



WISCONSIN OFFICE OF  
Sustainability  
& Clean Energy

## Wisconsin Climate Action Navigators Network

Request for Proposals:

Community Climate Action Support Grant Program

RFP Release	1/30/26
RFP Overview and Q&A	2/12/26, 3 pm CT
Proposals Due	3/6/26, 5 pm CT

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# 1. Introduction

## 1.1 Background

The Department of Administration (DOA) Office of Sustainability and Clean Energy (OSCE) is seeking applications for the **Community Climate Action Support** grant program (formerly the Wisconsin Climate Action Navigator (WI-CAN) Network Incubator Project Grant Program). The OSCE administers this program as part of its mission to lead the State of Wisconsin in addressing the effects of climate change through programs and policies that support the use of clean energy resources and technology; lead Wisconsin's transition to 100% carbon-free electricity by 2050; and achieve the carbon reduction goals outlined in the 2015 Paris Climate Accord.

This program aims to facilitate the development and implementation of community-driven climate and clean energy solutions in overburdened neighborhoods and other underserved regions in Wisconsin. The goal is to build capacity with partner organizations to better meet the needs of the communities they serve and expedite progress on local priorities. Projects approved for funding will have approximately 6-12 months to be completed.

## 1.2 Funding Goals

The overarching goal of this funding program is to advance the WI-CAN shared vision and desired impacts outlined below:

1. Steward authentic community engagement.
2. Democratize and empower community decision-making.
3. Catalyze transformative climate action.
4. Strengthen community resilience.
5. Increase equity and justice WI-CAN Desired Impacts.
6. Build community capacity for ongoing climate action planning.
7. Strengthen and broaden relationships and learning within the WI-CAN network.
8. Expand the statewide reach of the WI-CAN network.
9. Strengthening the connection between state and local plans and policies.
10. Increase trust & belonging.

The OSCE will fund projects that engage communities to advance climate action. Additionally, the office plans to distribute funding across the state to support projects serving new communities. Funding will prioritize areas that did not receive funding from the WI-CAN Network Incubator Project Grant program, which was the first round of OSCE funding for these efforts.

## 1.3 Program Information

The purpose of this document is to provide eligible applicants with information that will enable them to prepare and apply for the Community Climate Action Support (CCAS) grant. All applications must:

- Demonstrate the capacity to complete the project plan on time, on budget, and with integrity, and/or work with the OSCE to identify resources and seek help where capacity or experience is a limiting factor.
- Advance environmental equity and justice by involving all people regardless of race, color, national origin, or income by creating opportunities to:
  - Participate in decisions about activities that may affect their environment and/or health.
  - Identify their emission reduction and climate action priorities.
  - Contribute public input that can influence the state's climate action approaches.
- Be a joint effort between the lead applicant and at least one Core Partner.

Applications may be for new projects and/or for existing projects that require ongoing support and have not previously received this funding. For an idea of what an eligible project could look like, see Appendix I.

Prospective applicants should contact the OSCE with any questions or concerns about application procedures or grant terms. Questions will only be answered via email. Inquiries can be sent to: [osce@wisconsin.gov](mailto:osce@wisconsin.gov). This document, along with other relevant grant forms and information, will be posted here: <https://osce.wi.gov/Pages/home.aspx>.

There will be a virtual **WI-CAN meeting on February 12, 2026, at 3:00 pm**, where this RFP will be on the agenda. The OSCE will provide a brief overview, followed by a question-and-answer session. The meeting will be held on Teams using the following access information:

Link: <https://teams.microsoft.com/meet/23606579137906?p=xO1UkB0s3yKEkbN2k6>

Meeting ID: 236 065 791 379 06

Passcode: WK2cH63Z

Dial In: [+1 608-571-2209](tel:+16085712209),148370577#

Applications are due **electronically to [osce@wisconsin.gov](mailto:osce@wisconsin.gov) on March 6, 2026, at 5:00 pm Central Time**. Applicants are strongly encouraged to complete and submit the application ahead of the deadline. Late entries will not be permitted.

## 1.4 Key Definitions

**WI-CAN:** a well-connected network of thought leaders working toward common goals of mitigating the impacts of climate change through action. In addition to the lead applicant, a participant in the WI-CAN network must be part of the proposed project.

