

# Open Space Authority

## Urban Grant Program Guidelines:

### **PROGRAM PROJECTS**

Program projects include classes, trainings, curriculum-building, special events, program development, and other impactful community services that help connect people living in urban areas to nature.

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## 2022-2023 Grant Cycle

PRE-APPLICATION DEADLINE:

5:00 p.m. Tuesday, November 8, 2022

FULL-APPLICATION DEADLINE (PROGRAMS):

5:00 p.m. Thursday, February 9, 2023



## OPEN SPACE AUTHORITY URBAN GRANT PROGRAM SUMMARY

The Santa Clara Valley Open Space Authority is seeking high quality grant proposals for projects that bring nature to the urban areas within the Authority's boundaries in one or more categories:

1. Environmental Stewardship & Restoration
2. Parks, Trails, and Public Access
3. Environmental Education
4. Urban Agriculture / Food Systems

### AWARD INFORMATION

Total funding: \$1,500,000 between two grant solicitations, below. These guidelines are for the **Programs** solicitation. To find the guidelines for the **Capital Improvement Projects** solicitation, please go to <https://www.openspaceauthority.org/programs/grant>. Summary for both grant solicitations:

<b>Programs</b>	<b>Capital/Planning</b>
<ul style="list-style-type: none"><li>○ Request range: \$20,000 - \$100,000</li><li>○ Estimated amount available: \$ 750,000</li><li>○ Anticipated grants awarded: 11-15</li><li>○ Grant period: 2 years to complete project</li><li>○ Required matching funds: 0-25%*</li><li>○ Grant type: Reimbursement basis</li></ul>	<ul style="list-style-type: none"><li>○ Request range: \$40-250,000</li><li>○ Estimated amount available: \$ 750,000</li><li>○ Anticipated grants awarded: 4-6</li><li>○ Grant period: 3 years to complete project</li><li>○ Required matching funds: 0-25%*</li><li>○ Grant type: Reimbursement basis</li></ul>

\*See p. 10 for Match Requirements

### ELIGIBLE APPLICANTS

- Local public agencies located within the Authority's boundaries.
- Schools and school districts located within the Authority's boundaries.
- Non-profit organizations whose project is located within the Authority's boundaries.

### PUBLIC WORKSHOPS

The Authority will hold two public information workshops to provide an overview of the grant and the application process. Participation is recommended but not mandatory. Registration and other information is available at <https://www.openspaceauthority.org/programs/grant>.

**Programs Application Webinar: Tuesday, October 18, 2022 2:00 – 3:30 p.m., ONLINE WORKSHOP ONLY.** Please [register](#) to receive access information.

For the Capital/Planning solicitation information, please see the grant webpage. The recordings of the Program and Capital workshops will be available at <https://www.openspaceauthority.org/programs/grant> following the webinars.

### DEADLINE AND MORE INFORMATION

The required Pre-Application must be submitted by **5:00 p.m. Tuesday, November 8, 2022**. Eligible applicants must submit a complete Full-Application Proposal by **5:00 p.m. Thursday, February 9, 2023**.

The application, this document, mailing list information, and any program updates can be found at <https://www.openspaceauthority.org/programs/grant>. For questions about this Grant Program, please contact Jackie Latham, Grants Program Coordinator at [jlatham@openspaceauthority.org](mailto:jlatham@openspaceauthority.org).

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## About the Santa Clara Valley Open Space Authority

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The Open Space Authority works to protect the quality of life in Santa Clara County by preserving open space and natural resources. Since 1993, the Authority has protected over 28,000 acres of open space, natural areas, watersheds, and wildlife habitat – providing ecologically friendly outdoor recreation and preserving the natural beauty and environmental health of the Santa Clara Valley.

The Open Space Authority is a public, independent special district created by the California state legislature in 1993 at the urging of community leaders who saw the importance of maintaining the ecological integrity of the region.

The Authority’s jurisdiction includes the cities of San Jose, Santa Clara, Milpitas, Campbell, Morgan Hill, and parts of unincorporated Santa Clara County.

### Mission Statement

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The Open Space Authority conserves the natural environment, supports agriculture and connects people to nature, by protecting open spaces, natural areas, and working farms and ranches for future generations.

## Measure Q and Measure T

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The Urban Grant Program is funded by a parcel tax approved by voters. In November 2014, voters approved the Open Space, Wildlife Habitat, Clean Water and Increased Public Access Measure (Measure Q) to increase the capacity of the Authority to protect and preserve natural open space areas for future generations by: improving parks, open spaces and trails; protecting land around creeks, rivers and streams to prevent pollution and improve local water quality; preserving and restoring wildlife habitat and natural areas; expanding public access; enhancing environmental education; and protecting scenic hillsides. In 2020, Measure T was overwhelmingly approved by voters, extending the Measure Q funding. Through this \$24 annual parcel tax, the Authority receives approximately \$7.9 million per year for open space protection. This funding will be used to help achieve the goals and objectives of the *Santa Clara Valley Greenprint*, which serves as the Authority’s strategic vision to inform investments in open space protection. The *Santa Clara Valley Greenprint* is available online at [https://www.openspaceauthority.org/system/documents/Santa Clara Valley Greenprint Report.pdf](https://www.openspaceauthority.org/system/documents/Santa%20Clara%20Valley%20Greenprint%20Report.pdf).

The *Measure Q Expenditure Plan* ([Measure Q Expenditure Plan](#)) describes four key programs that emerged from the *Santa Clara Valley Greenprint*, including a Grants Program. Each year, the Board of Directors will determine the appropriate amount to be allocated to the grant program, up to 25 percent of the revenues generated. The amount of funding allocated each year may vary based on the total funding accrued to-date, to take advantage of available matching funds, and to provide flexibility in addressing emerging issues. Grant awards will strive to reward a diversity of projects and to be balanced geographically across the Authority’s jurisdiction. The grant solicitation process and the individual awards shall be subject to approval by the Authority’s Board of Directors.

## Purpose of the Urban Grant Program

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The purpose of this Grant Program is to create healthy and safe open space and park areas in cities and unincorporated urban areas within the Authority's boundaries by:

- Creating or improving parks
- Preserving open space and maintaining or creating trails
- Enhancing and restoring habitat, natural resources and water resources
- Enhancing access to healthy food through urban farms and gardens
- Developing environmental education programs or facilities

The Grant Program is also intended to promote investments in underserved, disadvantaged, and park-poor neighborhoods and to distribute the benefits of nature more equitably throughout the diverse communities and neighborhoods within the Authority's jurisdiction. As the grant program has a focus on projects that advance equity, applicants are encouraged to describe the ways that their projects address under resourced communities and describe the resources and tools used to identify the communities as such.

