**Mini Grant Application for Partners for Places – Round 5**

**Fund Introduction.** [The Funders Network](https://www.fundersnetwork.org/about/) (TFN) and [The Urban Sustainability Directors Network](https://www.usdn.org/public/page/5/About) (USDN) offer the [Partners for Places](https://www.fundersnetwork.org/partners-for-places/) (P4P) fund to create or improve collaborative partnerships between a local government sustainability and/or water department(s), frontline community group(s),[[1]](#footnote-1) and place-based funder(s).[[2]](#footnote-2) The P4P invitations to apply are competitive. Funding is not guaranteed to those who have received a mini grant, if these groups decide to apply in a P4P full funding round.

**Mini Grant Purpose.** This opportunity supports the building of collaborative partnerships, so that these groups can connect and align to produce work that advances equitable sustainable climate action and/or green stormwater infrastructure (GSI) projects. The purpose is to address frontline community priorities and apply a racial equity approach to collaborative relationship building, planning, and implementation. Mini grants are intended to be used to strengthen the relationships between applying partners as they build work plans. Ideally, partners will jointly develop and submit a full P4P application in a future funding round. However, P4P considers strengthened partnerships a good return on investment, even if there is not a request for more P4P funding.

**Mini Grant Eligibility.** A mini grant application should include: (1) a frontline community group; (2) a local government sustainability and/or water director; and (3) a place-based funder. Each collaborative team may only submit one application per P4P investment cycle and are ineligible to apply if they already have an open P4P award.[[3]](#footnote-3) Previously having been awarded a P4P mini grant does not preclude a new mini grant application. All partners actively participate in the building of the collaboration, if awarded.

**Mini Grant Budget.** Mini grant requests can be up to $20,000. Mini grant applications should include how the funds will be used. Hiring an expert to facilitate the integration of equity principles into the partnership’s processes must be included in the budget. Examples of other activities that can be funded include: (1) hiring a water and/or sustainability expert for coaching on process planning and/or project design; (2) planning, hosting, and facilitating a convening for local government leaders, frontline community group(s), and place-based funders; and/or (3) hiring support to help draft a full application to P4P, if it is determined beneficial to apply.[[4]](#footnote-4) We encourage applicants to include stipends for or to cover the costs of frontline community group participation. All teams that receive funding will be invited to a learning session to convey lessons this fund’s grantees have learned to date on partnership building. Attendance is encouraged, but not required for all team members.

**Mini Grant Process.** Mini grant applications are open between each P4P invitation to apply, with decisions made by staff shortly after each application period closes. This allows proposing teams to have time to coalesce before applications are due. Full payment is made at the time of award.

**Mini Grant Application Timeline.**

|  |  |
| --- | --- |
| Round 5 mini grant application opens | July 21, 2022 |
| Round 5 mini grant application closes | September 15, 2022 |
| Round 5 mini grant awards made | October 13, 2022 |
| Applications for Round 20 or [short report](https://www.dropbox.com/s/mya5xdt9r39uxnb/Partners%20for%20Places%20Mini%20Grant%20Final%20Report%20Form.docx?dl=0) due  | February 27, 2023 |

**Mini Grant Application Form**

**Form Instructions.** Applicants please: (1) complete all sections of this application form, deleting the blue instructional text as each question is answered; and (2) email the application in Word format to **Ashley Quintana**, with the subject line “Partners for Places Mini Grant Application from [*City/County name where project will take place*]” by 11:59 p.m., any time zone, on **Thursday, September 15, 2022**. If you do not receive confirmation of receipt within 24 hours, reach out to **Ashley Quintana** to ensure it was received.

1. **Names and contact information for partners.** Because trust is so easily lost when partners leave, applicants are encouraged to have more than one person committed to the project work from each of the three partner organizations.

