



MEASURE Q URBAN OPEN SPACE GRANT PROGRAM



Agenda

About the OSA/Measure Q

Grant Overview

Application Process

Questions

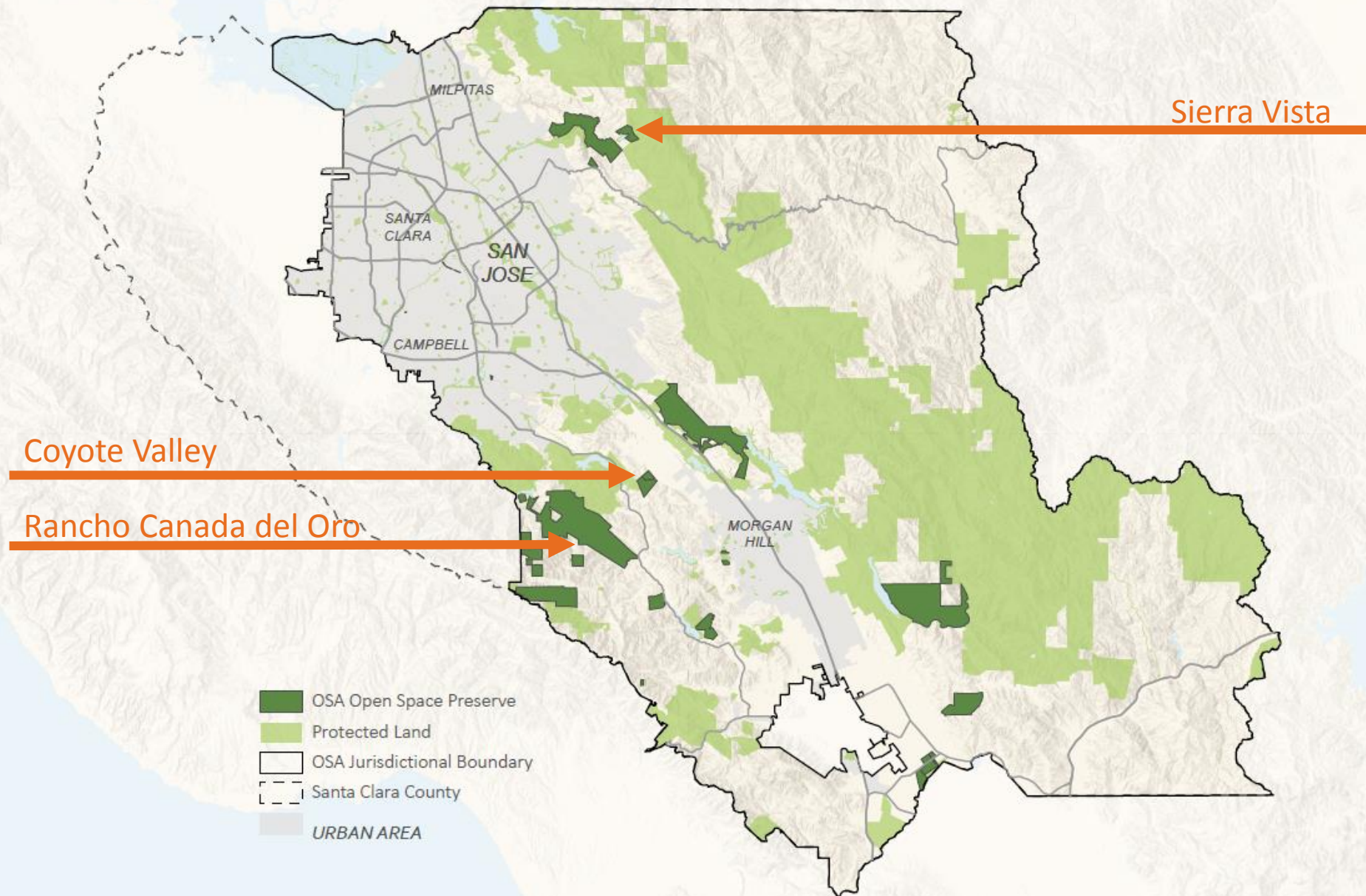
This presentation will be online @ <http://www.openspaceauthority.org/urban>

About the Open Space Authority

The purpose of the Open Space Authority is to **preserve key portions of the natural environment** in order to balance continuing urban growth.

