2012 Impact Grant for USGBC Chapters

ABOUT IMPACT GRANTS FOR USGBC CHAPTERS

The 2012 Impact Grant for USGBC Chapters is a one-time matching grant of up to $10,000 that will fund the development of impactful chapter programming, with a focus on projects that are inspirational, innovative, measurable, and replicable across the U.S. chapter network. The term of the grant is from March 2012 – December 2012. The goal of the grant is to provide funding for USGBC chapters to create or enhance programming that will have an enduring impact in the USGBC chapter network.

USGBC will fund new initiatives or the expansion and replication of existing programs to increase their impact, scope, and marketability. Impactful programs in the scope of this grant are defined as influential programs that deliver significant and lasting outcomes for the chapter, the chapter's community, and the USGBC network as a whole. Proposals that address the USGBC's four core issue areas; Sustainable Cities and Communities; Green Affordable Housing; Green Buildings for Climate Protection; and Green Schools will be given priority consideration.

Once the grant funds are awarded, both the grant monies as well as the matching funds from the chapter will be considered restricted funds and can only be used to fund the initiatives specified in the application.

The application period will open on January 4, 2012 and close on February 27, 2012 at 11:59pm Pacific Time. Proposals will be evaluated by a team of USGBC Chapter staff, other USGBC departmental staff members, and Chapter leaders who have not submitted a grant application. Award winners will be notified in mid March 2012.

ELIGIBILITY REQUIREMENTS

- Only chapters that are recognized as full chapters by USGBC are eligible to submit proposals to the 2012 Impact Grant program. A full chapter is an incorporated entity that has received its 501(c)(3) letter of determination from the IRS and has a current chapter charter in place with USGBC. USGBC affiliates are **not eligible** for this program.
- The Chapter:
    - Must operate in a manner consistent with the signed USGBC Chapter Charter and with USGBC policies and procedures, as well as applicable state and federal laws.
    - Must have proof of the matching funds in cash at the time of application OR signed commitments from donors or sponsors pledging the required funds contingent receiving the grant.
- Chapters who have previously been awarded a USGBC Chapter Impact Grant **are eligible** to apply in 2012. Consideration will be given to expanding or enhancing existing innovative programs with proven success.
- Grant funds and the chapter matching funds are restricted funds and shall be applied exclusively towards the initiatives specified in the application.
- Chapters receiving grants will be required to report back to USGBC by December 3, 2012 with the following information:
    - A description of the program including successes, lessons learned, best practices, audiences reached, and the chapters overall performance in relation to the objectives as defined in their application.
    - A detailed budget identifying use of the awarded funds.
    - Feedback on the Impact Grant process.

- Any relevant program materials.

APPLICATION GUIDELINES

The grant proposal must include the following sections. The proposal will be evaluated based on the overall clarity and consideration of these sections. It must include realistic, well-defined goals, results, and methods for measurement. Submissions are limited to thirty pages, including supporting documentation.

1. **Completed application** (incomplete applications will not be reviewed).
2. **NARRATIVE**
   a. **Explanation of Need:** In one page describe the amount requested as well as what makes this program or project impactful for the chapter, the chapter's community, and USGBC. Impactful programs in the scope of this grant are defined as influential programs that deliver significant and lasting outcomes for the chapter, the chapter's community, and the USGBC network as a whole. These projects should be inspirational, innovative, measurable, and replicable across the USGBC chapter network.
   b. **Chapter History:** Provide general information about the chapter's mission and vision and demonstrate its dedication to community leadership through a brief description of its current education and outreach programs.
   c. **Description of Program and Target Audience:**
      i. Describe the program goals and desired impact in the chapter's community.
      ii. Describe the evaluation methods for measuring the program's goals and assessing the impact on the chapter's community.
      iii. Describe the target audience and illustrate a demonstration of need in the chapter's marketplace. Explain how the program will be effectively marketed to this audience.
      iv. Describe the chapter's current capacity (resources, time, volunteer hours, and funds) to successfully implement and sustain the program. Address the backgrounds and capabilities of the personnel developing, implementing, and/or delivering the projects proposed.
      v. Describe the plan for how this project could be replicated throughout the chapter network. (e.g. license the materials, create a replicable case study, distribute via National USGBC, etc.)
3. **Budget:** The program budget should detail how the funds will be used. If the chapter anticipates funding streams from other sources (sponsorships, foundation grants, etc.) please note these funds in the budget. To be eligible to receive the grant, the chapter must also demonstrate proof of matching funding equal to the amount requested (note that an in-kind match, such as volunteer hours, will not be accepted).
4. **Supporting Documents:** Provide any relevant documentation and information that further supports your proposal in addition to the items requested above. Supporting documentation must be directly relevant to the application.

GRANT MANAGEMENT AND TIMELINE

NOTE: Failure to comply with these expectations will result in a grantee's exclusion from USGBC Chapter Grant funding in 2013.

The grant funding expectations of the chapter grantee include:

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- The 2012 Impact Grant award will be paid in a single installment. Grantees must submit a final report to USGBC by December 3, 2012 with the following information:
    - A description of the program including successes, lessons learned, best practices, audiences reached, and the chapters overall performance in relation to the objectives as defined in their application.
    - A detailed budget identifying their use of the awarded funds.
    - Feedback on the Impact Grant process.
    - Any relevant program materials.

Timeline:

Applications Open:	January 4, 2012
Application Deadline:	February 27, 2012, 11:59 p.m. PT
Recipients Notified:	March 15-16, 2012