**CAPITAL/PLANNING– Urban Grant Program 2022-2023 Word Version:**

**Please note that this document is intended to be a resource – this is not a fillable form and should not be used as the primary Pre-Application or Application Form. Please see below for instructions.**

The application uses an online application tool called Wizehive-Zengine (Wizehive). A link to the application as well as a Wizehive tutorial is available during the solicitation by clicking on “Apply” at <https://www.openspaceauthority.org/programs/grant>. The application includes a required Pre-Application, and eligible applicants will be approved to submit a Full Application. The application questions and requirements are listed below.

Pre-Application Information

Pre-Application

This section includes general questions about the applicant. These questions are not included in the application scoring, but they are used to determine eligibility. After an applicant submits a Pre-Application, the information will be determined to be eligible or ineligible for a Full Application. Once deemed eligible, an applicant will have approximately 10 weeks to submit a Full Application.

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| **Project Title** |  |
| **What type of organization is this?** | * Public Agency
* School
* School District
* 501(c)3 Nonprofit
* Eligible organization acting as Fiscal Sponsor for another organization
 |
| **Is this applicant serving as a FISCAL SPONSOR for another organization?***If the project includes a fiscal sponsor, the fiscal sponsor must be the applicant.* | * YES
* NO
 |
| ***If YES to the question above*** | The Fiscal Sponsor will be the APPLICANT. Please describe the SPONSORED ORGANIZATION. Please upload Fiscal Sponsorship agreement. |
| **Which type of grant are you requesting?** | Check all that apply:* Program
* Planning for Capital Improvement Projects
* Capital Improvement Projects
 |
| **Dollar Amount Requested** | Min: $40,000 Max: $250,000 |
| **Matching Funds** | Organizations with annual revenues of $10 million or more are required to have at least 25% of the grant award in matching funds. Please choose the following for your organization’s match eligibility:* Our organization meets the match requirements because we have an annual revenue of less than $10 million and do not need to submit matching funds.
* Our organization meets the match requirement because we have an annual revenue of $10 million or more and we have or will have 25% of the grant award in matching funds.
* Our organization does not meet the match requirement because we have an annual revenue of $10 million or more and we do not and will not have 25% of the grant award in matching funds. **Please note that this makes the project ineligible for funding.**
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| **Project Description** | *(500 word max)* |
| **Is the project within the Authority's jurisdiction?** | A detailed map of the Authority's jurisdiction can be found online at [https://www.openspaceauthority.org/public-information/board-of-directors.htmlh](https://www.openspaceauthority.org/public-information/board-of-directors.html) |
| **Project location: Address / Neighborhood** | What is the physical location of the project? If the project will be in multiple locations, please describe. Note: All project locations must be within the Authority's jurisdiction. |
| **Is there adequate land tenure/site control permission to implement this project?** | Please upload the appropriate Declaration Form supporting applicant ownership or that the landowner consents to project. A template can be found at <https://www.openspaceauthority.org/programs/grant>or found on pp. 33 and 34. |

Full Application Information

This section includes detailed questions about the project. Applicants will be able to submit a Full Application after the Pre-Application is deemed eligible.

OVERVIEW

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| **Type of Project (check all that apply)** | Check all that apply:* Program (Please see Program Application if your project is only Programs)
* Capital Improvement Projects
* Planning (for Capital Improvement Projects)
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| **Has the appropriate consent for the proposed project been obtained from the land owner of the proposed project site?**  | * See Land Ownership/Site Control section above for requirements.
 |
| **Site Declaration Information** | * If this was not submitted at the time of Pre-Application, please explain the Land Ownership of your project location and upload appropriate Site Declaration (Applicants or Land Owners). Templates can be downloaded at <https://www.openspaceauthority.org/programs/grant> or found on pp. 33 and 34.
 |
| **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/public-information/board-of-directors.html>. |
| **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/public-information/board-of-directors.html>. |
| **Project Abstract** | (Brief, 3-4 sentences) |

PROJECT PLANNING (20 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/system/documents/Santa%20Clara%20Valley%20Greenprint%20Report.pdf)
* Achieves multiple objectives of the *Measure Q Expenditure Plan* ([Measure Q Expenditure Plan](https://www.openspaceauthority.org/public-information/governance-policies.html?file=Measure+Q+Expenditure+Plan+-+10-07-2014.pdf&field=File&env=policy%5C-document-67---OnViewFile))
* 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).

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| **Describe the proposed project.** | Please describe the Planning or Capital Improvement Project. If your project has a Program component, please describe. |
| **Describe key project deliverables and estimated completion dates.** | A deliverable is something produced as a result of this project. (e.g. benches installed, trees planted, new 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.For *CAPITAL IMPROVEMENT* projects, this includes:* Appropriate CEQA compliance: Submit CEQA form (Appendix G of the Guidelines)

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.** | For *CAPITAL IMPROVEMENT* projects, applicants must describe their plans for site maintenance during the term of use, see p. 14 of the Guidelines for term requirements. |
| **Describe the project's readiness for implementation.** |  |

PROJECT BUDGET (15 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 average 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 on our webpage at <https://www.openspaceauthority.org/programs/grant>. See p. 13 of the Guidelines for more information about budget and match requirements.

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| **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. 13 of the Guidelines 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

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| **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 (15 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

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| **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. |

COMMUNITY ENGAGEMENT / STAKEHOLDER SUPPORT / Community building (15 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 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.

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

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.

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| **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. |

UNDERSERVED COMMUNITIES (10 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-resourced,or disadvantaged communities, youth, seniors, etc.
* Project provides job training or skills development opportunities for youth, underserved populations, or at-risk populations

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| **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. |

LEADERSHIP & INNOVATION (10 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

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| **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. |

CLIMATE RESILIENCE (5 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

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| **How does this project enhance and/or raise awareness about climate resilience?** | Please include any metrics that can be used to help quantity or understand the climate benefits of the project. |

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 H of the Guidelines for a Documents Checklist. All documents must be submitted with Wizehive before the application due date.

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| Fiscal Sponsorship Agreement  | REQUIRED for applications with Fiscal Sponsors. See Appendix C of the Guidelines 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 of the Guidelines for more information. The template is available as an Excel document from Wizehive. |
| Site Declaration form | REQUIRED for *CAPITAL IMPROVEMENT* projects |
| CEQA Compliance Certification Form | REQUIRED for *CAPITAL IMPROVEMENT* projects |
| 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 Jose, CA 95119
	+ Email: clerk@openspaceauthority.org
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| Other | * Maps, site design, brochures, etc.
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