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 **TURI Community Grants:**

**Background Information and Application Form**

Application Deadline: **July 22, 2022**

**Application Submission:**

Community Grant applications are due at **NOON on Friday,** **July 22, 2022**. Please email your application (Word or PDF) to info@turi.org.

Please note: Grant funding is limited, and only a subset of applications will be funded. In FY23, priority will be placed on projects that have an environmental justice component or address needs in an underserved community.

The Toxics Use Reduction Institute (TURI) is pleased to invite proposals from Massachusetts community organizations, municipalities, and regional and statewide organizations for support under our Community Grant Program.

The maximum award amount for regional or statewide projects is **$20,000**. The maximum award amount for local projects is **$10,000.** We also welcomeproposals for smaller amounts of funding.

For questions at any time during the application process, please contact TURI at info@turi.org. You are strongly encouraged to contact us to discuss your project ideas in advance of the deadline.

 **What is Toxics Use Reduction?**

Toxics Use Reduction (TUR) focuses on preventing pollution at the source rather than controlling pollution once it has been generated. This approach has been used to achieve substantial reductions in toxic chemicals used by Massachusetts businesses. The same approaches can also apply to communities, in areas such as home and janitorial cleaning, land care, and municipal purchasing, among others.

# Eligibility and Examples

We accept applications only from **Massachusetts** community organizations, municipalities, youth groups, and regional and state-wide organizations. We strongly encourage partnerships between two or more of these types of organizations. If you are not sure whether you are eligible, email info@turi.org with your questions.

Please note that we do not support projects from other states or projects about recycling or remediation after toxics have been used. We are looking for projects that prevent the use of toxics in the first place. This work could include educating the public about health hazards of toxics and the availability of safer alternatives.

**Examples**: The examples below are provided only for guidance and are not meant to be all-inclusive. We welcome new ideas and new ways to disseminate existing materials:

* Municipal agencies conducting outreach or education related to reducing use of toxic chemicals, including projects with an environmental justice focus
* Organizations working to help individuals, small businesses, schools, or other entities use safer products and processes for cleaning and disinfection
* Organizations working to provide education and outreach related to per- and polyfluorinated alkyl substances (PFAS)
* Health Departments, Water Departments, Fire Departments or others working to develop toxics use reduction guidance or providing samples of safer alternatives to small businesses
* Municipal departments working to educate homeowners, professional landscapers, or athletic directors about organic land care practices for homes or athletic fields

You are encouraged to [visit our previously funded projects](https://www.turi.org/Our_Work/Community/Topic_Areas_and_Past_Grants) to see the types of activities grantees have accomplished and use the brochures, training slides, flyers, posters and videos that have already been created.

# Project Timeline

Deadline for proposals............................Friday, July 22, 2022, NOON

Notification of awards ............................August 19, 2022

Grant kick-off meeting ............................September 2022

Project duration ......................................September 2022 through June 2023

# Milestones

Information about the following milestones will be coordinated with grantees once projects are under way.

* Complete initial contract
* Attend kick-off meeting (3-4 hours)
* Monthly or bi-monthly check-in calls with grant administrator
* Interim project meeting (3-4 hours, usually in February)
* Interim progress report, interim expense report, and interim invoice (February)
* Submission of final project materials and documentation (May or June)
* Final project report, final expense report, and final invoice

#  Grant Agreement and Grantee Requirements

The contract between TURI and the grantee will be based on the Commonwealth of Massachusetts State Standard Contract. The contract will be sent to grant recipients to review and complete at the time they receive notification of the grant award. Award recipients will be required to:

* Conduct the activities outlined in the proposal.
* Attend all required meetings and events.
* Prepare an interim and final progress report.
* Submit all project materials for review throughout the grant project. The Institute **must** review any materials developed under the grant prior to their dissemination and all materials must contain language regarding the funding source.
* Submit all final project materials.

*Failure to meet these requirements may result in a reduction in the final grant payment.*

The final report and other information generated through the project become public documents and may be published without prior notice by the Toxics Use Reduction Institute and/or may be used by future grantees in their projects.

**Selection Criteria**

A Review Committee including members from community organizations and other stakeholders will review the grant applications and recommend projects for funding. Final decisions are made by TURI.

Examples of projects that **do not** meet the Community Grants Program criteria include:

* Projects conducted solely by a consultant
* Lobbying or environmental enforcement activities
* Projects that do not have TUR as the primary focus
* Projects conducted outside Massachusetts

Proposals will be scored using the following criteria. The maximum number of points is **100**.

