MICROGRANTS PACKAGE
Funding Opportunity Number: RFP # 5275

Assistance Listing Number:
https://www.zoomgrants.com/zgf/City_of_Boise/Youth_Climate_Action_Fund

Key Dates:
June 1, 2024         Grant Application Open to Public
June 30, 2024       Application Submission Deadline (10:59 p.m. MDT)
July, 2024           Initial Screening; Scoring and Selections
August, 2024        Awards Announced; Agreements Issued; Program Begins
December 31, 2024    All projects must be complete
January 31, 2025     Final report due to City of Boise

Synopsis of Grant Opportunity:
Powered by Bloomberg Philanthropies in partnership with United Cities and Local Governments and the Bloomberg Center for Public Innovation at Johns Hopkins University: The City of Boise has been selected as one of 101 international cities to support youth-led microgrant programs that design, produce, or oversee urgent climate solutions through Youth Climate Action Funding (YCAF). We will be accepting applications and, through a review committee, selecting up to 50 microgrant projects to fund. The budget for each project should be $1,000-$5,000 and align with our City of Boise Climate Action Roadmap priority areas and principles.

Funding Available: $50,000
Maximum Award: $5,000
Minimum Award: $1,000
Estimated Number of Awards: 10-50 awards
Grant Period: August 1, 2024 – December 31, 2024

1. ELIGIBILITY INFORMATION

A. Eligibility Criteria

- **Youth-led:** Project is primarily led and implemented by at least two youth between the ages of 15 and 24 years old
- **Project sponsorship:** Youth project leaders must identify a local 501(c)(3) non-profit organization, neighborhood association, civic group, or school administrator that has agreed to work with the youth project leader to achieve the project goals. This organization will become the project sponsor, will enter an agreement with the City, will receive grant funds from the City, will disburse those grant funds to the youth project leader to complete the project, and will work with the City and the youth to ensure project success.
• **Completeness:** The application is complete and submitted in ZoomGrants by the deadline of June 30, 2024, 10:59 p.m. MDT.

*Note: Individuals are not eligible to apply.*

B. Eligible Activities and Expenses

Eligible expenses align with the eligibility criteria and include, but are not limited to, the following:

- Supplies for projects (shovels, paint, plants, etc.)
- Funds to enable youth to participate (bus fare, per diem for food, gift cards for participation, etc.)
- Adult project sponsorship from local Non-Governmental Organizations (NGOs), civic groups, neighborhood clubs, or school administrators.
- Awareness, education, research, co-development initiatives like youth-led climate surveys and research
- Launching climate mitigation and adaption initiatives like community gardens, tree plantings, urban farming, solid waste management, etc.
- Involvement in governance of local climate action plans, like youth-hosted climate town halls

C. Ineligible Activities and Expenses

Ineligible expenses include, but are not limited to, the following:

- Expenditures incurred prior to grant award
- Taxes, except sales tax on goods and services
- Lobbyists and political contributions
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds
- Parking or traffic violations
- Out-of-state transportation or travel expenses
- Legislative advocacy nor lobbying
- Inherently religious activities, such as worship, religious instruction, or proselytization
- Rent/utilities
- Nonprofit/Non-Governmental Organization (NGO) incorporation fees
- Speaker honorariums
- Improvement projects that primarily serve churches and/or religious organizations
- Scholarships or other direct support to individuals or families
- Partisan political organizations, political candidates, fundraisers or projects
- Capital campaigns, endowments, or endowed chairs
- Events or fundraisers NOT related to youth climate action.
- Unlawful activities
D. Service Area
All microgrant project proposals must have demonstrated impacts within the City of Boise. The project team itself does not have to reside within the city of Boise. See map of Boise city limits here: https://boise.maps.arcgis.com/apps/instant/basic/index.html?appid=300d07645ff84c73b873f7bf6b5ae239

2. SUBMISSION INFORMATION
A. Application Package
This announcement contains all narrative instructions to complete an application and includes links to additional useful resources. The application itself, including all grant application questions and supporting documentation requirements, can be found here: https://www.zoomgrants.com/zgf/City_of_Boise/Youth_Climate_Action_Fund

B. Form of Application Submission
- Applications must be submitted online by 10:59 p.m. MDT on June 30, 2024 at https://www.zoomgrants.com/zgf/City_of_Boise/Youth_Climate_Action_Fund. To submit an application, your organization must have an account with ZoomGrants. To create a free account, visit: https://www.zoomgrants.com/zgf/City_of_Boise/Youth_Climate_Action_Fund and complete the fields in the “New ZoomGrants Account” box on the right-hand side of the screen.
- Supporting documentation must be uploaded to the ZoomGrants account in the Documents Tab. Emailed, mailed, or faxed documents will not be accepted and will result in application disqualification.

