

City of Ames Climate Action Grant Program



Youth Mini-Grants Program Guide



Program Overview and Requirements

As part of the Climate Action Grant program, mini-grants up to \$500 are available year-round for youth-led projects or initiatives related to the Climate Action Plan. Students in grades 12 and under are eligible to apply with an adult sponsor identified.

The purpose of the Climate Action Grant Program is to support community involvement in reducing energy use, encouraging low-emissions transportation, reducing waste, conserving water, and utilizing nature-based solutions. Additional consideration will be given to projects that incorporate equity and inclusivity.

Contact Nolan Sagan at 515-239-5227 or Nolan.Sagan@cityofames.org with any questions or for help developing a project that aligns with the goals of the grant program.

To qualify for grant funding, the project must take place principally within city limits and be of benefit to fellow Ames residents. Eligible projects could include, but are not limited to:

- Projects to encourage fellow students to walk or bike to school
- Plant trees or other native vegetation
- School waste reduction, reuse, recycling, or composting initiatives
- School energy treasure hunts
- Reduce food waste at home or school
- Establish a shared vegetable garden
- Encourage fellow students and neighbors to reduce energy usage through education and/or distributing devices such as smart power strips
- Climate-focused art installations
- Partnering with people and/or local organizations to further their mission/events.
- Survey fellow students and ask them about their sustainability priorities and opinions

Grant Requirements

- Projects must include an education and engagement component. This could be in the form of a public event, social media post, news article, flyers, or other method of engagement as approved by the City.
- If your proposal is related to a school project, you must clarify how it goes beyond what could have been accomplished in class.
- A supporting adult must sponsor the project; this could be a teacher, guardian, parent, or other person overseeing the project. The supporting adult must submit a W-9 (blank W-9 provided) and will receive the reimbursement funds.
- A detailed budget must be provided in the application that clearly states what grant funds will be used for.
- Once awarded, the project must be completed in 6 months.
- Following the project, grantees will be responsible for providing a final report. This can be an oral report given to City Staff or City Council, a video, or a written report. The final report must include a summary of progress and outcomes, specific and measurable impacts of the project, and photos or videos. The final report and copies of receipts must be submitted to receive reimbursement.

Process

1. Brainstorm! Develop your project idea with classmates, teachers, friends, and family. Submit a complete application.
2. We'll be in touch to discuss your project, usually within 4 weeks. Staff may request additional information or approve the application and notify you to proceed.
3. Have fun with your project! Make sure to keep track of all expenditures, receipts must be provided to receive reimbursement.
4. Complete the project and submit a final report by the deadline established on project award. Please notify us if you need an extension. Staff will review the final report and ask additional questions if necessary.

Scoring Criteria

Grant proposals are scored by a team of multiple City staff. Members of this team score applications individually, submit those scores to an overall scoring sheet, and then meet, to discuss and award grants. Scoring provides the primary basis for awarding funding, pending the applicant meets other criteria, such as residency, but funding is not guaranteed.

Applicants should try to be as comprehensive as possible in their proposal and provide accurate contact information. If the grants team has questions before an award can be

made, the City uses the information on the application to connect with the applicant and work through any remaining questions.

Scoring Criteria	Weight
Activity is aligned with the goals of the Climate Action Grants program.	15
Activity is creative, innovative, helpful, or educational for grantees or their participants and beneficial to the community.	15
Applicant has a support individual or system to assist with the project, and outcomes are achievable.	10
The project includes a public engagement component.	10
Proposed timeline and budget are reasonable and prudent.	10
Total Score	60

Application

PLEASE NOTE: This pdf version of the grant application is provided for grant planning purposes only. All applications should be submitted through the electronic form here: [Application Form](#). Contact Nolan Sagan at 515-239-5227 or Nolan.Sagan@cityofames.org for accommodations to fill out your application.

Youth Mini-Grant Application



SUSTAINABLE
AMES

Thank you for your interest in this grant opportunity. Please complete as much of the application as possible in order to have the best chance at receiving a grant.

