

**CHEJ Small Grants Program - 2020 R-2, Tier 2 Application**

**Deadline July 17, 2020**

**CHEJ has a Small Grants Program for grassroots groups working on environmental health and justice issues.**Grassroots communities of color, low wealth, rural and urban groups are encouraged to apply. If you are part of a coalition, each group in the coalition may apply as well as the coalition itself. This grant program will support projects that help groups move toward their goals by building leadership, increasing capacity, or by providing training and education. A priority of CHEJ’s Small Grants Program is to help grassroots community groups to build their capacity. The program is designed to reach people from low wealth communities and communities of color who are impacted by environmental harms.

Please carefully read the guidelines and areas of interest before you apply. We recognize that we are operating in an unusual time because of the coronavirus and that this may impact your options for carrying out your work. The closer your project is to the focus of the Center for Health, Environment & Justice’s (CHEJ) programs, the better chance you have to succeed in securing funding. While CHEJ supports a wide range of issues, we have limited funds which are provided to support a specific focus. That doesn’t mean that your work outside this focus is less critical -- IT IS NOT. If you have questions about your project and if it meets the guidelines, please call and ask before you invest your valuable time in filling out the forms. We’ll give you an honest answer.

CHEJ prioritizes community-based organizations aiming to have local, state and regional impact as the core of the health and environmental justice movement. CHEJ believes that no social change on behalf of the exploited comes without strong community-based organizations.

Grant activities can include board development, membership outreach, and fundraising efforts. Project activities could also include meetings to develop an organizing/strategic plan, training leaders to go door-to-door, events, educational activities directly connected to your strategic plan, purchasing equipment for communications such as Zoom software, or general events done safely honoring social distancing. Think about how to make project activities creative, productive, and strategic.

Although we believe that many efforts in the field are valuable in creating change, our resources are limited**.** Projects such as film production, community gardens, legal assistance, market campaigns, natural environment protection and food banks are not likely to be supported. We also do not fund individuals, national organizations, organizations outside the United States, or national campaigns (except local/statewide group-specific efforts that may fit into such a campaign). CHEJ’s program focuses on addressing environmental threats and associated public health harms.

Organizations with **budgets no greater than $250,000** [**click here**](file:///C%3A%5CUsers%5Cslest%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CT7SV47J6%5C2019%20Round%203%2C%20TIER%202%20and%203%20APPLICATIONS.docx) or go to <http://chej.org/chej-small-grants-program/> for an application and to read our grant guidelines. Grants available in this tier range from $5,000 to $10,000.

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If you are a grassroots group, but are not incorporated and do not have a bank account, you will need to find an organization that can accept the funds for your group, such as a faith-based organization or another non-profit who will serve as your “fiscal sponsor.”

**The deadline for submitting your application is July 17,2020. Applications should be submitted to CHEJ at** **grants@chej.org** **or you can send it by mail to CHEJ, P.O. Box 6806, Falls Church, VA 22046 (must be postmarked no later than July 17, 2020). Please check our application form carefully for more specifics on our guidelines.**

If you have questions, give us a call at 614-539-1471 or send an email to Teresa Mills, tmills@chej.org.

Our small grants training call will be on June 19, 2020 from 12-1 Eastern Standard Time. Please watch for our announcement to register.

**Thank you for your interest.**

**Application follows on next page**



THIS COVER SHEET MUST BE COMPLETED FOR ALL REQUESTS FOR SUPPORT

Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Annual Operating Budget $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Founded: \_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Mailing address if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ex/ Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person (if different than Director): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E Mail \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone 1: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone2: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Project Costs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name:) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: (limit 50 words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Goals: (limit 50 words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Sponsor Name and contact information (if using one):

**I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:**

1. The tax-exempt status of this Organization and/or our Fiscal Sponsor is still in effect,
2. This Organization and/or our Fiscal Sponsor does not support or engage in any terrorist activity, and
3. If a grant is awarded to this Organization and/or our Fiscal Sponsor the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any unlawful purpose.

This must be signed by the organization that will complete the project, not the Fiscal Sponsor.

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Print name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CHEJ Small Grant Application - Tier 2 Organizations**

**\*\* ONLY use this application if your organization’s annual budget is more than $50,000 but less than $250,000. \*\***

CHEJ’s Small Grants Program will fund projects that help groups move towards their goals by building leadership and/or building the group’s capacity by expanding community participation or strengthening the group (see application guidelines). We recognize that we are operating in an unusual time because of the coronavirus and that this may impact your options for carrying out your work.

