



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 jamie_dean@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
- Contact Jamie Dean at (734) 240-7909 or jamie_dean@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 jamie_dean@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 Jamie Dean at jamie_dean@monroemi.org or in the mail to:

Jamie Dean, 2353 South Custer Road, Monroe, MI 48161