



New York State Pollution Prevention Institute

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2009-2010 NYSP2I COMMUNITY GRANTS PROGRAM

The *mission* of the NYSP2I is to provide a state-wide, comprehensive and integrated program of technology research, development and diffusion, and outreach, with training and education aimed at making New York State more sustainable for workers, the public, the environment and the economy. Rochester Institute of Technology along with Rensselaer Polytechnic Institute, Clarkson University, and the State University of New York at Buffalo as well as the 10 Regional Technology Development Centers, comprise the newly formed *New York State Pollution Prevention Institute* or the NYSP2I.

As a component of the NYSP2I's mission, it is important that communities throughout New York State partake in this effort. One way to facilitate community involvement is through a grants program. Prior research shows that grant programs have been extremely successful in other states in developing highly innovative, high-impact, pollution prevention (P2) initiatives that have led to measurable outcomes and increased awareness.

The NYSP2I is pleased to invite proposals from community organizations, municipal departments, and other public sector and non-profit entities for support under the *Community Grants Program*. The proposed goal of this program is to provide financial and technical support for projects that raise awareness and understanding of pollution prevention practices and lead to implementation at the local level. The goal includes the overall improvement of the health, environmental quality and economic vitality of New York State communities. Applications for the program may be obtained on the New York State Pollution Prevention Institute web site at: www.nysp2i.rit.edu.

Applications sent via US Postal Service must be postmarked by October 16th, 2009. Applications sent via courier or electronically must be received by NYSP2I by 5pm EST on October 16th, 2009. Late applications will not be accepted.

Mail or email a completed application along with a Proposal Cover Sheet and Budget Page to:

New York State Pollution Prevention Institute
Attention: Erica Flores
111 Lomb Memorial Drive
Bldg 78, Room 2000
Rochester, New York 14623
nysp2i@rit.edu

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and the 10 Regional Technology Development Centers

New York State Pollution Prevention Institute

2009-2010 Community Grants Program

The following information describes which organizations and projects are eligible, including the grant application, process description, and proposal guidelines.

Eligible Organizations

Organizations that are eligible for a grant under the ***Community Grants Program*** must either be a community organization or local government agency as described below.

Community organizations are any non-profit group based in New York State that conducts the majority of its work within the State. Eligible organizations may include, but are not limited to: organizations with a focus in environmental, public health or occupational health protection; neighborhood associations; environmental justice organizations; community development corporations; health centers; local unions and labor organizations. Community organizations do not need to be 501(c)(3) organization however, *all community organizations must submit a W-9 form with their application.*

Local government agencies consist of offices or departments of a city, town, county, or primary and secondary school in New York State. Specifically these may include but are not limited to: local environmental agencies, boards of health, departments of public works, local emergency response offices, town commissions, planning and zoning boards, libraries, and schools.

Eligible Projects

Overall, the goal of the ***Community Grants Program*** is to provide support for projects that raise awareness and understanding and lead to implementation of pollution prevention practices and/or behaviors at the local level with the goal of improving the health, environmental quality and economic vitality of New York State communities.

For the NYSP2I, Pollution Prevention is defined as a strategy for environmental, health and safety improvement and improved efficiency that focuses on reducing the use of hazardous materials and the generation of hazardous wastes as well as reducing energy and resource consumption.

Eligible grant projects must meet the following criteria and guidelines to be considered:

- ✓ Increase awareness, understanding and/or lead to implementation of pollution prevention practices and/or behaviors within a target audience at the community or municipal level

New York State Pollution Prevention Institute

2009-2010 Community Grants Program

- ✓ Result in one or more concrete deliverables such as, but not limited to, training or public education workshops; demonstration projects; implementation of a new policy, technology or practice; creation and dissemination of brochures, videos or a website.
- ✓ Will be completed within the time period of the grant cycle (November 10th, 2009 – July 31st, 2010) and in accordance with the budget guidelines provided below.

Preference will be given to projects that:

- ✓ Utilize partnerships and collaborations with other organizations
- ✓ Demonstrates a broad impact
- ✓ Are replicable and transferrable to other organizations
- ✓ Can demonstrate funding from additional sources

Past projects include:

- ✓ Workshops involving procurement locally and Green Product Certification
- ✓ Disseminating pollution prevention environmental health messages
- ✓ The creation of resource materials, such as *A Green (Film) Production Guide and Green Film Vendor List*
- ✓ Community outreach projects responding to community concerns
- ✓ Providing education to school-aged children regarding pollution prevention

Projects that **cannot** be funded under the Community Grants Program are:

- ✓ Projects that do not meet the definition of or are not focused on Pollution Prevention. Ineligible projects include recycling, pollution control, or waste management.
- ✓ Lobbying or enforcement activities
- ✓ Projects conducted solely by a for-profit organization
- ✓ Purchase of equipment, machinery, land, renovation, or construction costs

Budget Guidelines, Size of Awards, and Distribution of Monies

The following describes the budget responsibilities, size of awards and an *estimated* schedule of distribution of monies.

Budget Responsibilities: Grant recipients will be required to establish and maintain complete and accurate records pertinent to the performance of the funded program. Expenses must be auditable to their original source and documentation must be maintained. Grant recipients will be required to provide periodic financial status reports, including back-up documentation for all expenses.

