Prince George's County Litter Reduction and Citizen Engagement Mini Grant Program

AT A GLANCE

This program supports community-driven litter reduction and litter-related citizen engagement projects in Prince George's County.

Funding:
Requests up to $2,500

Project Location:
Prince George's County, excluding the City of Bowie

Deadline:
Applications are accepted on a rolling basis until funds for this fiscal year are exhausted. **Please note that applications must be received a *minimum of six weeks prior* to the start of the proposed project.** Reimbursement funding for completed projects is not allowed.

Submit Your Application on-line*:*
https://www.grantrequest.com/SID_1520?SA=SNA&FID=35394

For assistance with project ideas contact:
Nguyen Le
(410) 974-2941 ext. 110
nle@cbtrust.org

PROGRAM GOALS

The Prince George's County Government (County) and the Chesapeake Bay Trust (the Trust) announce this grant opportunity to support litter reduction and litter-related citizen engagement projects. This program will support efforts that engage and educate residents, students, and businesses about ways to make their communities cleaner and greener.

Through this funding opportunity, we seek to engage organizations from a diverse array of communities to conduct small-scale litter reduction projects that enhance communities, engage residents, and, ultimately, improve natural resources. Successful projects will provide resources for small-scale projects that are the ideas of and are conducted by the citizens that live where the work will be done. Supported efforts will engage citizens and community groups in keeping Prince George's County clean, healthy, and beautiful!

As part of an effort to more fully engage underrepresented groups in its grant-making, the Trust strongly encourages projects that increase awareness and participation of multicultural communities to improve watershed health and local ecological ownership.

The Trust is committed to the advancement of diversity and inclusion in its grant-making and environmental work. As a result, the Trust strongly encourages grant applications directly from underrepresented groups and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, please see our 2015- 2020 Strategic Plan.

Applications are encouraged from Transforming Neighborhoods Initiative communities and other underserved communities in Prince George's County. First time applicants to the Trust and/or County are particularly encouraged.

SAMPLE PROJECT IDEAS

Ideal projects will reduce litter while engaging the people that live in a community or neighborhood. Projects that seek to accomplish multiple benefits, such as meeting community goals and improving environmental health are encouraged.

Example ideal *goals* of a litter reduction/prevention project may be (but are not limited to):

1. Reducing the amount of litter in neighborhoods (e.g., through projects that remove existing litter) as well as projects that reduce the creation of litter (e.g., proper trash disposal methods).
2. Engaging residents in community-based litter reduction and/or prevention projects and encouraging efforts that benefit stream health;
3. Involving new or under-engaged groups, connecting their community or other goals with the goal to improve, clean, and protect common areas such as streets, parks, and streams where litter accumulates;
4. Promoting collaborative litter reduction/prevention solutions with multiple partners, such as businesses, faith-based organizations, sports clubs, etc.;
5. Educating residents about the connection between their communities and the value of clean natural resources such as local streams and local parks;
6. Encouraging organizations, when pursuing natural resource projects, to engage the communities in which they work.

Eligible projects *types* include (but are not limited to):

1. Community clean-ups (remove litter) that benefit both communities and local waterways. Projects that engage school-aged children and/or use creative partnerships, such as businesses in the neighborhood, are encouraged.
2. "Adopt-a-stream" project to remove litter from a stream near the applicant organization (applicants may use the County's Adopt-a-Stream Map to find a local stream);
3. Educational events that improve citizen awareness for litter prevention and recycling efforts; and
4. Storm drain stenciling where art is used to engage and educate the residents about the storm drain function and the importance of keeping litter out of the storm drain. (Applicants will need to coordinate with DoE staff on artwork and location.)

These are not exhaustive lists. If you have an idea that is not listed above, but meets the program's goals, please contact Nguyen Le at (410) 974-2941 ext. 110, nle@cbtrust.org to discuss your idea before applying.

COMMUNITY PARTNERS

Projects must be organized by, provided to, and for the benefit of citizens in Prince George's County that live near the project area. Leverage your project by engaging a community partner.

