




CLIMATE ACTION COMMUNITY & COMMUNICATIONS INITIATIVE

GRANT APPLICATION

COMMUNITY BASED ORGANIZATIONS

2024 GUIDELINES AND APPLICATIONS
OPENS MAY 3, 2024
CLOSES MAY 30, 2024

210-207-6323 

sustainability@sanantonio.gov 

saclimateready.org 



SUSTAINABILITY

Managed by the City of San Antonio Office of Sustainability and funded by The Resiliency, Energy Efficiency, and Sustainability (REES) Fund.

TABLE OF CONTENTS

1. Community-Based Organizations Grants Overview
2. Guidelines
3. Grant Goals and Categories
4. Application Submission and Process
5. Application Checklist
6. Budget Template
7. Application



SUSTAINABILITY

COMMUNITY-BASED ORGANIZATIONS GRANTS OVERVIEW

PASSIONATE ABOUT SUSTAINABILITY? WE ARE TOO!

Ready to use your voice to make a huge difference for your community?

The Office of Sustainability is ready to empower you to help answer the climate action call.

We need your help ensuring that communication, outreach, and engagement efforts reach all residents, particularly frontline communities and those who have been historically under-represented.

Educating and Empowering

The core of the SA Climate Ready Action and Adaptation Plan is educating residents and

businesses about climate action and empowering San Antonians to make actionable changes.

This grant will help you inform the community about the benefits of climate action and adaptation.

The goals targeted in our initiative are to achieve:

- Reduced Energy Use and Utility Costs
- Reduced Greenhouse Gases
- Improved Quality of Life and Equity for All San Antonio Residents

Whether it be a podcast, workshop, education series, event, social media marketing campaign, or something more grassroots, we want to help you reach your corner of San Antonio.

Our community-based grant program can provide funding for your idea up to \$10,000!

- So, what are you waiting for? Let creativity guide you in designing a plan to communicate information about climate action and adaptation.
- We encourage the translation of materials into languages your constituencies speak and read. **ASL and Braille included.*



2023 RECIPIENTS

Culturingua, Bike San Antonio, Empower House SA, disABILITYsa, San Antonio Nursing Consortium, SanArte Healing & Cultura Clinic, Gardopia Gardens, and Ethical Network of San Antonio were awarded. To date, these partnerships have helped us reach an additional 96,574 residents in our community!



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GUIDELINES

ELIGIBLE APPLICANTS

- ◆ Chambers of Commerce
- ◆ Non-Profits
- ◆ Faith-Based Organizations
- ◆ Community Organizations
- ◆ Neighborhood Associations

ELIGIBLE EDUCATION AND ENGAGEMENT PROJECTS



Green Spaces



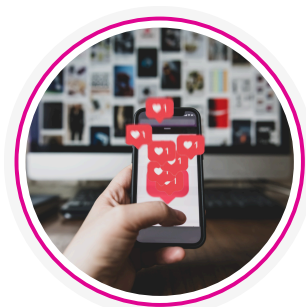
Sustainability Education



Sustainable Events



Sustainable Transportation



Sustainability Themed Media Campaigns



Circular Economy

GRANT EVALUATION CRITERIA

1. Application Completion
2. Project Description
3. Budget / Timeline
4. Outline Your Specific Goals and Audience
5. Tell us how your project/program aligns with the SA Climate Ready Plan

GRANT GOALS AND CATEGORIES

GOALS FOR CBO PROJECTS

One of the goals of the Climate Action and Adaptation Plan, or CAAP, is to empower and educate. The Office of Sustainability would like to enable San Antonians with the tools they need to make behavioral and technological changes to reduce greenhouse gas emissions and improve their quality of life. This grant will help further the long-term goals of our CAAP.

GRANT CATEGORIES AND SAMPLE PROJECT IDEAS

We welcome creative ideas and strategies to help us meet our collective climate goals.

Green Spaces

- Composting Workshop Series
- Green Transportation Awareness Campaign

Sustainability Education

- Digital Tools + Workshops on Sustainable Practices
- Climate Change Workshops
- Speaker Series

Sustainable Events

- Zero-Waste Event Planning Workshops
- Local Food Vendor Showcase
- Solar-Powered Event Stage
- Sustainable Fashion Workshops
- Sustainability Fashion Show

Sustainable Transportation

- Bike Sharing Program Launch
- Safe Walkway Upgrades
- Public Transit Advocacy Campaign
- Electric Vehicle Charging Stations
- Carpooling Incentive Program

Sustainability Themed Media Campaigns

- Monthly Green Challenges
- Influencer Eco Partnerships
- Virtual Sustainability Workshops
- Digital Recycling Awareness Campaigns
- Social Media Eco Pledges

Circular Economy

- Imperfect Food Program
- Reusable Packaging System
- Textile Recycling/Repurpose Initiative
- E-Waste Program



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APPLICATION SUBMISSION + PROCESS

HOW TO SUBMIT YOUR APPLICATION

1. Prepare your submission (use the checklist on pg 6)
2. Go to www.sasustainability.com to fill out the application
3. Good Luck! We will contact grant awardees by June 10

OUR REVIEW PROCESS

The Scoring Committee will review and evaluate each proposal and contact you with any questions. The Office of Sustainability and the City reserve the right, solely at its discretion, to:

- Refuse any application or any grant, in whole or in part, for any reason.
- Require additional information from the applicant prior to making a decision.
- If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.

