



enVision Montpelier: Mazer Grant Program Grant Description and Application Guidelines October, 2007

Summary

The Grant that the City has received from the Mazer Foundation provides funding to implement the recommendations that result from the stakeholder group's work in the five key areas of sustainable community development: social well-being, participatory governance, economic security, efficient services and infrastructure, and environmental integrity. Projects will include consideration of at least one these issues, and priority will be given to proposals that demonstrate strategic leverage toward changing the underlying systems at work in our city.

Changing systems involves more than direct service or problem-centered projects. One way to determine if your project meets this important goal is to ask whether what you are proposing creates a new way of doing things, rather than just patching up the old way so that it works better. Are you building on one of the city's assets, or spending a lot of time and energy fixing a "problem."

Grant Application Process

Individuals and organizations interested in applying for funding from the Mazer grant program are encouraged to contact the Department of Planning and Community Development for guidelines on the application process. A public meeting will be held on Tuesday, October 30, 2007 at 7:00 pm in City Hall to describe the program and the application process.

In general, applicants should complete the attached application form, narrative, budget, and required attachments and submit the materials to the Planning Department. The Planning Department will review the application and forward it to the appropriate enVision Montpelier committee(s) for review and recommendations. Once the committees have reviewed each application, they will be forwarded to the Steering Committee of the enVision Montpelier process. The Steering Committee makes the final recommendation to the City Council for projects to be funded.

There will be at least three grant rounds. The first deadline for grant proposals will be November 9 2007. Proposals submitted to the first round should not exceed \$25,000 per project. Proposals can be a range of sizes up to that limit; we expect a range from \$1,000 up. The second deadline for grant proposals will be March 1, 2008. Proposals submitted to the second round should not exceed \$10,000 per project. The third deadline for grant proposals will be June 1, 2007. Proposals submitted during the third round should not exceed \$25,000 per project.

Each application will be expected to demonstrate their positive, long-term impact on the city's residents, and projects should focus on Montpelier. Statewide projects with limited local impact will not be considered eligible. Applicant organizations may be located outside of Montpelier providing that the main benefits of the project are targeted at Montpelier residents. The grant application materials should be able to articulate what the benefits to residents are, and how the benefits will be maintained over time.

Goals and Objectives

The goals and objectives of the implementation grants are to:

- 1) Demonstrate measurable progress toward sustainability goals the city is trying to achieve, such as reduced carbon emissions, increased renewable energy production, reduced waste streams, increased social equity and participation in governance, poverty eradication, and improved eco-efficiency of city services and infrastructure. Each project needs to submit clear targets and indicators to be measured in the key community issue areas the project is addressing. Project leaders should plan to report on the progress of their projects to stakeholders and other city boards.
- 2) Secure a local match from other major stakeholders for each project proposed that represents at least 30% of the value of the project, including both cash and in-kind contributions.
- 3) Target projects that involve the youth in the community in the design and decision-making, to help young people here feel ownership of the city's future. Each project will have at least one youth representative from the community who is part of the decision-making and implementation process.

Example of an enVision Project

This is a short summary of a sample project that would meet the program objectives.

Composting for Local Food: Local high school students create a project for State Government to replicate the success they have had at the High School composting their food waste and using it to grow food for the cafeteria.

Goals of project: To reduce the waste from state government operations, and increase the amount of local food that state government buys and serves at their cafeterias.

Targets: 1) To get the estimated 1,000 state government employees who eat at the state cafeterias in town to compost their food waste. 2) To use the composted material to grow 200 pounds of fresh, organic greens for the state cafeterias.

Indicators: We will measure the number of employees composting their waste by doing periodic surveys at the cafeteria and monitoring the weight of compost that leaves the facility. We will measure the amount of local greens used by the food service employees using their purchasing records.

Systemic Impact: By introducing a composting program in State government, we will be changing the way the state processes their waste. We will also be raising awareness of the state employees about composting, and in the cafeteria workers about buying and using local food.

Progress toward citywide goals: Composting waste **reduces methane emissions** from landfills, which is the most potent greenhouse gas. It also **reduces the volume of the waste stream** as a whole. Buying local food **reduces the energy spent on food supply**, and organic food **provides people with a healthier lifestyle**.

enVision Montpelier Grant Application Form

PROPOSAL SUMMARY AND GENERAL INFORMATION

Project Name: _____

Date: _____

1. Name of organization, address, e-mail, phone, and web page (if applicable):

2. IRS 501(c)(3) nonprofit? (Please circle) **YES NO**

- If you do not have official non-profit status, please identify your fiscal agent and attach the written agreement from the fiscal agent.