The Grant Program will be evaluated annually and redesigned as needed in future funding cycles.

## Application Process

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Applications and related materials are available at the Authority's website. The Authority will maintain a list of interested parties to receive updates or notices. To receive notices on future grant solicitations, sign up at <https://www.openspaceauthority.org/programs/grant>.

### SUBMISSION DATE

The required Pre-Application must be submitted by **5:00 p.m. Tuesday, November 8, 2022**. Eligible applicants must submit a complete Full-Application Proposal by **5:00 p.m. Thursday, February 9, 2023**.

A link is available at <https://www.openspaceauthority.org/programs/grant>, or directly through the Wizehive link at <https://webportalapp.com/sp/santaclaravalleyopenspaceauthority-homepage>.

Applications must be submitted through Wizehive. Each organization must use one email and password for all grant projects. You may find the link as well as a Wizehive Tutorial on our website <https://www.openspaceauthority.org/programs/grant>. Please note that all application materials are public record and may be included in public meeting packets and/or online.

## PUBLIC WORKSHOPS

The Authority will hold an online workshop to provide an overview of the grant and the application process. Participation is recommended but not mandatory. Registration and other information is available at <https://www.openspaceauthority.org/programs/grant>. The webinar will be recorded and available online following the event.

### Workshop dates:

**Programs Application Webinar: Tuesday, October 18, 2022 3:00 – 4:30 p.m., ONLINE WORKSHOP ONLY.** Please [register](#) to receive access information.

For the Capital/Planning webinar, please see our website for more information. The recordings will be available at <https://www.openspaceauthority.org/programs/grant> following the webinars.

### Questions:

Jackie Latham, Grants Program Coordinator

408.224.7476

[jlatham@openspaceauthority.org](mailto:jlatham@openspaceauthority.org)

## Eligible Applicants

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Eligible applicants for grant funding are:

- Local public agencies, including the cities of Campbell, Milpitas, Morgan Hill, Santa Clara and San Jose, Santa Clara County, and special districts. State and Federal agencies are not eligible.
- Private, non-profit organizations that qualify under Section 501(c)(3) of the United States Internal Revenue Code. The Authority will accept applications from non-profit organizations headquartered outside of its boundaries, but all projects and programs must be located within or directly serve the residents of the Authority's boundaries.
- Local schools and school districts located within the Authority's boundaries.

Details about the Authority's boundaries can be found on our Board District Map at <https://www.openspaceauthority.org/public-information/board-of-directors.html>.

## FISCAL SPONSOR

If your organization does not have a tax-exempt ruling from the IRS, you can apply for a grant through a qualified fiscal sponsor. A fiscal sponsor is a tax-exempt 501(c)(3) organization that agrees to accept and be responsible for grant funds on behalf of another organization. If a fiscal sponsor is used, the fiscal sponsor is considered the legal applicant and therefore is responsible for all legal aspects of the grant.

When filling out the application:

- The fiscal sponsor is the applicant
- The required documents must be from the fiscal sponsor (applicant)
- The application must include a Fiscal Sponsorship Agreement form (Appendix C)

## Grant Awards

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The total funding available for Urban Grant Program awards for this cycle is \$1,500,000. The Authority expects to award between 15-20 grants, aiming for a diversity of project types, project locations, and project size. Awards range from \$20,000 - \$250,000 and will be divided between two separate solicitations:

- PROGRAM GRANTS:
  - *PROGRAMS* only (**NO CAPITAL IMPROVEMENT OR PLANNING**)
  - Request range: \$20,000 - \$100,000
  - Estimated amount available: \$750,000
  - Anticipated grants awarded: 11-15
  - Grant period: 2 years to complete project
  - Required matching funds: 0-25% (see p. 10)
  - Grant type: Reimbursement basis
  - Expedited review process
- PLANNING FOR CAPITAL PROJECTS AND OTHER CAPITAL IMPROVEMENT PROJECT GRANTS:
  - Capital Improvement and Planning Projects only
  - Request range: \$40,000 - \$250,000
  - Estimated amount available: \$750,000
  - Anticipated grants awarded: 4-6
  - Grant period: 3 years to complete project
  - Required matching funds: 0-25% (see p. 10)
  - Grant type: Reimbursement basis

Applicants may submit multiple applications in Program Grants, Capital/Planning Grants, or both. These guidelines are for the Program solicitation. To find the guidelines for the Capital/Planning solicitation, please go to <https://www.openspaceauthority.org/programs/grant>.

## Estimated Grant Timeline

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The following is an approximate timeline for the 2022-2023 grant cycle. Note that Program grants and Capital/Planning grants have different timelines and **these dates are subject to change**.

<b>PRE-APPLICATION</b>	October 4, 2022	Grant application packet released
	October 18, 2022	Public Workshop - Programs
	November 8, 2022	<b>Pre-applications due by 5:00 p.m.</b>
	November 9 - December 13, 2022	Eligibility Reviewed and Applicants Notified
<b>FULL APPLICATION</b>	February 9, 2023	<b>Full applications due by 5:00 p.m.</b>
<b>REVIEW &amp; AWARD</b>	February - May 2023	Review Committee prepares preliminary award recommendations
	<b>May 18, 2023*</b>	<b>Board meeting for award decisions.</b> Staff recommendations presented to the Board of Directors for award decisions. <i>*Date subject to change</i>
<b>AWARD</b>	June 2023	Award Notifications
<b>PROCESSING</b>	June 2023	Grantees submit final paperwork
	July 2023	Once all grantee paperwork is submitted and approved, grant agreements will be sent to grantees within 1-2 months. If grantee paperwork is delayed, the grant agreement process will not move forward and the project start date will be postponed.
	September 2023	<u>Earliest</u> date grant agreements are anticipated to be executed and projects begin. Some grant agreements may take longer.



## Grant Project Categories

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Examples of the types of project elements that could be considered for funding within each of the Project Categories are provided for illustrative purposes only. Proposed projects must demonstrate elements within one or more of these Categories to qualify for the Program. Project examples include:

### ENVIRONMENTAL STEWARDSHIP AND RESTORATION

In general, this broad category includes green infrastructure and natural resources projects. Some examples include:

- Programs related to environmental stewardship and restoration efforts
- Planning, design, and/or implementation of habitat restoration and enhancement projects
- Restoration of wetlands, floodplains, or riparian areas
- Urban forestry, canopy census, and tree planting projects
- Integrating open space with stormwater management using raingardens, bioswales, permeable pavement, green roofs, etc.

