

Climate and Equity Grant Program Explanations and Examples

A. General Information (to be filled out on online form):

Organization name:

Contact address (include suite # if applicable):

Contact city, state, and ZIP code:

Head of organization name:

Head of organization title:

Organization contact email:

Organization phone:

Organization website (if applicable):

EIN (if applicable):

Select One: Track 1 (\$2,000 - \$9,999) or Track 2 (\$10,000 - \$50,000)

Optional: Select optional add-on to support participation in state planning meetings:
(\$2,500 / 5 meetings or \$5,000 / 10 meetings)

Total Grant Request (\$):

What We're Looking For:

- Complete and accurate information for each line (if applicable)
- A selection of Track 1 or Track 2, based on the amount of funding requested.
- Optional: A selection of an optional participation add-on based on the number of state planning meetings your organization intends to attend (5 or 10).

B. Data for Climate Funders Justice Pledge (to be filled out on online form):

Please select any/all of the attributes that apply to your organization from the list below (adapted from <https://www.climate.donorsofcolor.org/>):

- Over 50% of my organization's Board (or equivalent group) is comprised of Latin, Black, Indigenous, or other people of color (BIPOC) members
- Over 50% of my organization's senior staff (or equivalent group) is comprised of BIPOC members
- My organization's mission statement, guiding principles, strategy, or other foundational texts explicitly commit to building power within BIPOC communities

What We're Looking For:

- Check off the statements that are true for each applicant

- Note: The above attributes will not affect an organization's eligibility for this grant award, but will be considered as part of the multi-step application evaluation.

C. Narrative Document (to be uploaded as an attachment to the online form)

1. *Description or screenshot of your organization's mission or activities demonstrating a commitment to and/or previous work related to environmental justice. (1 paragraph/screenshot)*

What We're Looking For:

- Mission statement indicating the values and/or goals of your organization
 - Brief description of the type of work your organization does
 - Connection between your organization's work and environmental justice (this could be related to the activities your organization does, the people your organization serves, the places your organization works, etc.)
2. *Description of the need the proposed project seeks to address, and how addressing this need will increase the community's adaptation and resilience to the impacts of climate change and/or climate mitigation action efforts. This description should include at least one clear and measurable goal for the project. (1 paragraph)*

What We're Looking For:

- A clearly identified community need that the project will address
 - Clear reasoning for how addressing this need will either assist with climate mitigation efforts, assist with climate adaptation efforts, or assist with public education related to climate change mitigation or adaptation
 - At least one clear and measurable goal for the project
3. *Description of the community to be served by the project, and how community members are involved in planning and carrying out the project. (1 paragraph).*

What We're Looking For:

- Geographic and demographic information about the community (Where is the community? Who are the people involved in the community? What are the strengths and challenges of the community?)

- Meaningful involvement from community members at all stages of the project, including developing the project proposal.

4. *Description of how the proposed project will advance equity for vulnerable communities within Connecticut. (1 paragraph).*

What We're Looking For:

- A clear understanding of an equity concern faced by the community (such as a lack of access to resources, uneven burdens of risk, past exclusion from planning or funding opportunities, or other inequalities).
- Clear reasoning for how this project helps to fill in a gap, broaden access, reduce risk, expand opportunities, focus attention, provide public education, or otherwise build power for the community.

5. *Description of the proposed work plan following the provided template, including major stages of work and project deliverable(s), as well as a general timeline for accomplishing each stage. Please specify who will be responsible for completing the work plan, and if you are partnering with an outside organization please briefly describe the partnership and the respective roles of the partners. It is not necessary to attach resumes. (3 paragraphs, or 2 paragraphs and a timeline in a list or table)*

What We're Looking For:

- Paragraph One: Describe the major stages or planned steps of the proposed project as well as the results or deliverables expected from the proposed project by the end of the grant period (such as the creation of a resiliency plan, a specific number of outreach events, etc.). The project tasks should be clearly identified and the project results/deliverables should be clearly linked to the project's measurable goal described in Question 2 of the narrative document.
- Paragraph Two: Describe the people/groups who will be responsible for completing the project and any prior experience that makes them a good fit for the project. This experience may include professional history, formal education, community organizing, volunteer work, or other types of lived experience. It is not necessary to attach resumes. If partnering with additional organizations, describe the mission of the partnering organizations and the

roles of each organization within the proposed project (what each organization will be responsible for, how they will work together, etc.).

- Timeline (may be in paragraph, list, or table form): Indicate the timeline for completing each of the stages of the project described in Paragraph One, including any important project milestones. Remember that the grant period is from January – December 2025.

Example Timeline in Table Format
(exact tasks and dates can be adjusted to fit each project):

Major Tasks and Project Milestones	Jan - Mar 2025	Apr - June 2025	July - Sept 2025	Oct - Dec 2025
Ongoing: Attend 5 state planning meetings (CEEJAC and subcommittees)	X	X	X	X
Identify or hire a staff member to lead the development of a community resilience plan	X			
Identify key community stakeholders	X			
Develop outreach and/or workshop materials	X			
Hold public workshops, listening tours, and/or targeted outreach events with key community stakeholders to identify and discuss community needs		X		
Draft list of prioritized community resilience actions		X		
Draft community resilience plan			X	
Gather community feedback on resilience plan through public meetings and targeted outreach			X	
Finalize resilience plan				X
Share final plan with the community through a public presentation				X
Submit final project report and a copy of the final community resilience plan to CIRCA				X

D. Budget Document (to be uploaded as an attachment to the online form):

Please upload a project budget indicating how grant funds will be spent. An optional budget template is available on [CIRCA's Climate and Equity Grant webpage](#).

What We're Looking For:

- A clear and accurate budget table indicating different categories of expenses and how much will be spent for each category.
- This table should also include a calculation of the total grant amount requested.
- The total grant amount requested should be appropriate for the project scope (in other words, it should be realistic – not too optimistically low nor too unreasonably high to accomplish the work proposed).
- Usage of the provided template is optional, not required.

Example Budget Table

	Category	Brief Description of Budget Item	Amount
A	Personnel		
	Outreach Coordinator	Staff time for outreach to community members, including individual outreach and community workshops	\$20,000.00
B	Materials / Supplies		
	Printed materials	Fact sheets, flyers, maps	\$2,000.00
C	Food		
	Food purchases	Food for three community workshops	\$1,500.00
D	Travel Expenses		
	Local travel	Mileage reimbursement for staff travel to workshop sites (60 miles x \$0.67/mi rate*)	\$40.20
E	Other Direct Costs		
	N/A		
F	Indirect Costs (up to 10% of total grant request)		
	Indirect facilities and administrative costs		\$2,000.00
G	Optional Participation Add-On	Staff time to attend 5 state planning meetings (CEEJAC and subcommittees)	\$2,500.00
	Total Grant Request		\$28,040.20

* This calculation is based on the IRS standard mileage rate for business as of June 2024