C. Submission Dates and Times
- **Application deadline**: June 30, 2024 at 10:59 p.m. (MDT)
- Online applications and all required supporting documentation must be submitted by 10:59 p.m. MDT on or before June 30, 2024.
- Applications received after the deadline specified above, for any reason, will not be considered for funding.

D. ZoomGrants Site
Applicants will use the City of Boise’s ZoomGrants site to submit grant applications and upload required documentation. The site is user-friendly but please allow extra time to become familiar with the site as needed. Please create only one (1) ZoomGrants account per organization.
Important Reminders:

- All grant applications must be submitted through the City’s ZoomGrants site: https://www.zoomgrants.com/zgf/City_of_Boise/Youth_Climate_Action_Fund

Additional Resources:

- If you have questions about this Notice of Funding Opportunity, the Youth Climate Action Fund, or ZoomGrants, please email Alex Brooks, Climate Action and Sustainability Coordinator, at ambrooks@cityofboise.org
- Visit the City of Boise’s Climate Action Roadmap to align your project with the priority areas listed therein.
- Visit Bloomberg Philanthropies Youth Climate Action Fund landing page to learn more about this international grant program
- Map of Boise city limits
Please note that this application document is for planning and awareness purposes only. All grant responses and application information will be submitted to ZoomGrants per the instructions above.

| Project type: (select one) | □ Awareness, Education, Research, Co-Development Initiatives  
□ Launching Climate Mitigation and Adaptation Initiatives  
□ Involvement in Governance of Local Climate Action Plans |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project title:</td>
<td>[Insert Project Title Here]</td>
</tr>
<tr>
<td>Do you have a Sponsor Organization</td>
<td>Yes / No</td>
</tr>
<tr>
<td>If yes, what is the name of your Sponsor Organization?</td>
<td>[Insert Sponsor Organization Here]</td>
</tr>
<tr>
<td>If no, do you need help connecting with a Sponsor Organization</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Youth project lead(s):</td>
<td>[Insert Name(s) and Age(s)]</td>
</tr>
<tr>
<td>Sponsor organization contact person:</td>
<td>[Insert Sponsor Organization Contact Person's Name]</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td>[Insert Sponsor Organization’s Fiscal Lead Contact Person’s Email Address]</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Phone number:</strong></td>
<td>[Insert Sponsor Organization’s Fiscal Lead Contact Person’s Phone Number]</td>
</tr>
</tbody>
</table>
| **Key climate priorities:** | Microgrant project proposals must be focused on one or more of the priority areas within the [City of Boise’s Climate Action Roadmap](#). Please check which one or more of the priorities your plan will address:  

