



Grant Distribution Guide Overview

The following direction shall serve as a guideline for application, review, and distribution of specialty program/grant funds for Building Sustainable Connections (BSC).

Background:

The central mission of BSC is to promote environmental improvements that foster a sustainable future and lead to social and economic improvements in our communities. While BSC promotes this objective through its Green Business Certification Program and Green Business Directory, Green Drinks Networking and Social gatherings, and sustainability roadmaps, fundraising efforts and grant awards to Building Sustainable Connections may enable the organization to distribute funds on a discretionary basis to organizations within the community who wish to implement sustainable improvements to their organization.

Request Deadline:

Upon Board approval of the current calendar and fiscal annual budget in or around February of each year, the Board will make a recommendation for the funding amount available for distribution through the Sustainable Improvements program. Therefore, beginning 1 June of each year, applications may be submitted via the Building Sustainable Connections website (buildingsustainable.org/grants). The application period shall begin 1 June and remain open until 1 August of the same calendar year for distribution beginning 1 October of the same calendar year.

Qualifying Requests:

Requests for funding may be requested to meet a specific need identified by the organization that improves its overall sustainability in one of the following fields: Water Conservation & Pollution Control, Community Engagement, Energy Reduction & Conservation, Waste Diversion, and Transportation. Requestors must identify the specific need that the improvement will fulfill in one or more of the categories and provide evidence of the expected financial cost of the improvement. Applicants should also identify how the improvement will benefit their triple bottom line by identifying the environmental, social, and economic impact the improvement will contribute.

Review and Award:

The reviewing committee shall be directed by an individual confirmed by the BSC Board of Directors with oversight from the Board Treasurer and either the Board President or the Executive Director. The Committee shall have no less than three (3) individuals serving as reviewers of all applications. Representatives from agencies applying for funds are ineligible to serve on the review committee to avoid potential conflicts of interest or the perception of favoritism in decisions.



The Committee shall begin review of all applications beginning 15 August. Total award threshold for the year is dependent on the status of the account and funds available for sustainable withdrawal. Individual awards shall be awarded to one or more applicants based on funding requests received and the total amount of funds available for distribution. Individual awards shall be no greater than \$300 per applicant. Improvements estimated at a value of greater than \$300 may be requested, with a maximum award not to exceed \$300 applied to the overall cost of the improvement.

Committee review and approval shall be well-documented and done without prejudice regarding an applicant and their affiliation with any entity, affiliation, membership within a protected group, or personal relationship with any member of the Committee. Applications shall be reviewed by an independent individual and removed of any identifying information prior to submission to the review committee.

Selection criteria shall be based on the needs of the applicants, the demonstrated benefit the improvement will provide, and the availability of funds to the program. Applicants are eligible to apply for funds in consecutive years regardless of receipt of funds from the previous year. However, the committee may use successful award status as criteria in determining award distributions where funds do not allow successful award to all applicants in an award year.

Following Committee approval, reviewer notes shall be submitted to the Board of Directors for final review and records maintenance. Award notification of approval/disapproval shall be sent to all applicants via email no later than 1 October.

Receipt:

Upon receipt of awarded funds, recipients shall contact Building Sustainable Connections via email (amber@buildingsustainable.org) to acknowledge receipt. Recipients agree to submit financial records of expenses to BSC for documentation of successful application of award funds in improving their organization's sustainability goals. Additionally, recipients agree that by accepting funds from Building Sustainable Connections, they agree to be featured in our quarterly newsletter, social media posts, website, and other methods of promotion for Building Sustainable Connections. If funds requested for an anticipated expense are not needed upon receipt of award (ex: a landlord voluntarily installs a leak sensor, or an emergency repair expense has caused a change in improvement priorities), recipients must contact Building Sustainable Connections and advise them of this change as soon as possible.

In addition to submitting financial records such as invoices and receipts for payment toward the intended improvements, recipients shall submit quarterly improvement reports to Building Sustainable Connections reviewing the progress and impact of the implementation project. Recipients may be required to reimburse award amounts to BSC if they are unable to successfully implement the improvement project prior to 1 December of the following calendar year.