### ENVIRONMENTAL EDUCATION

This includes both education facilities and educational programs. Transportation may be included as a component of a project but must be within the Authority's jurisdiction. Some examples include:

- Nature centers and environmental education facilities
- Life labs, gardens, outdoor classrooms, and school greening projects
- Transportation and access to Authority preserves as a component of a program
- Job training related to protection and stewardship of the natural environment, wildlife, water resources and agricultural lands
- Citizen science programs
- Development or implementation of environmental education curriculum
- Nature-based learning through field tours and hands-on stewardship projects
- Nature-based playgrounds for unstructured outdoor play

### URBAN AGRICULTURE / FOOD SYSTEMS

This includes projects related to cultivating, and distributing food grown within the urban areas. Some examples include:

- On-farm research and demonstration projects that balance agricultural production with environmental protection and enhancement
- Farm education programs
- Planning, design and implementation of urban farms and community gardens
- Farm access programs such as farm trails

## PARKS, TRAILS, AND PUBLIC ACCESS

This includes parks and trails projects as well as projects which add to the connectivity between existing open space areas. Some examples include:

- Programs related to parks, trails, and public access
- Planning, design and construction of new parks, trails, and open space facilities
- Conversion of brownfields or vacant lots into parks or preserves
- Conversion of underutilized parking, street width, or public right of way into pocket parks, parklets, or linear parks
- Trails, bike lanes, and bicycle transit programs including bike share programs
- Trail sections which close gaps in the existing trail network
- Public nature-themed art that inspires understanding and appreciation of nature

## Grant Project Types

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Three broad project types that are eligible in the grant program are below. These are the guidelines for Program grants. For Capital and Planning Project Guidelines, please see <https://www.openspaceauthority.org/programs/grant>.

### **PROGRAM GRANTS:**

#### *PROGRAMS*

- Social and educational programs, such as classes, training, or special events (e.g. creek clean-up day). This work can include curriculum and program development.

### **PLANNING FOR CAPITAL AND CAPITAL IMPROVEMENT PROJECT GRANTS:**

#### *PLANNING*

- Planning activities in service of work on specific properties prior to construction. This might include community outreach, site analysis, or site design.
- Other plans related to the use and management of the site, including recreation and management of natural resources.
- Planning projects generally result in a final report, plan, or construction documents.
- Capital/Planning grants only, see Capital Improvement Projects and Planning guidelines

#### *CAPITAL IMPROVEMENT*

- Improvements to real property, including, but not limited to: construction of natural area improvements, rehabilitation, restoration, and enhancement.
- Capital/Planning grants only, see Capital Improvement Projects and Planning guidelines.

## Grant Project Requirements

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### ELIGIBLE PROJECTS MUST

- Be consistent with the Authority's enabling legislation [[Division 26, Sections 35100-35174 of the Public Resources Code](#)]
- Achieve *at least* one of the purposes established in the [Measure Q Expenditure Plan](#):
  - Protect and enhance open space, wildlife habitat and wildlife corridors, and develop land for nature-based parks, open space preserves, trails and greenbelts.
  - Create, develop and implement pedestrian and bicycle trail connections to connect urban communities to local and regional parks, Open Space Preserves, creeks and flood control channels, to improve public health.
  - Implement urban tree planting and tree protection/maintenance.

- Create and expand urban farms and community gardens to support public health and local agriculture.
- Expand nature and science-based environmental education programs and hands-on youth engagement projects.
- Support the Santa Clara Valley Greenprint goals and objectives ([Santa Clara Valley Greenprint Report](#)).
- Comply with all applicable California laws, including California law concerning prevailing wages.
- Meet all Grant Project Requirements outlined in this document.

#### LOCATION

- PROGRAMS must be located within the Authority’s jurisdiction and directly serve residents of the urban areas.
- Urban areas, for the purposes of these guidelines, are currently defined by the United States Census Bureau. See Appendix B for a map of the eligible grant area.

#### BUDGET AND MATCHING FUNDS

- A detailed Project Budget is required for all applicants. An Excel template is available in the Wizehive application. See Appendix D or our grant webpage for a copy of the template.
- A minimum match of **25%** of the grant request is required for organizations with annual revenues of \$10 million and above. This can be through a cash match and/or an in-kind match. Budget includes a minimum of 25% matching funds (includes in-kind).
  - **Cash match** is a monetary contribution and can be from:
    - The grantee’s own funds (general revenue).
    - Cash donations from third parties (i.e. partner organizations).
    - Other grants.
  - **In-kind match** is a non-cash contribution from the grantee organization and can include:
    - Staff time spent on the project.
    - Volunteer hours valued at \$31.51 per hour for general volunteer hours (more for volunteers with specialized skills). Note that this figure typically changes annually. For an updated value, please see California’s rate at [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time).
    - Staff on loan from another organization.
    - Use of existing equipment.
    - Goods or services donations from third parties.
    - Indirect costs cannot be counted match.
- Projects can include staff time if it is demonstrated that it is required to effectively implement the project.
- Indirect costs (administrative overhead) are eligible for 501(c)(3) non-profit organizations only. However, the indirect costs are limited to 5% of the grant award. See Appendix E for more information on direct vs. indirect costs.

## HIGHLY DESIRED PROJECT ELEMENTS

- Projects that benefit underserved communities.
- Projects that enhance wildlife habitat and provide other environmental benefits. This includes appropriate plant selection, with a strong preference for native species wherever possible.
- Projects that provide recreational opportunities.
- Projects with multiple benefits (i.e. provides benefits in more than one area: wildlife, habitat, water quality, recreation, education, social justice, etc.).
- Projects that feature sustainable materials and practices.
- Projects implemented through partnerships with other agencies and groups.
- Projects with strong public support.
- Projects with emphasis on community building.
- Projects in more than one category (e.g. Environmental Education and Urban Agriculture).
- Projects that provide opportunities for free public access to the project site and/or project materials (e.g. curriculum).

## INELIGIBLE ELEMENTS

- Grant awards will NOT fund long term maintenance or any practices that are required as mitigation of any kind.
- Projects by public agencies CANNOT be related to ongoing maintenance or repair of publicly-owned parkland, open space, or facilities.
- Projects by public agencies CANNOT be projects for which public funds have previously been allocated.
- Developed facilities (structures, parking lots, etc.) may be included but will be evaluated to ensure that the developed footprint is balanced with the overall benefits.
- Grant awards CANNOT be utilized to fund land acquisition.

