

Sustainable Environment Grant

Overview

Lexington - Fayette Urban County Government's Department of Environmental Quality & Public Works has established the Sustainable Environment Grant program to assist nonprofit organizations including churches, homeowner associations, neighborhood associations, 501c3 organizations, and public or private schools with projects that have a positive environmental impact related to land, water, air, energy and waste through art, innovation and education to improve the quality of life for the citizens of Fayette County. The grant program will provide financial assistance for eligible projects selected by the review committee.

Purpose

The grant is designed to encourage residents to work collaboratively and creatively to improve and protect the environmental health of Lexington's neighborhoods through art, remediation, education and/or engagement. A 50% match is required for this grant. A match can be donated materials, in-kind services or a combination of the two. Documentation must be provided for both grant expenditures and the value of all donated materials and in-kind services. In-kind matches may also include recorded use of personal vehicles or machinery. Documented volunteer hours will be valued at the federal minimum wage rate.

Eligible Projects

This is not a comprehensive list.

- Litter cleanup
- Invasive species removal
- Illegal dumpsite cleanup and restoration
- Placement of community trash receptacles
- Tree planting
- Streamside restoration
- Rain barrel workshop
- Rain garden installation
- Wildlife habitat development

Ineligible Projects

- Construction, repair and maintenance of buildings and sidewalks
- Any project determined to be maintenance in nature

Eligible Reimbursements

- Materials
- Equipment rental
- Disposal tipping fees
- Professional services

Ineligible Reimbursements

Many of these items can be used as match.

- Purchase of equipment such as video or digital cameras
- Advertising
- Salaries (regular or temporary staff)
- Meals
- Travel, including mileage of personal vehicle use
- Membership dues

Guidelines

Application Deadline:

March 18, 2016 by 4:30 PM

Maximum Grant Request:

\$5,000 maximum, a 50% or \$2,500 match is required. Partial funding may be offered. The grantee(s) has the option to accept or reject the partial funding.

Eligible Applicants:

All Fayette County churches, public and private schools, active neighborhood and homeowner associations and 501c3 non-profit organizations that are incorporated and have a complete slate of elected officers.

Conditions of Acceptance:

- Projects that cannot be completed within the grant period will forfeit grant funds.
- The city will not disburse grant funds until the project is complete and the final report and supporting documents are approved by the Department for Environmental Quality and Public Works. Grant recipients need to be fiscally prepared for this reimbursement arrangement.
- Recipients must provide documentation, including copies of receipts and project photos, to the city as proof of expenditures. Digital copies (JPEG) of photos are preferred, though original photographs are acceptable. Computer printed photos will not be accepted.
- Grant recipients may be required to attend grant management training and/or a workshop related to the grant such as the city-funded water quality workshops offered by the UK Arboretum.
- The Department of Environmental Quality and Public Works reserves the right to audit all grant recipients in all matters related to the Sustainable Environment Grant.

Timeline

March 18, 2016	Application deadline 4:30 p.m.
March - April	Panel will review applications
April 11, 2016	Preliminary selections
April 27, 2016	Official notifications
May 31, 2017	Project completion; final report due

Review Process

The grant review committee will make recommendations to the Urban County Council for final approval and grant award using the review criteria. Incomplete applications or applications received after the submission deadline will not be considered. The review of applications is an annual competitive process. Funding in one year does not guarantee funding in subsequent years. **Please refer to the criteria when completing the application.**

Review Criteria

Project goals and benefits (50 points)

- Overall goal of project (5 points)
- Description of environmental concern(s) (5 points)
- Detailed description of project (30 points)
 - What do you propose to do?
 - Where will the project take place?
 - How will the project address the environmental concern(s) listed in your grant?

- How will the project be maintained and/or the results of the project sustained after the grant period has passed?
 - If applicable, clearly explain how the proposed project impacts LFUCG property or intersects with LFUCG ordinances. Provide documentation of city support. (See city contacts section.)
- Consistency of project goals and benefits with environmental priorities and initiatives of the LFUCG Department for Environmental Quality and Public Works (10 points)

Timeline (10 points)

- Timeline is appropriate and reasonable
- Project can clearly be completed within the grant period (Projects that aren't forfeit grant funds.)