3. Contact person and title: _____

4. **AMOUNT REQUESTED:** \$ _____

5. State your organization's mission:

ORGANIZATION INFORMATION

6. Total number of board members: _____ Total number of volunteers: _____

7. Total number of staff: Full-time _____ Part-time _____

8. Total annual organizational budget: \$ _____ Fiscal Year End ___/___/___

9. Project budget total: \$ _____

10. The period this grant will cover: ___/___ to ___/___

11. Please give us a brief summary of your organization's history and key achievements:

12. Please draft a short summary of the project, including the results you hope to achieve, the people who will benefit, and the activities to be undertaken.

13. Please address the objectives and criteria the City has established for the enVision grants.

PROPOSAL NARRATIVE

Please provide the City with no more than ten pages of information that addresses the information requested below.

Profile of your organization and of your request

1. Describe the community or regional need(s) and/or challenges that this effort will address. What is the level and nature of involvement of the community? of Youth?
2. Description of the project that includes goals, targets, indicators, and systemic impact.
3. Specific activities and timetable for meeting your stated goals.
4. Future plan for sustaining this effort and strategy for building your funding base.
5. If applicable, identify organizations that you collaborate with to address the issue(s) in this proposal.

Project Monitoring and Evaluation

1. Define your criteria for success for the organization and the project.
2. State how you will measure your success in the short-term and in the long-term.
3. What tool(s) will be used to evaluate your program or organization?
4. What is your strategy for implementing the evaluation process?

ATTACHMENTS: All of the following attachments must accompany the proposal

1. If applicable, the IRS letter confirming tax-exempt status of the organization or the fiscal agent.
2. Current board list with relevant background, affiliations, town residence, and number of times a year it meets
3. Financial information:
 - a. Total board approved organizational budget for the fiscal year(s) (see page 4 for details)
 - b. Most recent independent audit or account review (as required by law)*
 - c. Year-to-date financial statement for the current fiscal year
 - d. List other companies and foundations being approached to fund this proposal, with dollar amounts indicating which sources are committed, pending, or anticipated.

PROPOSAL BUDGET/BUDGET NARRATIVE

2 PAGES MAXIMUM

1. Time period budget covers:
2. Revenue: provide a line item revenue statement for all applicable budget categories.

a. Grants and Contracts

- * Local Government
- * State Government
- * Federal Government
- * Foundations and Corporations
- * United Way and Other Federated Campaigns

b. Other Fundraising and Earned Income

- * Individuals
- * Events

c. Earned Income

- * Publications and Products
- * Membership Income
- * Fees

3. Expenses: provide a line item expense budget, with narrative footnotes for those applicable items, which need further explanation. Typical line items might include:

- | | |
|-------------------------|----------------------------------|
| * Salaries | * Telephone and Fax |
| * Payroll Taxes | * Postage and Delivery |
| * Fringe Benefits | * Rent |
| * Professional Fees | * Utilities |
| * Insurance | * Maintenance |
| * Travel/Transportation | * Evaluation |
| * Equipment | * Staff Development and Training |
| * Supplies | * Child Care |
| * Printing and Copying | * Administrative Overhead |

4. Source of Cash Match
A 30% match that includes cash and in-kind contributions is required. Please identify the sources of other support for the project.

5. In-Kind Support

BUDGET WORKSHEET

Time Period Budget Covers: _____

#	Line Item	Assumptions	Costs
	Revenue		
	Grants & Contracts		
	Mazer Grant		
	Other Grants		
	Fundraising		
	Events		
	Donations		
	Program Income		
	Membership Income		
	Product Sales		
	Fees		
	Expenses		
	Personnel Costs		
	Salaries		
	Benefits		
	Equipment		
	Materials and Supplies		
	Communications		
	Postage		
	Phone and Fax		
	Electronic Media		
	Printing		
	Professional Services		
	Legal and Insurance		
	Office Costs		
	Rent		
	Utilities		
	Maintenance		
	Staff Training		
	Travel and Transportation		
	Child Care		
	SUBTOTAL		
	Indirect Costs		
	TOTAL		