

Feather River Air Quality Management District  
**Mini Grant Program Guidelines 2018/2019**

## **Purpose and Background**

The Mini Grant Program is funded by fees paid to the Department of Motor Vehicles for vehicle registration. The purpose of the Mini Grant Program is to fund projects that provide an air quality public benefit in Yuba and Sutter counties by reducing emissions generated by registered vehicles, with a relatively low cost and quick turnaround. The Mini Grant Program was authorized by the FRAQMD Board of Directors in August of 2018. The Program allocation for fiscal year 2018/2019 was \$10,000 from the FRAQMD's AB2766 funding (section 44220 through 44247 of the California Health and Safety Code). No individual project can receive more than \$2,000.

## **Types of Eligible Projects**

The types of projects that are eligible to apply for the Mini Grants must reduce vehicle miles travelled directly or through public education programs. The projects should benefit the people of Yuba and Sutter counties. Ideal projects will tie into larger efforts to reduce pollution from motor vehicles.

Examples of eligible projects for the Mini Grant Program include:

- May Is Bike Month energizer stations for May 2019 in Yuba/Sutter Counties
  - Up to \$100 per station
- The purchase of flags to initiate the School Flag Program ([http://www.airnow.gov/index.cfm?action=school\\_flag\\_program.index](http://www.airnow.gov/index.cfm?action=school_flag_program.index))
  - Up to 100% cost of flags
- Funding for publicly accessible bicycle racks
  - Up to 100% cost of racks
- Grants for teachers to provide air quality curriculums
- “Kickstarter” grants for larger bicycle and pedestrian projects
- Electric Vehicle Charging Stations

Projects should not be for personal gain or required by any law, statute, or court order. Projects that may result in a conflict of interest will not be funded. Projects must provide a benefit to the general population of Sutter and Yuba counties and should not be for the primary benefit of the individual or organization submitting the application. Projects that are denied by staff may appeal to the FRAQMD Board of Directors by submitting a written appeal to the Clerk of the Board at least 15 days prior to the next regular meeting of the Board.

## **How to Apply**

Interested applicants can apply for a Mini Grant beginning 8:00 am Wednesday February 20, 2019. The Application is available on the FRAQMD website and at the office. The FRAQMD will accept

Applications until May 31, 2019, or whenever funds have been fully allocated. Completed Applications should be delivered to the FRAQMD office at 541 Washington Avenue, Yuba City, CA 95991.

**The application process for Air Quality Curriculum, “Kickstarter” grants, and projects not otherwise defined in these Guidelines is as follows:**

1. Complete the Application and submit it to FRAQMD ASAP but no later than May 31, 2019. The applicant should clearly identify the goals of grant project, identify the timeline for implementation, and if applicable, the larger project that the Mini Grant will initiate.
2. FRAQMD will review the Application and send you a letter specifying whether the Application is approved, requesting more information, or denying the Application within 15 business days.
3. For Applications that are approved, carry out the project as described.
4. Complete the Post Event Wrap Up and submit it to FRAQMD along with copies of your itemized receipts. The Post Event Wrap Up must be received within one year of Application approval.
5. FRAQMD will have your check available in approximately two weeks.

**Application Process for Energizer Stations**

The Mini Grant will allow up to \$100 reimbursing a project applicant to host an energizer station, for example during SACOG’s May Is Bike Month 2019.

1. Complete the Application and submit to FRAQMD ASAP but no later than May 31, 2019. If the energizer station is part of the SACOG regional event May Is Bike Month 2017 please note that on the Application. If not, describe on the Application how you will promote the energizer station and if it is part of a larger event or outreach effort.
2. The FRAQMD will send you an award letter guaranteeing up to \$100 reimbursement of eligible energizer station supplies.
  - a. Eligible supplies include:
    - i. Drinks (coffee, juice, water, etc.)
    - ii. Snacks (fruit, yogurt, granola bars, etc.)
    - iii. Napkins, cups, flatware
  - b. Ineligible supplies that are not reimbursable include:
    - i. Staff time to man the energizer stations
    - ii. Tables, chairs, tents, or table cloths
3. If the energizer station is part of the SACOG May Is Bike Month 2019 event, submit the energizer station location and date to the May Is Bike Month official calendar <http://www.mayisbikemonth.com/>.
4. Purchase supplies, save the receipts, and hold your energizer station. At a minimum, record how many visitors it received, how they heard about the energizer station, and if they rode their bike explicitly because of the energizer station.

5. Complete the Post Event Wrap Up and submit it to FRAQMD along with copies of your receipts for eligible supplies. The Post Event Wrap Up must be received within one year of Application approval.
6. FRAQMD will have your check available in approximately two weeks.

### **Application Process for School Flag Program:**

The Mini Grant will reimburse a school or group affiliated with a school for the purchase of flags to initiate the School Flag Program as described on the Airnow website maintained by the U.S.EPA: [http://www.airnow.gov/index.cfm?action=school\\_flag\\_program.index](http://www.airnow.gov/index.cfm?action=school_flag_program.index). The Grant will reimburse 100% of the cost of the Flags including shipping and taxes. Not included in the Grant will be the staff time purchasing the flags or the implementation of the program.

1. Complete the Application and submit it to FRAQMD ASAP but no later than May 31, 2019.
2. FRAQMD will send you an award letter guaranteeing reimbursement of eligible expenses.
3. Purchase the flags.
4. Register your school at <http://www.airnow.gov/index.cfm?action=airnow.schoolflagprogram>
5. Complete the Post Event Wrap Up and submit it to FRAQMD along with copies of your itemized receipts for the flags. The Post Event Wrap Up must be received within one year of Application approval.
6. FRAQMD will have your check available in approximately two weeks.

### **Application Process for Publicly Accessible Bicycle Racks and Electric Vehicle Charging Stations:**

The Mini Grant will reimburse a commercial property owner or public agency 100% of the cost to purchase and install one or more bicycle racks or electric vehicle charging stations, up to \$2,000. The racks/EV stations must be easily accessible to the general public, located where the public would utilize it (not a personal residence), and located within Yuba or Sutter counties. If a commercial property renter is applying, you must submit written proof that you have gained the permission of the property owner to install the rack/EV station.

1. Complete the Application and attach a quote and map showing location for bicycle rack or EV charging station.
2. Submit the Application and supporting documentation to FRAQMD by May 31, 2019.
3. FRAQMD will send you an award letter guaranteeing reimbursement of eligible expenses.
4. Purchase and install the bicycle rack or EV charging station.
5. Complete the Post Event Wrap Up and submit it to FRAQMD along with copies of your itemized receipts and a photo showing the rack/station installed, within one year from Application approval.
6. FRAQMD will have your check available in approximately two weeks.

## **How Projects Will Be Awarded**

Projects will be awarded first come/first serve based on when application is received by the FRAQMD if they are deemed to be eligible for the Mini Grant Program. Applications will be accepted beginning at 8:00 am on Wednesday February 20, 2019. Applications can be submitted until May 31, 2019. Applications will no longer be accepted once the available funding is awarded.

The FRAQMD will review the Applications and deem them eligible or ineligible within 15 business days. The FRAQMD will send a notice of such determination and an award letter if eligible by mail or email as provided on the Application. The award letter will identify any additional instructions based on the project type as appropriate.

All projects should be completed and Post Event Wrap Ups submitted to the FRAQMD within one year from Application approval.

All awarded Mini Grant Program projects will be reported to the FRAQMD Board of Directors.