**Full application for 2025 Urban Grant Program**

This section includes detailed questions about the project. Applicants will be able to submit a Full Application after the Pre-Application is deemed eligible. THIS DOCUMENT IS FOR REFERENCE ONLY. Applications must be submitted via the [grants portal](https://webportalapp.com/sp/santaclaravalleyopenspaceauthority-homepage).

**OVERVIEW**

|  |  |
| --- | --- |
| **Grant category (check all that apply)** | * Environmental Stewardship and Restoration * Parks, Trails, and Public Access * Environmental Education * Urban Agriculture / Food Systems |
| **Project Location: Address / Neighborhood** | What is the physical location of the project? If there is no physical location, please enter "N/A”. If the project will be in multiple locations, please list all. Note: project location(s) must be within the Authority's jurisdiction. |
| **Project Location: Open Space Authority District (check all that apply)** | A detailed map of the Authority’s Districts is online at https://www.openspaceauthority.org/board-directors. |
| **Who does the project serve? Please indicate which Open Space Authority District(s) are served (check all that apply)** | A detailed map of the Authority’s Districts is online at https://www.openspaceauthority.org/board-directors. |
| **Project Abstract** | (Brief, 3-4 sentences) |

**PROJECT PLANNING (35 pts)**

SCORING for this category is based on how well the application demonstrates that the project:

* Promotes the Authority’s [mission and vision](http://www.openspaceauthority.org/about/index.html)
* Supports the goals and objectives of the [*Santa Clara* *Valley Greenprint*](https://www.openspaceauthority.org/sites/default/files/2024-11/Santa%20Clara%20Valley%20Greenprint%20Report.pdf)
* Achieves multiple objectives of the *Measure Q and T Expenditure Plan* ([Measure T Expenditure Plan)](https://www.openspaceauthority.org/sites/default/files/2024-11/Expenditure%20Plan%202020%20Measure%20T.pdf)￼
* Provides multiple benefits (i.e. provides benefits in more than one area: wildlife, habitat, water quality, education, social justice, etc.)
* Includes a clear project description with deliverables that are aligned with project budget
* Applicant has demonstrated resources to ensure ongoing stewardship of land, management of facilities and continuing programs
* Is ready to begin
* Features sustainable materials and practices, and includes native plants wherever possible
* Provides public access where feasible and/or access to project materials (e.g. curriculum)

|  |  |
| --- | --- |
| **Describe the proposed project.** | Please include intended audience, location and whether the program meets Common Core and Next Generation Science Standards (NGSS). |
| **Describe key project deliverables and estimated completion dates.** | A deliverable is something produced as a result of this project. (e.g. events held, curriculum developed, educational programs delivered, etc.). |
| **Does this project require permission, permits, or other approvals? If so, please describe the status of these.** | The project must comply with all local, state and federal environmental and permitting requirements. Any necessary approvals or permits must be obtained in a timely manner.  This includes any permissions needed for the site of the event(s) and delivery of the program.  If no permission, permits or other approvals are required for your project, please briefly explain. |
| **What is the lifetime of this project? If applicable, describe plans for operating and maintaining the project in the future.** | Please answer if applicable, otherwise enter "N/A." |
| **Describe the project's readiness for implementation.** |  |

**PROJECT BUDGET (20 pts)**

SCORING for this category is based on how well the application demonstrates:

* Budget is cost-effective
* Budget includes a minimum of 25% matching funds (includes in-kind) for organizations with annual revenues of $10 million and above
* Budget is aligned with project description and deliverables

Note: The Project Budget is a separate Excel document to submit in the Documents Upload section. An Excel version of the template is available in the Wizehive application and on our webpage at <https://www.openspaceauthority.org/programs/grant>. See p. 9 for more information about budget and match requirements

|  |  |
| --- | --- |
| **Budget Summary – Grant Request** | This is a budget summary only; a detailed Project Budget must be submitted in the Documents Upload section. Note: these fields will automatically total once application is submitted.  \_\_\_\_\_\_\_\_\_\_\_Grant request: Personnel  \_\_\_\_\_\_\_\_\_\_\_Grant request: Contracted Services  \_\_\_\_\_\_\_\_\_\_\_Grant request: Supplies/Materials  \_\_\_\_\_\_\_\_\_\_\_Grant request: Other Direct Costs  \_\_\_\_\_\_\_\_\_\_\_Grant request: Indirect Costs |
| **Budget Summary – Matching Funds** | Some projects may not require match; please see p. 9 for more details.  This is a budget summary only; a detailed Project Budget must be submitted in the Documents Upload section.  \_\_\_\_\_\_\_\_\_\_\_Total Matching Funds (includes in-kind) |
| **Budget Narrative** | Provide a brief budget narrative to explain the expenses listed in each of the budget categories (e.g. Personnel). |
| **Award Amount** | The Board reserves the right to award partial funding on projects. If your project were to receive partial funding, what would this mean for your project? |

**PROJECT GOALS (15 pts)**

SCORING for this category is based on how well the application demonstrates:

