



Sustainable Communities Grant Program Funded by Atlantic City Electric 2024 Application Information Packet

NOTE: Each entry in the Table of Contents is hyperlinked to allow this packet to act as a reference tool

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Sustainable Communities Grant Program Funded by Atlantic City Electric

Announcement Date: Thursday, April 25, 2024

Application Due Date: Thursday, June 27, 2024

Questions: Email grants@SustainableJersey.com or call Kaitlyn Vollmer on 609-771-3189. General questions regarding the Sustainable Jersey Program should be directed to info@SustainableJersey.com or Maureen Jones on 609-771-2938.

A. Overview

Atlantic City Electric and Sustainable Jersey are pleased to announce the fifth year of the Sustainable Communities Grant Program. Atlantic City Electric values the environment and is always working toward delivering a cleaner and brighter future for communities. That is why it is contributing another \$35,000 to support municipal environmental stewardship and resiliency projects in its service territory. With this contribution, Atlantic City Electric has provided \$310,000 in funding for the program.

For Atlantic City Electric and its parent company Exelon, diversity, equity and inclusion are core foundational values both in the workplace and in outreach to the people it serves. The company strongly encourages underrepresented communities to apply for the Sustainable Communities grant. Prospective applicants are encouraged to consider collaborating with neighboring municipalities and/or local non-profit organizations to propose projects with regional implications and benefits.

The **Environmental Stewardship Grants** are intended to help municipalities plan for, protect and improve public spaces such as local parks, natural areas, and recreation resources. In addition, grants can be used in combination with other funding sources to cover a portion of the expenses associated with developing and/or supporting their open space programs not otherwise covered by state or county programs. The following number of grants will be awarded:

Environmental Stewardship Grants

- Five (5) \$5,000 grants

The **Resiliency Grants** will be awarded for projects that enhance a municipality's capacity to prevent and respond to catastrophic events and emergencies:

Resiliency Grants

- Two (2) \$5,000 grants

ONLINE Applications are due by Thursday, June 27, 2024. Email submissions of grant proposals will NOT be accepted. All applications must be submitted online using the link below:

<https://webportalapp.com/sp/sustainable-communities-grants>

The grants will have a 12-month performance period. Notification of grant awards will be made by late August. A grant announcement event will be held in late September. A final grant report will be due on October 31, 2025.

An informational webinar will be held on **Monday, May 13, 2024, from 1:00 pm to 2:00 pm**. The webinar will include an overview of the program, a demonstration on how to use the online application portal and the ability to ask questions about the program. Register [here](#) for the webinar.

B. Eligibility Requirements

Municipalities not meeting the following eligibility rules are not eligible to apply for a grant. Sustainable Jersey staff will verify the information provided. Applicants that do not meet the eligibility requirements will not be considered for an award.

IMPORTANT NOTE: Projects already underway or completed are not eligible for funding. Funding cannot be used to reimburse municipalities who have already spent funds on the proposed project. It can be used for project expansions that have not yet been funded or “phase 2” of a previous project.

Standard Eligibility Rules

To be eligible to apply for a grant in this cycle, the following requirements must be met:

- It is a New Jersey municipality located in Atlantic City Electric service territory (see [Attachment 1](#)).
- The applicant must either be [registered](#) or [certified](#) with the Sustainable Jersey program

Additional Eligibility Rules for Previous Grant Recipients

- Previous Sustainable Jersey grant recipients are eligible to apply for these grants. However, previous grants must be **closed** or open grants must be **up to date with the reporting requirements**.

Limitations on the Number of Application Submissions

- A municipality is eligible to apply for **one** Environmental Stewardship Grant and **one** Resiliency Grant. However, only one grant will be awarded to a municipality.

C. Use of Grant Funding

Matching or in-kind contributions (including volunteer time) are encouraged, but not required. Funding can be passed through to a non-profit, partner organization, or contractor, but the municipality must be the applicant and will be responsible for the reporting requirements. Checks will be made payable to the municipality and sent to its fiscal agent.