Applicants should have community partners for their project. Example partners include recreation centers, youth sports teams and clubs, after school clubs, faith-based organizations (should not be the applicant), and businesses. In addition, we encourage public partners in order to increase the reach of the effort and build

relationships in the area (e.g., business offers refreshments for the clean-up event and encourages their staff to participate in the project).

REQUIRED PROJECT ELEMENTS AND ELIGIBLE BUDGET ITEMS

All applications <u>must</u>:
- Engage school age children in the effort and
- Incorporate the use of the County's [PGCLitterTRAK](#) smartphone app to track the amount and types of litter collected into their project plan
  - o Training to use PGCLitterTRAK will be provided by the County

<u>Eligible budget items</u> include those that support the proposed work. Think carefully about your proposed effort and what will be needed to conduct the work successfully and on-time. For example, an event centered on cleaning up the neighborhood stream may require trash bags, gloves, signage for the event, flyers to advertise the event, and a fee for disposal of large items such as tires. These items and other similar items to support your small-scale litter reduction and citizen engagement project are allowed.

If you plan to hire any external group to help conduct the project (e.g., graphic designer for storm drain art stencil template) consider using a Prince George's based business (see list of County based small businesses online [here](#)) that supports the Jobs First Act (learn more online [here](#)).

ELIGIBLE APPLICANTS

This program welcomes applicants from the following organizations:
- Community-based organizations such as homeowner associations, civic associations, and/or non-profits
  - o The project must be led by the community where the project work will be done
- Small municipalities (<5,000 residents)
  - o municipalities with a population less than 5,000 are likely not to have robust litter reduction efforts or programs or staff to support litter reduction programs and are therefore eligible for this funding opportunity

The ideal applicant is a community group and may be new to environmental work.

If you are a faith-based organization we encourage you to be a partner for a community group nearby to serve as the lead applicant for this program. Also, participating in a litter reduction project can support Options 2 (Outreach and Education) and 3 (Green Care and Good Housekeeping) of the [Alternative Compliance Program](#).

Projects must be implemented in Prince George's County, Maryland*. At this time, because the City of Bowie is managing its stormwater program independently of the County, projects in the City of Bowie are not eligible for funding in this program.* In addition, the project lead(s) must be located in Prince George's County (outside the City of Bowie).

FUNDING AVAILABILITY AND RESTRICTIONS

Applicants may request up to $2,500. The Trust evaluates every budget line item in every application. The need for each budget line should be clearly justified and connected to the goals of the project.

The following cannot be funded in this program:

- Projects located outside Prince George's County
- Projects located in the City of Bowie
- Street sweeping
- Contractors to remove litter or similar activity (projects in this award program should be done by the citizens that live in the area)
- Reimbursement for a project that has been completed or materials that have been purchased
- Political lobbying or advocacy work
- Endowments, building campaigns, annual giving, or venture capital

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local).

PROJECT TIMELINE

Projects should be completed within one year upon receipt of the award.

DEADLINE

Requests are accepted on an on-going basis until funds are fully expended for the fiscal year. Check our website and sign up for our grantee newsletter for the most up-to-date information about the status of this rolling grant program. **Please note that the Trust must receive all proposals at least six weeks prior to the start of the proposed project. The Trust cannot make exceptions to this policy nor provide reimbursement funding for already completed projects.**

CONTACT

For questions about the grant program, application, or project ideas contact Nguyen Le at (410) 974-2941 ext. 110 or nle@cbtrust.org.

EVALUATION CRITERIA

The following criteria will be used by reviewers to evaluate applications under the Litter Reduction and Citizen Engagement Mini Grant Program:

Most Important Criteria:

1. **Consistency with Request for Proposal (RFP)**: Is the project proposed consistent with the intent of the program? Are all required application components included for sound evaluation of the application?
2. **Likelihood of Project Success**: What is the likelihood of success if this project were to move forward? Are methodologies sound and consistent with best practices for litter reduction efforts in neighborhoods?
3. **Cost Effectiveness /Budget**: Is the budget appropriate and cost effective? Are the budget line items budgeted justified by the effort outlined in the project narrative? In-kind and cash match is not required but will be viewed favorably.