**Core Partner:** an identified partner providing key aspects of the work required to complete the proposed project.

**Consultant/Subrecipient:** a non-lead participant in the project providing direct services (accounting, technical, subject matter expert, etc.) to complete the project.

**Indirect work:** expenses necessary for an organization's general operations but not directly tied to a specific product, project, or service (i.e., rent, utilities, and administrative - legal, fiscal - salaries)

**Fiscal Sponsor:** serves as a non-lead partner in the project, providing budgetary support to a lead applicant, including signing the agreement on the applicant's behalf and serving as a pass-through to route funding to the lead applicant. This role manages finances, ensures legal compliance, and may provide additional administrative support. This sponsor should have the accounting and fiscal systems in place to successfully support the project. The fiscal sponsor's authorized representative shall serve as the person with legal authority to sign the grant agreement if funding is approved. (See Appendix II)

## 2. Eligibility

### 2.1 Eligible Applicants

The OSCE will accept applications from the following:

- Non-profit organizations (including those receiving support from non-lead applicant fiscal sponsorship)
- Tribally affiliated non-profit organizations

#### *Additional Requirements:*

- Applicants must be organized in the State of Wisconsin.
- At least one core organizational partner must be a member of the WI-CAN Network.
  - A WI-CAN participant list can be found here:  
[https://osce.wi.gov/PublishingImages/Pages/WI-Climate-Action-Navigators/members-oscewican\\_AS%20OF%2012.2025.xlsx](https://osce.wi.gov/PublishingImages/Pages/WI-Climate-Action-Navigators/members-oscewican_AS%20OF%2012.2025.xlsx)
- Applicants and Core Project Partner organizations must present their project at an in-person WI-CAN event, as well as attend at least one additional meeting during the project period.

### *Non-lead applicant entities:*

Entities listed below can serve as consultants/subrecipients on proposed projects, but cannot serve as lead applicants.

- For-profit firms
- Governmental agencies and local and municipal governments
- Federally recognized tribes

### *Non-eligible entities:*

- Recipients of the WI-CAN Network Incubator Project Grant program, which was the first round of OSCE funding for these efforts, are not eligible to receive additional funding as a lead applicant or consultant/subrecipient.

The OSCE plans to distribute funding across the state, prioritizing areas that did not receive funding from the WI-CAN Network Incubator Project Grant program.

## 2.2 Funding Priorities

The OSCE will consider funding any project that falls into at least one of the following priority areas:

### **Capacity Building:**

- Projects in this category build climate action capacity by providing new workforce training opportunities, helping create high-quality jobs, providing technical assistance, and/or developing programs that emphasize underserved populations and disadvantaged communities.

### **Public Engagement:**

- Projects in this category use community development and community organizing approaches that are embedded in communities to educate those communities about relevant climate issues and/or solutions, reduce barriers to participation in decision-making processes, and, when possible, give communities equal power in resource allocation.
- Projects in this category enhance overall community engagement in transformative climate action by using meaningful and inclusive dialogue, exposing participants to new perspectives, sharing stories of impact and success, seeding new ideas and innovations, and building stronger networks of change leaders across all walks of life.

### **Climate Action Planning or Guidance:**

- Projects in this category provide avenues for the public to participate in developing the State of Wisconsin Climate Action Plans or local climate action plans.
- Projects in this category can also provide tools and guidance for consumers and residents in the state on opportunities to implement climate strategies, local actions, or related decision-making.

## **2.3 Grant Limits**

The OSCE will award grants ranging from \$5,000 to \$40,000 per project. Grants must be completed within 6-12 months of the execution of the grant contract and no later than March 31, 2027. Program staff anticipate announcing awards no later than April 1, 2026, with the agreement commencing and projects starting shortly thereafter.

## **3 Grant Activities**

### **3.1 Restrictions on Grants**

1. Applicants can submit only one application per organization.
2. In addition to the restrictions outlined in the standard terms and conditions of the grant agreement, Grantees may not use grant funds for the following purposes:
  - to participate in campaigns or election activities.
  - to engage in legislative lobbying.
  - participate in litigation or quasi-adjudicatory proceedings against the State of Wisconsin or any of its agencies.