- Over 20,000 acres protected
- 3 Preserves open to the public
- Environmental education, volunteer programs, community events
- All free of charge

Open Space Authority



Measure Q

Measure Q: The Open Space, Wildlife Habitat, Clean Water and Increased Public Access Measure

- Passed with **68% Yes** on November 4, 2014
- \$24 / parcel tax
- Generates about \$2 million per year for Urban Open Space

MQ UOS Grant Summary



Applications due: **August 26, 2016**


Total funding for FY 16/17: **\$1,000,000**

Anticipated number of awards: **10-15 awards**

Length of funding: **1-4 years**

MQ UOS Grant Program

Info: <http://www.openspaceauthority.org/urban>



TRAILS + PRESERVES ACTIVITIES PRESERVATION **URBAN OPEN SPACE** GOT NATURE? ABOUT NEWS + MEDIA VOLUNTEER

Home > Urban Open Space


WE WANT TO HEAR FROM YOU!

Please fill out this brief survey and tell us about nature in YOUR neighborhood.

English
Spanish
Vietnamese

CONTACT US

The Open Space Authority of Santa Clara Valley
6980 Santa Teresa Blvd.
Suite 100
San Jose, CA 95119
Tel: (408) 224-7476
Fax: (408) 224-7548



URBAN OPEN SPACE

Urban Open Space Grant Program

The Authority is pleased to introduce a new grant program, funded by Measure Q. This annual competitive grant program funds Urban Open Space (UOS) projects in one or more categories:

- Environmental Stewardship and Restoration
- Parks, Trails, and Public Access
- Environmental Education
- Urban Agriculture/Food Systems

The grants range from \$2,500 to \$250,000 and are open to Public Agencies, Schools and School Districts, and Non-profits. The application will be available July 8, 2016 and the application deadline is **Friday, August 26, 2016**.

Workshops


There will be two public workshops to provide an overview of the grant and the application process. Participation is recommended but not mandatory.

Tuesday, July 19, 5:30 - 7:00 p.m. Tully Branch Library, 880 Tully Rd, San Jose. Please **RSVP** to attend.

Wednesday, July 20, 1:00 - 2:30 p.m. ONLINE WORKSHOP ONLY, please **RSVP** to receive the link to the online workshop.

Grant Materials

- [Measure Q UOS Grant Guidelines](#)
- [Grant Eligibility Map \(includes Deep Engagement Communities\)](#)
- [Measure Q Grant Application](#)
- [ZoomGrants Tutorial for Grant Application](#)
- [Measure Q Grant Questions & Answers](#)



Measure Q Urban Open Space Grant Program Guidelines

2016/2017 Grant Cycle

APPLICATION DEADLINE:
Friday, August 26, 2016



MQ UOS Grant: OVERVIEW

Open to:

- Public agencies
- Schools and school districts
- Non-profits

Awards:

Small Grants

\$2,500 - \$25,000

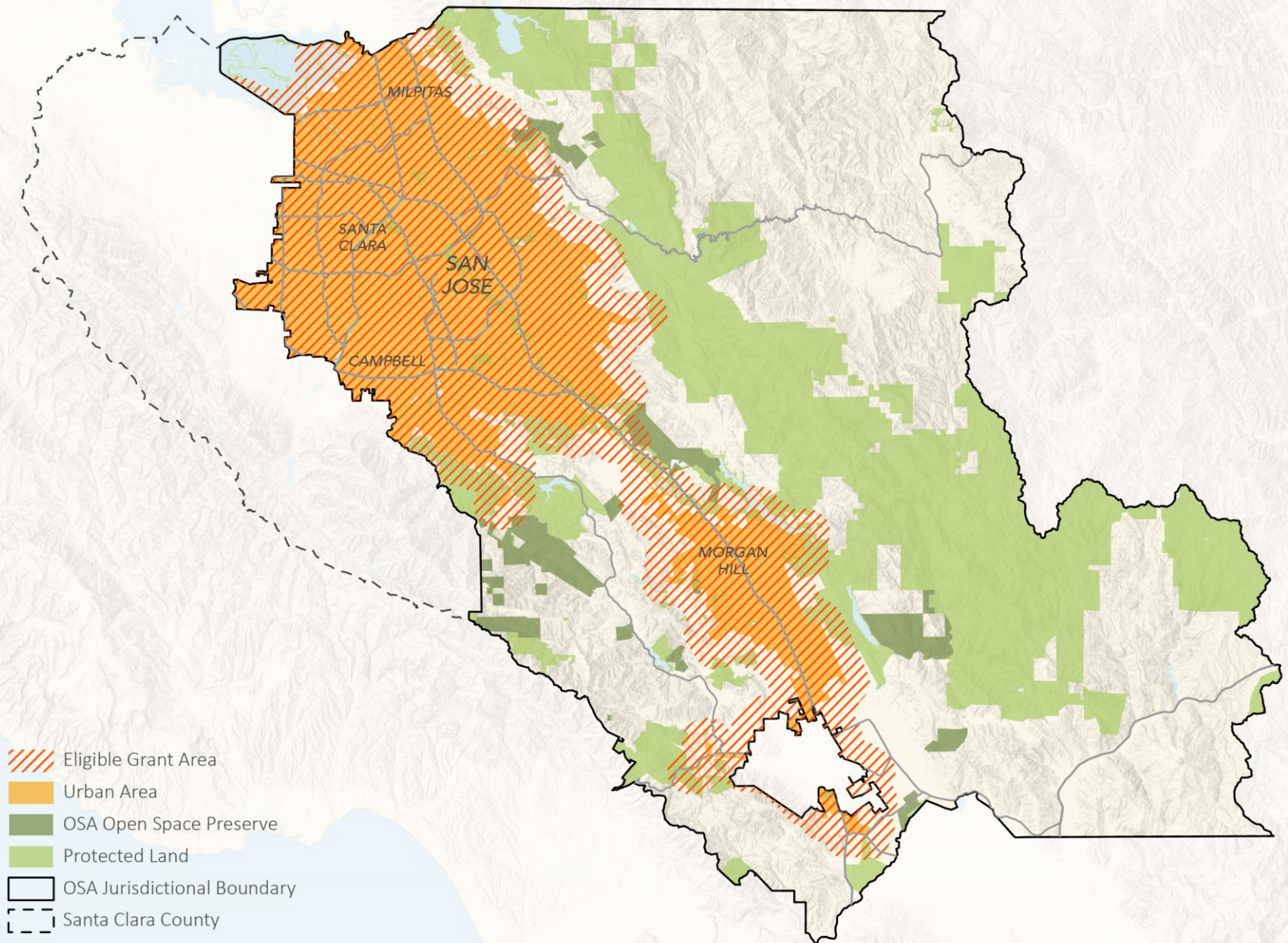
ONE-year grant

Large Grants

\$25,001 - \$250,000

THREE-year grant

MQ UOS Grant: PROGRAM AREA



MQ UOS Grant: CATEGORIES

- Environmental Stewardship and Restoration
- Parks, Trails, and Public Access
- Environmental Education
- Urban Agriculture / Food Systems

MQ UOS Grant: CRITERIA

Project Focus (10 pts)

Community Engagement (10 pts)

Project Planning (15 pts)

Project Budget (15 pts)

Project Goals (15 pts)

Impact (15 pts)

Project Sustainability (10 pts)

Organizational Capacity (10 pts)

Bonus Points

Underserved Communities (5 pts)

Community Building (5 pts)

Leadership & Innovation (2 pts)

Funding (2 pts)

MQ UOS Grant Program

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Tuesday, July 19, 5:30 - 7:00 p.m. Tully Branch Library, 880 Tully Rd, San Jose. Please **RSVP** to attend. If you would like a real-time Spanish translator at this meeting, please select the **Spanish Translation RSVP** by Wednesday, July 6, 2016.

Wednesday, July 20, 1:00 - 2:30 p.m. ONLINE WORKSHOP ONLY, please **RSVP** to receive the link and access code.