## Evaluation Criteria

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Authority staff will evaluate each application based on how well it meets the Evaluation Criteria.

Additional factors in award recommendations may include: the total funding available, the geographic distribution of awards, and the variety of project types awarded.

Application Scoring:

<b>CRITERIA</b>	<b>Points</b>
PROJECT PLANNING	20
PROJECT BUDGET	15
PROJECT GOALS	15
PROJECT IMPACT	15
COMMUNITY ENGAGEMENT / STAKEHOLDER SUPPORT / COMMUNITY BUILDING	15
ORGANIZATIONAL CAPACITY	15
UNDERSERVED COMMUNITIES	15
LEADERSHIP & INNOVATION	10
CLIMATE RESILIENCE BENEFITS	5
<b>TOTAL POSSIBLE SCORE</b>	<b>125</b>

## Application Questions and Scoring

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The application uses an online application tool called Wizehive-Zengine (Wizehive). A link to the application as well as a Wizehive tutorial is available during the solicitation at <https://www.openspaceauthority.org/programs/grant>. The application includes a required Pre-Application, and eligible applicants will be approved to submit a Full Application. The application questions and requirements are listed below.

### Pre-Application Information

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#### PRE-APPLICATION

This section includes general questions about the applicant. These questions are not included in the application scoring, but they are used to determine eligibility. After an applicant submits a Pre-Application, the information will be determined to be eligible or ineligible for a Full Application. Once deemed eligible, an applicant will have approximately 8 weeks to submit a Full Application.

<b>Project Title</b>	
<b>What type of organization is this?</b>	<input type="checkbox"/> Public Agency <input type="checkbox"/> School <input type="checkbox"/> School District <input type="checkbox"/> 501(c)3 Nonprofit <input type="checkbox"/> Eligible organization acting as Fiscal Sponsor for another organization
<b>Is this applicant serving as a FISCAL SPONSOR for another organization?</b>  <i>If the project includes a fiscal sponsor, the fiscal sponsor must be the applicant.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b><i>If YES to the question above</i></b>	The Fiscal Sponsor will be the APPLICANT. Please describe the SPONSORED ORGANIZATION. Please upload Fiscal Sponsorship agreement.
<b>Which type of grant are you requesting?</b>	Check all that apply: <input type="checkbox"/> Program <input type="checkbox"/> Planning for Capital Improvement Projects <input type="checkbox"/> Capital Improvement Projects
<b>Dollar Amount Requested</b>	Min: \$20,000 Max: \$100,000
<b>Matching Funds</b>	Organizations with annual revenues of \$10 million or more are required to have at least 25% of the grant award in matching funds. Please choose the following for your organization's match eligibility:

	<ul style="list-style-type: none"> <li>• Our organization meets the match requirements because we have an annual revenue of less than \$10 million and do not need to submit matching funds.</li> <li>• Our organization meets the match requirement because we have an annual revenue of \$10 million or more and we have or will have 25% of the grant award in matching funds.</li> <li>• Our organization does not meet the match requirement because we have an annual revenue of \$10 million or more and we do not and will not have 25% of the grant award in matching funds. <b>Please note that this makes the project ineligible for funding.</b></li> </ul>
<b>Project Description</b>	<i>(500 word max)</i>
<b>Is the project within the Authority's jurisdiction?</b>	A detailed map of the Authority's jurisdiction can be found online at <a href="https://www.openspaceauthority.org/public-information/board-of-directors.html">https://www.openspaceauthority.org/public-information/board-of-directors.html</a>
<b>Project location: Address / Neighborhood</b>	What is the physical location of the project? If the project will be in multiple locations, please describe. Note: All project locations must be within the Authority's jurisdiction.



## Full Application Information

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### FULL APPLICATION

This section includes detailed questions about the project. Applicants will be able to submit a Full Application after the Pre-Application is deemed eligible.

### OVERVIEW

<b>Type of Project (check all that apply)</b>	Check all that apply: <input type="checkbox"/> Program <input type="checkbox"/> Capital Improvement Projects (see Capital Application) <input type="checkbox"/> Planning for Capital Improvement Projects (see Capital Application)
<b>Grant category (check all that apply)</b>	<input type="checkbox"/> Environmental Stewardship and Restoration <input type="checkbox"/> Parks, Trails, and Public Access <input type="checkbox"/> Environmental Education <input type="checkbox"/> Urban Agriculture / Food Systems
<b>Project Location: Address / Neighborhood</b>	What is the physical location of the project? If there is no physical location, please enter "N/A". If the project will be in multiple locations, please list all. Note: project location(s) must be within the Authority's jurisdiction.
<b>Project Location: Open Space Authority District (check all that apply)</b>	A detailed map of the Authority's Districts is online at <a href="https://www.openspaceauthority.org/public-information/board-of-directors.html">https://www.openspaceauthority.org/public-information/board-of-directors.html</a> .
<b>Who does the project serve? Please indicate which Open Space Authority District(s) are served (check all that apply)</b>	A detailed map of the Authority's Districts is online at <a href="https://www.openspaceauthority.org/public-information/board-of-directors.html">https://www.openspaceauthority.org/public-information/board-of-directors.html</a> .
<b>Project Abstract</b>	(Brief, 3-4 sentences)

**PROJECT PLANNING (20 PTS)**

SCORING for this category is based on how well the application demonstrates that the project:

- ⇒ Promotes the Authority’s mission and vision
- ⇒ Supports the goals and objectives of the Santa Clara Valley Greenprint
- ⇒ Achieves multiple objectives of the Measure Q Expenditure Plan (Measure Q Expenditure Plan)
- ⇒ Provides multiple benefits (i.e. provides benefits in more than one area: wildlife, habitat, water quality, education, social justice, etc.)
- ⇒ Includes a clear project description with deliverables that are aligned with project budget
- ⇒ Applicant has demonstrated resources to ensure ongoing stewardship of land, management of facilities, and continuing programs
- ⇒ Is ready to begin
- ⇒ Features sustainable materials and practices, and includes native plants wherever possible
- ⇒ Provides public access where feasible and/or access to project materials (e.g. curriculum)