**Grant activities can include:**

|  |  |
| --- | --- |
| Board Development  | Membership Outreach  |
| Fundraising Efforts  | Meetings to develop organizing/strategic plans and events that are part of these plans. |
| Training leaders to go door-to-door.  | Equipment for communications, such as to purchase Zoom software.  |
| Educational activities that are directly connected to your strategic plan. | General events, done safely, honoring social distancing.  |

It is recommended that project activities be creative, effective and/or strategic. Grant awards in this tier range from $5,000 to $10,000 per group. The project must be completed and a final report submitted by April 16, 2021.

Although we believe that many efforts in the field are valuable in creating change, our resources are limited.

**Projects we are not likely to fund:**

|  |  |
| --- | --- |
|  Film Production  | Individuals  |
|  Community Gardens |  National Organizations |
|  Legal Assistance |  Organizations Outside the United States |
|  Natural Environmental Protections |  Market Campaigns |
|  Food Banks  |  National Campaigns (except local/statewide  group-specific efforts that fit into a campaign)  |
|  Environmental testing |  Groups with an annual budget over one  million dollars |
|  Legislative Lobbying  |  |

**Application on next page**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write a Summary of the Project, Program or Campaign (Please do not use a 10-pitch font, 12 pitch is best). The summary should include: A brief description of the project; outcomes you plan to achieve; who the project serves and why it is important. Why your organization should receive the funds to implement the project and how the funds will be spent (no longer than 300 – 350 words).

**Section A** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Write a narrative that follows the outline below, using all headings provided. As long as the narrative flows in the designated order, feel free to include information within each heading that you believe is important to make your case. Avoid including the same information in different sections of the narrative. Be thorough, yet strive for brevity. More is not necessarily better. The entire proposal should be no more than five pages, plus cover sheet and budget sheet. You are required to use the cover sheet and budget page provided as part of this application. Please do not use a 10 pitch font, 12 pitch is best. Return to CHEJ by July 17, 2020 at grants@chej.org, or you can send it by mail to CHEJ, P.O. Box 6806, Falls Church, VA 22046 (must be postmarked no later than July 17, 2020).

Please tell us your mission:

Summarize your organization’s history:

Highlights/Accomplishments:

**Section B: Project/Program Narrative** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

1.) Problem and Need your project/proposal will address:

2.) Program/Project Goal:

3.) What do you plan to do to accomplish your goal(s)?

(Describe your objectives, your activities, strategies and timeline.)

4.) Outline your plan to document progress and results. How will you measure expected outcomes and the effectiveness of your activities? What will be your criteria for success? How will you evaluate your program/project?

5.) Key leaders/staff/volunteers (please list).

 **Please complete the following budget form for your project**

**CHEJ 2020 Small Grant Tier-2 Budget**

 **Organization Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grant Period** \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses for proposed project**  | **Project Budget**  | **Other Funding Sources** | **Requested from CHEJ**  |
| **Personnel** |   |   |   |
| Salaries and Wages  | $ |   |   |
| Payroll Taxes | $ |  |  |
| Benefits  | $ |  |  |
| Consultant fees | $ |  |  |
|  |  |  |  |
| **Total Personnel Expenses** | $ |  |  |
| **Operations** |  |   |   |
| Rent | $ |   |   |
| Utilities | $ |   |   |
| Telecommunications | $ |   |   |
| Postage | $ |   |   |
| Printing and copying  | $ |   |   |
| Equipment  | $ |   |   |
| Supplies | $ |   |   |
| Travel  | $ |   |   |
|  |  |  |  |
| **Total Operations Expenses** | $ |  |  |
| **Events** |  |   |   |
| Event Related Facility Space | $ |   |   |
| Event Related Supplies  | $ |   |   |
| Event Related Travel  | $ |  |  |
| **Total Event Expenses** | $ |   |   |
|  |  |  |  |
| **TOTAL EXPENSES** | $ |  |  |
|  **Revenue for this Project**  |   |   |   |
| Grants/Contracts/Contributions  | $ |   |   |
|  Government Local/State  | $ |   |   |
|  Foundations | $ |   |   |
| Corporations | $ |  |  |
| Individuals | $ |  |  |
| Membership Income  | $ |  |  |
| In-Kind Support  | $ |  |  |
| Other | $ |  |  |
| **Total Revenue**  | $ |  |  |

**Applications due by: July 17, 2020**

Please send your application form to CHEJ at grants@chej.org or by U.S. mail to P.O. Box 6806, Falls Church, VA 22046 (Must be postmarked on or before July 17, 2020). **If you have questions about the grant application form or the grant process, please contact us at 614-539-1471 or by email at** **tmills@chej.org****or** **grants@chej.org****.** Thank you for your interest.