For more information on the terms and conditions that will be included in your contract, [view here](#).

### **3.2 Allowable Costs**

1. Reasonable direct costs incurred during the grant term and specified in the Grant Agreement will be eligible for reimbursement. Direct costs are directly related to implementing the Grant Agreement, including personnel, fringe benefits, travel, supplies, contractual/subrecipient costs, and other direct costs.



2. Indirect costs are costs of doing business that are of a general nature. These costs are not directly linked to the grant but are necessary for the organization's general operations.

Indirect costs include, but are not limited to:

- Personnel costs are associated with administrative, supervisory, legal, and executive staff.
- Personnel costs associated with support units, including clerical support, housekeeping, etc.
- Operating expenses and equipment costs that are not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, janitorial, and rent, utilities, supplies, etc.).

## 4. Application Process

### 4.1 Application Review Process

Applications will be evaluated and awarded through a competitive process. The OSCE and a peer review team will review submitted applications to ensure they are complete and meet Program requirements. Scores will be used to determine initial rankings and to facilitate discussions among the peer review team and office staff for each proposal. To achieve an equitable distribution of funds, the OSCE may consider additional factors, including, but not limited to, geographic distribution, rural and unincorporated status, levels of pollution burden, and the fewest local resources.

### 4.2 Application Components

Please follow the indicated word limits in the application form, using a minimum 11-point font on an 8.5x11 page with 1-inch margins. Submit it in a PDF format. A required grant application form template is provided in Appendix III.

Applications should contain one document that discusses the following:

1. Descriptions of the Objectives and Vision of the proposed project.
2. Descriptions for Project Design and Feasibility.
3. Budget with descriptions and justifications.
4. A description of organizational capacity to administer the grant funds and complete the proposed work on time.

Applications must also include letters of commitment from the Core Project Partner(s) and fiscal sponsor (if applicable). No other letters of commitment or support are needed.

## 4.3 Basic Requirements and Scoring Criteria

### 4.3a Basic Requirements

The first review of applications will ensure they meet the following basic requirements:

#### *General Completeness*

- Application materials are complete and are sufficient to assess the feasibility of the proposed project and its compliance with the CCAS Grant requirements.
- Application documents are submitted adequately as PDFs and are easily accessible.
- Budget is complete and contains sufficient detail.
- Applicants have identified at least one Core Partner.

#### *Funding Eligibility*

- Application meets Funding Priority requirements (defined in Section 2.2).
- Applications do not exceed \$40,000 per project.
- Projects are for no more than 12 months.

### 4.3b Scoring Criteria

#### *Scoring Criteria Summary*

SCORING CRITERIA	POINTS
<b>Objectives and Vision</b>	30 Points
<b>Project Design and Feasibility</b>	40 Points
<b>Capacity</b>	20 Points
<b>Location</b>	10 Points
<b>TOTAL</b>	100 Points

#### *Objectives and Vision – 30 Points, limit to 500 words*

1. Proposed grant activities will advance the WI-CAN shared vision and desired impacts outlined in section 1.2.
2. Applicants have articulated the objectives of the project, provided a comprehensive description of the Project, and demonstrated an understanding of community needs.
  - a. Applicants have provided a clear description of the project location.
  - b. Applicants have clearly described what actions and activities the project would entail.
  - c. Applicants have explained what communities would benefit from this project.
  - d. Applicants have explained how the project will serve community needs with precise detailing of specific outcomes to be achieved and overall project impact.

- e. Applicants have identified at least one Core Project Partner with which they plan to execute Project objectives.
  - f. Applicants have shown how the project will address at least 1 of the program's funding priorities stated in section 2.2.
- 3. Applicants have clearly detailed existing partnerships within the communities the Project intends to serve.
- 4. Applicants have discussed the ways and extent to which the proposed project would involve and engage disadvantaged communities to improve environmental justice outcomes in Wisconsin.

