**Carbon Neutral Cities Alliance**

Proposal Form for Climate Justice Grants

***Proposals will be reviewed beginning March 10, 2025 for proposals received by 18:00 UTC on***

***March 7, 2025. Proposals received after that date will be reviewed on a rolling basis until the budget is allocated. Please submit your proposal in Word format.***

*Reference the Request for Proposals (RFP) posted with this proposal form. If awarded, each grant will be for $40,000 USD for a project to be implemented in up to one year. Please limit your submission to no more than 5 pages in English, using at least 11-point font and the following format. Delete blue instruction text as the form is completed.*

1. **Proposal Title.** *8-words or less*
2. **Summary Statement.** *One-sentence that describes the intended outcome of the work. This statement will be shared publicly.*
3. **Proposing Partners.** Add lines, if multiple community organization partners. Please highlight the entity who is the lead proposer.
	1. **Lead Contact for City.** *(name, title, department, jurisdiction, email)*
	2. **City Project Manager.** *(if other than the contact listed above)*
	3. **Lead Contact for Priority Community Organization.** *(name, organization, website, email)*
	4. **Community Organization Project Manager** *(if other than the contact listed above)*
4. **Additional Partners.**
	1. **City Departments***: List the other departments within your jurisdiction that need to be involved for the proposed project to be successful and provide a brief description of how you* *will work**with them in the proposed work.*
	2. **Partners:** List additional partners, if any.
	3. **Consultants:** *List any consultants/contractors and/or other service providers to be engaged to deliver this work,* *including individual names and titles, and the role of each, if already identified.*
5. **Project Description.** *Describe the project and the main objectives the work will seek to achieve. Include a description of how power will be shared across the project team. For examples of power sharing and other useful information for completing a strong proposal, please refer to the full RFP and* [*guidelines document*](https://www.dropbox.com/s/v1vvamofciz27lk/CNCA%20CJ%20Award%20Guidelines%20and%20Policies.docx?dl=0)*.*
6. **Outcomes.** *List no more than five expected outcomes if the project is successful.*
7. **Letters of Commitment***. – not counted in the page limit.*
* Letter of support and commitment from the partner organization(s)
* Letter of support and commitment to this project from the Sustainability Director (or equivalent)
1. **Scaling Plan.** *How do you foresee the impact and benefits of your project extending beyond the project timeline or scope? (e.g. impact beyond project participants, benefits for communities outside of project neighborhood)*
2. **Project Management.** *Complete the table below to describe a detailed work plan, timeline, and budget. Keep it simple. Bundle activities into ~2-5 major deliverables. Estimate timelines high. Add a month more than you think each one will take. If awarded, this table becomes how the work is agreed upon and tracked over time.*

**Schedule of Deliverables and Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Activity** | **Deliverable** | **Timeline / Due Date** |
|  | *Describe what actions the team will take*  | *State what will be sent to CNCA (e.g., report, workshop presentation details, toolkit, etc.)* | *Note an exact date this will be delivered to the CNCA; this serves as a target, so that delivery expectations are clear* |
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1. **Budget**. *Complete the* [*CNCA Budget Template*](https://www.dropbox.com/s/xf3uiufrwg2j5xu/CNCA%20CJ%20Proposal%20Budget%20Template.xlsx?dl=0) *in Excel that is posted with the RFP and submit it as a separate spreadsheet along with your completed proposal form. Be sure to include stipends for the end of project surveys described in item 11. The budget doc does not count against the page limit.*
2. **Post-Project Survey**. To improve how well the grant fund advances climate justice, a post-project survey will be conducted by an equity consultant. Please include a stipend in the budget for community organization staff to complete the survey, which will require approximately 30 minutes to complete (typically $50 per person, up to two organization staff). City staff will also be surveyed; however, no stipend should be included for this.