<b>Describe the proposed project.</b>	For <i>PROGRAM</i> projects, please include intended audience, location, and whether the program meets Common Core and Next Generation Science Standards (NGSS).
<b>Describe key project deliverables and estimated completion dates.</b>	A deliverable is something produced as a result of this project. (e.g. benches installed, trees planted, new curriculum developed, educational programs delivered, etc.).
<b>Does this project require permission, permits, or other approvals? If so, please describe the status of these.</b>	<p>The project must comply with all local, state, and federal environmental and permitting requirements. Any necessary approvals or permits must be obtained in a timely manner.</p> <p>For <i>PROGRAM</i> projects, this includes any permissions needed for the site of the event(s) and delivery of the program.</p> <p>If no permission, permits, or other approvals are required for your project, please briefly explain.</p>
<b>What is the lifetime of this project? If applicable, describe plans for operating and maintaining the project in the future.</b>	For <i>PROGRAM</i> projects, please answer if applicable, otherwise enter "N/A."
<b>Describe the project's readiness for implementation.</b>	

**PROJECT BUDGET (15 PTS)**

SCORING for this category is based on how well the application demonstrates:

- ⇒ Budget is cost-effective
- ⇒ Budget includes a minimum of 25% matching funds (includes in-kind) for organizations with annual revenues of \$10 million and above
- ⇒ Budget is aligned with project description and deliverables

Note: The Project Budget is a separate Excel document to submit in the Documents Upload section. An Excel version of the template is available in the Wizehive application and on our webpage at <https://www.openspaceauthority.org/programs/grant>. See p.17 10 for more information about budget and match requirements

<p><b>Budget Summary – Grant Request</b></p>	<p>This is a budget summary only; a detailed Project Budget must be submitted in the Documents Upload section.            Note: these fields will automatically total once application is submitted.</p> <p>_____ Grant request: Personnel            _____ Grant request: Contracted Services            _____ Grant request: Supplies/Materials            _____ Grant request: Other Direct Costs            _____ Grant request: Indirect Costs</p>
<p><b>Budget Summary – Matching Funds</b></p>	<p>Some projects may not require match, please see p. 10 for more details.</p> <p>This is a budget summary only; a detailed Project Budget must be submitted in the Documents Upload section.</p> <p>_____ Total Matching Funds (includes in-kind)</p>
<p><b>Budget Narrative</b></p>	<p>Provide a brief budget narrative to explain the expenses listed in each of the budget categories (e.g. Personnel).</p>
<p><b>Award Amount</b></p>	<p>The Board reserves the right to award partial funding on projects. If your project were to receive partial funding, what would this mean for your project?</p>

**PROJECT GOALS (15 PTS)**

SCORING for this category is based on how well the application demonstrates:

- ⇒ Measurable goals and measures of success are well defined (e.g. # visitors, etc.)
- ⇒ Measurable goals are realistic and appropriate to project
- ⇒ Project provides clear social and/or environmental benefits

<b>Describe the specific problems, issues, or unserved needs the project will address.</b>	
<b>How does this project serve the community?</b>	_____ Number of people served _____ Number of youth served (under 18 years) _____ Number of programs provided (in person/hybrid/virtual) _____ Other Grantee Goal #1 _____ Other Grantee Goal #2

**IMPACT (15 PTS)**

SCORING for this category is based on how well the application demonstrates:

- ⇒ The likelihood that the project will have a profound social and/or environmental impact
- ⇒ The project effectively addresses identified need

<b>Describe the lasting impact of the project.</b>	Please include whether the program is open to the public and whether any materials developed will be available to the public.
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**COMMUNITY ENGAGEMENT / STAKEHOLDER SUPPORT / COMMUNITY BUILDING (15 PTS)**

SCORING for this category is based on how well the application demonstrates that the project:

- ⇒ Has strong public support and/or was developed with widespread community participation and engagement
- ⇒ Provided letters of support and/or commitment from local governments (employees/officials), Board members, Board of Supervisors, stakeholders, etc. Letters of support must be submitted as part of the application within Wizehive in order to be considered by the Review Committee for scoring

<b>Describe the community support and/or community engagement process.</b>	Please submit letters in the Documents Upload section.
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**ORGANIZATIONAL CAPACITY (15 PTS)**

SCORING for this category is based on how well the application demonstrates:

- ⇒ Applicant has demonstrated resources, capacity, expertise, and support to ensure project completion. This can be demonstrated through evidence of successful projects or by providing references of individuals knowledgeable about the organization’s work.

<p><b>Briefly describe the organization and its ability to successfully implement this project. This might include successful past projects, key staff qualifications, financial resources, etc.</b></p>	<p>If the applicant is a Fiscal Sponsor, please describe both the Fiscal Sponsor and the sponsored organization.</p>
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**UNDERSERVED COMMUNITIES (10 PTS)**

SCORING for this category is based on how well the application demonstrates:

- ⇒ Project addresses open space needs for sensitive populations such as residents of park-poor neighborhoods, under-served, under-resourced, or disadvantaged communities, youth, seniors, etc.
- ⇒ Project provides job training or skills development opportunities for youth, underserved populations, or at-risk populations

<p><b>Describe how the project addresses open space needs for sensitive populations such as residents of park-poor neighborhoods, under-served, or disadvantaged communities, youth, seniors, persons with disabilities, or is located within an under-resourced community.</b></p>	<p><i>For example:</i> DEC’s from The Authority’s Understanding Our Community resource, CalEnviroScreen, EJScreen, National School Lunch Program/Title 1, Healthy Places Index, US Census Bureau data, or other resources and please explain.</p>
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**LEADERSHIP & INNOVATION (10 PTS)**

SCORING for this category is based on how well the application demonstrates:

- ⇒ The project employs new or innovative approaches resulting in greater efficiency, energy savings, climate resilience or advances in the field of parks, open space, urban agriculture, land conservation, or environmental education
- ⇒ The project encourages collaboration and partnership between agencies and organizations or promotes leadership in the field of conservation

<p><b>Describe how this project employs innovative approaches or encourages collaboration and partnerships.</b></p>	<p>If there are project partners, please upload partner letters in the Documents Upload section.</p>
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**CLIMATE RESILIENCE (5 PTS)**

SCORING for this category is based on how well the application demonstrates:

⇒ Project actively addresses climate resilience, which includes reducing, adapting, preparing for, and/or responding to the impacts of climate change

<b>How does this project enhance and/or raise awareness about climate resilience?</b>	Please include any metrics that can be used to help quantify or understand the climate benefits of the project.
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## DOCUMENTS UPLOAD

This portion includes a section for uploading documents. All applications must include a project budget. Additional documents may be required, depending on the project. See Appendix F for a Documents Checklist. All documents must be submitted in Wizehive before the application due date.

