



**GREENPOINT
COMMUNITY
ENVIRONMENTAL
FUND**

**Greenpoint Community Environmental Fund
Full Proposal Narrative Template
2018**

To be considered for GCEF funding, projects that involve the collection or use of data must have an existing Quality Assurance Project Plan that has been approved by GCEF or another public agency.

Instructions: Please complete all sections of this document. The narrative may not exceed 10 pages, with a font size no smaller than 12 point; excess pages will not be reviewed. **Please retain the outline and subject headings in the template below.** To save space, you may delete these instructions as well as the instructions under each subject heading. Please do not place the narrative on your own letterhead or otherwise alter the template. Do not embed links to external electronic references in the body of the narrative. When you have completed the narrative please upload it back into the EasyGrants online system in the “Uploads” section of the application.

- 1. Overview.** *Instructions:* Describe the specific objectives of the project and how it will protect, improve, or restore environmental media (i.e., air, water, land) for the purpose of improving the public health and/or the environment in Greenpoint. (suggest half a page)

- 2. Project Category.** *Instructions:* Please select the category that your project falls under and provide a brief explanation below (not to exceed two sentences):
 - a) Sustain a GCEF-funded project (completed or still active), e.g., by repeating the project or major elements of the project, or maintaining or extending the duration of the project or its major elements;

 - b) Enhance a GCEF-funded project (completed or still active), e.g., increasing community engagement or participation in the project, or adding a new location or benefit to the project; and/or



- c) *Implement an exceptionally meritorious new (not previously GCEF-funded) project, i.e., a project that will produce substantial environmental benefits for a large number of Greenpoint residents.*

Explanation:

- 3. Environmental Results.** *Instructions: List and, as possible, quantify the primary environmental benefit(s) of the project and the project's benefit to the Greenpoint public. You are encouraged to use the example metrics provided on page 7 of the RFP, under Evaluation Criteria/Environmental Results. (suggest one page)*
- 4. Work Plan.** *Instructions: Provide a detailed work plan, including:*
- If the proposed project is related to a currently- or previously-funded GCEF project (completed or still active), a description of how the proposed project sustains and/or enhances the GCEF-funded project.*
 - A description of the overall methodology or approach to achieving environmental project results (Please note the description should be detailed enough for reviewers to make a clear connection between the proposed methods/activities and the proposed project budget.);*
 - A description of each major activity to be undertaken;*
 - A timetable indicating roughly when activities or project milestones are to be accomplished (the timetable does not need to propose specific dates, but instead should group activities by month or quarter over the entire proposed project period); and*
 - A description of the metrics (i.e., specific, measurable environmental results to be achieved by the project), and the methods that the project will use to track them and their achievement. (suggest two to three pages)*
- 5. Project Team Qualifications.** *Instructions: Briefly describe: a) your organization and its relevant qualifications and experience to deliver the proposed project; and b) the roles and responsibilities of all key project participants and their qualifications and experience to deliver the project. Please do not attach or upload CVs or resumes. (suggest one page)*
- 6. Greenpoint Partnerships.** *Instructions: List all project partners, especially community members and/or community organizations based in Greenpoint, and describe their specific role(s) in the project. Provide a detailed and specific description of the anticipated level of community support for the project. (suggest 1 page)*
- 7. Communications.** *Instructions: Provide a detailed communications plan describing: a) the specific communication tools to be used to deliver information related to the project; b) the type of information*



to be communicated; and c) the audiences who will be communicated to about the project. (suggest a half to one page)

- 8. Sustainability.** *Instructions: As applicable, describe how the project will be maintained or monitored after the life of the grant to document or sustain project results. If you are proposing a planning project, please discuss, to the extent possible, how you plan to implement the project (potential funding sources, partners, etc.). (suggest half a page)*
- 9. Prior GCEF Grant(s).** *Instructions: If you received a prior grant under GCEF, discuss how your current project/past project is performing/performed with regard to deliverables. (suggest half a page)*