Staff time for municipal or authority employees for any aspect of the project and basic operating expenses are not eligible expenses.

Environmental Stewardship Grants

The program provides \$25,000 in grants of \$5,000 each to municipalities for projects focusing on open space preservation, improvements to park and recreation resources, and environmental conservation. The property and/or facility must be open to the general public and dedicated as open space or for passive recreation.

Eligible activities include:

- Developing or updating open space plans
- Improving applicant-owned open spaces such as meadows, woodlands, and riparian buffers or capital improvements for passive recreation such as installing recreation trails, boardwalks, informational kiosks, and observation platforms
- Acquisition of parcels of land to be used for open space or conservation easements

Eligible expenses include:

- Professional service fees
- Costs associated with obtaining public input on plans such as hall rental, advertising, printing
- Materials and equipment
- Expenses that support the acquisition (by purchase or donation) of open space or conservation easements such as land cost, development rights, legal or consultant fees, surveying, environmental assessments, appraisals, etc.

Resiliency Grants

The program provides \$10,000 in grants of \$5,000 each to municipalities for projects that enhance a municipality's capacity to prevent and respond to catastrophic events and emergencies.

Eligible activities include:

- Implementation of strategies to minimize the impact of severe weather events, natural disasters or other emergencies impacting the environment
- Emergency operations planning, training, and community outreach
- Purchase of supplies and equipment needed to respond to emergencies including energy storage and stationary or mobile solar

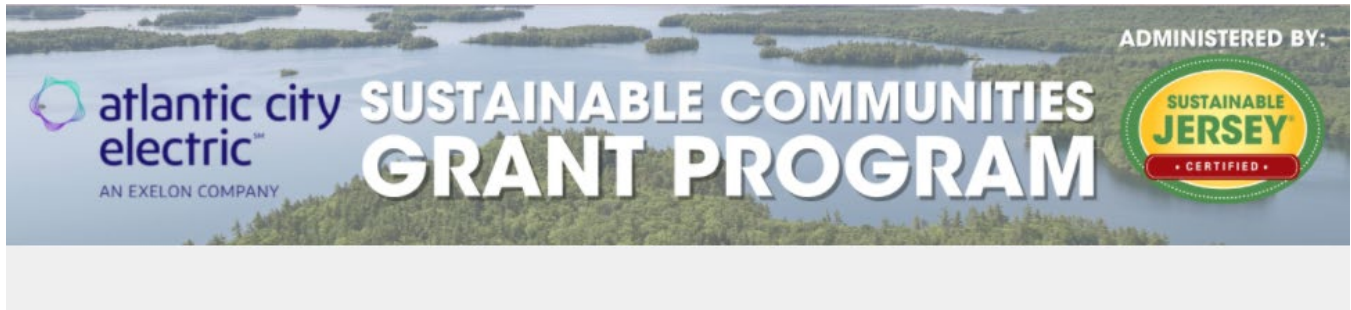
Eligible expenses include:

- Professional service fees
- Costs associated with implementing public outreach and education efforts
- Materials and equipment

D. Online Application Portal

The municipal grant applications can be accessed using this link, which will take you to this landing page:

<https://webportalapp.com/sp/sustainable-communities-grants>



Grant Account Information

A municipality should use one account to submit its grant applications with.

A grant account should not be set up by a consultant or a partner organization. A municipal employee or elected/appointed official, such as a green team member or councilperson, (whoever plans on being the primary contact for the grant) should create the account—that account can then be used

Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up

Applications must be submitted using the online application portal by 11:59 PM on **Thursday, June 27, 2024**. At that time the portal will close. Only online application submissions will be considered for funding.

You may save your work, log out, and resume your in-progress application at any time by using the login feature. Even if you submit the application, you will still be able to access it up until the application deadline. Drafts of the application will automatically save every 5 minutes and a "save draft" button is available at the end of the application form. You are encouraged to manually save your application when you are logging out or stepping away from working on it.

