Community Grants Application Information

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

Alternatives to toxic chemicals exist. With the support of grant funding, you have the opportunity to create and promote healthier communities throughout the Commonwealth by raising awareness and educating people about safer alternatives.

The maximum award amount for regional or statewide projects is $20,000. The maximum award amount for local projects is $10,000. Funding is contingent on availability of program funds.

For questions at any time during the application process, please contact Felice Kincannon, Community Program Manager, at 978-934-3346. You are encouraged to contact the program to discuss project ideas sufficiently in advance of the June 21 deadline.

Applying for a Community Grant

Email your completed application in Word or PDF format (including supporting letters of commitment) to: felicek@turi.org

If you do not have access to email, you are welcome to send the application to the address below:

Toxics Use Reduction Institute
Attn: Community Grants Program
The Offices at Boott Mills West
126 John Street
Suite 14 (Second Floor)
Lowell, MA 01852

Applications must be received at the Institute office by NOON on Friday, June 21, 2019.
What is Toxics Use Reduction?

TUR is an environmental concept that involves preventing pollution at the source rather than controlling it once it has been generated. It involves processes and planning tools to eliminate waste in operations and find suitable less toxic alternatives where possible. This approach, promoted in industry and manufacturing in Massachusetts since 1990, has reduced the amount of toxic chemicals used by over 40% and released to the environment by 91%. The same approaches can also apply to other areas, such as home and janitorial cleaning, land care, municipal purchasing, and small business applications.

The Massachusetts Toxics Use Reduction Institute

The Institute’s mission is to promote reduction in the use of toxic chemicals and the generation of hazardous by-products in industry and commerce in Massachusetts. The Institute provides training to industry professionals and the public, conducts research on alternatives, sponsors industry mentoring programs, and promotes green chemistry. The Institute also houses the largest collection of TUR and pollution prevention materials in New England and a university-based laboratory that tests and evaluates safer alternatives to hazardous cleaning solvents. We support community efforts to reduce toxics through education and grant projects.

The Institute is funded through the Massachusetts TUR Program and is located within the College of Health Sciences at the University of Massachusetts Lowell. It maintains a core staff of scientists, analysts, engineers and educators and draws upon the expertise of community and public interest groups, industrial managers, workers, government officials, private consultants, and faculty from the University of Massachusetts Lowell and other universities.

TURI Community Grant Program

Eligibility

We are accepting applications from community organizations, municipalities and municipal departments, youth groups, and regional and state-wide organizations. We strongly encourage partnerships between two or many of these types of organizations. The partnerships should reflect a shared topic of interest that expands over a region or the entire state.

Examples: These examples are provided only for guidance and are not meant to be all-inclusive. We are in search of new and fresh ideas and focus areas and new ways to disseminate existing materials:

- Youth organizations (such as YMCA or Boys & Girls Club) partnering across the state to develop and implement youth-oriented workshops on reducing toxics in personal care products.
- Health Departments in a region partnering to develop toxics use reduction guidance and providing samples of less toxic alternative materials such as nail polishes to salons or perchloroethylene in dry cleaning.
- State-wide associations partnering with local shops to reduce their use of solvents.
- School districts partnering with each other and green cleaning experts to develop and implement green cleaning practices across their regions.
- Municipal water departments partnering within their watershed to educate homeowners and professional landscapers about organic lawn care practices to reduce the use of pesticides.
Housing authorities partnering together and with integrated pest management experts to create guidance and workshops statewide on how to reduce the use of pesticides in their buildings.

We also welcome applications from projects on a more local level, though funding will be at a reduced amount. This type of project would include work performed by community organizations, including any nonprofit group operating at the local level, particularly those involved or otherwise interested in promoting environmental activities. Participating organization’s primary office and majority of work must be performed in Massachusetts. Examples include, but are not limited to: environmental organizations, environmental justice organizations, youth organizations, public interest groups, neighborhood associations, community development corporations, health centers, hospitals, civic organizations such as chambers of commerce, local unions and labor organizations. Individuals are also eligible to apply, with some organizational affiliation.

Municipalities include any office, agency, or department that is operated through a city or town in Massachusetts. Examples include, but are not limited to: schools, departments of public works, fire departments, police departments, local emergency response offices, health departments, planning and zoning boards, town commissions, and libraries.