Successful student grants will show evidence of a planned, specific activity, idea, or action that connects to at least one City Climate Action goal and can be finished within six months. Please describe your project idea and include a budget (list of purchases you need to make to help your project come to life).

Contact Nolan Sagan at 515-239-5227 or Nolan.Sagan@cityofames.org for help with the application process.

General Information

Name of Project Required

Amount of funds requested Required

- Must be between 25 and 500

\$25 - \$500

Student or Class Name Required

Student Email

Supporting Adult Name Required

Supporting Adult Phone Number Required

Supporting Adult Email Required

Additional Team Members

Any additional students, classes, supporting adults, or partner organizations should be listed here.

Team Member 1

Team Member Name

Team Member 2

Team Member Name

Team Member 3

Team Member Name

Team Member 4

Team Member Name

Team Member 5

Team Member Name

Project Proposal

Each answer in this section should include several sentences. Please include enough detail to create a clear picture of your project.

The purpose of Climate Action Grant Program is to support community involvement in sustainability and climate action by reducing energy use, encouraging low-emissions transportation, reducing waste, conserving water, and utilizing nature-based solutions.

Choose the goal(s) that best align with your project idea. (Select at least 1 option)

Required

☐

Conserving Water

☐

Encouraging Low-Emissions Transportation

☐

Nature-Based Solutions

☐

Reducing Energy Use

☐

Reducing Waste

☐

Other

Other

Please describe the project. Required Who, what, when, why, how

How does your project address the identified goal(s) and support climate action in Ames? Required

Why is there a need in this community for this project? Please include information or data that describes a need for your project. Required

Who will your project help and how will it encourage more people to take climate action in our community?

Required

Think about one year after the completion of your project. What are some ways that we know that the outcome was successful? Required

How can you make sure your project is inclusive to all members of the community? Required

Project Timeline and Budget

Estimated Start Date Required

M	M	D	D	Y	Y	Y	Y
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Estimated End Date Required Must not be more than 6 months from the start date.

M	M	D	D	Y	Y	Y	Y
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Project Actions and Milestones

Tell us about the steps in your project. Use one line for each action and/or milestone including a time frame. Add additional lines as needed, there is a minimum of 3 actions/milestones.

Example:

1. Buy supplies in July
2. Get friends to help me put it together in August
3. Share our project with the neighborhood or my school in September.

Item 1

Action/Milestone

Required

Item 2

Action/Milestone

Required

Item 3

Action/Milestone

Required

Item 4

Action/Milestone

Required

Item 5

Action/Milestone

Required

Project Budget

Please use the budget template below. A completed budget should tell us what you plan to buy with grant money. Include estimated unit costs when purchasing multiple of the same item. If you are expecting someone to donate money or supplies, please select "In-Kind".

Example:

5 poster boards (\$5 each) and 1 pack of markers (\$5), \$30 grant funded

Yard sticks and wood supplies, \$100 in-kind

Advertisement in Newsletter, \$100 grant funded

Prizes for picnic celebration, \$75 grant funded, \$75 in-kind

Budget Item 1

Budget Item Required

(Select 1 option) Required

- ☐ Grant Funded
- ☐ In-Kind

Budget Item 2

Budget Item Required

(Select 1 option) Required

- ☐ Grant Funded
- ☐ In-Kind

Budget Item 3

Budget Item Required

(Select 1 option) Required

- ☐ Grant Funded
- ☐ In-Kind

Budget Item 4

Budget Item Required

(Select 1 option) Required

- ☐ Grant Funded
- ☐ In-Kind

Budget Item 5

Budget Item Required

(Select 1 option) Required

- ☐ Grant Funded
- ☐ In-Kind

General Comments

Supporting Adult - Please confirm you have read and agree to the stated requirements in the Program Guide. (Select 1 or more options) Required

☐ Yes

Date

M	M	D	D	Y	Y	Y	Y
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End of form