**Round 20 Application Form for Partners for Places**

* **Instructions: Please delete all blue text before submitting the application**
* Complete all sections in the cover sheet and narrative in order, **including the numbered and lettered headings and questions in the narrative**
* **Application Packet Requirements:** A complete application packet includes five components: (1) a Partners for Places application form, which is a Word file that describes the project; (2) a Partners for Places budget form, which is an Excel file that highlights projected revenue and expenses; (3) a grant recipient’s IRS [Form 990](https://www.irs.gov/charities-non-profits/current-form-990-series-forms-and-instructions); (4) a letter stating commitment of the local match or intention to provide a local match; and (5) a letter of support from the local government (e.g., the sustainability director and/or any water departments/utilities named in the application form). Use this check list when submitting your application and save documents in the following formats (“Location” indicates City and/or County where the work will take place):

Narrative: “[Location] Partners for Places Application Form” in Word (.docx) format

Budget: “[Location] Partners for Places Budget” in Excel (.xlsx) format

Form 990: “[Grant Recipient’s Name] Form 990” as a PDF (.pdf) format

Match letter(s): “[Location] Matching” in Word (.docx) or PDF (.pdf) format

Support letter: “[Location] Support Letter” in Word (.docx) or PDF (.pdf) format

* Email the application and materials listed above to [**Ashley Quintana**](mailto:ashley@fundersnetwork.org?subject=P4P%20Application%20Packet), with the subject line “Partners for Places Application from [Location]”

**COVER SHEET**

1. **Names and contact information for partners.** To ensure continuity between possible staff turnover, 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.** If more than one group, please copy/paste duplicates of this section directly below.

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

Yes

No

1. **Amount of Partners for Places request**.
2. **Amount of the local match and name(s) of matching organization(s)**. A match of at least 50% is required. A 1:1 match receives the full point allocation. Less than a 1:1 match receives partial points on a sliding scale. See score criteria 1.
3. **Total project budget**. Budgets are strongly encouraged to have some flexibility built into them, so they can support any additional trust building facilitation that may be needed once the work kicks off.
4. **Project term.**

One-year term - *only available to partnerships that have previously received a Partners for Places mini grant*

* + Plan or implement an Equitable Climate Action (ECA) and/or Green Stormwater Infrastructure (GSI) project that addresses frontline community priorities.

Two-year term - *available to all eligible partnerships*

* + Create or improve collaborative partnerships between a local government sustainability and/or water department, frontline community group, and place-based funder.
  + Plan or implementation of an ECA and/or GSI project that addresses frontline community priorities.

1. **Project title.** 10 words or less
2. **Project purpose.** 25 words or less
3. **Is this an equitable climate action (ECA) or a green stormwater infrastructure (GSI) application?**

ECA

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. Was the development of this application supported by a Partners for Places Mini Grant? If yes, describe when the Mini Grant was awarded and how those funds supported the application process and applicant team’s development. Describe how this collaborative partnership will influence the planning and implementation phase of the project.

Yes

No

Additional details:

I  do  do not agree to have the primary contact person, project title, purpose of the grant, and the need section of the Application Narrative posted to The Funders Network website.

**Application Narrative**

Partners for Places awards are primarily based on compiled and averaged points awarded to each application. For that reason, the questions in this application form are designed so that applicants will address each [**Score Criteria**](https://www.dropbox.com/s/cnqm15cluleawh8/Partners%20for%20Places%20Round%2020%20General%20Selection%20Criteria.docx?dl=0) with each answer. Briefly answer each question in order and within 5 pages or less. Use the Invitation to Apply found on the Partners for Places[**website**](https://www.fundersnetwork.org/partners-for-places/)and [**Partners for Places Application and Award Guidance**](https://www.dropbox.com/s/t53jfxae5ykfmtp/3b.Partners%20for%20Places%20Round%2020%20Application%20and%20Award%20Guidance.docx?dl=0) documents as resources.

1. **Addressing score criteria 2 and 3 by describing the partnership:**

**Drafting Tip.** The Selection Committee will look for: (1) awareness from the partners about the current state of the collaborative partnership and what is needed for it to grow and succeed; and (2) strong representation of the frontline community partner in the partnership and adequate capacity or resources for the frontline community to be a full partner. Input from all partners must be evident in the application.