*Project Design and Feasibility – 40 Points, limit to 800 words*

- 1. Application includes a clear timeline, primary tasks, and any deliverables. This also includes addressing the feasibility of adhering to project timelines and any external factors that may affect project outcomes.
  - a. Timeline and tasks clearly relate to the Project's objectives and vision.
  - b. Partner relationships, roles, and responsibilities are identifiable in each task.
- 2. The project has clearly defined measures of success and clear ways for determining the effectiveness of the project.
- 3. The budget has adequate detail and is tied to the tasks identified.

*Capacity – 20 Points, limit to 200 words (additional words allowed if providing information on fiscal sponsors and consultants/subrecipients, see application form in Appendix III)*

- 1. Applicants and Core Project Partners demonstrate organizational capacity to implement the proposed work on time and within budget (e.g., by having experience managing similar programs and/or project implementation).
- 2. Applicants demonstrate financial capacity to implement the proposed work (e.g., have experience, financial stability, and the capacity to manage program funds).
- 3. For projects involving a Fiscal Sponsor, the Fiscal Sponsor must demonstrate financial capacity to serve as a sponsor.
- 4. For projects involving Consultants/Subrecipients, those participants must demonstrate technical and subject-matter expertise and the capacity to support the project.

*Location – 10 Points, limit to 100 words*

- 1) Applicants propose projects in areas that did not receive funding through the WI-CAN Network Incubator Project Grant program. Applications from all locations will be considered, but priority will be given to those from locations not represented by previous awards. See Appendix I.
- 2) Applicants clearly describe the project's location and the justification for that location (community, county, city, rural, urban, etc.).

## 4.4 Application Timelines

Below is an estimated timeline for this grant program:

- The application period will open on January 30, 2026, and close on March 6, 2026, at 5:00 pm CT.
- Review of applications will begin on March 9, 2026, with two rounds of peer review, followed by a final selection by the OSCE staff.
- Final selection will be announced no later than April 1, 2026.

## 4.5 Final Selection of Applications

The OSCE will notify grant applicants if their applications are selected for funding and will request any additional information needed to disburse the funding. The OSCE's decisions on grant funding are final and not subject to appeal.

The State reserves the right to reject any Project Proposal from an applicant who violates law or policy at any other public agency. The State reserves the right to reject any project proposal from an applicant with a history of performance issues under past grants or other agreements with any public entity.

# 5. Grant Administration

Below is a brief description of the Program's grant administration responsibilities and principles.

## 5.1 Disbursement and Accounting Funds

Funds will not be disbursed until a fully executed grant agreement is in effect between the State and the Grantee. The OSCE disburses grant funds on a reimbursement basis. Grantees may submit reimbursement requests once costs are incurred, even if they have not yet been paid. This means the Grantee must first incur costs for services, products, or supplies. As soon as costs are incurred, the Grantee may submit a request, including the relevant invoice and reporting templates. It generally takes two to four weeks to receive payment after a Grantee submits a completed reimbursement request.

Grantees may request reimbursement from the OSCE on an ongoing basis. The OSCE will retain the last five percent (5%) of the grant, to be paid once the OSCE has determined that the grant terms have been met. This includes the requirement that grantees attend and present at a WI-CAN in-person gathering.

## 5.2 Reporting Requirements

Grantees are responsible for the successful completion of their projects within the time frame specified in their application, unless the Grantee and the OSCE agree to amend the time frame. The Grantee is required to regularly inform the OSCE of the project's progress. Each Grantee must submit regular progress reports that track the work completed during the project period. Throughout the grant term, the OSCE is available for support and technical guidance, and consultation can be requested at any time.

In addition, once the project is complete, grantees must submit final budget reports and descriptions of outcomes and accomplishments. The OSCE reserves the right to audit grantees' use of grant funds, and grantees must agree to cooperate with any such audit.

Grantees must also agree to present their project at an in-person WI-CAN event and to attend at least one meeting during the project period.

### *Changes to the Approved Project*

Grantees seeking changes or amendments to an approved project must obtain OSCE's approval before implementing them.

