

2024 Iowa City Community Climate Action Grant

[Application](#)

2024 - 2025 Grant Timeline

Grant posted: March 1, 2024

Deadline for application: April 1, 2024, 5 PM

Review of applications completed: April 19, 2024

Awardees notified: Week of April 22, 2024

Funds available: July 1, 2024

All grant funds must be used by June 30, 2025

Purpose

The purpose of Climate Action Community Grant Program is to inspire and promote community involvement in reducing energy use, encouraging low-emissions transportation, reducing consumption of materials and valuable resources, and supporting sustainable lifestyle choices. Projects awarded grant funding will demonstrate direct connection to initiatives included in the Iowa City Climate Action and Adaptation Plan. This year funding will be prioritized for the implementation of a project which promotes and undertakes action in one or more of the following:

- Activities that increase energy efficiency in buildings
- Activities supporting walking, biking, bus riding, and use of alternative transportation
- Activities minimizing waste and materials consumption
- Protecting and promoting natural environments
- Promoting sustainable choices and climate action education

The grant program does not limit the nature of proposed projects, but the primary purpose could include one or more of these concepts:

- Physical change or improvement of a structure that improves energy efficiency, long-term sustainability, or quality of life.
- Education or outreach, building community partnerships, understanding, inclusion, and awareness.
- Introduction of a new project or program.
- Improvement, and/or expansion of an existing project or program.
- Volunteer engagement or management.

A few examples might include projects that:

- Reduce greenhouse gas emissions associated with energy use in buildings or transportation.
- Increase pollinator habitats.
- Strengthen community systems, improving community preparation for or response to extreme weather, economic uncertainty, natural disasters, or other events.
- Explore or utilize innovative technologies and/or practices to reduce carbon emissions.

Additional information on the City's Climate Action website www.icgov.org/climateaction may better inform proposals and spark great new ideas!

Available Funding

A total of \$60,000 in grant funding will be available from July 1, 2024 to June 30, 2025. Funding will be available for

three different award categories: Community groups and non-profit organizations (1), for-profit businesses (2), and students, K-12 (3). The maximum amount of funding community and business organizations can request is \$10,000.

The maximum increment available to students in Kindergarten through 12th grade is \$500.

Requirements

Eligibility

The organization, group, or individual must be principally and physically located in Iowa City. Any applicant or group partnering with an applicant located outside of Iowa City must demonstrate that the population or area served will primarily be people or places within Iowa City. Successful applicants are eligible for one grant award per fiscal year and project must be completed within 12 months. All application materials and outcomes from awarded projects will be considered public information. Applicants are required to abide by all City, State, and Federal laws and regulations.

The goal of the grant project must align with the goals listed in Iowa City's Climate Action and Adaptation Plan.

Funding will go to projects that are:

- Ready to be implemented and can be completed within 12 months or less
- Focused, planned, and reasonable in scope
- Innovative and impactful, directly related to the City's Climate Action Plan objectives
- Sustainable past the project period and/or replicable in the future
- Impactful and measurable (kWh, Therms, number of people reached, etc.)
- Locally focused and beneficial to a diversity of residents of Iowa City

Grant funds are intended to be “one-time costs” and cannot be used for operational expenses such as rent or salaries.

Grantee Responsibilities

If awarded, grantees will be required to:

- Submit a mid-year report (1 page, due 1/31/24) to share a brief status update on the project (template provided);
- Submit a final report 30 days following the completion of the project (template provided);
- Document the project through video or photos submitted with invoices and/or final report to show progress and outcomes;
- Provide documentation of expenses (e.g., scanned copies of all expense receipts) and submit an invoice for reimbursement (template available);
- Disclose any conflict of interest.

Application Review and Payment Processes

- Complete applications must be submitted between March 1 and April 1, 2024.
- The Climate Action Grant awards panel reviews all applications and will determine awards in April 2024, notifying recipients of next steps in late April or early May.
- Applicants may be asked by the award panel to present an overview of their project or answer questions to help clarify information included in the application before a grant is awarded.
- Grant funds are issued on a reimbursement basis, (typically issued 1-2 weeks) after proper documentation is received.

Grantees may request exceptions to this funding process, but approval or denial of such requests is at the City’s discretion. A complete W-9 is required for payment from Iowa City. (See Payment Procedures for requirements and resources)

Applications will be evaluated by a panel of award committee individuals and scored on the following ten criteria.

Student grant awards are evaluated on a modified version of these criteria. Details on scoring are available with grant application information.

- Activity is connected to and supports City Climate Action Plan goals
- Level of diversity, engagement, and inclusion of Iowa City community members that benefit not only from the project outcome but also benefit by being actively involved in the planning or implementation of the project
- Activity will have a continuing, impactful benefit to community
- Activity timeline and approach are feasible for budget requested

- Budget is complete and describes expected activity costs
- Activity helps fill a community need that is not already being met
- Activity outcomes are specific and measurable and greenhouse gas emissions can be calculated
- Applicant has demonstrated an ability to follow through on this project or has a history of implementing similar activities
- Activity engages a diversity of Iowa City populations, including low-income households, youth, older adults, immigrants and refugees, BIPOC, and populations with human rights protections
- Activity can be repeated, copied, shared or modeled by others

If you need help, we are here for you! Email dbissell@iowa-city.org or call Daniel at 319-887-6161.

2024 Community Climate Action Grant Payment Procedures

Funds will be available from July 1, 2024 to June 30, 2025.

Please carefully read information and instructions for requesting payments:

- Work must be verified as complete by the Climate Action and Outreach Office and materials and services must have been used as described in the grant application, to receive payment.
- Filing a W-9 for the organization or individual with the City when the grant is awarded will ensure timely payment of invoices.
- Please reach out to the City’s Climate Action and Outreach Office climateaction@iowa-city.org if you anticipate challenges with fulfilling the project as proposed or have questions about payments.

How to request payments:

For reimbursing work that is <i>complete</i>	For partially completed work or materials needed ahead of project implementation
<ul style="list-style-type: none"> a. An invoice mad eout to the City of Iowa City must be submitted to the Climate Action Office (If you do not have an invoice form or W-9, you may use the example template and W-9 form on he following pages). b. Invoices must show the organization or individual name, address, and telephone number c. Along with your invoice, please include a cop of receipts (if you have any) and 	<ul style="list-style-type: none"> a. Please limit the number of such requests, if possible b. To request such a payment, please contact the City’s Climate Action and Outreach Office with a written request that explains the need for an up-front payment. c. When the materials are purchased, or work is

<p>documentation (photo or brief written summary) of the work done. During the project, City staff may ask to inspect/verify that the work is completed, or materials were received.</p> <p>d. Payments are made by check and mailed on Fridays. Invoices submitted by Thursday will be available on the Friday of the following week.</p> <p>e. For your final payment, see instructions below.</p>	<p>complete, please follow the instructions above (#1).</p> <p>d. Payments are made by check and mailed on Fridays. Invoices submitted by Thursday will be available on the Friday of the following week.</p> <p>e. For your final payment, see the instructions below.</p>
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Detail of item # 1 (also provide receipt) \$ ###.##

Detail of item # 2 (also provide receipt) \$ ###.##

Etc.

Total: \$ ###.##