Budget (10 points)

- Fiscal planning reflects a complete project budget
- Project request clearly documents need for expenditures

Partnerships (15 points)

- Contributions of entities that directly benefit (e.g., property owner)
- Supporting organizations and their role in carrying out the project

Community (Social) Impact (15 points)

- Positive social impacts, including but not limited to:
 - Creating a sense of community
 - Engaging the community in volunteer work
 - Educating the community about responsible environmental behavior

Projects Requirements

Applications failing to meet any of the following criteria will not be considered for funding. Projects must:

- Comply with applicable federal, state, local laws and regulations.
- Be nonprofit in nature.
- Directly enhance the environmental quality of some aspect of the neighborhood or community.
- Be located in Fayette County.
- Be completed within the grant period.
- Submit a COMPLETE application, including complete contact information for both primary and secondary managers.

Submission Guidelines

- **Applications MUST be received by the Department of Environmental Quality and Public Work no later than 4:30 p.m. on Friday, March 18, 2016.**
- Applications may be mailed or hand-delivered to:
Attn: Louise Caldwell-Edmonds
Department of Environmental Quality and Public Works
200 East Main Street
Lexington, KY 40507
- Submit an **original plus four hard copies** of the application and support materials. Email or fax copies will not be accepted.

- Only complete applications will be considered for funding.
- Applicants must submit an original, signed copy of the Statement of Agreement. (Blue ink preferred.) Applications submitted without an original, signed copy of the Statement of Agreement will not be considered for funding.

City Contacts

Parks and Recreation: Michelle (Olup) Kosieniak, michello@lexingtonky.gov

Engineering (green space): Keith Lovan, klovan@lexingtonky.gov

Street trees: Tim Queary, tqueary@lexingtonky.gov

Waste Management: Lauren Monahan, lmonahan@lexingtonky.gov

Environmental Services (Grant contact): Louise Caldwell-Edmonds, louisec@lexingtonky.gov

H-1 Historic District: Amelia Armstrong, aarmstro@lexingtonky.gov

Sustainable Environment Grant

Application

Deadline: March 18, 2016

Please check one: ☐ Church ☐ Homeowner Association ☐ Neighborhood Association

☐ Public or Private School ☐ 501c3 Organization

☐ Other _____

ORGANIZATION NAME			
WEBSITE	STREET ADDRESS	CITY, STATE	ZIP CODE
		Lexington, KY	
PRIMARY PROJECT MANAGER	TELEPHONE	EMAIL	
SECONDARY PROJECT MANAGER	TELEPHONE	EMAIL	
GRANT REQUEST	START DATE	PROJECTED END DATE	GRANT ENDS
\$			May 31, 2016

Provide a brief project description (50 words or less).

Provide a detailed description of the site location, including driving directions. Provide address location (or the nearest house address) and, if applicable, label site photos.

What is the goal of this project? Please explain in one to two sentences. (5 points)

What environmental concern does the project address? (5 points)

Provide a detailed description of the project. (30 points)

- What do you propose to do?
- How will the project address the environmental concern(s) you identified?
- How will the project be maintained and/or the results of the project sustained after the grant period has passed?
- If applicable, clearly explain how the proposed project impacts LFUCG property or intersects with LFUCG ordinances. Provide documentation of city support.

Based on previous information, up to 10 points will be awarded for consistency of project goals and benefits with environmental priorities and initiatives of the LFUCG Department of Environmental Quality and Public Works.

Provide a project timeline. (10 points)

- Timeline is appropriate and reasonable
- Project can clearly be completed within the grant period. (Projects that are not completed on or before May 31, 2017, will forfeit grant funds.)

Project Component	Responsible Party	Est. Start Date	Est. Completion Date

Provide a detailed project budget. (10 points)

- Itemize all anticipated expenses such as consultant services, materials, equipment rental and disposal fees. Each expense should list what will be purchased, the cost of each unit and the quantity needed.
- Include all in-kind contributions. Estimate value of donations in the form of goods, sweat equity and services provided at no cash cost.
- Make sure that all expenses are clearly justified with the project description.

