Support</b>	20
<b>Project Engagement</b>	15
<b>Finances</b>	10
<b>First-Time Applicant</b>	10

### 1. Racial Equity and Climate Justice

Low-income households and communities of color are disproportionately impacted by the effects of climate change. These groups will continue to be increasingly vulnerable without resources to adapt to the changing climate.

Criteria	Maximum Points
Applicant engaged low-income households or communities of color when developing the project.	15
Households benefiting directly from the project exhibit a median home value below Carrboro's median home value (\$505,000) and/or a median rent below Carrboro's median rent (\$1,693/month).	15

### 2. Project Impact

Criteria	Maximum Points
Project reduces greenhouse gas emissions, increases the health and resiliency of ecosystems within the Town of Carrboro, and/or contributes to climate action awareness/engagement.	20

### 3. Project Planning and Design

Criteria	Maximum Points
Plan to accomplish project is clear, reasonable, and demonstrates the project can be completed.	10
Applicant provides specific outcomes and indicators of project success.	5
Project design and/or approach exhibits innovation	5

#### 4. Neighborhood Participation and Support

<b>Criteria</b>	<b>Maximum Points</b>
Project demonstrates widespread neighborhood support.	10
Project includes the active participation of neighborhood residents in all phases of project work.	10

#### 5. Project Engagement

<b>Criteria</b>	<b>Maximum Points</b>
Project can be used as a model for other neighborhoods to engage community members.	15

#### 6. Finances

<b>Criteria</b>	<b>Maximum Points</b>
Application presents a reasonable estimate of expenses.	5

#### 7. First-Time Applicant

<b>Criteria</b>	<b>Maximum Points</b>
Applicant has not received a Green Neighborhoods Grant from the Town in a previous grant cycle.	10

## Grant Awards

Grant recipients will be notified by June 16, 2023. The Town will disburse all but 90% of requested funding before project work begins. The final 10% of requested funds will be disbursed after the Final Report is received and approved by the Town.

## Final Report

After project work is complete, grant recipients must submit a final report detailing all accomplishments as well as 3-5 photos of the project (in progress and completed). Recipients must answer the following questions in their report:

- How were the grant funds used?
- How were community members engaged in project work?
- How many community members participated in project work?
- How were community members affected by project work?
- What did community members learn from their participation?
- How did this project contribute to greenhouse gas emissions reductions, ecosystem resilience, or climate action engagement/awareness?

## Timeline

Green Neighborhood Grant Program Timeline	
<b>Program Launch:</b>	May 1, 2023
<b>Outreach and Project Planning Period</b>	1-month period.  The Town will conduct public workshops and tabling to promote the program. The Town staff and Climate Action Team members will be available to assist with the planning process and questions that residents have when preparing applications.
<b>Application Due Date</b>	June 9, 2023 by 3 pm
<b>Town Review/Selection Period</b>	One-week Review/Selection Period
<b>Grant Awarding Date (90% Dispensed)</b>	June 16, 2023
<b>Neighborhoods Implement Projects</b>	Eight months (June 2023-February 2024)
<b>Project Completion Final Reports Due</b>	Monday, February 19, 2024
<b>Recognition Celebration</b>	Friday, March 10 <sup>th</sup> , 2024
<b>Final Town Approval (Final 10% Dispensed)</b>	Monday, March 18 <sup>th</sup> , 2024 (one month review period)

## Forms of Liability Insurance and Minimum Policy Amounts Required

Insurance	Limits
Worker's Compensation	Limits for Coverage A - Statutory State NC, for each employee Limits for Coverage B - Employers Liability of: \$1 million Each Occurrence \$1,000,000 BID <sup>2</sup> limit
Commercial General Liability	\$1 million Each Occurrence \$2 million Aggregate
Automobile Liability	\$1 million Each Occurrence  <i>*Only required for applicants doing travel as part of the agreement with the Town.</i>
Professional Liability	\$1 million Each Occurrence \$2 million Aggregate
Sexual Abuse & Molestation	\$1 million Each Occurrence \$2 million Aggregate  <i>*Only required for agencies doing direct work with minors (under the age of 18).</i>
Cyber Liability	\$1 million Each Occurrence \$2 million Aggregate  <i>*Only required for agencies transmitting personal identifiable information that is disseminated electronically</i>

### Non-Discrimination Statement

The Town of Carrboro considers grant applicants without regard to age, race, color, religion, sex, sexual orientation, gender identity, or national origin. The Town will consider racial equity and climate justice when reviewing project applications, as described above in the Selection Criteria.