* Measurable goals and measures of success are well defined (e.g. # visitors, etc.)
* Measurable goals are realistic and appropriate to project
* Project provides clear social and/or environmental benefits

|  |  |
| --- | --- |
| **Describe the specific problems, issues or unserved needs the project will address.** |  |
| **How does this project serve the community?** | \_\_\_\_\_\_\_\_\_\_\_Number of people served  \_\_\_\_\_\_\_\_\_\_\_Number of youth served (under 18 years)  \_\_\_\_\_\_\_\_\_\_\_Number of programs provided (in person/hybrid/virtual)  \_\_\_\_\_\_\_\_\_\_\_Other Grantee Goal #1  \_\_\_\_\_\_\_\_\_\_\_Other Grantee Goal #2 |

**IMPACT (20 pts)**

SCORING for this category is based on how well the application demonstrates:

* The likelihood that the project will have a profound social and/or environmental impact
* The project effectively addresses identified need

|  |  |
| --- | --- |
| **Describe the lasting impact of the project.** | Please include whether the program is open to the public and whether any materials developed will be available to the public. |

**CLIMATE RESILIENCE (15 PTS)**

SCORING for this category is based on how well the application demonstrates:

* Project actively addresses climate resilience, which includes reducing, adapting, preparing for and/or responding to the impacts of climate change

|  |  |
| --- | --- |
| **How does this project enhance and/or raise awareness about climate resilience?** | Please describe how this program(s) broadly supports community climate resilience. |

**COMMUNITY ENGAGEMENT / STAKEHOLDER SUPPORT / Community building (20 pts)**

SCORING for this category is based on how well the application demonstrates that the project:

* Has strong public support and/or was developed with widespread community participation and engagement
* Provided letters of support and/or commitment from local governments (employees/officials), Board members, Board of Supervisors, stakeholders, etc. Letters of support must be submitted as part of the application within Wizehive in order to be considered by the Review Committee for scoring

|  |  |
| --- | --- |
| **Describe the community support and/or community engagement process.** | Please submit letters in the Documents Upload section. |

**UNDERSERVED COMMUNITIES (20 pts)**

SCORING for this category is based on how well the application demonstrates:

* Project addresses open space needs for sensitive populations such as residents of park-poor neighborhoods,under-served, under-resourcedor disadvantaged communities, youth, seniors, etc.
* Project provides job training or skills development opportunities for youth, underserved populations or at-risk populations

|  |  |
| --- | --- |
| **Describe how the project addresses open space needs for sensitive populations such as residents of park-poor neighborhoods, under-served or disadvantaged communities, youth, seniors, persons with disabilities or is located within an under-resourced community.** | *For example*: DECs from The Authority’s Understanding Our Community resource, CalEnviroScreen, EJScreen, National School Lunch Program/Title 1, Healthy Places Index, US Census Bureau data or other resources and please explain. |

**ORGANIZATIONAL CAPACITY (15 pts)**

SCORING for this category is based on how well the application demonstrates:

* Applicant has demonstrated resources, capacity, expertise and support to ensure project completion. This can be demonstrated through evidence of successful projects or by providing references of individuals knowledgeable about the organization’s work.

|  |  |
| --- | --- |
| **Briefly describe the organization and its ability to successfully implement this project. This might include successful past projects, key staff qualifications, financial resources, etc.** | If the applicant is a Fiscal Sponsor, please describe both the Fiscal Sponsor and the sponsored organization. |

**LEADERSHIP & INNOVATION (15 pts)**

SCORING for this category is based on how well the application demonstrates:

* The project employs new or innovative approaches resulting in greater efficiency, energy savings, climate resilience or advances in the field of parks, open space, urban agriculture, land conservation or environmental education
* The project encourages collaboration and partnership between agencies and organizations or promotes leadership in the field of conservation

|  |  |
| --- | --- |
| **Describe how this project employs innovative approaches or encourages collaboration and partnerships.** | If there are project partners, please upload partner letters in the Documents Upload section. |

**Documents Upload**

This portion includes a section for uploading documents. All applications must include a project budget. Additional documents may be required, depending on the project. See Appendix F for a Documents Checklist. All documents must be submitted in Wizehive before the application due date.

|  |  |
| --- | --- |
| **Fiscal Sponsorship Agreement** | REQUIRED for applications with Fiscal Sponsors.  See Appendix C for more information. The template is available as a Word document from Wizehive. If the application includes a fiscal sponsor, the documentation should be for the fiscal sponsor. |
| **Project Budget** | REQUIRED for ALL PROJECTS  See Appendix D for more information. The template is available as an Excel document from Wizehive. |
| **Letters of Support** | Letters of support must be submitted as part of the application within Wizehive in order to be considered by the Review Committee for scoring. Letters submitted outside of the Wizehive application or after the application deadline will not be included in the Review Committee scoring, but can be sent to the relevant group (Citizens’ Advisory Committee or Board of Directors) for distribution at the meeting. Letters sent to the Citizens’ Advisory Committee or Board of Directors must be dropped off, mailed or emailed by noon on the date of the meeting.   * + Drop off or mail: 33 Las Colinas Lane, San José, CA 95119   + Email: clerk@openspaceauthority.org |
| **Other** | Maps, site design, brochures, etc. if relevant |