Important Criteria:

1. **Demonstration Value**: Will others be able to take lessons from this project and perhaps replicate it in their own communities?

2. **Long-term Sustainability**: Will the project have lasting impact? Will additional resources be needed to maintain the value of the project and if so, has that issue been addressed in the proposal?
3. **Community Leadership and Partners**:
   a. Is the project developed by and conducted in the community of the applicant? Is the community to be served involved appropriately in the project; i.e., was community buy-in obtained, were community needs and desires assessed, and are there individual(s) in the community committed to serving as community leads?
   b. Are school age children involved in the project?
   c. Are partners identified in the project to support the effort? Are any partners missing that should have been engaged?

Also to be Considered:

1. **General Quality of Application**: What is the level of completeness and attention to detail?
2. **Supporting Documents**: Does the application include appropriate additional attachments? For projects requesting trash/recycle bins, a maintenance plan is required.

APPLICATION REVIEW PROCESS AND NOTIFICATION

Application Review: Each application is reviewed by a review committee composed of individuals who are experts in the fields supported by this RFP. Reviewers score all applications based on the criteria listed in this RFP. The funding partners reserve the right to fund projects and budget items that advance their mission and meet specific funding priorities and criteria.

To set applicant expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar programs: The average approval rate from previous years in this grant program is unavailable since this is the first year the program has been offered. A similar program, the Community Engagement Mini Grant Program's approval rate over the last three years is 72%, including fully and partially funded applications. The average approval rate of all applications to the Trust is 33%. Should your proposal not be funded, you are strongly encouraged to contact the Trust to discuss and obtain reviewer feedback, which will make your proposal stronger for a future submission.

Award Notification, Funding Distribution, and Final Reports: All applicants will receive an emailed letter stating the Trust's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will email an award agreement with grant conditions and the due date of the final report. Grantees must print, sign, scan, and upload the signed award agreement with original signatures to the online award management system.

The Trust will mail the check to the requesting organization following submission of the signed award agreement and any information necessary to meet contingency requirements. Allow a minimum of four weeks (from the date the Trust receives the signed award agreement and any contingencies) for the check to be issued.

When the project is complete, grantees are required to complete final reports that include submission of all receipts for supplies, copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award), and invoices, if needed. All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent in the Expenses Worksheet of the Financial Management Spreadsheet. Organizations with outstanding progress, status, or final reports will not be awarded additional grants. In cases where the grantee fails to submit a report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. In addition, all final products (e.g., pictures,

presentations, flyers, and similar items) will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

APPLICATION SUBMISSION INSTRUCTIONS

The Trust uses an online system for the application process, and if funded, the award management. To apply, you can access the application by clicking the following link:
https://www.grantrequest.com/SID_1520?SA=SNA&FID=35394
Click on "New Applicant" and follow the on-screen instructions if you have not yet registered to use the system.

ONLINE APPLICATION INSTRUCTIONS

You will be asked to enter the following grant application information in the **Chesapeake Bay Trust Online Grant System**.

<u>Organization Information</u>: Organization name, address, city, state, zip code, phone number, mission of the organization, organization type, Employer Identification Number (EIN) which is also known as a Federal Tax Identification Number, and DUNs number

Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.

- The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here MUST be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the Applicant Information of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

- To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Executive Officer of Requesting Organization: Provide the Executive Officer name, title, address, phone, and e-mail.

Project Leader: Provide the Project Leader name, title, address, phone, and e-mail. REMEMBER: THIS EMAIL ADDRESS MUST BE THE ONE YOU USED TO LOG IN TO SUBMIT THIS APPLICATION

Grant Information:
1) Project title
2) Amount of funding requested
3) Grant Period: enter project start and end dates (submit applications *at least six weeks prior* to the start of the proposed project for the application to be considered)
4) In which stream, river or watershed will the project be located?