**Local Government Sustainability or Water Director.**

|  |  |  |  |
| --- | --- | --- | --- |
| **City or County:** |  | State: |  |
| Contact Name: |  | Pronoun: |  |
| Title: |  | Sustainability Director [ ]  | Water Director [ ]  |
| Department: |  |
| Mailing Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Telephone: |  | Ext: |  |
| Additional Contact Name: |  | Pronoun: |
| Title: |  |
| Email: |  |

The person above is (check all that apply):

[ ]  A USDN member

[ ]  A member of a USDN affiliated regional partner network

 Regional network affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  A Green Infrastructure Leadership Exchange (GILE) member

☐ A US Water Alliance member

[ ]  The primary contact person for the collaborative partnership team

**Frontline Community Group(s).** If more than one group, please copy/paste duplicates of this section directly below the first entry.

|  |  |
| --- | --- |
| **Group / Organization name**: |  |
| City: |  | State: |  |
| Contact Name: |  Pronoun: |
| Title: |  |
| Mailing Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Telephone: |  | Ext: |  |
| Additional Contact Name: |  | Pronoun: |
| Title: |  |
| Email: |  |

The person above is:

[ ]  The primary contact person for the collaborative partnership team

**Place-Based Funder.**

|  |  |
| --- | --- |
| **Organization name**: |  |
| City: |  | State: |  |
| Contact Name: |  Pronoun: |
| Title: |  |
| Mailing Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Telephone: |  | Ext: |  |
| Additional Contact Name: |  | Pronoun: |
| Title: |  |
| Email: |  |

The funder above is (check all that apply):

☐ A member of The Funders Network (TFN)

☐ A member of a TFN Working Group

☐ A participant in the TFN PLACES program

☐ The primary contact for the collaborative partnership team

☐ An anonymous donor that should not be listed in award announcements

1. **Proposed grant recipient**. Identify a 501c3 non-profit to serve as the grant recipient. This entity is the fiscal sponsor for the work, accepting /disbursing grant funds on the partnership’s behalf. This can be a local foundation or a non-profit. Usually, one partner is already set up to serve in this capacity.

|  |  |
| --- | --- |
| **Name of Organization**: |  |
| Fed. Tax ID #: |  |
| Contact Name: |  |
| Title: |  |
| Mailing Address: |  |
| City: |  | State: |  | Zip: |  |
| Email: |  |
| Telephone: |  | Ext: |  |

1. **Project title:** In 7 words or less, please name the work.
2. **Amount of Partners for Places request:** Name an amount up to $20,000 being requested from P4P.
3. **Mini grant purpose:** In 50 words or less, please describe how the Mini Grant will be used.

1. **Does this specific collaborative team have an open grant with Partners for Places?**

 [ ]  Yes

 [ ]  No

1. **Will the team be focused on relationship building, planning, or implementation work?**

 [ ]  Relationship building focus

 [ ]  Planning focus

 [ ]  Implementation focus

1. **Will team be addressing equitable climate action (EAC) or a green stormwater infrastructure (GSI) initiative?**

 [ ]  EAC

 [ ]  GSI

1. Was the development of this application supported by any Partner for Places resources or events, such as reviewing a previously successful application, learning from webinars, or through any technical assistance? If so, please explain.

 [ ]  Yes

 [ ]  No

Additional details:

1. **Please choose one of the following to describe your collaborative partnership:**

[ ]  This is a new partnership – these partners have not worked together before.

[ ]  This a developing partnership – all or some of the partners have worked together before, but not in this collaborative partnership model.