Creating an Account

STEP ONE: First, if you **did not use Sustainable Jersey’s new grants portal to submit an application for a previous funding opportunity**, then you must **sign up** for an account. **Be sure to record the email address and password you used.** Grant recipients will need that information to log into the system to complete the required reports. The person signing up for the account will be considered the grant’s **primary contact**. Sustainable Jersey will direct all communications about the grant application to this person. This account can be used to submit up to two municipal grant applications (applications for one Resiliency grant **AND/OR** one Environmental Stewardship grant).

STEP TWO: After signing up for your grant account, you must create a profile before moving forward with filling out the grant application sections. Click “Create a Profile to Get Started” to access the Profile form.

Thank you for signing up for a Sustainable Jersey Grants Program account! As the **primary grant contact**, you will use this account to submit grant applications and, if any of your applications are selected for funding, the required reporting requirements. Before moving forward with a grant application, you must first create a Profile for your grant account.

Please click “Create a Profile to Get Started” to begin. You can always edit your Profile by clicking “Edit”.

You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)

STEP THREE: Fill out the Profile sections. **Please note that the primary contact must be a municipal staff member or an elected/appointed official (green team member/volunteer). It cannot be a consultant.** If a consultant is responsible for completing the grant application, they should submit the application under an account owned by the primary grant contact.

Primary Application Contact

This is the primary person Sustainable Jersey will correspond with regarding this application and any subsequent award. The primary contact must be a municipal staff member or an elected/appointed official (green team member/volunteer). It cannot be a consultant.

Name *

Title *

Organization/Municipality *

Phone *

Please do not include parentheses () or dashes (-)

Phone Number Extension

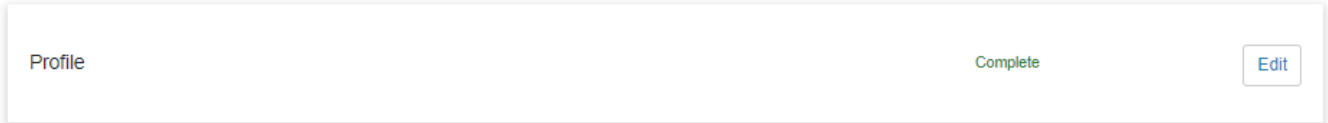
Email *

STEP FOUR: After filling out the profile form, you will be able to access the actual grant application. Click “Get Started” to access the application form. You are now ready to complete the different application sections.

Thank you for signing up for a Sustainable Jersey Grants Program account! As the primary grant contact, you will use this account to submit grant applications and, if any of your applications are selected for funding, the required reporting requirements. Before moving forward with a grant application, you must first create a Profile for your grant account.

Please click “Create a Profile to Get Started” to begin. You can always edit your Profile by clicking “Edit”.

You cannot move forward until you have completed your Profile.



Thank you for filling out the profile form for your grant account. Below you will find buttons that will allow you to do the following:

- Use the “get started” button to create a new grant application for the 2024 Sustainable Communities Grant Program funded by Atlantic City Electric
- Complete the reporting requirements associated with an awarded grant
- Download a copy of any application that was submitted (follow the instructions available [here](#))

Note that any grant applications that were submitted in previous cycles of the Sustainable Communities Grant Program will appear, including applications that were selected for funding and have reporting requirements. All new applications will be labeled with the program year and grant type – amount.



E. Grant Application Form Sections

The grant application is broken into two sections. You will only be able to access the next section after completing the previous section. However, you will be able to access any completed section up until its completion deadline, meaning you can make changes even after submitting and go back to update information in earlier sections. For example, if you submit Section One: Atlantic City Electric Grant Proposal, but then get an additional letter of support that you want to add to your application, you can click “edit” and then add the new documentation up until the June 27 application deadline. If editing an already-submitted section, you must make sure to click the green “submit” button again once finished.

If you plan on applying for both a Resiliency and an Environmental Stewardship grant, you will need to submit two separate grant applications.