## Appendices

### **Appendix I – Ongoing and completed Projects**

### **Appendix II – Fiscal Sponsorships**

### **Appendix III – Grant Application Form**

### Appendix I - Sample Projects

<b>Project Title</b>	<b>Location</b>	<b>Project Description</b>	<b>Budget</b>
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<b>Residential Inflation Reduction Act Education Working Group</b>	Milwaukee	Working group meetings, home energy office hours, webinars	\$12,000
<b>Ensuring the Effectiveness of Local Climate Action</b>	Milwaukee/Statewide	Planning toolkit, reporting and evaluation resources, and consultant services for local governments to implement climate action plans	\$25,000
<b>ReNew the Block</b>	La Crosse	Critical home repair, urban agriculture, and community involvement in La Crosse.	\$20,000
<b>Empowering Communities Through Green Solutions</b>	Milwaukee	Energy pop-ups with the Faith Alliance Network (10-15 churches) and tree canopy projects. Promoting environmental outcomes stewardship in underserved communities	\$40,000
<b>Advancing Climate Resilient Communities through Regional Workshops on Nature-based Solutions (NbS)</b>	Portage/Wood/Marathon Counties-Statewide	Regional nature-based solutions workshops for local governments.	\$32,000
<b>Developing an Energy Coaching Program</b>	Statewide	Expand energy coaching (energy assessment, energy audit/analysis, energy monitoring), build customer relationships, and manage processes.	\$14,000
<b>Beecham Community Center Solar &amp; Weatherization</b>	Milwaukee County	A church building solar and weatherization project that can be used as a model to educate and train the community on energy efficiency with partnerships, as well as improve our local communities through environmental efforts.	\$25,000
<b>Home Energy Game</b>	All US Homeowners	Make a free web-based game about decarbonizing your home	\$6,000
<b>Green, Sustainable, Climate Change, Resilient Latino Small Businesses</b>	Dane & Rock County	Support Latino small business sustainability efforts.	\$25,000
<b>Stories of Impact: Climate Change, Energy Burden, and Intersectionality</b>	Statewide	Through first-person narrative storytelling, connect local policy with lived experience so that advocates and decision-makers are motivated to prioritize frontline communities in plan implementation and the distribution of resources.	\$30,000

<b>Climate Action Mapping Project (CAMP)</b>	Statewide	Connect and catalyze a community of activists through registering organizations on a discourse communication portal.	\$24,980
<b>Environmental Justice and Infrastructure Initiative (EJII) Statewide Expansion</b>	Statewide	The Wisconsin Environmental Justice Infrastructure Initiative is changing the narrative by bringing together diverse grassroots groups and Black and other communities of color to develop an innovative, community-driven, equity-centered statewide Environmental Justice Initiative.	\$20,000
<b>Root - the Start of a New Community</b>	Milwaukee	Root is the start of a new community that will value one another, walking in unity	\$20,000
<b>Learning, Leadership, Laughter Circles</b>	Statewide	Generative discussion circles on equity and climate.	\$15,000
<b>Engagement to Decarbonize Wisconsin Schools</b>	Statewide	Grow existing outreach to schools and support school funding proposals for energy efficiency and renewable energy.	\$25,000
<b>The WI Climate Hub</b>	Statewide	A resource hub for sharing climate success stories.	\$15,000
<b>PSCW Engagement Toolkit</b>	Statewide	Reducing barriers and increasing collaboration to advance Wisconsin's climate and energy goals.	\$30,000
<b>Building a Climate Ready Community Together</b>	Milwaukee	Climate Ambassadors help lead the way to clean, healthy homes through a thorough weatherization process.	\$30,000

## Appendix II - Fiscal Sponsorships

If an organization does not have Internal Revenue Code section 501(c)(3) tax-exempt status, it may apply for a grant through the fiscal sponsorship of an organization that does have such status or a for-profit organization that meets financial accountability requirements and will serve as a

pass-through for funding. In such an arrangement, the sponsor and the sponsored organization must comply with the following requirements:

*Application:*

An application must provide:

1. The sponsor's name, primary point of contact, and contact information.
2. A description of the sponsor's mission and any relevant experience.
3. Documentation showing that the sponsor has sufficient managerial and financial capacity to undertake the proposed project.
4. A letter of commitment from the fiscal sponsor.

*Responsibilities of Sponsors:*

If the OSCE selects a fiscally sponsored application for a grant, the sponsor must execute the grant documents and be legally liable for compliance with the grant. The OSCE will disburse funds to the sponsor, which must then distribute them to the sponsored organization. The sponsor must report any mismanagement by the sponsored organization to the OSCE.