New York State Pollution Prevention Institute

2009-2010 Community Grants Program

The following costs are unallowable:

- Alcoholic Beverages
- Entertainment
- Goods or services for personal use
- Cost of selling or marketing products

Overhead Costs (Finance & Administrative Costs): Overhead recovery will be limited to 5% of Total Direct Costs.

NYS Standard Terms and Conditions will be applicable to this grant and can be found at: <http://www.ogs.state.ny.us/procurecounc/pdfdoc/appendixa.pdf>

Travel costs are allowable in accordance with NYS travel guidelines and can be found at: <http://www.osc.state.ny.us/agencies/travel/travel.htm>

Size of Awards: An organization may submit more than one application. However, each application must be for a specific project, although the project may contain several elements. Grant awards will typically not exceed \$15,000 per project.

Distribution of Monies: Organizations will submit invoices to the NYSP2I quarterly. Once an invoice has been approved, it is anticipated that payment will be made within 30 days.

Deliverables, Reporting and Evaluation

Kick-off Meeting: A *mandatory* project kick-off meeting is scheduled for **November 10th, 2009** (location to be determined). At this meeting, a review of project expectations will be discussed as well as detailed information regarding budget and payment dates. Please be prepared to include finance personnel at the mandatory meeting as pertinent budget information will be discussed. The meeting will also be accessible via teleconference.

Interim Reports: The grantees will be required to submit **two (2) Interim Progress Reports**. The interim reports must include an updated project description, a list of project deliverables and their completion status to date, a list of milestones remaining to be undertaken in the remaining months, and outline of goals and objectives since the project started. The reports are due on the following dates:

- March 26, 2010 – First Interim Report Due
- June 25, 2010 – Second Interim Report Due

New York State Pollution Prevention Institute

2009-2010 Community Grants Program

Each project will have a conference call scheduled during the *last week in March 2010* to discuss project status. NYSP2I reserves the right to request *additional* progress reports or conference calls during the project.

Deliverables & Metrics: Throughout the grant period, grantees will be required to track and submit the following metrics:

- Trainings, workshops, meetings, conferences and/or roundtables conducted (any planned event drawing attendance from multiple facilities and designed to disseminate P2 information)
- Number of attendees at each session (any training provided by a client to others)
- P2 Information developed (any publication designed to disseminate to inform others about P2)
- P2 Information distributed
- Number of clients reporting that they implemented P2 suggestions (requires follow-up)
- Number of clients reporting adoption of P2 policies
- Number of clients reporting increased awareness and understanding of P2 opportunities
- Any measurable environmental outcomes such as pounds of waste or emissions reduced

Grant recipients will be required to produce one or more project deliverables appropriate to the project. As mentioned above, progress reporting is critical throughout the life of the project. Payments will be tied to progress reports and deliverables.

Final Report: The Final Report will be due within 30 days of project completion (no later than December 14, 2010).

Prior to Public Dissemination: All project materials paid for or developed under the Community Grants program must be submitted to the NYSP2I for review and approval prior to public dissemination. Materials must include the NYSP2I logo as well as 'disclaimer verbiage' from the NYS Department of Environmental Conservation.

New York State Pollution Prevention Institute

2009-2010 Community Grants Program

The NYSP2I will evaluate all project results, including an evaluation of whether the goals of the project were achieved and whether the grantee complied with all of the requirements of the grant program. The grantee will be given the results of this evaluation.

NYSP2I Support

In alignment with our mission and overall goal for the Community Grants Program, the NYSP2I will provide training as well as technical, outreach and press-related support to the grantees, including assistance in completing the grant application itself. Additional information regarding frequently asked questions and answers will be posted on the NYSP2I website.

Application Timeline

Applications sent via US Postal Service must be postmarked by October 16th, 2009. Applications sent via courier or electronically must be received by NYSP2I by 5pm EST on October 16th, 2009. Late applications will NOT be accepted. The NYSP2I Community Grants award announcements will be made on or about October 28th, 2009. Work may begin once the applicant is officially notified in writing by New York State Pollution Prevention Institute and the Community Grant Program Agreement is fully executed. The Agreement will include the required elements described below and terms and conditions for payment.

Application Format

- A. Executive Summary:** one page overview to include the following:
 - a. the organization
 - b. the program for which funds are being requested
 - c. the full amount requested

- B. Organization Background** (maximum 1 page)
 - a. Describe your organization (history, mission, accomplishments, etc.
 - b. Describe the project leader (include title and contact information) and participating staff's background and capabilities
 - c. Community organizations do not need to be 501(c)(3) organization but *must submit a W-9 form.*

New York State Pollution Prevention Institute

2009-2010 Community Grants Program

C. Project Description (maximum 2 pages)

- a. What are your goals and objectives of the project?
- b. What environmental issue(s) are you addressing?
- c. Who will participate in developing/implementing the project?
- d. Who or what will be affected, trained and impacted by the project and how?

Timeline

- a. Outline project milestones (indicate start and completion date)

Budget

- a. How and for what will the grant monies be used?
- b. A brief description and justification of expenses.

Letter of Support

A letter of support from a government body, educational institution or other established entity supporting the grant application is recommended.

D. Attachments

- a. Appendix A: Community Grants Program Proposal Cover Page
- b. Appendix B: Community Grants Program Budget Page