**Energy & Buildings**  
**Water**  
**Transportation**  
**Consumption & Waste**  
**Food Systems**  
**Natural Environments**  
**Innovation & Engagement** |
<p>| <strong>Project description:</strong> | [Provide an overview of your project, including its main goals and objectives, along with the expected effect on the community and the environment. Describe the current issues or challenges your project aims to address and why this intervention is crucial now. (2000 characters max)] |
| <strong>Project proposal:</strong> | [Describe the specific activities and steps your project will undertake. Include a clear timeline and describe the measurable outcomes you anticipate. Detail how each activity will contribute to achieving the stated goals. (2000 characters max)] |</p>
<table>
<thead>
<tr>
<th><strong>Youth engagement plan:</strong></th>
<th>[Describe how young people will be involved in the project, including their roles, responsibilities, and opportunities for leadership. (2000 characters max)]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Youth volunteer activities:</strong></td>
<td>[List any volunteer opportunities associated with your project and how youth can get involved. (2000 characters max)]</td>
</tr>
<tr>
<td><strong>City services requested:</strong></td>
<td>[Specify any city services or support needed for the successful implementation of your project. (2000 characters max)]</td>
</tr>
<tr>
<td><strong>Microgrant request:</strong></td>
<td>[Specify an amount between US$1,000 and US$5,000.]</td>
</tr>
<tr>
<td><strong>Budget allocation and justification:</strong></td>
<td>[Provide a breakdown of how you plan to use the microgrant funds, including itemized expenses and a justification for the expense. (2000 characters max)]</td>
</tr>
<tr>
<td><strong>Before photos:</strong></td>
<td>[If applicable, attach any &quot;before&quot; photos relevant to your project for reporting purposes, directly into the ZoomGrants application in the “Documents” tab.]</td>
</tr>
<tr>
<td><strong>Letter of support from Sponsor Organization:</strong></td>
<td>[If applicable, attach a signed letter of support from identified Sponsor Organization on their organization’s letterhead, directly into the ZoomGrants application in the “Documents” tab.]</td>
</tr>
<tr>
<td><strong>Additional information:</strong></td>
<td>[Include any additional information or details you think are important for the consideration of your application. (2000 characters max)]</td>
</tr>
<tr>
<td>Declaration:</td>
<td>By submitting this application, we agree to comply with the terms and conditions of the Youth Climate Action Fund and commit to using the microgrant funds responsibly and transparently to advance our project's objectives. Youth Project Lead(s) Signature: [Submitted ZoomGrants application to serve as digital signature of youth leader(s) proposing the project]</td>
</tr>
</tbody>
</table>
Microgrant Reporting Requirements

Interim report requirements:
Each microgrant project selected for funding will provide a brief progress summary each month of the period of performance (August 2024 through December 2024). The purpose of this interim reporting is to help ensure your project is progressing and to determine what, if any barriers to success the City may be able to assist with. Be prepared to provide a summary of your expenditures and progress to date. Additional details regarding the interim report requirements will be provided in the award agreements but at a minimum will include:

- Actual expenditures to date
- Project progress (successes and barriers)

Final report requirements:
- Brief description of what activities were undertaken and how the funds were spent.
- Include at least one output and one outcome.
  - Example output: Numbers of trees planted or square feet of community gardens created.
  - Example outcome: Reducing the urban heat-island effect or reducing CO₂ emissions and food miles.
- Actual expenditures.
- Receipts or invoices for all eligible expenses for approved YCAF microgrant budgets.

Note: Collecting data on the impact of each Youth Climate Action Fund project is critical. Microgrant recipients should plan to track at least one output and one outcome per microgrant project. An output shows that work is being done, while an outcome shows that the work is making a difference.
## Microgrant Evaluation Rubric (example)

**Reviewer name:**
**Date:**
**Project title:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring Details</th>
<th>Maximum Points</th>
<th>Score</th>
</tr>
</thead>
</table>
| Relevance to Climate Action Plan | • **0–5 points:** Does not address the city's climate priorities.  
• **6–10 points:** Addresses climate priorities but lacks a clear focus.  
• **11–20 points:** Directly addresses climate priorities with clear focus. | 20 points       |       |
| Project goals and objectives | • **0–5 points:** Does not address the project goals and objectives.  
• **6–10 points:** Addresses the project goals and objectives but lacks a clear focus.  
• **11–20 points:** Directly addresses the project goals and objectives with a clear focus. | 20 points       |       |
| Innovation and creativity    | • **0–5 points:** Does not address innovation and creativity.  
• **6–10 points:** Addresses innovation and creativity but lacks a clear focus.  
• **11–20 points:** Directly addresses innovation and creativity with a clear focus. | 10 points       |       |
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring Details</th>
<th>Maximum Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feasibility and project planning</td>
<td>• 0–5 points: Does not address feasibility and project planning.</td>
<td>20 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6–10 points: Addresses feasibility and project planning but lacks a clear focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 11–20 points: Directly addresses feasibility and project planning with a clear focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget rationale</td>
<td>• 0–5 points: Does not address the budget rationale.</td>
<td>10 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6–10 points: Addresses the budget rationale but lacks a clear focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 11–20 points: Directly addresses the budget rationale with a clear focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainability and impact</td>
<td>• 0–5 points: Does not address sustainability and impact.</td>
<td>20 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6–10 points: Addresses sustainability and impact but lacks a clear focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 11–20 points: Directly addresses sustainability and impact with a clear focus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>100 Points TOTAL</td>
</tr>
</tbody>
</table>
Please note that ZoomGrants will auto-calculate the total for the Budget. Applicants can see the auto-calculated Total column in the Print Preview or PDF version of your application.
Step-by-Step Applicant Instructions
How to Access and Apply via ZoomGrants

