



## **SWEP of Greater Philadelphia**

### ***Environmental Grant Program Guidelines - 2017***

#### **1. Purpose and Objective**

One of the primary objectives of the Society of Women Environmental Professionals (SWEP) of Greater Philadelphia (a non-profit organization) is to encourage and promote public service in the environmental field. SWEP of Greater Philadelphia established an environmental grant program (Grant Program) to meet this objective. The Grant Program is designed to help fund organizations or programs that creatively address a locally-defined need to create, enhance, restore, or protect the natural environment or to increase environmental awareness through educational sessions. SWEP of Greater Philadelphia is particularly interested in supporting those projects that encourage the involvement of local girls and/or women in the sciences, engineering, or environmental fields.

By providing these grants, SWEP of Greater Philadelphia hopes to support projects that will have a significant and positive impact on the environment, foster long-term relationships with Grant recipients and promote its organization.

#### **2. Schedules and Deadlines**

Grant Applications for all projects will be accepted between January 1, 2017, and February 28, 2017. The Grant Applications must be received electronically by February 28, 2017, to be considered eligible for the Grant.

The Grant Award will be announced on or before Earth Day, April 22, 2017.

Projects must be completed by December 31, 2018.

#### **3. Geographic Area**

All applicants and projects sponsored by the SWEP of Greater Philadelphia Grant Program must be located within the SWEP of Greater Philadelphia jurisdiction. This area includes, specifically, the City of Philadelphia; Berks County; Bucks County; Chester County; Delaware County; and Montgomery County in Pennsylvania, New Castle County in Delaware and Burlington, Camden, Gloucester and Salem Counties in New Jersey.

#### **4. Grant Amount**

SWEP of Greater Philadelphia is offering a Grant of up to \$2,000 for environmentally-beneficial projects. The amount of the Grant will be based on the project's needs and the significance of its benefit. It is our desire to make an impact on a project with our Grant assistance rather than be a small increment of a larger project. Funds may not be used for property acquisition, food, drinks, travel reimbursement, or other costs not directly related to the goals of the project.

Once a project has been selected, a Grant will be advanced to the applicant. SWEP may retain 10% of the award, to be reimbursed to the Grantee upon completion of the project and report submittal. Typically this check is presented at a Green Smarts Party held the week of Earth Day.

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## **5. Eligible Entities and Projects**

To foster the goals of this Grant Program and the SWEP of Greater Philadelphia Mission, the applicant and project must meet the following criteria to be eligible for a SWEP of Greater Philadelphia Grant.

### Eligible Applicants

To be eligible for the SWEP of Greater Philadelphia Grant, applicant organizations must fit into one or more of the following categories:

- Non-profit organization - such as YMCA, City Year, etc. (these organizations must provide documentation of non-profit status).
- School/Academia - such as a day care center, elementary through high school, Parent-Teacher Association, college or university, fraternity or sorority.
- Resident - such as a resident or group of neighbors who desire to improve public property, or individuals who have opened their private property to the public.
- Youth group- such as Boys & Girls Club, Campfire Boys & Girls, Girl Scouts, etc.

If you are not sure if you or your organization fits these criteria, contact the SWEP of Greater Philadelphia Grant Committee Chair (see Grant Application for contact information) to determine your eligibility.

### Eligible Projects

SWEP of Greater Philadelphia Grant funding is available for community environmental projects fitting one or more of the following categories:

- Environmental awareness, environmental education, outreach.
- Programs fostering girls' involvement in the sciences or environmental engineering.
- Surface water quality improvement or protection, watershed stewardship.
- Reduction of solid and/or hazardous waste, recycling, waste reuse.
- Litter and/or graffiti removal; litter cleanups.
- Habitat creation, improvement, restoration, and/or protection.
- Sustainable resources, energy conservation, water conservation.
- Open space creation, cleanup, improvement, and/or protection.
- Protection of native species, endangered species, and/or exceptional value habitats.

*Many different types of projects will be considered; however, preference will be given to projects related to local environmental issues, projects involving women's and/or girl's organizations, and projects fostering the involvement of women and/or girls in environmental issues, the sciences, or engineering.*

If you are not sure if your proposed project fits these criteria, contact the SWEP of Greater Philadelphia Grant Committee Chair (see Grant Application for contact information) to determine your eligibility.

### Geographic Criteria

The applicant organization and project must meet the geographic criteria described in Section 3.

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## **6. Grant Application**

Grant Applications must be received as a .pdf file via email by February 28, 2017. Late or incomplete Grant Applications will not be accepted. Additional information may be attached, but should not exceed 5 pages (8.5" by 11", no less than 10-point font). Non-profit organizations must provide proof of non-profit status (not included in the 5-page limit). *Submittals that do not include a completed Grant Application form will not be considered.*

Guidance regarding expectations for the sections of the Grant Application is provided below:

*Project Description:* This section should describe what the project consists of, the goal of the project, who/what it will benefit and the criteria for measuring success. If the project will require long-term monitoring, describe how that will be sustained. Questions such as "Why is this project important?" and "Why this project should be awarded the Grant?" should be answered in this section.