Grant Materials

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- [Grant Eligibility Map \(includes Deep Engagement Communities\)](#)
- [Measure Q Grant Application](#)
- [ZoomGrants Tutorial for Grant Application](#)

Application

Measure Q Urban Open Space Grant Program 2016/2017

ZoomGrants Tutorial



ZoomGrants is an online grant application tool used for the Grant Program. Below are instructions with screenshots to help you navigate the system.

Grant questions

Megan Dreger
Grants Administrator

Email: mdreger@openspaceauthority.org
Phone: 408-224-7476

Technical questions

ZoomGrants Tech Support Desk
(7am - 4pm Monday - Friday)

Email: Questions@ZoomGrants.com
Phone: (866) 323-5404 x2
FAQ: <https://zoomgrants.zendesk.com>

General tips:

Preferred Browser: ZoomGrants can be used on any internet-enabled device using a recent version of any browser. ZoomGrants recommends using Chrome.

Text Entry: You are welcome to compose your answers in a word processor outside of the ZoomGrants application and then copy and paste your responses into the answer fields in the online version. However, please note that ZoomGrants fields will not save the formatting (bold, italics, bullets, etc). ZoomGrants recommends using unformatted text only.

Auto-Save: ZoomGrants automatically saves your progress, so you can log out and log back in as many times as you need to in order to complete your Application. You do not need to complete your application in one sitting.


1. Accessing ZoomGrants

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<https://zoomgrants.com/gprop.asp?donorid=2232&limited=1104>

It is also linked from the OSA's web page <http://www.openspaceauthority.org/urban>.

MQ UOS Grant: APPLICATION



OPEN SPACE AUTHORITY
SANTA CLARA VALLEY

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Welcome, Test Account [Not Test Account?](#)

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Thank you. Your application has been created. You may get started now.

My Account Home Refresh Page

Santa Clara Valley Open Space Authority

Deadline 8/26/2016

Measure Q Urban Open Space Grant Program

Open Programs | Instructions Eligibility Public Workshops Library Contact Admin Announcements

Instructions [hide this](#)

This grant application includes four pages: Applicant Information, Program Description, Project Goals, and Documents. All four pages must be completed in order to submit an application. The Documents page requires at least three documents to be uploaded: budget, financial statements, and an authorizing resolution. Additional documents may be required, depending on the project. See the Grant Guidelines for information about required documents.

ZoomGrants auto-saves regularly for most text entries, but some pages (e.g. the Documents page for uploading files) require you to use the 'Refresh Page' button at the top of the page in order to see your changes.

****Please note that applications are public record and may be included in public meeting packets and/or online.****

Library [hide this](#)

[Grant Guidelines](#)
[Map: Deep Engagement Communities \(DEC\)](#)
[Map: Eligible Grant Areas](#)
[Map: OSA Board Districts](#)
[Report: Measure Q Expenditure Plan](#)
[Report: Santa Clara Valley Greenprint](#)
[Report: Understanding Our Community](#)
[Template: Sample Resolution](#)
[Template: Project Budget Form](#)
[ZoomGrants Tutorial](#)
[Grant Q & A - updated 7/13/16](#)
[Grant Workshop Presentation](#)

Test Account

Application Status: Not Submitted

Submit Now Print/Preview

[Archive this Application](#)

\$ 0.00 requested

Applicant Information Project Description Project Goals Documents

Activity Log

General Info

Library

Quick Access to
Application Pages

MQ UOS Grant: APPLICATION

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Santa Clara Valley Open Space Authority
Measure Q Urban Open Space Grant Program Deadline 8/26/2016

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Test Account
Test Application
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Application Status: Not Submitted
[Submit Now](#) [Print/Preview](#)
[Archive this Application](#)

[Applicant Information](#) | [Project Description](#) | [Project Goals](#) | [Documents](#) | [Activity Log](#)

Applicant Information (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)
Please answer all questions below. If a question does not apply, please enter "N/A."

