Pilot Application Cycle
for the
Mary Janvrin and Natalie Janvrin Wiggins Fund
for Birds, Other Animals and Nature

Virtual Information Session
for Nonprofit Organizations

Note: This session is being recorded.
Update and Overview of
HOW CFMC is REVISING
its competitive application process

• TERMS defined:
  • **Annual Process**: how we refer to our annual call for applications
    • begins in the fall of one calendar year (2022) and continues in the spring of the next calendar year (2023) – Annual Process 2022-2023
  
  • **Cycle**: refers the specific call for applications.

  • In an Annual Process, such as 2022-2023, a call for applications will be referred to as:
    • Fall Cycle 2022
    • Spring Cycle 2023
Updates and Changes for the CFMC Application Process effective July 2022 and going forward:

- Beginning in (Summer) / Fall 2022 (i.e. now), the CFMC annual competitive application process will offer two application opportunities:
  - in the fall (Fall Cycle) and
  - in the spring (Spring Cycle)

- Each cycle may offer an opportunity to apply for
  - General Funding (up to $5,000)
  - Janvrin Fund requests

- The Spring Cycle (the second half of the process) may also include a request from other Field of Interest Funds
Updates and Changes for the CFMC Application Process *effective July 2022 and going forward*:

- IF your organization chooses to apply at this time for Janvrin Fund consideration, you may NOT also apply in the regular FALL cycle (opening in August) for general funding.

- IF your organization applies at this time to the Janvrin Fund, you may NOT apply for the Janvrin Fund in the new SPRING cycle.
  
  - *However, you may consider applying for general funding in the Spring Cycle as long as the funding request in NOT associated with an approved Janvrin Fund grant award in this cycle.*
The CFMC Annual Application Process will look like this:

<table>
<thead>
<tr>
<th>Annual Process Reference:</th>
<th>Opening:</th>
<th>Funding Request Type:</th>
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</thead>
<tbody>
<tr>
<td>2022-2023</td>
<td>Fall 2022 (opening August)</td>
<td>General Funding (up to $5,000)</td>
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<td>Spring 2023 (opening February)</td>
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<td><strong>CFMC PROCESS “RESETS”</strong></td>
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<td>2024-2025</td>
<td>(As above)</td>
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This Pilot is part of the
**REGULAR CFMC ANNUAL COMPETITIVE APPLICATION PROCESS**

The general application cycle will open in August.

If you choose to apply to this Pilot,
You *may not* apply in the general funding process opening in August 2022.
Some Q & A:

• Our program is collaborative with two or more nonprofits involved – do we submit one application or may each organization apply?
  • One organization applies *on behalf of all the partners/collaborators* – One (1) application per program/project

• Our organization has two programs in mind – one that is collaborative and one that is stand alone and specific to our organization only, may we apply for both?
  • No. Your organization must decide which program to submit for consideration.

• Our organization has two programs in mind – one that is collaborative that another organization is submitting and one that is stand alone and specific to our organization only, may we be a “partner” on one and apply for our stand alone program as well?
  • No. We appreciate that there are great programs and ideas impacting our community, but we ask that you determine which is best for consideration in Fall 2022.
Some Q & A:

• We have an idea but no specifics, no timeline to development and implement the program yet, and no ideas of possible partners, may we apply now?
  • If there is no clear program development and implementation plan yet, you should wait for another cycle to submit an application.

• Our organization applied for a Janvrin Fund award in Fall 2022 and was denied, may we re-apply to Janvrin Fund in Spring 2023?
  • Yes.

• Our organization received a Janvrin Grant in the Fall 2022 Cycle. Can I apply to the Janvrin Fund in Spring 2023?
  • No. Our annual competitive process provides two application opportunities that begin in the fall and conclude in the spring.
  • For example – the annual competitive process for 2022-2023, begins with the Fall Cycle (fall 2022) and continues in the spring with Spring Cycle (2023).
  • Thus applications in either cycle are considered an “annual competitive grant award” to an organization.
Some Q & A:

- Our organization was a partner on an application (but not the applicant) that received a Janvrin Fund award in Fall 2022. Can we apply for a general funding award in Spring 2023?
  - Yes, as long as your application is not related to or in support of the program receiving the Janvrin Fund award.

- Our organization was a partner on an application (but not the applicant) that received a Janvrin Fund award in Fall 2022. Can we apply for a Janvrin Fund award in Spring 2023?
  - Yes, as long as your application is not related to or in support of the program receiving the Janvrin Fund award.
Mary Janvrin and Natalie Janvrin Wiggins Fund for Birds, Other Animals and Nature

Applications must meet the purpose of the Fund: to preserve, protect, and steward land, waterways, and wildlife habitats for the benefit of the county’s ecosystem, the habitats for birds and other wildlife, and the well-being and enjoyment of our residents.
What won’t be funded:

• Grants directly to individuals or Initiatives that regrant our funds to other organizations

• Organizations that, in their constitution, bylaws or practice, discriminate against a person or group on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation or identification, political affiliation, or religious belief.