Applications must be submitted using the online application portal by midnight 11:59 PM on **Thursday, June 27, 2024.**

Section One: Atlantic City Electric Grant Proposal

Complete this form requesting information on your municipality's requested grant type (Resiliency or Environmental Stewardship), funding amount and information on the proposed grant project.

I. Grant Type and Requested Funding Amount

Before moving forward with the application, you must first select the grant type and funding amount that you are applying for. This will populate the form with questions specific to that funding amount.

Which type of grant are you applying for? (Choose One)

- Environmental Stewardship Grant - \$5,000
- Resiliency Grant - \$5,000

II. Sustainable Communities Grant History

How it Affects Your Eligibility

Previous recipients of Sustainable Communities grants can apply for another grant in the current cycle even if their project is not yet complete. As long as the project is completed by the **end of July**, the grant application will still be considered.

Other Sustainable Jersey Grants

Open grants awarded through the Sustainable Jersey Grants Program **do not affect** an applicant's eligibility to apply for a Sustainable Communities grant. These grants include those made available through funding from the PSEG Foundation and the Gardinier Environmental Fund. Only open Sustainable Communities grants funded by Atlantic City Electric will affect an applicant's eligibility to receive a new grant.

What You Can Do to Become Eligible

If your municipality currently has an open Sustainable Communities grant affecting its eligibility, it can be closed out by submitting a final report. Grants can only be closed out when a project is completed and all funds have been spent. More information on reporting requirements can be found [here](#).

Submitting a Final Report

Previous grantees must submit the final report for the municipality's grant [here](#) via the online Sustainable Communities grant portal. To do so, the primary grant contact must log into the municipality's Sustainable Communities grant account and click on the previous grant application. If the primary grant contact has changed, please reach out to Sustainable Jersey with the email address of the new primary contact so that the municipality's account information can be updated and the new primary contact can use their email address to login.

NOTE: 2020 Sustainable Communities grant recipients must submit the final report using the report form found [here](#).

III. Applicant Information

Provide information on the municipality applying for the grant.

- **Municipality Name and County**

Search for your municipality name from via the search bar and this information will auto-fill. Please note that municipalities with the same name may have to try clicking on more than one name before finding the one assigned to the correct county.

Only municipalities within Atlantic City Electric territory are eligible to apply. If your municipality is not eligible, it will not be available to choose from this list.

- **Municipal Employer Identification Number (EIN)**

Ask your fiscal contact, typically the business administrator, for this number. Please do not include dashes when you add it to the online application form.

- **Current Status in the Sustainable Jersey program.** Municipalities must either be **registered or certified** in the program to be eligible to apply. Use the Participating Communities map [here](#) to check your municipality's current program status. Find the name of your municipality using the "List View". Review the status types below:

Not Registered

If your municipality is not listed, that means it is not registered and must do so in order to be eligible to apply for grants (see instructions on how to register [here](#)). Questions on how to register can be directed to Maureen Jones at 609-771-2398 or at info@sustainablejersey.com.

Registered

If your municipality's name is listed but the certification column is blank, that means the municipality is registered.

Currently Certified

If the certification column says "Bronze" or "Silver," that means your municipality is currently certified.

IV. Application Contacts

All application contacts will be notified once a final decision on the grant application is made. Provide the name, title, phone number, phone extension number (if applicable), and email address for each of the following:

- **Mayor**

- **Fiscal**

The fiscal contact must be a person (typically the Business Administrator) authorized by the municipality to manage official municipal funds. Please also provide the mailing address of your business office.

- **Media (Optional)**

In all likelihood, your media contact will be the person responsible for the promotion of your project with the community and news outlets.

V. **Grant Proposal**

The applicant must provide the following information about the project:

- **Project Title and Brief Description:** Provide a name for the proposed project and a short description (limit to 300 words). The description should be concise and focus on the specific effort that the grant will be used to support. This description will be used in program reports and communications materials.
- **Project Team:** Upload a list of the key people who will be involved in completing the proposed project that includes each person's name, organization, position (title), and other experience relevant to the completing the project (i.e. the green team member on the team is also a certified Master Gardener and will use these skills when helping create the community garden).

