



## MONROE COUNTY ENVIRONMENTAL FUND

**The Monroe County Environmental Fund is a grant program to provide resources to foster the development of a sustainable community; enhance, restore or protect natural surroundings; promote utilization of green technology and planning tools; and progress environmental stewardship in Monroe County.**

### **GUIDELINES FOR SUBMISSION OF AN ENVIRONMENTAL FUND GRANT:**

Funding is available to public agencies, 501(c)(3) tax-exempt nonprofit organizations, community service organizations and businesses **located in Monroe County**.

The grant seeker is required to complete a formal grant application and provide additional reference material. Determination of awards is determined by the Evaluation Committee and scored according to the Monroe County Environmental Fund Scoring Guidelines.

*Please note:* The Evaluation Committee meets two times each year, in April & November. In order for your request to be considered, it should be received by the **fifteenth day of March & October**. After review by the Evaluation Committee, final decisions will be made and grant recipients will be announced.

Complete the application and budget worksheet and return electronically to [Dan\\_Rock@monroemi.org](mailto:Dan_Rock@monroemi.org).

- Grants will be awarded up to \$3000 each. A total of up to \$30,000 will be distributed each calendar year, with \$15,000 dedicated to each grant cycle.
- **The included budget worksheet must be used to detail expenses.** Funds will be distributed in three payments, 50% upon award of the grant, 25% at a midway point to be determined on a case-by-case basis and the final 25% upon receipt of the final report by the County.
- The evaluation committee will reserve the right to consider an organization's grant application only once per calendar year.
- All projects must have at least 30% of the total project budget in matching funds or in-kind contributions.
- Grant dollars cannot be used for payment of staff or volunteers, however time contributed to the project can count toward in-kind contributions.
- All applications must be **completed in full** in order to be considered.
- Additional information can be found at [www.co.monroe.mi.us/recycling](http://www.co.monroe.mi.us/recycling)
- Contact Dan Rock at (734) 240-7909 [Dan\\_Rock@monroemi.org](mailto:Dan_Rock@monroemi.org) with questions.



## Monroe County Environmental Fund Grant Application

Please submit the following information in order. **All areas must be completed in full for your grant application to be considered for an award.** Materials should be submitted electronically to [Dan\\_Rock@monroemi.org](mailto:Dan_Rock@monroemi.org) by the applicable deadline date. Late applications will not be considered for an award.

### Your Organization Information

- Organization Name
- Organization address, city, state, zip code
- Organization Website
- 501 (c)3 or federal Tax ID #
- Contact name/ Title
- Phone number
- Fax number
- Email Address
- Have you applied for a grant through this program previously? Was your proposal funded?
- What is your organization's mission or mission statement? (limit 200 char.)

### Your Project Information

- Project Category – please choose which of the following best describes your project:
  - Recycling, Outdoor Classroom (includes gardening and planting projects), Pollution Prevention, Community Clean-up, Green Technology/Green Planning, Green Business, Environmental Education, Water Conservation, Other
- Project Title
- Total project expense
- Total dollars raised thus far, if any (fundraisers, other grants, etc.)
- Amount of Grant Request
- Please provide a detailed narrative budget description including all materials, labor, rental fees, listing of in-kind services, etc. (limit 300 char.)
- Please list any other foundations, or corporations contributions to this project (limit 300 char.)
- Included budget sheet shall be completed in detail
- How will the Environmental Fund grant be used? Please describe your proposed project. (limit 500 char.)
- Goal(s) of your project
- What variables will be measured to evaluate effectiveness and environmental impact of the project? Please list at least 3 variables to evaluate effectiveness, describing how success of your project will be defined or measured; and 3 variables that you will use to evaluate environmental impact of your project, describing what factors will be measured and what values constitute a successful project.
- Which initiative(s) of the 4 provided will your project support? What is your project scope? Please provide in detail how your project meets the selected initiatives.  
**(List all initiatives all that apply, must meet at least two):**

## **Initiatives:**

1. Enhance, restore or protect natural surroundings (including, but not limited to)
    - Rain gardens
    - Greenways
    - Native plantings
    - River or Community clean-ups
    - Outdoor classroom
  2. Utilize or promote utilization of green technology and planning tools that enhances the environment and the economy (including, but not limited to)
    - LEED or green building design
    - Projects utilizing smart growth practices
    - Market development projects that recover energy or materials from solid waste
  3. Foster Development of Sustainable Communities (including, but not limited to)
    - Buy local campaigns
    - Preservation of open space
    - Protecting water quality
  4. Progress Environmental Stewardship (including, but not limited to)
    - Pollution Prevention/Source Reduction
    - Green Business demonstration
    - Recycling
    - Environmental education
- Project start date
  - Project end date (Projects must be completed within one year of receipt of funding, unless special variance is given.)
  - Describe how the project will create long-term change and sustainability and any long-term strategies for funding this project at the end of the grant period.
  - BONUS POINTS:
    - Up to 5 Bonus points will be awarded for purchasing environmentally friendly products (e.g. biodegradable, minimal packaging, energy efficient, recyclable, recycled content, reusable, water efficient).
    - Up to 5 bonus points will be awarded for purchasing supplies and utilizing Monroe County businesses.
    - Please specify within your application which products or services qualify.

All projects are required to submit a report using the specified Grant Reporting Requirements within 6 weeks of its conclusion. Please read the reporting guidelines prior to completing the application. The final 25% of the grant funding will be distributed upon receipt of this report. Completed reports shall be submitted electronically to Dan Rock at [Dan\\_Rock@monroemi.org](mailto:Dan_Rock@monroemi.org) or in the mail to:

Dan Rock, 2353 South Custer Road, Monroe, MI 48161