*Project Budget:* This section should describe the costs associated with wages and payroll, contractual services, supplies and materials, capital costs, and administrative costs. Other sources of available funding/donations should be included here, as appropriate. SWEP of Greater Philadelphia's contribution to the overall project budget (e.g., 50%, 100%, etc.) should be included in this section.

*How does this project encourage the involvement of girls and/or women?* As a women's organization, the involvement of girls and/or women in the project is important to SWEP of Greater Philadelphia and this component of each project weighs into our selection process. Describe here how girls/women will be involved in or benefit from your project.

*Potential Benefits to SWEP of Greater Philadelphia.* This section should describe the benefits that SWEP of Greater Philadelphia may receive by supporting the project.

*Description of Organization and Its Goals and Purpose:* This section should describe the type of organization(s) applying for the Grant and its experience and success with similar projects. The goals of the organization should be clearly defined as well as a description of how the organization measures success.

*Project Schedule:* In addition to a detailed schedule of project execution, this section should include potential issues that may result in project delays or the project not meeting the Grant Program schedule outlined in Section 2. The Project Schedule section of the Grant Application should include measures the organization has taken or will take to keep project delays to a minimum.

*Signature:* All applications must be signed to be considered.

*Grant Application Submittal:* The Grant Application must be submitted electronically (either in .pdf or other Microsoft Windows® compatible format) to [grants@swepweb.com](mailto:grants@swepweb.com). Please do not fax or send hard copies of the application.

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## **7. Grant Application Evaluation Criteria and Selection**

*SWEP Legacy:* SWEP of Greater Philadelphia was formed in 1995 as a resource for women environmental professionals in the Philadelphia region.

*The mission of SWEP of Greater Philadelphia is:*

- To encourage and promote the leadership, achievement, and professional development of women in the environmental professions.
- To provide an informal setting for women in the environmental professions to meet, share substantive information and work experiences, and to establish a communication exchange.
- To educate members on new developments and current trends in the environmental field.
- To encourage and promote the development of business relationships.
- To encourage and promote public service in the environmental field.

*Proposals will be evaluated based on:*

- How well the project supports the goals and mission of SWEP of Greater Philadelphia.
- Their proximity to the Philadelphia region (see Section 3),
- Their value and accessibility to the community,
- The benefits that SWEP of Greater Philadelphia may realize by supporting the project.
- Projects related to local environmental issues, projects involving women's and/or girls' organizations, and projects fostering the involvement of women and/or girls in environmental issues, the sciences, or engineering.
- Demonstrations of creative thinking and planning will also be weighted favorably.

*Fund matching:* is not required for this Grant Program; Fund matches could include contributions of funds, goods, equipment usage, in-kind services, and/or labor (estimated at \$21.79 per hour; lower for children volunteering). However, the applicant must demonstrate the ability of the organization to complete the project; That with the addition of the SWEP Grant that the project will go forward to completion.

*Project timing:* The applicant's ability to successfully complete the project in a timely fashion and meet deadlines (see Section 2) will also be factored into the review process.

*Telephone interview:* Applicants may be requested to provide a telephone interview during the selection process. The SWEP of Greater Philadelphia Grant Committee will review the Grant Applications and provide recommendations for Grant recipients to the Board of Directors. The SWEP of Greater Philadelphia Board of Directors will make the final decision concerning the Grant awards.

*A letter of award will be sent to the successful Grant recipient.* The recipient must sign a copy of the letter agreeing to the terms and conditions of the guidelines stipulated herein. The signed letter must be returned within two weeks of receipt by the Grant recipient. Failure to return the signed letter within two weeks will result in loss of the award and selection of an alternative recipient.

## **8. Grant Recipient Commitments to SWEP of Greater Philadelphia**

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Brief email updates: regarding the status of the project shall be submitted to the SWEP of Greater Philadelphia Grant Chair, (grants@swepweb.com) at appropriate intervals during the term of the project. These updates should list work accomplished, indicate whether activities are on schedule, and list any issues that may jeopardize the completion of the project within the proposed schedule.

A newsletter-worthy article must be submitted to SWEP of Greater Philadelphia upon completion of the project. The article should summarize your organization, the project (including location), the purpose and goals of the project, the execution of the project, the challenges faced during the project (if any) and how they were overcome, and whether or not the project was completed successfully. Photographs of the project that can be posted with the article, would be appreciated.

Brief presentation may be requested: The organization awarded the Grant may be requested to make a brief presentation of the completed project at a SWEP of Greater Philadelphia event.

The grant applicant must certify that funds provided by SWEP of Greater Philadelphia are for projects or portions of projects for which no other funds will be sought or for which funding does not currently exist.

SWEP of Greater Philadelphia reserves the right to withhold any or the entire grant award if a significant change in the project scope is implemented without prior SWEP of Greater Philadelphia approval. The decision to withhold grant monies will be at the sole discretion of SWEP of Greater Philadelphia.