

**CHEJ Small Grants Program - 2019 Application Guidelines**

**All Tiers - Round 4**

**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. This grant program will support projects that help groups move toward their goals by building leadership, increasing capacity and/or 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 especially reach people from low wealth communities and communities of color who are impacted by environmental harms.

Please read carefully the guidelines and areas of interest before you apply. The closer your project is to the focus of the Center for Health, Environment & Justice’s (CHEJ) program, the better chance you have to secure funding. Although every environmental and social justice project is important, CHEJ has a limited amount of funds, which were provided to support a specific focus. If you have questions about your project and if it will meet the guidelines, please call and ask before you invest your valuable time in filling out the forms. We’ll give you an honest answer. Contact Teresa Mills at grants@chej.org or call 614-539-1471.

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  |
| Fundraising Efforts  | Meeting to Develop Organizing/Strategic Plans |
| Training Leaders to Go Door-to-Door  | Events that are Part of a Strategic Plan |
| Educational Activities Which Are Directly Connected to Your Strategic Plan | General Events |

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

|  |  |
| --- | --- |
| Film Production  | Community Gardens |
| Individuals | National Organizations |
| Legal Assistance | Market Campaigns |
| Natural Environmental Protections | Food Banks |
| Organization Outside of the United States  | National Campaigns, (except local/statewide group specific efforts may fit into a campaign)  |
| We no longer can fund environmental testing | Groups with annual budget over one million dollars |
| Legislative Lobbying  |  |

CHEJ’s Small Grants program is focused on addressing environmental threats and associated public health harms.

**Proposals are due September 6, 2019 and the project must be completed and a final report submitted by August 7, 2020.**

◊The grant application is different for different sized organizations. Small organizations and all volunteer groups with budgets under $50,000 should **click here** or go to <http://chej.org/chej-small-grants-program/> for an application. Grants are available in this tier range from $1,000 to $5,000.

◊For organizations with budgets no greater than $250,000 **click here** or go to <http://chej.org/chej-small-grants-program/> for an application. This tier of the program will provide support from $5,000 to $10,000.

◊Larger organizations with budgets over $250,000 should **click here** or go to <http://chej.org/chej-small-grants-program/> for an application. This tier of the program will support projects with grants from $10,000 to $20,000.

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 other non-profit who will serve as your “fiscal sponsor.”

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 protections and food banks are not likely to be supported. CHEJ’s program is focused on addressing environmental threats and associated public health harms.

**The deadline for submitting your application is September 6, 2019. Applications should be submitted to CHEJ at** info@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 September 6, 2019)**. Please check our application form carefully for more specifics on our guidelines.**

If you have questions, feel free to 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 August 6, 2019 from 12-1 Eastern Standard Time. Please watch for our notice to register.

**Thank you for your interest.**



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 other unlawful purpose.

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

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

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

**TIER 2 APPLICATION**

**Application Due September 6, 2019**

**Please send to** grants@chej.org **or mail to P.O. Box 6806, Falls Church, VA 22046**

(USPS postmarked on or before September 6, 2019)

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: 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 September 6, 2019 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 September 6, 2019).

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 2019 Small Grant 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: September 6, 2019.**

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 September 6, 2019). **If you have questions about the grant application form or the grant process, please contact us at 614-539-1471 or email** tmills@chej.org **or** grants@chej.org Thank you for your interest. CHEJ will contact you in mid October, 2019.