*Sponsor Fees:*

The sponsor may not claim more than 10 percent of the grant amount for its administrative services. Sponsor fees will be treated as indirect costs under the grant.

## Appendix III – Required Grant Application Template





## Wisconsin Climate Action Navigator Network Community Climate Action Support Grant Program Required Grant Application Template

You are invited to submit a proposal application to the OSCE's Community Climate Action Support Grant Program ("Program") via email to [osce@wisconsin.gov](mailto:osce@wisconsin.gov). All applications must comply with the Funding Guidelines. Applications will not be considered complete unless all requested information and materials are provided and clearly labeled. Please follow the indicated word limits in the application form, using a minimum 11-point font on an 8.5x11-inch page with 1-inch margins. Submit it as a PDF. Feel free to remove instructions to maximize space for any narrative. The OSCE may request supplemental information and/or documentation related to this application for consideration for a grant award.

<b>Project Title</b>	
<b>Grant Request Amount</b>	\$
<b>Project Length (in months)</b>	

### Applicant Eligibility (check one):

- ☐ Non-profit organizations (including those receiving support from non-lead applicant fiscal sponsorship)
- ☐ Tribally affiliated non-profit organization

All applicants must also verify that they are organized in the State of Wisconsin or legally authorized to conduct business in the State of Wisconsin.

### Applicant Information

Lead Applicant

Organization

Name	
Business address	
Business phone number	
Website (if applicable)	
<a href="#">WI Climate Action Navigator</a> (y/n)	

**Authorized Representative – Designated Contract Signatory**

Name	
Title	
Telephone number	
Email address	

**Person(s) with Day-to-day Responsibility for the Proposed Project:**

Name	
Title	
Telephone number	
Email address	

**Core Project Partner**

**Organization**

Name	
Business address	
Business phone number	
Website (if applicable)	
<a href="#">WI Climate Action Navigator</a> (y/n)	

**Person(s) with Day-to-day Responsibility for the Proposed Project:**

Name	
Title	
Telephone number	
Email address	

**Add additional core project partners, as applicable.**

**Fiscal Sponsor Information (if applicable)**

A fiscal sponsor for this program serves as a non-lead partner in the project, providing budgetary support to a lead applicant, including signing the agreement on the applicant's behalf and serving as a pass-through to route funding to the lead applicant. This role manages finances, ensures legal compliance, and may provide additional administrative support. This sponsor should have the accounting and fiscal systems in place to successfully support the project. The fiscal sponsor's authorized representative shall serve as the person with legal authority to sign the grant agreement if funding is approved. See Appendix II of the Funding Guidelines for more information about fiscal sponsors.

**Organization**

Name	
Business address	
Business phone number	
Website (if applicable)	
<a href="#"><u>WI Climate Action Navigator</u></a> (y/n)	

**Authorized Representative - Designated Contract Signatory**

Name	
Title	
Telephone number	
Email address	

**Person(s) with Day-to-day Responsibility for the Proposed Project:**

Name	
Title	
Telephone number	
Email address	

**STATEMENT OF WORK**

**A. Objectives and Vision - limit to 500 words**

1. Project Description. Please discuss the following:
  - a. What actions and activities would the project involve?
  - b. What communities would benefit from this project?
  - c. What existing partnerships do the applicant and the core project partner(s) have within the communities the project intends to serve?
  - d. How will the project address at least 1 of the program's funding priorities (see Section 2.2 in Funding Guidelines)?
2. Project Objectives. Describe the Project and its objectives. Please include a description of the community needs your project aims to address (described above) and how the Project will meet those needs. Detail the specific outcomes that will be achieved by the end of the proposed project or shortly thereafter, and the overall impact of the work.
3. Environmental Justice. Describe the ways and extent to which the proposed project would meaningfully involve and engage disadvantaged communities to improve environmental justice outcomes in Wisconsin.