<b>FISCAL SPONSORSHIP AGREEMENT</b>	REQUIRED for applications with Fiscal Sponsors. See Appendix C for more information. The template is available as a Word document from Wizehive. If the application includes a fiscal sponsor, the documentation should be for the fiscal sponsor.
<b>PROJECT BUDGET</b>	REQUIRED for ALL PROJECTS See Appendix D for more information. The template is available as an Excel document from Wizehive.
<b>LETTERS OF SUPPORT</b>	<ul style="list-style-type: none"> <li>• Letters of support must be submitted as part of the application within Wizehive in order to be considered by the Review Committee for scoring. Letters submitted outside of the Wizehive application or after the application deadline will not be included in the Review Committee scoring, but can be sent to the relevant group (Citizens’ Advisory Committee or Board of Directors) for distribution at the meeting. Letters sent to the Citizens’ Advisory Committee or Board of Directors must be dropped off, mailed, or emailed by noon on the date of the meeting.             <ul style="list-style-type: none"> <li>○ Drop off or mail: 33 Las Colinas Lane, San Jose, CA 95119</li> <li>○ Email: <a href="mailto:clerk@openspaceauthority.org">clerk@openspaceauthority.org</a></li> </ul> </li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Maps, site design, brochures, etc. if relevant</li> </ul>

## Application Review

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### PRE-APPLICATION

All applications will first be screened for eligibility and completeness. Applications that fail to meet these requirements will be notified and may be ineligible to apply for a Full Application.

### FULL APPLICATION

Once eligible to apply for the Full Application, applicants will have approximately 8 weeks to submit their application. Applicants applying for the Program grants will have a different timeline than those applying for the Capital or Planning grants. Please see p. 6 for due dates.

### STAFF REVIEW

Once the applications have been screened, they will be split into two groups: one for Program grants and one for Capital Improvement Projects and Planning grants. Authority staff will then review, evaluate, and recommend projects for funding based on how well each application meets the Evaluation Criteria. Additional factors in staff award recommendations may include: the total funding available, the geographic distribution of awards, and the variety of project types awarded. Applicants may be contacted to provide additional information during the review process. Authority staff may seek assistance from outside agencies and organizations in evaluating the applications.

### AWARD PROCESS

For Program grants, staff recommendations will be summarized and presented at a publicly noticed Board of Directors meeting on **May 18, 2023** (*date subject to change*). The Board will make the determination about project funding in consideration of staff recommendations and any public comments. The Board of Directors reserves the right not to award all the funds allocated.

## Grant Administration

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### POST-AWARD PROCESS

1. Following the Board decisions, the Authority will send official award letters to applicants whose projects have been selected for funding.
2. All necessary paperwork must be submitted prior to initiating the grant agreement process. This includes a resolution or formal statement adopted by the grantee's governing body authorizing the terms of the grant. More information and a resolution template is available at <https://www.openspaceauthority.org/programs/grant>.
3. The Authority will send out grant agreements based on the Open Space Authority Urban Grant Program Agreement Template, available at <https://www.openspaceauthority.org/programs/grant>. A summary of key grant agreement terms is below.

4. The grant agreements must be fully executed (signed and dated by all parties) and all required material must be submitted (W9, insurance certificates, etc.).
5. The Authority will notify Grantees that the grant agreement has been executed and the project can begin.
6. The Authority will provide an overview of the reimbursement and reporting process.

#### GRANT AGREEMENT TERMS

- The applicant must enter into an agreement with the Authority to conduct the proposed project according to the terms and conditions that correspond to the project type, without negotiation. See Sample Grant Agreement: <https://www.openspaceauthority.org/programs/grant>. The Authority reserves the right to modify the terms and conditions prior to executing grant agreements.
- Please note: The Authority's approval is required for any major amendments to the project, such as changes in the scope of work, budget, and the grant period.

#### GRANT PERIOD

- The grant period begins when the grant agreement is fully executed (signed and dated by all parties) and extends for two years. Note: Expenses incurred before or after the grant period cannot be billed to the grant.

#### INSURANCE

- Grantees must meet the insurance requirements in the Grant Agreement and agree to the indemnification obligation. See the Sample Grant Agreement for the insurance requirements.

#### REPORTING

- During the grant period, projects are required to submit semiannual performance reports using a template provided at the time of the award.
- A Final Report is due by the end of the grant period. A report template will be provided at the time of the award.

#### FUND DISBURSEMENT

- The Authority reimburses grantees for expenses after they are incurred.
- Invoices can be submitted monthly and reimbursement typically occurs within six weeks. Disbursements of grant funds are made incrementally, as work is satisfactorily completed. Ten percent of the grant award will be held back to ensure satisfactory completion of the project. This holdback money will be paid after the final report is submitted and the project is properly closed out.
- All reimbursement requests must be supported by appropriate invoices, purchase orders, canceled warrants/checks, payroll documents and other approved documents. Only actual and direct project-related costs incurred during the approved term of the grant agreement and



other costs specified in the grant agreement budget (i.e., indirect costs/administrative overhead) are eligible for reimbursement.

- Expenses incurred before the grant agreement is executed cannot be billed to the grant.
- Grantees may be required to reimburse the Authority for some or all of the disbursed grant funds if the project is not completed according to the provisions of the agreement.

#### ACCOUNTING REQUIREMENTS

- Grantees should be familiar with and maintain financial operations, records, systems, and procedures, and maintain sufficient documentation to support their expenses.

#### RECORDS RETENTION

- Applicants must retain all records pertaining to the project for audit purposes for a period of three (3) years after completion of the project or until all project-related claims have been fully and finally settled, whichever occurs last. Applicants shall make all project records and data available to the Authority within five (5) business days of the Authority's written request.

#### PROJECT RECOGNITION

- Authority funding of projects shall be recognized through appropriate site signage (if applicable) as well as on all publications, press releases, web sites, and other electronic media associated with the project.
- Authority shall be invited to any ribbon cutting ceremony.

## Appendix A: **GLOSSARY**

*CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)* is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Most proposals for physical development in California are subject to the provisions of CEQA.

*CAPITAL IMPROVEMENT* projects are improvements to real property, including, but not limited to: improvement, rehabilitation, restoration, or enhancement.

*CONSERVATION EASEMENTS* are legal agreements between a landowner and a land trust or government agency that permanently limit the use of the land in order to protect its conservation values.