* 1. **Briefly provide this team’s definition of a frontline community.**

**Drafting Tip.** State how a frontline community is defined locally, based on the unique aspects of the area. For reference, Partners for Places defines: (1) a frontline community as those experiencing the most immediate and worst impacts of climate change; and (2) organizations serving frontline communities 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. If the local definition is different, this clarity simply helps create a common understanding between the applicant and the reviewers.

* 1. **Frontline community partner description.**

**Drafting Tip.** Describe how the frontline community partner serves people on the front lines of climate change by addressing the root causes of oppression and injustice, economic disadvantage, and environmental harm.

* 1. **Frontline community partner mission statement.**

**Drafting Tip.** Please provide the mission statement or specific organizational goals of the frontline community partner. Paste a web link, if available.

* 1. **Support for the frontline community partner organization.**

**Drafting Tip.** Describe how the frontline community partner organization will be resourced to sustain participation. Funding for this should be built directly into the project budget. Describe how the collaboration structure will center frontline community perspectives. For example, the collaboration might include those who are actively working on frontline community needs or are already making decisions with the community.

* 1. **Team roles and equity competencies.**

**Drafting Tip.** Describe the expectations for how work will be accomplished by the partnership. Include a clear statement by each partner of the value of the collaboration to them and what they will bring to it.Provide relevant background information about the key staff from the local government, local funder, and frontline community group including: (1) their goals for being in the collaboration; (2) what they plan to contribute to the partnership; (3) what they hope to learn or gain; and (4) their role in this application process. Examples are found [**here**](https://www.dropbox.com/s/ji9vyicdvmf9gh4/1b.Partners%20for%20Places%20Round%2019%20Collaborative%20Roles%20and%20Values%20Table.docx?dl=0\)**.**

Ensure that all collaborative partners play an active role in both the application and work. List any other allies or implementation partners that are critical for advancing the work and describe how will they be included into the project.

Briefly note the ways that each partner applies equity principles to their initiatives. List any training programs that team members have completed to improve their equity competencies. Include program name, name of participant, and training date. The [**USDN Equity Foundations Training**](https://www.usdn.org/equity-foundations-training.html#/) is one example.

* 1. **Trust building plan and learning goals.**

**Drafting Tip.** Describe the process that will be used by the partnership team to develop a shared purpose and plan for building trust throughout the work. State if the team has (1-year applicants) or plans to develop (2-year applicants) a partnership agreement. These kinds of agreements stipulate shared purpose and roles, allow team members to hold each other accountable, and identify actions in transparent ways. Describe what this partner team is hoping to learn by entering this collaboration or implementation work.

* 1. **Leadership transitions.**

**Drafting Tip.** State if a leadership transition is anticipated in any partner’s organization during the project period, and if so, how this may impact the proposed work.

* 1. **If you checked the 1-year application box, clearly describe how this work will strengthen an existing collaborative partnership between a local government sustainability and/or water director, a local frontline community, and a local funder as they plan or implement an equitable climate action (ECA) or Green Stormwater Infrastructure (GSI) project that addresses frontline community priorities.**

**Drafting Tip:** The hope is that the Partners for Places Mini Grant previously received by this team worked to advance equity and address systemic racism and bias within the partnership. Describe how this team openly and productively addressed culture and power dynamics, like privilege, access, historic harm. Describe what the partners have individually and/or collectively learned from this process. Then, identify what support is needed to further this work, and how this support will advance the proposed project.

* 1. **If you checked the 2-year application box, clearly describe how Phase 1 of this work will foster a new or strengthen an existing collaborative partnership for ECA and/or GSI work between a local government sustainability and/or water director, a local frontline community, and a local funder. Describe how Phase 2 of this work will plan or** **implement an ECA or GSI project that addresses frontline community priorities.**

**Drafting Tip:** A successful collaborative partnership that advances equity must have a purpose for working together, a clear understanding of roles, and a structure for accountability.Based on partnership status the applying team checked in this application, describe the plan to build or strengthen these components in Phase 1. Identify limitations in leadership structures and the implications these have on collaborative decision-making. Include a plan for identifying support through facilitation, training, and/or equity consultation. Reflect this in the budget.

Advancing equity and addressing systemic racism and bias within the partnership requires openly and productively addressing culture and power dynamics, like privilege, access, historic harm, and expectations for how work is accomplished. Describe what the partners have done to be ready for these conversations, individually and/or collectively. Project what support might needed to further this work, and how this support will be incorporated into Phase 2.