• New staff positions or hazard pay expenses (due to the COVID-19 pandemic).

• Recouping lost revenue which occurred during previous calendar years or losses incurred prior to August 2022.

• Programs or materials that would normally be included in the regular operating budget for municipal/government agencies or schools.

• Annual fundraising campaigns or event sponsorships.

• Payment of debt or legal settlements or Repayment of SBA, PPP, or other COVID-19 related loans;

• Political or partisan purposes, campaigns, or lobbying activities.

• Projects that exclusively serve religious purposes, although religious organizations providing non-religious community services will be considered.

• Endowments, reserve funds, capital campaigns, or annual fund drives.

NOTE: We are not accepting land acquisition applications at this time.
Application guidelines:

• Programs, projects, or services funded must directly impact Middlesex County – could benefit any and all 15 towns in our region;
  • May also touch communities outside our region (surrounding communities) but the focus must be Middlesex County.
  • The cycle is not restricted to solely “traditional environmental organizations.” Organizations of all types may apply – we encourage creative, out-of-the-box approaches to programs and services as well as collaborations that meet the eligibility criteria.
• Funding requests of up to $15,000 will be considered.
• Applications that leverage organizational dollars, other funding sources, and partnerships are preferred.

If you are “seeding” or “piloting” a program:

• Where are you in the “development process” and what will it take to launch the program?
  • What is the plan for sustainability if it is successful?
“Planting the seeds for new ways of thinking”

We are particularly interested in programs that:

• Programs and projects that are creative – “out of the box” – offer opportunities, engagement, and access in new ways;

• Engage youth in environmental education to help develop the next generation of stewards of the environment;

• Promote partnerships across a wide and broad spectrum of constituents and cohorts.

• Foster equitable conservation and stewardship*.

*Equitable conservation and stewardship: We’re born on the land. Eat food grown in it. Drink water that flows over it. Build our communities upon it. There’s not a single aspect of our lives that is not touched by land and water. While land and water connect us all, it has also been used historically to separate us. Entire communities of people have been excluded from direct interaction with the environment and understanding of the fundamental connection to our community. That shared history of inequity means that collectively our stewardship work does not benefit all people as we intend it to. Equitable conservation and stewardship programs seek ways to connect all people, of all demographics including race, economic status, and abilities, to our environment.

Adapted from Conservation Trust for North Carolina “An Equitable Vision for Conservation”
Some Q & A:

What do you mean by “creative” and “out of the box” and “imaginative”?

• We are excited to “plant the seeds for new ways of thinking” – about our environment, our stewardship, our birds and other wildlife

• We know you have some great ideas and programs you would like to do that may not be the “traditional” conservation, stewardship, and education programs. This is an opportunity to propose that idea.

Does this mean you will not consider the more traditional conservation, stewardship, education programs that are in place?

• Not at all. We welcome applications for all types of programs and projects that meet the purpose of the Janvrin Fund.
Some Q & A:

What are some examples of equitable conservation and stewardship:

• We don’t want to limit your ideas – so examples are merely that – ideas we have seen in other communities or conversations we have had that engage a broad population and consider the needs, access, and abilities of our community as a whole.

• We are seeking ways to connect all people, of all demographics including race, economic status, and abilities, to our environment.

• This could be a
  • program in partnership with neuro-diverse populations, or
  • a community garden or pollinator pathway that is designed in a more urban setting to involve youth and adult populations who do not otherwise have opportunities to learn about and share in the natural world.
Some Q & A:

What are some examples of equitable conservation and stewardship:

• The COVID pandemic has shown how important our open spaces and natural places are to our mental health and our sense of community.
  • Implementing opportunities to experience our open spaces – opportunities for everyone, regardless of where they live or their physical abilities – is important for the overall well-being of our neighbors.
  • These could be story walks for families or educator-led mental health hikes.
• Working to bring towns/neighborhoods/communities together to explore and create natural spaces or implement ideas to ensure the well-being and sustainability of stewardship efforts
  • Community gardens and pollinator pathways – whether in rural settings or urban settings – provide opportunities for everyone to learn about food, the delicate balance between natural plants and insects and our environmental health.
  • Inititiatives for composting
We welcome applications for programs/projects that:

- Preserve, protect, and steward lands, waterways, wildlife habitats for the benefit not only of the ecosystem, but for the health, livelihood, and enjoyment of local residents.
- Collaborative in nature;
- Regional in scope;
- Rooted in solution-oriented approaches;
- Include specific, measurable outcomes;
- Promote positive change over the long term.