When forming the project team, consider reaching out to community members such as school green teams; municipal and county agency staff; and representatives from civic or community-based organizations, non-profits, professional organizations or local colleges and businesses who could be a valuable resource for the project. Also be sure to include representation from stakeholder groups that will be involved in or impacted by the implementation of the proposed project, including interested residents.

- **Action Plan and Timeline:** Create an outline of the specific steps your team will take to complete the proposed project. These steps include project planning, implementation, community engagement, promotional activities and evaluation. Identify the estimated target completion date for each step to ensure the project can be accomplished by the end of the grant performance period (12-months). Adjustments can be made to the timeline after the grant is awarded or you can use "month one, month two" in lieu of actual dates, just noting that the project will begin after the time of award (starting in early October 2024 is suggested) and end at the time the report is due (end of October 2025).

Ribbon cutting ceremonies or milestone events should be identified. An action plan template is available [here](#) and is shown in [Attachment 2](#). It is also available as a Google Doc [here](#). If using the Google Doc version, please note that it is "View Only" and that you will need to make sure to copy the form by clicking "File" and then "Make a copy" in order to be able to edit (fill out) the form. Adjustments can be made to the timeline after the grant is awarded.

- **Community Engagement:** Describe how the proposed project will capitalize on collaborations between community stakeholders including staff, residents, and representatives from community-based organizations (i.e., school green teams, municipal and county agencies, civic

or community-based organizations, non-profits, professional organizations and local businesses).

Also include plans for sharing information on the project with the greater community. This can include plans to hold a “ribbon-cutting” ceremony, create project signage, give presentations to the governing body, distribute printed communications, create website content, and create social media postings. It is recommended to work with the grant media contact to develop a strategy to promote the completion of the grant through the community and local media. Promotion of the grant should include both the [Atlantic City Electric](#) and the [Sustainable Jersey](#) logos. Social media posts should tag the grant sponsor accounts and utilize the #sustainablecommunities hashtag.

- **Project Impact and Evaluation:** Describe why this project is important for your municipality and how it addresses a specific need identified as a priority in the community. Explain how the project developed from an idea to a grant application—include information on any past initiatives that lead to this effort, who was involved in the process, and why this project was specifically chosen to address the identified need. Be sure to highlight traditionally underserved and vulnerable populations who will benefit from it and provide supporting documentation.

This grant does not require a rigorous or formal evaluation process, however, grant recipients are expected to report on specific and/or measurable results or outcomes and other non-quantifiable impacts on the community. Estimate who (staff, residents, etc.) and how many will benefit from the proposed project.

- **Budget Narrative and Detailed Project Budget:** The purpose of the Budget Narrative is to explain what the grant funds will be used for. The Detailed Project Budget is an itemized list of all project expenses by category. A sample budget template is available [here](#) and is shown in [Attachment 3](#). The template is also available as a Google Sheet [here](#). If using the Google Sheet version, please note that it is “View Only” and that you will need to make sure to copy the sheet by clicking “File” and then “Make a copy” in order to be able to edit (fill out) the sheet.

Eligible Expenses

Only eligible expenses can be paid for using grant funding. Eligible grant expenses vary depending on project type and are listed in the [Use of Funding](#) section.

Sponsor Recognition

Additionally, grant recipients are required to install a sign indicating that the project was made possible through the **Sustainable Communities Grant Program funded by Atlantic City Electric and administered by Sustainable Jersey** where applicable. Reasonable costs of the signage can be included in the project budget.

NOTE: *Atlantic City Electric and the Sustainable Jersey Grants Program should also be acknowledged on reports or other materials developed with grant funds. Copies of materials acknowledging the funders will be required attachments in the final grant report for all grants.*

Promotion of the grant should include both the [Atlantic City Electric](#) and the [Sustainable Jersey](#) logos. Social media posts should utilize the #sustainablecommunities hashtag.