*DIRECT COSTS* are the labor, material, and other expenses directly related to a project or service.

*GRANT PERIOD* is the period of time between the effective date and the expiration date of a grant. The grant period begins when the grant agreement is fully executed (signed and dated by all parties).

*INDIRECT COSTS* are expenses that are not directly related to a particular project or service, such as depreciation or administrative costs. These are often referred to as general operating expenses.

*MATCHING FUNDS* are cash or in-kind support contributed by the applicant to augment grant funds in order to attain project objectives. In-kind support, also called “soft” match, is goods, services or other things of value that will benefit the project (e.g. staff time).

*PLANNING* projects including planning activities only; there are no capital improvements. This might include community outreach, needs assessments, coordination with stakeholders, or site analysis. Planning projects generally result in a final report.

*PROGRAM* projects are social and educational programs, such as classes, training, or special events (e.g. creek clean-up day).

*UNDER RESOURCED COMMUNITIES* Includes definitions from Cal OES EnviroScreen 3.0, Housing and Community Development definitions, and Disadvantaged definitions including: State median income (Prop 68) and area median income. This definition also includes community identified pursuant to Section 39711 of the Health and Safety Code, subdivision (d) of Section 39713 of the Health and Safety Code, or subdivision (g) of Section 75005.

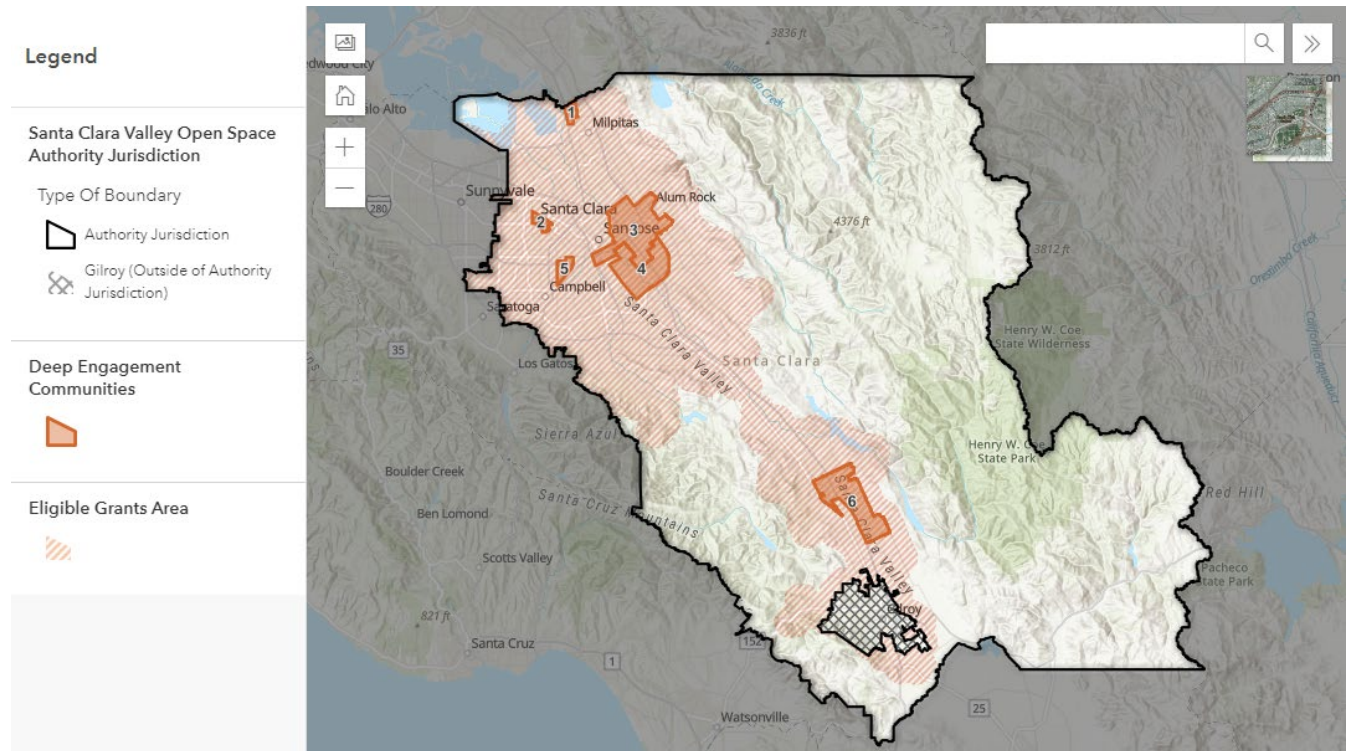
*URBAN AREAS* are defined by the US Census Bureau as densely settled areas that meet minimum population density requirements. For more information, see <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>.

*VOLUNTEER HOURS* can be included as in-kind matching funds. Currently, volunteers are valued at \$31.51 per hour for general volunteer hours in California. This rate may change annually. For more information, see [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time).

## Appendix B: MAP OF ELIGIBLE GRANT AREA

Below is a map showing the eligible grant areas. There is also an interactive version of this map available at <https://www.openspaceauthority.org/programs/grant> or directly at this link: [Urban Grant Program: Eligible Grant Areas \(arcgis.com\)](#)

If you have questions about whether a project is in an eligible grant area, please contact Jackie Latham, Grants Program Coordinator, [jlatham@openspaceauthority.org](mailto:jlatham@openspaceauthority.org).



**Appendix C: FISCAL SPONSORSHIP AGREEMENT**

This form is also available as a separate Word document found at <https://www.openspaceauthority.org/programs/grant>.

<b>FISCAL SPONSORSHIP AGREEMENT</b>
Date:
Fiscal Sponsor (Legal Applicant):
Fiscal Sponsor Contact Person:
Fiscal Sponsor Contact Email:
Fiscal Sponsor Full Mailing Address:
Sponsored Organization Conducting Project:
Project Name:
<p>[FISCAL SPONSOR] (hereafter referred to as the Applicant) has agreed to serve as a fiscal sponsor for [ORGANIZATION BEING SPONSORED] (hereafter referred to as the Sponsored Organization) and serve as the legal applicant for the Open Space Authority Urban Grant Program as outlined in the attached application and supporting materials.</p>
<p>Since the Sponsored Organization is not recognized by the IRS as a charitable tax-exempt entity, the Applicant must exercise full control over the Sponsored Organization’s financial administration, management and disbursement of funds resulting from this grant application. The Applicant is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Open Space Authority.</p>
<p>This agreement shall be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.</p>
<p>We agree to the terms stated above in this agreement.</p>
Fiscal Sponsor Representative Signature: _____
Printed Name:
Title:
Date:
Sponsored Organization Representative Signature: _____
Printed Name:
Title:
Date:

## Appendix D: PROJECT BUDGET

The Project Budget is required for all projects. The Excel template is available on our webpage at <https://www.openspaceauthority.org/programs/grant>. The excel template includes instructions and a sample budget as well as the blank form.