We will take under consideration grants for:

- Existing programs or special projects;
- New initiatives;
- General operating grants for ongoing programs/projects;
- Capacity building or technical assistance grants.
Application Tips:

• Budgets:
  • We don’t need to know the cost of pencils, paper, nails – but there are main expenses to any budget – be clear, concise, and detailed – don’t bundle your response into a single item.
  • If CFMC is the only funder – an explanation must be included.
  • Include other funding sources in the Budget Summary, if applicable.
  • Collaborating? Show in the budget form how the funding will be used by all organizations

• Narrative:
  • Be clear about your need and request for funding – be specific
  • Discuss your impact – if you reference the number of people you serve, be specific about the service, the population, and how impact is measured
  • If you are offering a community outreach program – explain clearly how you will notify and engage the community to ensure attendance
**Application Tips:**

- **Acronyms:** If you use them in your narrative – the first time should include what the acronym means.
- **Impact:**
  - If you designate all the towns in the demographic areas, but you only speak to towns in one section of the county in your narrative, rethink how you are describing the service area – don’t just pick all the towns because they are listed.
  - Total number served – these are not census numbers; this is the number served based on your organization’s work.
- **Proofread, Proofread, Proofread ...** and check the costs in the application against the budget summary.
  - The error we see over and over – the total project cost listed on page 1 of the application does **not** match the total on the budget summary.
  - Check your math on the budget summary.
General Reminders and Online Application Information:

The FAQ, Powerpoint Slidedeck, Link to this information session, Application outline and link to the application form will be posted to the Janvrin Fund Application Cycle Page on our website in the Nonprofit section under Grants Program:

1. Using the mouse, Hover over Nonprofits

2. Select Page
General Reminders and Online Application Information:

• Please review the FAQ, Application Outline Document, and other information **before** submission.

• Applications MUST be completed on our website. Please do not print and fill in by hand.

• Required documents must be **uploaded in PDF format**, including the Budget Summary Form.

• The Budget Summary Form is available on the Janvrin Fund Application Cycle page on our website in a Word document:
  • Download the document;
  • Complete;
  • Save as a PDF and then upload it to the application form.

• Our site does not provide for a “Print Preview” of your application prior to submission. You can page forward and backward to check your application while in process.
  • A PDF containing the “outline” of the application will be available on our website.
Partner / Collaborator Attestation:

• If you are partnering or collaborating with another organization or organizations on this program/project, you will enter the names of organizations in Section III.

• We are also requesting that the Executive Director or Board Chair be listed in a final “attestation” question. This follows the applicant Executive’s electronic signature for submission.

• Please be sure your partners/collaborators have read the following and agree to the statement – you may enter their names and organizations – you do not need to forward the application link to them.
General Reminders and Online Application Information:

We are unable to “view” an application prior to submission – and cannot send a link to an application in process – If you use the “Save and Finish Later” option, PLEASE COPY THE LINK as well as use the “send email option” prior to closing your browser window.

Please use the following link to return and complete this form from any computer.

https://middlesexcountycf.org/?gf_page=preview&id=33&gf_token=df182aef8357415fb7088da9141677ac

Note: This link will expire after 30 days. Enter your email address to if you would like to receive the link via email.

Email Address
thayer@middlesexcountycf

Before you click this

TIP: Copying the link (and saving to a document or notes application) as well as requesting the link will ensure you have access to your in-progress application – should for some reason the email with the link be delayed in arriving.
More General Reminders:

• Incomplete applications **will not be reviewed** during the cycle.

• You will receive a copy of the application via email after submission from our website server.
  • We are not requiring the submission of hard copies with all attachments and an original signature.
  • *However*, we may request a hard copy if we note discrepancies or problems with the electronically submitted application.

• If you do not receive your final online submission email notification within 3 to 4 business days, please notify Thayer by email. We will do our best to forward the copy of the received application.

• Staff may have follow-up questions about your application during the process. Those individuals listed on the application will receive requests by email. Your prompt response is appreciated.
2022 General Process Timeline for the Pilot Janvrin Fund request for applications:

• July 13, 2022: Pilot launch – Information session
  • July 14, 2022: Application form available on the website

• August 11, 2022: Applications Due at 4:00 p.m.

• August 18, 2022: Applications distributed to CFMC Janvrin Committee for review

• September 1 – 15, 2022: CFMC staff follow up and preparation of reports for committees

• October 2022:
  • Committee Recommendations
  • October 25: CFMC Board of Directors review

• November 2022:
  • CFMC will notify applicants of final decisions and grant agreement letters distributed.

• November/December 2022: Funding distribution
We appreciate all you do on behalf of the Middlesex County. Your work makes an incredible impact in our community.

Thank you!