1. **Addressing score criteria 4 through 6 by describing the work:**

**Drafting Tip.** The Selection Committee will look for how the partnership’s understanding of roles and accountability structures described in question 1 will allow for successful collaborative work around shared priorities. They will look for a clear understanding of need and how it will be addressed by the proposed work. The project must address a frontline community priority. Show how the work plan is grounded in any previous community planning effort. Show how it is inclusive in its design and process.

* 1. **Community information.**

**Drafting Tip.** Describe where disproportionate impacts for frontline communities exist the most within the community. Describe how this is being addressed by the proposed work. Include the total population of the city or county, the demographic makeup by race and ethnicity (e.g., census categories), the major immigrant and refugee communities (if applicable), and the percent of low-income residents below the [federal poverty level](https://www.payingforseniorcare.com/federal-poverty-level). *Tip: Online resources like the U.S. Census Bureau tool* [*here*](https://www.census.gov/data-tools/demo/saipe/#/?map_geoSelector=aa_c&s_year=2018) *can help calculate this, if the information is not already on hand.*

* 1. **Root cause of the need being addressed.**

**Drafting Tip.** Describe the challenge and opportunity that this collaboration will work to address. Identify how this work became a shared priority, and how this work prioritizes the needs of frontline communities in terms of climate and/or water resilience. Provide a quote from the frontline community partner describing how this work addresses this community-identified need.

* 1. **Working concept.**

**Drafting Tip.** Describe the proposed activities to address the need. Make a convincing case for how this work is vital to achieving the community’s equitable climate action and/or stormwater goals. If the team is adapting lessons from another community that has successfully done similar work or is building on work already done within the community together, please note. Provide a map of the area where the proposed work will occur. Include any details relevant to the project as appendices to your proposal.

* 1. **Detailed work plan.**

**Drafting Tip.** Complete Table 1 to show an overview of the work plan.If your team already has a work plan in place that addresses all the items listed in Table 1, submit that instead of Table 1.

**Table 1. Anticipated Work Plan.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Desired Outcomes** | **Activities** | **Outputs** | **Measurement** | **Responsibility** | **Timeline** |
| **For the Collaboration** | **Add lines for activities that support successful collaboration between partners** | | | | |
| **An outcome is the benefit of having undertaken an activity or achieved an output.**  ***Examples include – articulated shared values, deepened relationships, level of engagement, satisfaction, and mutual understanding of partners*** | ***Example activities: meetings, training, relationship building, hiring a facilitator*** | **Outputs should be clearly defined.**  ***Example outputs: process principles and values statements, operating agreements, process evaluation documents*** | **State how success will be evaluated.**  ***Example measurement:***   * ***satisfaction survey of all partners*** | **State who is responsible for leading the work (e.g., individual or the group roles).** | **Indicate if activities will be ongoing or have a specific time frame for completion and when outcomes will be assessed.**  **Project reporting is required at the end of each grant year.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **For the Project** | **Add lines for project related activities** | | | | |
| ***Examples include – impacted community members engaging in planning (procedural); social equity integrated into procurement policy (distributional); city council agrees to embed racial equity in policy decision-making (structural)*** | ***Example activities: Meetings (online), outreach to community (online, phone-banks, in-person), research, data analysis, asset mapping, strategic planning, evaluation*** | ***Example outputs: a plan, report, policy, groundbreaking documentation, or construction completion*** | ***Example measurement:***   * ***local policies are adopted to embed racial equity in decision-making*** * ***community environmental engagement programs are sustained past the grant*** |  | **Note when activities will take place / outputs will be delivered, and when impacts will be assessed.** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Addressing score criteria 7 and 8 by describing the desired outcomes and impacts:**

**Drafting Tip.** Building shared racial equity understanding is as important an outcome as completing a project. So is creating a lasting benefit to the participating community partner(s). The Selection Committee will look to see if the desired outcomes and impacts will support the advancement of equity principles. They will review the vision of success for the collaboration once the project work is complete and assess if it is clearly articulated.

* 1. **Vision of success.**

**Drafting Tip.** Describe the vision of success for the collaboration once the work is complete.

1. **Desired outcomes.**

**Drafting Tip.** Build on the outcomes framed in Table 1, if any more detail is needed. Be sure to note any anticipated equity outcomes. Describe how this work might continue after the grant term completes.

1. **Measuring success.**

**Drafting Tip.** Describe how this team will mark and celebrate successful progress toward its goals for the collaboration that are stated in 1e.

1. **Possibility of continuing partnership.**

**Drafting Tip.** Describe if and how the collaborative team envisions working together and engaging after the grant term.