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Expected increase in awareness, understanding or implementation of Toxics Use Reduction  | 40 |
| Feasibility/achievability  | 20 |
| Expected benefits of the project for environmental justice or for traditionally underserved communities  | 20 |
| Level of collaboration | 10 |
| Potential to transfer the end product(s) to others of similar mission OR Effective use of existing educational materials or proven techniques | 10 |

# Contact Us

We strongly encourage applicants to arrange a pre-application conversation with TURI to discuss your ideas and help fine-tune your projects. Please contact TURI at info@turi.org at any time during your application process. Additional resources available to you at the Institute include the TURI laboratory, chemical fact sheets and reports and the TURI website ([www.turi.org](http://www.turi.org/)).

**Community Grant Application Form**

Please complete the following form. The final application (not including letters of commitment from partners) should be no more than 7 pages typed, single spaced.

|  |  |
| --- | --- |
| **Lead Organization** |  |
| **Contact Person /Project Manager** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Focus Area***(e.g., pesticide reduction, PFAS education, household cleaners, organic land care)* |  |
| **Project Title** |  |

# Overview

Total amount requested:

Is the project part of an already existing project? If yes, tell us about it.

Are other funds being sought to support this project? If yes, indicate how much and from whom.

# Research

In general, TURI Community grants are not designed for research projects. However, occasionally a community grant project does involve research.

Does the project include a research component? If so, please indicate how you will address any Institutional Review Board (IRB) requirements.

# Applicant Description

Briefly describe the lead organization’s mission.

Who will be managing the project?

Briefly describe the capabilities of the project leader and participating staff to carry out the project.

# Project Description

What toxic(s) are you addressing?

What is the main goal of the project?

What target audience will you be addressing? (Please note whether your project is based in an underserved community or addresses a need related to environmental justice.)

What are the end product(s) of the project (e.g., flyer, training program, brochure, site visit, video, etc.)?

What are the planned short- and long-term impacts of the project?

# Timeline

List project activities (milestones) and indicate their start and completion dates.

# Partnership and Collaborative Efforts

Identify all partners and attach Letter of Commitment from each.

*Letters of Commitment from each project partner should describe their commitment to the project, their role, and estimated time on the project. These letters should be attached to this application. A partner is an individual or organization who commits to execute some portion of your project – either for payment or as an in-kind service. (Examples could include a cable channel that agrees to air your educational video; a subject expert who will be conducting a workshop for your project; an organization that will be promoting your events through their networks, etc.)*

**Name Organization**

|  |  |
| --- | --- |
| 1. |   |
| 2. |   |
| 3. |   |
| 4. |   |

(add more as needed)

What else would you like us to know about your partners and how will they contribute?

# Information Dissemination

If relevant, describe how you plan to disseminate your project materials.

# Project Evaluation

Describe what will define success for your project:

# Additional Information

How did you hear about the TURI Community grants?

* Email
* Website
* Newsletter
* Postcard
* Referral
* Other (please specify)

#####  **TURI COMMUNITY GRANTS PROGRAM**

##### **APPLICATION BUDGET FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I.** | **Personnel/Salaries** |  |  |  |  |
|  | 1.  | $ |  |  |  |
|  | 2.  | $ |  |  |  |
|  | 3.  | $ |  |  |  |
|  | 4.  | $ |  |  |  |
|  |  |  | Subtotal: | $ |  |
|  |  |  |  |  |  |
| **II.** | **Materials and Supplies** |  |  |  |  |
|  | 1.  | $ |  |  |  |
|  | 2.  | $ |  |  |  |
|  | 3.  | $ |  |  |  |
|  | 4.  | $ |  |  |  |
|  |  |  | Subtotal: | $ |  |
|  |  |  |  |  |  |
| **III.** | **Other Costs (printing, travel, postage, etc.)** |  |  |  |  |
|  | 1.  | $ |  |  |  |
|  | 2.  | $ |  |  |  |
|  | 3.  | $ |  |  |  |
|  | 4.  | $ |  |  |  |
|  |  |  | Subtotal: | $ |  |
|  | **Total Budget Request:** | $ |  |

On the following page, please include a brief **justification of expenses.** Indicate how the funds will be used. For example, if you list supplies as an expense item, name specific supplies and how they will be used. Please use additional pages as necessary.

NOTE: Grant funds cannot be used to cover overhead expenses or to purchase equipment such as computers, printers, etc., or furniture such as desks, storage cabinets, etc.

# PROJECT BUDGET JUSTIFICATION

*(Please provide sufficient information to justify the requested grant amount)*