# 2023 Town of Carrboro Green Neighborhoods Grant Program Application

## 1. First Steps to Apply

**First, talk to your neighbors to identify a community need and a project to address it.**

**Next, all applicants must designate an administrative/fiscal agent for their project, the “agent.”**

## 2. Project and Contact Information

**Project Title**

**Project Address(es)** *(Only addresses located within Carrboro’s city limits are eligible.)*

**Property Owner(s)** *(Required attachment: Written permission from the property owner(s) for this project.)*

**Agent Name** *(If your agent is an organization, please write the organization’s name)*

**Agent Phone Number**

**Agent Email**

**Federal Tax ID Number** *(If you do not already have a Federal Tax ID number, you will need to obtain one before execution of grant agreement.)*

**Project Description:**

Provide a brief description of your project (250 words or less) and anticipated outcome.

### 3. Racial Equity and Climate Justice

*Low-income households and communities of color are disproportionately impacted by the effects of climate change. These groups will continue to be increasingly vulnerable without resources to adapt to the changing climate.*

How many households will be directly engaged in the project? How many of these participating households are low-income households (households earning no more than 80% of the area median income – see chart below) or members of communities of color?

Household Size	1	2	3	4	5	6	7	8
Low-income limit	\$53,500	\$61,150	\$68,800	\$76,400	\$82,550	\$88,650	\$94,750	\$100,850

Please provide an estimate as to how many households exhibit a median home value below Carrboro’s median home value (\$505,000) or a median rent below Carrboro’s median gross rent (\$1,693/month).

### 4. Project Impact

Please select one or more of the following categories the proposed project will fulfill and provide a detailed description below:

- Reduce greenhouse gas emissions
- Increase the health and resiliency of ecosystems within the Town
- Contribute to climate action awareness/engagement

## **5. Project Planning and Design**

Outline a brief plan with steps that will be taken to accomplish your project, including an approximate timeline. Will your project exhibit any innovative techniques or methods?

*Note: Projects must be completed within eight months of grant being awarded.*

How will you measure success? Please describe how your project be maintained after work is complete.

## **6. Neighborhood Participation and Support**

Does your project demonstrate widespread neighborhood support? Describe how you will obtain the active participation of neighborhood residents in all phases of project work.

## 7. Project Engagement

How could your project be used as a model for other neighborhoods to engage community members?

## 8. Project Budget

*Projects can request may not exceed \$2,500.*

Name of Item / Service	Vendor	Cost per Item	Quantity	Total Cost
------------------------	--------	---------------	----------	------------

**Total Expenses:**

## 9. First-Time Applicant

Have you received a Green Neighborhoods Grant in a previous grant cycle?

Yes (If so, briefly describe your previous project and when you received the grant.)

No

## 10. Applicant Certification

By signing this application, I certify that the information contained in this application is true and correct to the best of my knowledge. I also acknowledge that the property owner has granted permission for the use of the property and submission of the request for grant funds.

I have read the Grant Program Guidelines and I agree to comply with the requirements of the Green Neighborhood Grant Program, that any funds received will be used only for purposes set forth herein.

**Applicant Name**

**Signature**

**Date**

**Please attach the following supporting documents to complete your application.**

- **Letter of Permission from property owner(s), if applicable (View Template)**
- **Fiscal and Administrative Agent Letter of Intent (View Template)**
- **Demographic Survey (optional) (View Survey)**