

MANCHESTER ARPA SUSTAINABILITY GRANT PROGRAM

Q&A Session #2

Monday, October 23, 2023

GRANT OVERVIEW

- Under guidance from the Manchester Sustainability Commission, the Town of Manchester's Board of Directors passed a resolution on October 4, 2022 authorizing a total of \$500,000 of available American Rescue Plan Act (ARPA) funding to be used for grants to nonprofit organizations to promote **sustainability, resiliency, and equity**.
- This grant program seeks to support non-profit organizations including (but not limited to) the following:
 - Youth development organizations
 - Organizations that build social capital (norms, trust, and networks) through meaningful engagement and representation, with a focus on under-served communities and those with higher levels of social vulnerability
 - Organizations that value and prioritize environmental sustainability and climate change mitigation
 - Other community-based charitable organizations (**must have 501-c-3 status**)

GRANT OVERVIEW

- Requests of up to \$50,000 will be considered. Approximately \$50,000 of the total funding available will be reserved for smaller sustainability grants of \$5,000 or less
- **Resiliency and Equity Grants (up to \$50,000)**
 - Facilities, equipment, or supplies.
 - The provision of community based educational or instructional programming.
 - The provision of cultural celebrations and community events.
- **Sustainability Grants (up to \$5,000)**
 - Sustainability related improvements to utility systems, infrastructure, or landscaping.
 - Instructional or educational programming that is focused on sustainability and provided to Manchester residents.

GRANT ELIGIBILITY REQUIREMENTS

- To qualify:
 - The benefits described in the application must be focused on residents and organizations **in the Town of Manchester**.
 - The applicant must be a Manchester-based non-profit organization. **Partnerships with entities outside of Manchester, CT may be utilized**, however any awarded funds must be used to support or serve beneficiaries and/or communities within the Town of Manchester.
 - Eligible entities may submit more than one proposal and/or participate in multiple proposals provided that the proposed projects are separate, and not supplemental to another submitted proposal.
 - The grant application must be completed in its entirety and submitted by the deadline.
 - The initiative or project must fulfill the requirements of one of the funding opportunities stated in the application.
 - Projects must be completed and funds expended by December 31, 2024

APPLICATION PROCESS

- The deadline for online applications is **Friday, November 3rd at 11:59 p.m.**
- Applications will only be accepted via the online portal. No applications will be accepted in person or by mail.
- A PDF version of the application is also available for review on the website, under the “Application Form” tab.
 - The online portal will allow applicants to save progress and return to the application if needed.

REQUIRED DOCUMENTATION

- **At time of application:**
 - Program/Project Budget along with a Budget Narrative that provides additional context, explanation, and justification for each of the major budget categories (if the total program/project amount is greater than the amount requested, please describe how you plan to fund the entire program/project)
 - Most recently filed Form 990
 - Federal tax exemption letter (written statement from the Internal Revenue Service designating your organization as a nonprofit, charitable organization that meets 501(c)(3) specifications according to code)

REQUIRED DOCUMENTATION

- **Pre-Award:**
 - U.S. Federal UEI (Unique Identifier Entity Number) or EIN
 - An outline of the subrecipient's organizational structure, with the names of its officers, and officer titleholder.
 - Signed MOU (to be provided by the Town)
 - A copy of the subrecipient's policies and procedures.
 - The most recent internal financial reports that were presented to the organization's Board of Directors.
 - The organization's current staffing structure for performing the monitoring function
 - The software package(s) used for tracking and maintaining financial and performance data and metrics related to grant programs
 - Any applicable negotiated Indirect Cost Rate. Please provide a copy of current agreement.

REQUIRED DOCUMENTATION

- **Post-Award:**
 - Quarterly financial reports (Mini grants excluded), to include:
 - Invoices accompanied by sufficient and accurate backup documentation that supports the expense. Expenses incurred prior to the grant begin date or after the grant end date will not be reimbursed.
 - List of expenditures purchased with grant funds. List should show description of equipment purchased (per individual item), serial number if any, vendor name, date of purchase, amount of item, location where the items are kept, funding source.
 - Sub-award amount, invoices paid, remaining amount of sub-award after invoices paid. Funds remaining unused after the end of the project will be returned to the Department.
 - Budget modification requests, as needed, should be submitted by the subrecipient, along with explanation of why a budget modification is needed and how the budget modification supports the goals and objectives of the grant application.
 - Change in Scope requests, as needed, should be submitted by the subrecipient, along with explanation of why a change in scope is needed and how the change in scope and/or additional goals and objectives of the grant application/solicitation.

FAQS

- **Our nonprofit is based in another town, but serves Manchester community members including residents and local service providers. Are we allowed to apply?**
 - The goal of the ARPA funding is to be spent within and for the community that awards it. Applicants from outside of Manchester, as well as partnerships with entities outside of Manchester, CT are permitted to apply. However any awarded funds must be used to support or serve beneficiaries and/or communities within the Town of Manchester..
- **My organization is not a 501-c-3, would we qualify for a grant?**
 - The applicant must be recognized as a 501-c-3 organization. For details, please visit the Manchester ARPA Sustainability Grant Program website and see #1 under Eligibility Requirements. Please note that partnerships and/or fiscal sponsorships are allowed, but only one organization can submit the application. That organization must meet all eligibility requirements and is fully responsible for grant management and compliance

FAQS

- **Are agencies allowed to apply for multiple grants under one category?**
 - An applicant may submit more than one proposal and/or participate in multiple proposals under a single funding category, as long as the proposed projects are separate, and not supplemental to another submitted proposal. For details, please visit the Manchester ARPA Sustainability Grant Program website and see #1 under Eligibility Requirements.
- **Could an organization apply for funding under both the Resiliency/Equity (\$50,000) AND Sustainability (\$5,000) grant programs, or only one of the two?**
 - An applicant may submit proposals under both the Resiliency/Equity (\$50,000) and Sustainability (\$5,000) grant programs, as long as the proposed projects are separate, and not supplemental to another submitted proposal. For details, please visit the Manchester ARPA Sustainability Grant Program website and see #1 under Eligibility Requirements.

FAQS

- **Is there a way I could preview the entire application, so I'll know the questions ahead?**
 - A copy of the complete application for both programs is available online. Some applicants have asked whether there is a way to temporarily skip questions when completing the online application. The online form requires that each question be answered before moving on to the next section. You are, however, able to insert a temporary answer so that you can move to the next section. Just be certain to save your work as you go, and ensure that all of your answers are updated and correct before submitting your final application.
- **Can you recommend which grant [Resiliency/Equity (\$50,000) or Sustainability (\$5,000)] our project would be most appropriate for?**
 - Unfortunately, we are not in a position to recommend which grant is the best fit for your program. We encourage you to carefully review the Funding/Grant Opportunities section as well as the Evaluation Criteria section of the Manchester ARPA Sustainability Grant Program website to determine which best reflects your goals. A PDF preview of the application (available online) may also be helpful in your deliberations. Please note the budget restrictions for each grant: one is limited to projects of \$5,000 or less, so your project budget may impact your decision.

FAQS

- **How would this grant impact my current contract with the Town?**
 - This grant funding is a one-time source and does not limit organizations from applying for or receiving other funding from the Town of Manchester in the current year or the future. All specific questions regarding the potential of expanding existing programs or partnerships with the Town of Manchester should be directed to the Town department or representative responsible for those programs. Funds from this grant can, in theory, be used to expand existing programs.

QUESTIONS?

If there are any questions after this meeting, or at any other time, please email sustainabilitygrants@manchesterct.gov