Other Funding Sources

The budget should itemize all the expenses that will be incurred to complete the project and the sources of funding. Sources of funding can include the Sustainable Communities grant funds, municipal funding, other grant funds, or in-kind contributions such as non-cash donations, staff time, and volunteer time. It is advisable to quantify any in-kind contributions. The total cost of the project should equal the Sustainable Communities grant (\$5,000) plus the other sources of funding required to complete the project.

In-kind contributions or additional funding sources are not required but do help demonstrate a municipality's commitment to a project.

NOTE: *If using another grant to fund part of your project, the status of the grant award should be clear in the application. Projects where its completion is contingent upon receiving uncommitted funding will not be viewed favorably by the selection committee.*

VI. Optional Information

Letters of commitment or support from project partners: Letters from organizations that will participate in the proposed project or benefit from it are encouraged. The additional file upload option can also be used to provide more detailed project information, such as surveys or other data supporting the need for the project.

Section Two: Grant Authorization Resolution

After submitting the completed grant application, you will gain access to the Grant Authorization Resolution stage that has a longer deadline than the grant application. A grant authorization resolution must be submitted no later than by the end of the day on **Wednesday, July 31, 2024**, in order for the grant application to be considered. A template resolution can be found [here](#) and as a Google Doc [here](#). If using the Google Doc version, please note that it is "View Only" and that you will need to make sure to copy the form by clicking "File" and then "Make a copy" in order to be able to edit (fill out) the form. **It is recommended that the municipality begins the process of obtaining the resolution as soon as possible to ensure it is adopted by the deadline.**

Uploading a copy of the adopted resolution acts as documentation that your municipality is authorized to apply for this grant in accordance with the governing body. The signed and dated resolution must name the 2024 Sustainable Communities Grants Program funded by Atlantic City Electric and the municipality.

Please make sure that you are submitting the correct resolution. The grant authorization resolution is **not** the same as the resolution required to register in Sustainable Jersey or the resolution required to establish a green team.

F. Selection Process

A municipality can apply for one Environmental Stewardship Grant **AND** one Resiliency Grant. **However, only one grant will be awarded to a municipality.** The selection committee will evaluate applications that meet the grant eligibility requirements based on criteria listed in [Attachment 4](#). Sustainable Jersey reserves the right to reallocate the funding based on the quality and quantity of grant applications received. The selection committee will also consider the needs of the community and the distribution of grants throughout the Atlantic City Electric service territory.

G. Grant Awards and Additional Terms

Grant Awards

- Municipalities selected to receive a grant will be notified through their designated contacts. Grant awards will be announced by **late August** and a grant announcement event will be held in late September. Checks will be made payable to the listed fiscal contact and mailed during the week of the grant announcement event.
- Grants will be distributed in two payments. Half the grant amount will be sent to the fiscal contact during the week of the grant announcement event and the remaining funds will be issued upon receipt and approval of the final grant report.
- All grant funds must be fully expended, projects completed and final reports submitted by **October 31, 2025**.

Additional Terms

- **Project Promotion and Recognition:** During the grant period, award recipients will agree to participate in press conferences or events, to be quoted in Atlantic City Electric literature describing the program and to identify Atlantic City Electric as a funder in any materials produced to explain or promote the funded project.

All grant recipients are required to notify Sustainable Jersey of any project-related ribbon-cutting ceremonies or milestone events so that media outreach can be coordinated with Sustainable Jersey and Atlantic City Electric. The purpose of these events is to celebrate the municipality's accomplishments in completing the grant project with the community and recognize the program funder. It is recommended that the project team work with the grant media contact to develop a strategy to promote the completion of the grant through the community and local media. The promotion of the grant should include Atlantic City Electric and Sustainable Jersey logos. Copies of materials documenting recognition of Atlantic City Electric and Sustainable Jersey are required as part of the final grant report.