**Basic Criteria**

All projects must meet the following basic criteria:

- Involve active partnerships and collaboration
- Raise level of awareness, understanding and/or implementation of TUR concepts and practices for communities, municipalities, or small businesses (potentially on a regional or statewide level)
- Produce a tangible product such as policies, informational brochures, training workshops, surveys, or videos
- Be feasible within the time period of the grant program (August – June)
- Be replicable and transferable to other communities

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

- Projects conducted for a municipality or community organization solely by a consultant
- Lobbying or environmental enforcement activities
- Projects that do harm to mammals or birds
- Training programs or materials that focus on community or household recycling
- Training programs or materials that do not have TUR as the primary focus
- Any activity that falls outside of the realm of the Toxics Use Reduction Act

**Focus Areas**

The TURI Community Program strongly encourages future grantees to replicate and expand on previously executed projects. Many resources exist, such as trainings, brochures, flyers, posters, and networks that can be utilized to implement projects in additional communities. It is TURI’s hope that many of the past projects can be self-sustaining at a statewide level. Organizational collaborations and including statewide organizations in your project are strongly encouraged. It is also recommended that resources already created under past projects be used to implement statewide projects. Examples of areas where TURI has a particular interest include:

- Solvent and other hazardous material use in art and artist studios
- Use of toxic chemicals, such as formaldehyde and methylene chloride, in schools and science laboratories
- Indoor integrated pest management (IPM) – a subject covered in the state-wide asthma plan
Household cleaners – a subject covered in the state-wide asthma plan

Examples of areas where past projects, both locally and regionally, have been completed can be found on our web site. You are encouraged to visit http://www.turi.org/Projects and look at materials created under past projects in your category of interest, and use the brochures, training slides, flyers, posters, videos, etc., that have been created by other grantees.

Project Timeline

- Deadline for proposals: Friday, June 21, 2019, NOON
- Notification of awards: August 2019
- Grant kick-off meeting: August/early September 2019
- Project duration: August 2019 through June 2020
- State House recognition ceremony: June 2020

Resources

We strongly encourage people who are considering applying for a grant to make a pre-application phone call to TURI to discuss your ideas and help fine-tune your projects. Please call the Community Program Manager, Felice Kincannon, at 978-934-3346 at any time in your application process.

Resources available to you at the Institute include the TURI library, TURI laboratory, chemical fact sheets and reports, the TURI website (www.turi.org) and the Community Program resources.

Community Grant Deliverables

Information about the following deliverables and sessions will be coordinated with grantees once projects are under way.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>August 2019</td>
<td>Awardees contacted</td>
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<tr>
<td>August 2019</td>
<td>Grantees return completed contracts</td>
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<tr>
<td>August/early September 2019</td>
<td>Grant kick-off meeting in Lowell, 3-4 hour meeting/training</td>
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<tr>
<td>August 2019</td>
<td>Projects officially begin</td>
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<tr>
<td>August 2019 – June 2020</td>
<td>Bi-Monthly phone call check-ins with grant administrator</td>
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<tr>
<td>Mid-February 2020</td>
<td>Interim project meeting in Lowell, 3-4 hour meeting with status updates from grantees</td>
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<td>Mid-February 2020</td>
<td>Interim progress report, interim expense report and invoice due</td>
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<tr>
<td>Mid-June 2020</td>
<td>State House event and presentations</td>
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<tr>
<td>Late June 2020</td>
<td>Project materials due</td>
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<tr>
<td>Late June 2020</td>
<td>Final progress report, final expense report and invoice due</td>
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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:

- Attend all of the above-listed meetings and events.
- Prepare an interim and final progress report.
- Develop a project poster for the State House event.
- 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 in electronic format or hard copy if electronic is not feasible. We encourage electronic materials so that they may be easily used by others in the future.

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 be used by future grantees in their projects.

Proposal Selection Criteria

A team of representatives from community organizations, industry, labor, municipalities, and the TURA Program will review the grant applications and recommend proposals to be funded. Final decisions on grant awards are made by the Institute. The following criteria and points will be used in selecting projects. The maximum number of points is 100.

A. Ability to raise the level of awareness, understanding or implementation of TUR practices at the regional or statewide level (30 points)
B. Feasibility/achievability of the proposal (20 points)
C. Level of collaboration (10 points)
D. Potential to transfer the end product(s) to others of similar mission (20 points)
E. Measures for evaluating project success or outcome(s) (20 points)

For more information, please contact
Felice Kincannon, Community Program Manager
978-934-3346
felicek@turi.org