**B. Project Design and Feasibility - limit to 800 words**

1. Scope of Work/Workplan. Please identify the main tasks to be performed, the responsible participant in the project (application lead, core project partner, and/or consultant/subrecipient), and a brief justification for including the task as part of the project. (estimate 200 words)
2. Mission/Vision Alignment. How does this initiative relate to each partner organization's mission, vision, and/or existing initiatives? (estimate 200 words)

3. **Schedule:** In table format, provide a detailed timeline of the project, including start date and completion date.
4. **Deliverables:** If your project results in deliverables, such as a physical product, reports, website, media, or any other type of result, please describe those deliverables here. (estimate 100 words)
5. **Measure of Success.** How will you know if you have succeeded? Specify what measures you will use to determine success. (estimate 200 words)
6. **Budget.** In the table below, provide a budget and a description for each line item. In the description column, include brief details for each line item. For example, include the number of personnel and hourly rates or percentage of salary; the amount and type of supplies; what is included in fringe costs (health, insurance, 401k, etc.); other costs (meeting space, translation services, etc.); and consultant fees, specifying the type of work consultants/subrecipients will complete for the project. Additionally, provide a justification for how the line item will advance your project. Include expected indirect costs not to exceed 10% of the overall request.

<b>CATEGORY</b>	<b>Proposed Budget \$</b>	<b>Description</b>	<b>Justification</b>
a. Personnel			
b. Fringe Benefits			
c. Travel			
d. Equipment (>\$5,000 per item)			
e. Supplies (<5,000 per item)			
f. Contractual/Subrecipient			
g. Other Direct Costs			
<b>Total Direct Costs</b>			
h. Indirect Costs			
<b>Total Costs</b>			

### C. Capacity - limit to 200 words (additional content allowed if providing information on fiscal sponsors and consultants/subrecipients)

1. Applicant and Core Project Partners
  - a. Describe each applicant's organizational capacity to complete the proposed work on time and within budget.

- b. If the applicants don't have experience completing similar projects, please identify the resources or partnerships that will be relied on and the technical assistance that may support the organization's responsible efforts.
  - c. If the applicants are not using a fiscal sponsor, describe the project team's financial capacity to carry out the proposed project, including whether the applicants have experience and financial stability and capacity to manage grant funds.
  - d. Identify the primary staff who will be responsible for administering the grant funds and describe prior experience demonstrating an ability to perform tasks of similar complexity.
  - e. Identify any other non-lead organizations, if any, that will be involved in the project and describe their contributions to the project (monetary, meeting deliverables, or other).
- 2. If applicable, Fiscal Sponsor Capacity - limit to 200 words
  - a. Describe the fiscal sponsor's mission and relevant experience serving as a fiscal sponsor.
  - b. Describe the fiscal sponsor's financial capacity to carry out the proposed project, including whether the fiscal sponsor has financial stability and the capacity to manage grant funds.
  - c. Identify the primary staff who will be responsible for administering the grant funds, and describe prior experience demonstrating an ability to perform tasks of similar complexity.
- 3. If Applicable, Consultants/Subrecipients - limit to 200 words
  - a. Describe each consultant/subrecipient's relevant experience and role in the scope of the project.

#### D. Location - limit to 100 words

- 1. Clearly identify the location of the project, specific areas could include neighborhood, community (collective places of worship, community groups), city, county, etc.
- 2. Describe the type of community – rural/urban, environmental justice, etc.

## SUPPORTING DOCUMENTATION

Please attach the following documents with your application and check the corresponding box for each item that is attached.

- ☐ **Letters of Commitment:** Provide a letter of commitment from each of the core partner organizations, on official letterhead. The letters should include clear support and confirmation of the role in the project. For fiscal sponsors, in addition to the above

requirements, provide a clear commitment to fiscal responsibility and related oversight of the project.

#### CERTIFICATION AND SIGNATURE

I have been authorized to complete and sign this application on behalf of the organization for which I sign. I certify that the information contained in this application, including the statement of work and supporting documentation, is true and accurate.

I further certify that the applicant and all organizations anticipated to be involved in the project are compliant with all applicable federal, state, and local laws as of the application date.

#### Lead Applicant

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Authorized Representative Signature

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Print Name

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Title

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Date

#### Fiscal Sponsor, (If Applicable)

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Authorized Representative Signature

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Print Name

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Title

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Date