Additionally, grant recipients are required to install a sign indicating that the project was made possible through the **Sustainable Communities Grant Program funded by Atlantic City Electric and administered through the Sustainable Jersey Grants Program** where applicable.

Reasonable costs for the signage can be included in the project budget. Project funders should also be indicated on reports or other materials developed with grant funds.

If installing signage or holding a ribbon-cutting ceremony does not apply to your project, there are other ways to share the success of the project with the rest of the community. Consider presenting grant accomplishments in public meetings, distributing printed communications, and creating website content and social media postings. Social media posts should tag the grant sponsor accounts and utilize the #sustainablecommunities hashtag.

- **Project Photos:** All grant recipients are also required to include at least **TWO** photographs depicting the grant project and/or related activities with their final report. Whenever possible, the photographs should include members of the community. Atlantic City Electric and Sustainable Jersey reserves the right to use these photographs in reports, presentations, and other program-related materials.

H. Grant Recipient Reporting Requirements

Grantees will be required to complete a final report using an online report form. Reminders will be emailed to the primary project contact at least 30 days in advance of the reporting submission deadline. For more specific details, visit the Sustainable Jersey [website](#).

Final Report – Due October 31, 2025: Document completion of the project described in the original application. For a project to be considered complete all funds must be spent and all activities listed in the application must be completed. Recipients will be asked to provide:

- A project summary and lessons learned
- Describe the impact of the grant on the community
- A summary of community outreach efforts
- At least **TWO** photographs
- Documentation that Atlantic City Electric and Sustainable Jersey were acknowledged in promotional materials and signage
- A signed certification declaration that the grant is complete.
- Expense summary and supporting documentation

Failure to submit the required documentation will result in the municipality being ineligible to apply for future Sustainable Communities grants.

Attachment 1: Atlantic City Electric Service Territory

The following communities are eligible to apply for a Sustainable Communities Grant funded by Atlantic City Electric.

Atlantic County

Absecon City
Atlantic City
Brigantine City
Buena Borough
Buena Vista Township
Corbin City
Egg Harbor City
Egg Harbor Township
Estell Manor City
Folsom Borough
Galloway Township
Hamilton Township
Hammonton
Linwood City
Longport Borough
Margate City
Mullica Township
Northfield City
Pleasantville City
Port Republic City
Somers Point City
Ventnor City
Weymouth Township

Burlington County

Bass River Township
Evesham Township
Medford Township
Shamong Township
Southampton Township
Tabernacle Township
Washington Township
Woodland Township

Camden County

Berlin Borough
Berlin Township
Chesilhurst Borough
Clementon Borough
Gibbsboro Borough
Gloucester Township
Hi-Nella Borough

Laurel Springs Borough
Lindenwold Borough
Pine Hill Borough
Pine Valley Borough
Somerdale Borough
Stratford Borough
Voorhees Township
Waterford Township
Winslow Township

Cape May County

Avalon Borough
Cape May City
Cape May Point Borough
Dennis Township
Lower Township
Middle Township
North Wildwood City
Ocean City
Sea Isle City
Stone Harbor Borough
Upper Township
West Cape May Borough
West Wildwood Borough
Wildwood City
Wildwood Crest Borough
Woodbine Borough

Cumberland County

Bridgeton City
Commercial Township
Deerfield Township
Downe Township
Fairfield Township
Greenwich Township
Hopewell Township
Lawrence Township
Maurice River Township
Millville City
Shiloh Borough
Stow Creek Township
Upper Deerfield Township

Gloucester County

Clayton Borough
Deptford Township
East Greenwich Township
Elk Township
Franklin Township
Glassboro Borough
Greenwich Township
Harrison Township
Logan Township
Mantua Township
Monroe Township
Newfield Borough
Paulsboro Borough
Pitman Borough
South Harrison Township
Swedesboro Borough
Washington Township
Wenonah Borough
West Deptford Township
Woolwich Township