Santa Clara Valley Open Space Authority   2022 Urban Grant Program				
PROJECT BUDGET				
Highlighted cells are automatically calculated.				
PROJECT				
Project Name:				
Organization:				
PERSONNEL				
Estimate employee and volunteer time <u>directly related</u> to the project. Hourly rates for employees				
Position Title	Description of Budget Item	Grant Request (\$)	Matching Funds (\$)	Total
				\$ -
				\$ -
<b>TOTAL PERSONNEL</b>		\$ -	\$ -	\$ -
CONTRACTED SERVICES				
Labor, supplies, and materials to be provided by consultants/contractors for project				
Item	Description of Budget Item	Grant Request (\$)	Matching Funds (\$)	Total
				\$ -
				\$ -
<b>TOTAL CONTRACTED SERVICES</b>		\$ -	\$ -	\$ -
SUPPLIES AND MATERIALS				
Supplies and materials that are <u>directly related</u> to the project.				
Item	Description of Budget Item	Grant Request (\$)	Matching Funds (\$)	Total
				\$ -
				\$ -
<b>TOTAL SUPPLIES AND MATERIALS</b>		\$ -	\$ -	\$ -
OTHER DIRECT COSTS				
Other direct costs that are <u>directly related</u> to the project. This might include travel, service fees				
Item	Description of Budget Item	Grant Request (\$)	Matching Funds (\$)	Total
				\$ -
				\$ -
<b>TOTAL OTHER DIRECT COSTS</b>		\$ -	\$ -	\$ -

<b>INDIRECT COSTS</b>				
Indirect costs are eligible for grant funding only for 501(c)(3) Nonprofits and are limited to 5% of				
Item	Description of Budget Item	Grant Request (\$)	Matching Funds (\$)	Total
			n/a	\$ -
<b>TOTAL INDIRECT COSTS</b>		\$ -	n/a	\$ -
<b>PERCENT OF GRANT REQUEST</b>			n/a	n/a
<b>GRAND TOTAL</b>				
		Grant Request (\$)	Matching Funds (\$)	Total
<b>TOTALS</b>		\$ -	\$ -	\$ -
<b>COST SHARE</b>				
				Matching Funds (%)
A minimum of 25% of grant request in matching funds is required. This field is automatically calculated.				
<b>MATCHING FUNDS</b>				
Please describe the source of matching funds listed above. The total matching funds listed here				
Source	Description	Type of Match (cash or in-kind)	Status of match (Secured or Pending)	Matching Funds (\$)
<b>TOTAL MATCHING FUNDS</b>				\$ -

## Appendix E: DIRECT AND INDIRECT COST EXAMPLES

The *Measure Q Expenditure Plan* limits administrative expenses, or INDIRECT COSTS, to no more than 5%. The following table is provided differentiate DIRECT COSTS, which are generally eligible for grant funding, and INDIRECT COSTS, which are eligible only in limited circumstances.

### DIRECT COSTS

Direct costs are eligible for grant funding provided they are directly attributable to the project. This applies to all project types: *CAPITAL IMPROVEMENT, PLANNING, and PROGRAMS*. These costs should be included in the project budget.

The following costs are generally eligible:

- ➔ Hourly rate for employees
  - CAN include salary plus fringe benefits, workers' compensation, payroll tax, etc.
  - CANNOT include indirect costs
  - Includes employees working directly on the project, including Project Management, Grant Management, and directly attributable administrative support, legal or accounting functions
- ➔ Travel for employees
- ➔ Consultants or contractors
- ➔ Grant service fees for fiscal sponsorship
- ➔ Supplies and materials

The following may be included as direct costs only if they are directly attributable to the project AND are newly acquired specifically for the project:

- ➔ Equipment purchases [Note that all existing equipment would be indirect costs]
- ➔ Newly-acquired facilities [Note all existing facilities would be indirect costs]
- ➔ Newly acquired Information Technology equipment and support for the project

### INDIRECT COSTS

Indirect costs are eligible for grant funding ONLY FOR 501(c)(3) NONPROFITS and are limited to 5% of grant funding.

- ➔ Existing facilities costs (e.g. rent, maintenance, etc.)
- ➔ Utilities
- ➔ Existing Information Technology equipment and support
- ➔ Existing equipment
- ➔ Existing equipment maintenance
- ➔ Depreciation on equipment
- ➔ Insurance
- ➔ Communications expenses (e.g. phones, etc.)
- ➔ Administrative office supplies
- ➔ General administrative support:
  - Executive management (CEO, etc.) unless DIRECTLY attributable to the project
  - Executive administrators
  - General financial management staff
  - General ledger accounting
  - Institutional legal support
  - Information Technology support staff
  - Facilities support personnel
  - Scientific support functions
  - Environmental health/safety personnel
  - Human resources
  - Shared procurement resources
  - General logistics support
  - Other shared resources not directly attributable to the project

## APPENDIX F: APPLICATION CHECKLISTS

The application uses an online application tool called Wizehive. A link to the application as well as a Wizehive tutorial is available at <https://www.openspaceauthority.org/programs/grant>.

In addition to the online application questions, the following documents may be required. Please submit these items in the Documents Section within the online application.

### REQUIRED DOCUMENTS FOR ALL PROJECTS

<input type="checkbox"/> Project Budget	The Excel template is available in the list of materials found at <a href="https://www.openspaceauthority.org/programs/grant">https://www.openspaceauthority.org/programs/grant</a> . See p. D-1 for a copy of the template. For information about budget and match requirements, see p. 10.
<input type="checkbox"/> Fiscal Sponsorship Agreement	Required if using a Fiscal Sponsor. A Word template is available in the list of materials found at <a href="https://www.openspaceauthority.org/programs/grant">https://www.openspaceauthority.org/programs/grant</a> . See Appendix C for a copy of the template. For more information about fiscal sponsors, see p. 20.

### OPTIONAL DOCUMENTS

<input type="checkbox"/> Letters of Support	See p. 20 for more information.
<input type="checkbox"/> Photographs	If applicable