1. GO TO ORGANIZATION’S ZOOMGRANTS PAGE

**NOTE:** For this first step, do not go to the ZoomGrants homepage. Once you’ve started an application using the direct link to apply, you will need to log in at https://ZoomGrants.com/login.

2. CREATE AN ACCOUNT AND LOG IN
   Create your ZoomGrants account and log in using the New ZoomGrants Account box on the righthand side. If you already have an account, log in using the boxes in the upper right corner of the page.

   **NOTE:** In ZoomGrants, each application is officially associated with a single account and each account is ‘owned’ by a single user and accessed by a single email address. We recommend that the person who will be the primary contact for applications creates the first account for an organization. Once that person creates their account, gets logged in, and starts the application(s), they will be able to invite other people to collaborate on all or some of the applications in their account.

3. CREATE YOUR APPLICATION
   Click the Apply button next to the appropriate program to create your first application for that program.

4. INVITE OTHERS TO COLLABORATE
   Use the Collaborators section in the first tab of the application to invite others to work on this application with you.
   A. Enter their email address.
   B. Indicate on which sections they are allowed to collaborate.
   C. Click the Invite button. An invitation will be sent to their email address. They’ll be able to set up an account by which they can access and edit the application.

   **NOTE:** If granted access, collaborators can do everything that the application owner can do except editing the Applicant and Organization information sections in the first tab of the application and submitting, archiving, or deleting the application.
5. ANSWER THE QUESTIONS AND FILL IN THE BUDGET AND TABLES

The system will automatically save your answers as you move through the application and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the application or use the ‘Next’ and ‘Previous’ buttons at the bottom of the tabs to move sequentially through the application.

**NOTE:** Some question tabs may have a branching question, which will hide certain questions based on your answers to the branching question.

6. UPLOAD DOCUMENTS

Click the Upload button next to each applicable document request set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.

**NOTES:**
1) Any document request marked with a yellow ‘Required’ note MUST have something uploaded or linked in that slot in order for your application to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.
2) If the administrator has provided a template, click the orange ‘Template’ link to download that template. Fill it out, then upload it into that slot.
3) Click the Help button in the File Upload Window to access a quick tutorial video (also available here: [http://youtu.be/b0lkkjss_Ow](http://youtu.be/b0lkkjss_Ow)).
4) If you finish your application by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your application.

7. SUBMIT THE APPLICATION

Click the grey Submit Now button at the top of the application when you’ve completed the applicable content in every tab. The system will check to ensure you have answered every question and uploaded all ‘Required’ documents. Any skipped questions or missing documents will be listed in red. When you’re done with your edits, use the grey Refresh Page button in the application to reload the page, then click the Submit Now button to re-run the check. If your application is complete, you’ll be able to enter your initials and officially submit the application.

**NOTES:**
1) The completion check verifies that you have answered the applicable questions and uploaded ‘Required’ documents, but you are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not ‘Required’.
2) If the administrator has chosen to let you make changes to your application even after it has been submitted, you can edit your submitted application up until the deadline passes. If you do make any changes, you do NOT need to ‘re-submit’ it. The changes are automatically reflected in the submitted application.

---

ZoomGrants University: help.zoomgrants.com | Email: Questions@ZoomGrants.com
(866) 323-5404 x2 | 8am - 5pm Mountain Time M-F

This communication is confidential and privileged. It is meant only for the original, intended recipient. If you are not the intended recipient, you may not disclose, copy, or use this document.