[ ]  This is an existing partnership – all partners are collaborating with each other

1. **Mini grant narrative:** In 500 words or less, please briefly describe the project goals, how frontline community needs are identified and prioritized, and if the team is likely to consider submitting a competitive P4P application in the future.
2. **Local definition of a frontline community:** Please state how a frontline community is defined locally, based on the unique aspects of the area. Reference footnotes on page 1 for P4P’s definition. If the local definition is different, this clarity simply helps reviewers understand nuances in various places.
3. **Frontline community group details:** Please describe how the frontline community group serves people on the front lines of climate change by addressing the root causes of oppression and injustice, economic disadvantage, and environmental harm.
4. **Frontline community group mission statement:** Please provide the mission statement or specific organizational goals of the frontline community group. Provide a web link if available.
5. **Total mini grant budget, deliverables, and timeline**: The total budgeted amount can be higher than $20,000 if any matching funds are available. While a match is not required for P4P mini grants, the fund tracks leverage on all awards. Please complete Table 1. List stipends or costs coverage for frontline community member participation, as well as costs for an equity expert. A local partner to fill this role is ideal, so relationships can grow beyond the term of this award. Once complete, this table should show total projected budget by funding source. Please add explanatory text after the table, if needed.

**Table 1. Project Budget by Deliverables and Timeline.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expense Item** | **Deliverable** | **Delivery Date(s)** | **Total Cost of Expense**  | **Amount from P4P** | **Amount from Other Sources** |
| ***Example: Equity Expert*** *Facilitator fees* | *2 stakeholder meetings planned and hosted over 6 weeks’ time* | *November 3 and December 8, 2022* | *$3,000* | *$3,000* | *$0.00 (optional)* |
| ***Example:*** *Community member participation* | *Stipends / honorariums to provide feedback at 2 online meetings* | *November 3 and December 8, 2022* | *$1,000* | *$500* | *$500 (support from local partner)* |
| ***Example:*** *P4P application drafting* | *A partner’s time to draft a P4P application* | *February 3, 2023, to team for review* | *$1,000* | *$1,000* | *$0.00 (optional)* |
| ***Project Totals:*** |  |  | ***$5,000*** | ***$4,500*** | ***$500*** |

1. **Applicant team capacity.** Please complete Table 2 to show the expected capacity of team members and resources during the application development process. Please state if a leadership transition is anticipated in any partner’s organization soon, and if so, how this may impact the proposed work.

**Table 2. Capacity Matrix for the Project.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner contributing to application development | Component of work for which the partner is responsible | Existing and capacities of partner (e.g., expertise, accountability) | Direct cost associated with partner participation  | Actions or influence the partner brings to the team |
| 1. **Example:** Sustainability Director | *Cross-department collaboration* | *Project leadership* | *$0* | *Policy expertise* |
| 2. **Example:** Frontline Community Group | *Coordinate neighborhood organizations* | *Community engagement* | *$1,000 for participation in 2 community meetings* | *Equity expertise* |
| 3. **Example:** Place-based Funder | *Host convening* | *Access to local funding* | *$0* | *Resources* |

1. P4P defines: (1) a **frontline community** as those experiencing the most immediate and worst impacts of climate change; and (2) **frontline community groups** as those whose primary mission is to represent and serve these people, improving living situations by addressing the root causes of oppression and injustice, economic disadvantage, and environmental harm. [↑](#footnote-ref-1)
2. A **local or regional, place-based funder** is an entity who regularly makes grants within a community from annual philanthropic resources. A community foundation and/or a private or corporate foundation that focuses on a greater metropolitan area or larger regional area qualifies. [↑](#footnote-ref-2)
3. **A community with an open grant may apply if the work is led by a different team** (e.g., a water director as opposed to a sustainability director from the local government, a different frontline community group, and/or a different local foundation). [↑](#footnote-ref-3)
4. **If the partners decide not to apply to P4P, the final deliverable for a mini grant award is a short report**, form [**here**](https://www.dropbox.com/s/mya5xdt9r39uxnb/Partners%20for%20Places%20Mini%20Grant%20Final%20Report%20Form.docx?dl=0), indicating how the mini grant impacted shared work, how the funds were used, and explaining why the partnership is not seeking P4P grant funding. All three partners should have a chance to add to this report before it is submitted. Feedback can also be giving directly to P4P anonymously, by requesting a meeting with **Ashely Quintana**. [↑](#footnote-ref-4)