Ocean County

Barnegat Light Borough
Barnegat Township
Beach Haven Borough
Eagleswood Township
Harvey Cedars Borough
Lacey Township
Little Egg Harbor Township
Long Beach Township
Ocean Township
Ship Bottom Borough
Stafford Township
Surf City Borough
Tuckerton Borough

Salem County

Alloway Township
Carneys Point Township
Elmer Borough
Elsinboro Township

Lower Alloways Creek Township
Mannington Township
Oldmans Township
Pennsville Township
Penns Grove Borough
Pilesgrove Township
Pittsgrove Township
Quinton Township
Salem City
Upper Pittsgrove Township
Woodstown Boro

Attachment 2: Grant Application Proposed Project Action Plan



**Sustainable Communities Grant Program
Proposed Project Action Plan**



Please use this form to outline the specific steps or tasks needed to complete the proposed project. These steps include project planning, implementation, community outreach, and evaluation. Identify the target completion date for each step to ensure the project can be accomplished by the end of the performance period. Include plans for ribbon-cutting ceremonies and milestone events. Implementation steps should **NOT** begin until after the grant is awarded at the press announcement event. Additional lines can be added.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Community Engagement Activities		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		
Project Promotion – Events Where Promotional Materials With Sponsor Recognition Are Distributed		
Name of Event	Materials	Date
1.		
2.		
3.		
Proposed Date of Ribbon Cutting Ceremony (if applicable)		

Attachment 3: Budget Template



**Sustainable Communities Grant Program
Budget Template**



Matching or in-kind contributions are encouraged, but not required. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Sources column. If other funding will be used to complete the project in conjunction with the grant, please identify the amount in the Other Funding Source column. Identify the source of the additional funding, if it has been secured, and any other details deemed necessary to include in the Budget Narrative.

Applicant Name:

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours	Sustainable Communities Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Municipal Salaries			\$ -	\$ -	\$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Communities Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Communities Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Equipment Cost			\$ -	\$ -	\$ -

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Communities Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Cost of Supplies			\$ -	\$ -	\$ -

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Communities Grant Funded	Other Funding Sources (cash, incentives or in-kind)	Total Cost
					\$ -
					\$ -
Total Other Expenses			\$ -	\$ -	\$ -

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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Attachment 4: Grant Proposal Evaluation Criteria

Applications that meet the grant eligibility requirements will be evaluated using the criteria listed below:

Project Description (15 points)

- The description concisely summarizes the specific project to be funded by the grant award

Project Team Members (10 points)

- The designated project team appears qualified to undertake the proposed project
- The project team includes representation from municipal and community stakeholder groups that will be involved in or impacted by the implementation of the proposed project

Action Plan & Timeline (15 points)

- The proposed project action plan addresses the steps needed to successfully complete the project **(with Implementation steps starting in early October, after funding is received)**
- Target completion dates are realistic and will enable the project to be completed within the 12-month performance period
- Events where the grant will be promoted, such as a ribbon cutting ceremony, and materials will be distributed are identified

Community Engagement (10 points)

- The proposed project will capitalize on collaborations between community stakeholders including representatives from the schools, municipal and county agencies, civic or community-based organizations, non-profits, professional organizations and local businesses.
- Details on how the project will be shared with the community are included

Project Impact and Evaluation (25 points)

- The proposed project will address the community need identified in the proposal
- The project will preserve, protect, and improve public spaces designated as open space or used for passive recreation or contribute to a more resilient community
- The project will augment existing green team efforts and contribute toward making progress in the Sustainable Jersey Certification Program

Budget (25 points)

- The Budget Narrative clearly summarizes project expenses and identifies all the sources of funding needed to complete the proposed project, including in-kind contributions such as volunteer hours
- The project leverages no or low cost resources to cost-effectively complete the proposed project
- It is clear that all additional funding besides the grant is in-hand or committed
- The detailed project budget is consistent with the Budget Narrative and clearly identifies the eligible project expenses that will be billed to the grant
- The budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value