Application Title/Project Name

Amount Requested
Min: \$2,500 Max: \$250,000

Total Project Cost

Applicant Information

First Name
Last Name
Telephone
Email

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name
Address 1
Address 2
City
State/Province
ZIP+4/Postal Code
Country
Telephone

APPLICANT INFORMATION

- General Information about the Organization
- Invite “Collaborators”
- Fiscal Sponsor Q’s- only if applicable

TIPS

- Character limits
1000 char = approx. 1/3 page
3000 char = approx. 1 page
- No special formatting

MQ UOS Grant: APPLICATION

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Application Status: Not Submitted
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[Applicant Information](#) | **[Project Description](#)** | [Project Goals](#) | [Documents](#) | [Activity Log](#)

Project Description (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)
Please answer all questions below. If a question does not apply, please enter "N/A."

Project Overview

1. Project Abstract
(Brief, 3-4 sentences)

Maximum characters: 1000. You have characters left.

2. Grant Category (check all that apply)

☐ Environmental Stewardship and Restoration
☐ Parks, Trails, and Public Access
☐ Environmental Education
☐ Urban Agriculture / Food Systems

3. Project Location: Address
If the project will be in multiple locations, please describe the area(s).

PROJECT DESCRIPTION

- Majority of application questions
- Must answer all questions, or write "N/A"
- Project Abstract is important!

MQ UOS Grant: APPLICATION

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Project Goals (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Below are sample measures to describe and evaluate the project goals. Note that this list is very broad and many of these may not be applicable to your project. Please include only the applicable goals, and write in any additional goals under "Other."

Goals (15 pts)

	Goal:
People	
Number of: People attending public meeting	<input type="text"/>
Number of: People participating	<input type="text"/>
Number of: Youth (under 18) participating	<input type="text"/>
Number of: Programs scheduled	<input type="text"/>
Number of: People using facility	<input type="text"/>
Number of: People living within 1/2 mile	<input type="text"/>
Number of: Volunteers participating	<input type="text"/>
Water	
Number of: Gallons of stormwater treated/retained/reused on site	<input type="text"/>
Number of: Gallons of rainwater stored/used on site	<input type="text"/>
Number of: Gallons of water conserved	<input type="text"/>
Number of: Gallons of recycled water used	<input type="text"/>
Planting	

PROJECT GOALS

- Extensive list – may not apply to your project
- Add additional goals at the bottom under “Other”

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Applicant Information | Project Description | Project Goals | **Documents** | Activity Log

Documents

[Instructions](#) [Show/Hide](#)

This form is to upload all required documents. All applications must include a budget, financial statements, and an authorizing resolution. Additional documents may be required, depending on the project. See the Grant Guidelines for information about required documents.

Documents Requested *	Required?	Uploaded Documents *	
Financial statements	Required	-none-	Upload
Authorizing Resolution from Governing Body Download template: Sample Resolution	Required	-none-	Upload
Project Budget Download template: Project Budget Form	Required	-none-	Upload
Letters of Support		-none-	Upload
Letters from Project Partners		-none-	Upload
Maps		-none-	Upload
Other		-none-	Upload

* ZoomGrants™ is not responsible for the content of uploaded documents.

[Previous](#)

DOCUMENTS

- 3 Required documents:
 1. Financial statements
 2. Resolution
 3. Budget
- Budget must be done using Project Budget Form
- Additional documents may be required, depending on the project.
- Multiple files can be uploaded to the same category

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Measure Q UOS Grant Program

General Tips

- Start early!
- Read the guidelines carefully + follow all instructions
- Be realistic in designing the project
- Be detailed and direct, but concise
- Ensure consistency between sections: Work Plan, Budget, and Timeline
- Ask someone to review your application
- Note that applications are public

MQ UOS Grant: REVIEW TIMELINE



JUL 8 – AUG 26

Applications

AUG 27 – SEP 16

STAFF REVIEW

- Review applications
- Follow up with applicant if needed
- Make recommendations
- Prepare CAC Report

SEP 26

CAC REVIEW

- Review CAC Report
- Provide feedback / questions

SEP 27 – OCT 5

STAFF

- Follow up on any CAC questions
- Prepare Board Packet, including staff recommendations and CAC feedback

OCT 13

BOARD REVIEW

- Review applications
- Provide feedback / questions
- Made award decisions

STAFF

- Follow up on any Board questions
- Execute Grant Agreements



Questions?

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