WHEN YOU ARE SELECTED

You will be notified by June 10th if your project proposal has been accepted and invited to a kick-off event on Jun 26th. (More details to follow) If your project is selected for funding, you will meet with the Office of Sustainability staff to complete paperwork for processing.

NEXT STEPS TO MAXIMIZE YOUR GRANT'S IMPACT

Upcoming milestones, what to expect, and how the Office of Sustainability will maintain contact with grantees after grants are awarded.

- Submit final report 30 days following project completion, including:
 - Final metrics
 - Photo or video documentation of the project
 - A final report template will be provided (template to be provided)
 - This report requires documentation of expenses (Example: Scanned copies of all expense receipts.)
 - If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.



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APPLICATION CHECKLIST

YOUR CHECKLIST

- What category does your submission fill?
 - Green Space
 - Sustainability Education
 - Sustainable Events
 - Sustainable Transportation
 - Sustainability Themed Media Campaigns
 - Circular Economy
 - Other
- Can you sum up your project in 3 sentences?
- Detailed budget (how much money will your project cost)
Can you provide receipts, bids for service or other proof of expenses?
- What is your timeline for completion once you get the funds?
- Does your project have longevity, or will it need continual funding?
- Do you have at least 2 community references?
- Please briefly tell us why you think this project is important to helping reach the city's climate goals and why your organization is in a position to help.

RESOURCES

Office of Sustainability:

<https://www.sanantonio.gov/sustainability>

Climate Action and Adaptation:

<https://www.sanantonio.gov/sustainability/SAClimateReady>

SA Climate Ready Home Page:

<https://www.sanantonio.gov/sustainability/SAClimateReady/CAAP>

SA Climate Ready Dashboard:

<https://www.sasustainability.com/home>

WE ARE HERE TO HELP - CONTACT US IF YOU NEED GUIDANCE

Email: sustainability@sanantonio.gov or call us at 210-207-6323



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BUDGET TEMPLATE

Use this as a guide, or provide your own.

PROJECT

Description

Amount

EXPENSES

Description

Amount

RECAP

Description

Amount

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APPLICATION

All application materials are described in detail here. We strongly recommend that you complete this application in an offline program and save a copy for yourself. You can then copy/paste your responses into the Microsoft Forms application link found on the grant website.

All applications must be submitted by Friday, May 31.

Summary of Project Information:

1. **Project Title:**

2. **Contact Person (Name and Title):**

3. **Business Name:**

4. **Brief Description of Business Activities:**

5. **Contact Address:**

6. **Contact Email Address:**

7. **Contact Telephone Number:**

8. **Physical Address:**

9. **Please select your primary project category. This is the category of sustainability that your project is most closely designed to align with. Refer to project samples and ideas:**

- o Green Spaces
- o Sustainability Education
- o Sustainable Events
- o Sustainable Transportation
- o Sustainability Themed Media Campaigns
- o Circular Economy

10. **Project Summary:** Please describe the project in one to three sentences.

11. **Funds Requested**

(not to exceed \$10,000 total). Requests below this amount are perfectly acceptable)

12. **Project Description**

Briefly describe the project and its positive impact on the San Antonio community. Include a statement and/or evidence explaining why the project is needed. Include appropriate details on how the project aligns with the vision of the Climate Action and Adaptation Plan. Include the geographic area/neighborhoods/communities affected. Describe how your project aligns with these goals.

13. **Category-Specific Objectives**

Describe how your project aligns with the objectives of the category selected.

14. **Project Milestones and Timeline**

Provide a list of project milestones with an approximate timeline (not to exceed 12 months). Include details necessary to accomplish each milestone.

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APPLICATION PART II

17. Project Metrics

Describe metrics you will use to measure success. Link any tools you will use to measure success and/or track metrics.

18. Project Longevity

Describe how your project and/or its impact might continue beyond the grant term. Will the project have a lasting impact on the community?

19. Other Project Details

If appropriate, describe the site's current use and relevant ownership details.

20. Detailed Budget and Budget Outline

Provide the total project budget in detail, specifying which aspects of the project are to be funded by the Business Grant and include any additional funding sources.

- The budget narrative should provide a general overview of how the grant funds would be used (funds cannot be used retroactively).
- Applicants should provide specific dollar amounts or, when appropriate, dollar estimates for materials needed.
- Budget items will be evaluated based on necessity/appropriateness for the project; items should clearly relate to project needs and align with project objectives.

21. Community References

Include at least two independent references with the following information for each:

- Name, Affiliation, Occupation, Phone, Email

22. Signature:

The online application will ask you to read the following statement and provide an electronic signature:

I have read and understood the information regarding my application for a Business Grant, and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of San Antonio has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of San Antonio reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of San Antonio to participate in the promotion and publicity of the project.

ALL APPLICATIONS MUST BE SUBMITTED BY THURSDAY, MAY 30

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