SAMPLE BUDGET TABLE

Activity	Item	Rate	Units	Grant Cost	In-Kind Match Cost	Total
Remove & dispose of litter	Volunteers	\$7.25 per hour	225 hours		\$1631.25	\$1631.25
Do not litter	Signs	\$55 each	3	\$165		\$165
Equipment	Bobcat rental	\$35 per hour	16 hours	\$560		\$560
Landscaping	Landscape timbers	\$10 each	61	\$610		\$610
Landscaping	Mulch	\$4 each	50 bags	\$200		\$200
Landscaping	Flowers	\$20 each	17 trays	\$340		\$340
Landscaping	Shrubs	\$34 each	60 shrubs	\$2040		\$2040
Install planter boxes and flowers	Volunteers	\$7.25 per hour	45 hours		\$326.25	\$326.25
Total				\$3915	\$1957.50	\$5872.50

Budget (10 points)

Activity	Item	Rate	Units	Grant Cost	In-Kind Match Cost	Total
Total						

Describe the role of supporting organizations and contributions of entities that directly benefit from the project e.g. property owners. Indicate "not applicable" if your project will be carried out independently. (15 points)

Explain the positive social impacts of your project. (15 points)

Additional space

Statement of Agreement

This agreement is made and entered on _____ into by and between LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, an Urban County Government of the Commonwealth of Kentucky, created pursuant to KRS Chapter 67A (hereinafter "Government") and the signer, (hereinafter "Grantee") a non-profit organization operating under the laws of the Commonwealth of Kentucky, with offices located in Lexington, KY.

The Agreement for the Sustainable Environment Grant program states as follows:

1. Grantee will propose and implement a specific project that has a positive environmental impact related to land, water, air, energy and waste through art, innovation, collaboration and education to improve the quality of life for the citizens of Fayette County by contributing to a more sustainable community. .
2. Grantee will propose a need for the funds requested \$_____ along with a 50% match. Grantee understands that an amount less than the request may be awarded, but in no event shall Grantee's required match be less than 50% of the funds awarded.
3. Any such projects funded by the Government shall be open and available to the public and benefit the entire community.
4. Grantee agrees to complete the proposed project, including submission of the required final report, on or before May 31, 2017.
5. Disbursement of grant funds will be as follows:
100% upon completion of the project and submission of final report
(Final report must include documentation as proof of project expenditures)
6. The Government assumes no responsibility whatsoever in the Grantee development project activities. Grantee promises and agrees that it will save the Government harmless from any and all liability for personal injury, property damage, or loss of life or property resulting from or in anyway connected with the activities carried out pursuant to this agreement, the grant award or the Sustainable Environment Grant program.
7. The Government must approve all proposed changes to the funded project. The Grantee must provide written explanation of any proposed changes and the reasons for those changes.
8. In any written or oral communications, the Grantee shall identify the Lexington-Fayette Urban County Government's Department of Environmental Quality & Public Works as the source of the above-referenced funds; the Grantee shall not specifically identify any individual Council member as being responsible for the funds donated by the Lexington-Fayette Urban County Government.
9. The Grantee agrees to comply with all applicable local and state rules, ordinances and laws in implementation of the project. The Grantee further agrees to secure prior written approval from the appropriate agency with the Government for any project that will be conducted on Government property.
10. Grantee agrees to Call Kentucky 811 prior to excavation or digging work for any tree planting project. Kentucky 811 will notify the appropriate utilities to come out and locate the lines to help prevent accidental line cuts and interruptions of service. The service is provided free of charge to you.
11. When using a contractor for planting, Grantee must require an agreement of site preparation, installation and mulch with a one year maintenance plan for the newly planted tree(s) that includes annual fertilization, preventive insect treatments, structural pruning, staking (if necessary) and maintenance of the mulch ring. Grantee must contact the LFUCG Urban Forester prior to purchasing or planting trees.

Grantee

Grantee Name (Please type) _____

Grantee Signature _____

Street Address _____

City, State ZIP Code _____

Lexington-Fayette Urban County Government

By: _____

Jim Gray, Mayor

Attest: _____

Clerk, Urban County Council

Checklist for Your Records

General:

- ☐ Is application typed?
- ☐ Contact information (phone number and email address) has been provided for both primary and secondary project managers.
- ☐ Use only space provided for narrative section
- ☐ Keep extra copy for your personal records

Original Set:

- ☐ Application
- ☐ Statement of Agreement
- ☐ Printed supporting documentation (if applicable)

Copy Set(s): 4 each

- ☐ Application
- ☐ Printed support documentation (if applicable)