5) In which county will the project be located? (the answer must be Prince George's County, outside the City of Bowie)
6) Project legislative district

Project Abstract: Provide a brief (3 to 4 sentences) summary of the project, including details such as the project idea, main objectives, partners, and site location. Limit the abstract to 100 words.

Project Timeline: Fill in a project timeline including major tasks and their associated start and end dates. You are limited to eight entries (though not required to use all eight), and you are welcome to combine steps.

Project Deliverables: Enter in a variety of metrics such as the proposed pounds of trash removed, volunteers engaged, students engaged, number of educational events held, etc. Fill out only the project deliverables that apply to your project; leave the others (that are not applicable) blank.

Volunteer Involvement: Provide a description of volunteer activities, indicate the number of volunteers that will be involved with each activity, and an estimated amount of hours contributed by those volunteers.

Project Partnerships and Qualifications: List the project partner organizations, individuals, their areas of expertise, and their role(s) in your project. School aged students are required to be a part of the project and could be listed as a partner, if known.

While not required, applicants are encouraged to upload a Letter of Commitment from each project partner outlining the partner's role in the project. Letters of Commitment can be uploaded in the narrative file attachment section. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: https://cbtrust.org/forms-policies/

Project Narrative Upload:

Answer the following questions to describe your project and upload the final file (project narrative) into the online system to describe your project. The project narrative must not exceed 5 pages. We recommend that you copy and paste the questions below into a word processing document such as Microsoft Word and work from this document to ensure that you answer all questions.

Project Description: Answer each question in no less than three sentences.

1) Goals and Objectives: What are the big-picture goals and the specific objectives of the project? How will PGCLitterTRAK be used in the project?

2) Background: Describe the background of the project. Why is this project needed? How was the project idea identified?

3) Audience: Identify the priority audience/community that developed the project idea and that you will educate and engage through this project. Describe how you will reach them and why you have chosen that method.

4) Demonstration value: Describe how this project might be used as a model in other areas of Prince George's County. How might lessons learned from this project be transferred to other neighborhoods? How visible is the project?

5) Partners: How will you engage school-aged children in the project? Who are the community partners (e.g., recreation centers, youth sports teams and clubs, after school clubs, faith-based organizations, and businesses) for the project?

6) <u>Long-term sustainability</u>: How will the future of the project be ensured and/or impacts of the project be long-lasting? If funds are requested for trash and/or recycling receptacles, a description of the need and a maintenance plan is required to explain how they will be used again or in the long-term.

7) <u>Demographic Information</u>: In light of the Trust's commitment to the advancement of diversity in its grant-making, please provide demographic information about the community or population involved in or served by the project.

8) <u>Evaluation</u>: Describe how you will assess the effectiveness of your project. What does success look like for the project? How will you measure success? How will you use what you learn to improve a similar effort in the future?

9) <u>Recommended documentations for projects</u>: Are the following items included in your application if relevant?

   a. For workshops: a draft agenda
   b. For trash/recycle receptacles requests: a maintenance plan
   c. Letters of Commitment

Additional Attachments: We prefer that all documents be merged into one file for ease of reviewing. However, up to four additional file attachments may be uploaded in this section. Only a total of five attachments will be reviewed.

Budget Upload

You will be asked to upload your budget using the "Application Budget" worksheet of the Chesapeake Bay Trust's [Financial Management Spreadsheet](#), an excel file template. The template is available in the online application and can be found by visiting https://cbtrust.org/forms-policies/.
- Be as detailed as possible.
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program.
- Matching/leveraged resources are encouraged. Indicate whether each match entry is applied for, pledged, or in-hand.

Budget Category Information

This final online component will ask applicants to enter budget category totals. These totals will be automatically calculated in the Application Budget. Finally, check that the project's total requested amount you entered earlier in the application is correct.

Use the "Additional Budget Justification" section in the online application to justify and explain costs. Budgets that are detailed, justified, and itemized are ideal.

The body of work described in your proposal should be able to be accomplished with the resources requested in your budget.