SA CLIMATE READY COMMUNITY ACTION FUND

COMMUNITY-BASED ORGANIZATION ENGAGEMENT AND EDUCATION GRANT

2025 GUIDELINES
OPENS TUESDAY, MAY 20, 2025
CLOSES FRIDAY, JUNE 20, 2025

210-207-6199

sustainability@sanantonio.gov

saclimateready.org

CLIMATE INITIATIVE
Powered by San Antonio

ABOUT COMMUNITY-BASED ORGANIZATION ENGAGEMENT AND EDUCATION GRANTS

PASSIONATE ABOUT SUSTAINABILITY? WE ARE TOO!

Enacted in 2019 by City Council approved the SA Climate Ready Climate Action and Adaptation Plan (CAAP), is the City's roadmap to achieve carbon neutrality and to adapt to current and future climate impacts.

HOW WILL SAN ANTONIO REACH ITS 2050 GOAL OF CARBON NEUTRALITY?
Carbon neutrality, in simple terms, means that the amount of carbon dioxide (CO_2) an individual, business, or country releases into the atmosphere is balanced by the amount they remove or offset.

The plan has identified six community mitigation strategies as priorities to help adapt and mitigate current and future climate impacts.

- Increasing Carbon-Free Energy

- Reducing Building Energy Consumption

- Reducing Transportation Energy Consumption

- Advance the Circular Economy

- Biodiversity and Healthy Ecosystems

- Educate and Empower

OTHER "SUSTAINABILITY" TERMS:
Urban Heat Islands (UHIs) - San Antonio can get hot. Parts of the city, with numerous buildings and roads but limited natural shade, can become even hotter - sometimes by as much as 20 degrees.

Cool Neighborhoods Program - Led by the Office of Sustainability, the program will test various heat reduction strategies—cool pavements, trees/green infrastructure, shade structures, cool roofs, and weatherization—in four key neighborhoods with tailored installation plans to evaluate their effectiveness.

How can you help Educate and Empower?

Educating residents and businesses about climate action as well as enabling San Antonians to make behavioral and technological changes is an essential element of reducing greenhouse gas emissions. This can be accomplished through policy, training, incentives, financing, and tracking.

Our grant program can provide funding up to $10,000 for eligible projects!

"So, what are you waiting for? Let creativity guide you in designing a plan to communicate information about climate action and adaptation."

TABLE OF CONTENTS

GUIDELINES

ELIGIBLE APPLICANTS

🌸 Chambers of Commerce   🌸 Non-Profits   🌸 Faith-Based Organizations

🌸 Community Organizations   🌸 Neighborhood Associations

Any organization with a focus on frontline communities. Frontline communities are those that experience the most immediate and worst impacts of climate change and are most often communities of color, Indigenous, and low-income.

GRANT CATEGORIES

Climate Action and Adaptation Plan Strategies

Heat Related Engagement and Education
(for this category please specify what City Council District you will be focusing on: D2, D3 or D5.)
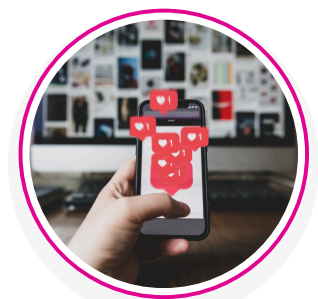
Sustainability Themed Social Media Campaigns

GRANT CATEGORIES EXPLAINED

- Inform and engage residents about the citywide Climate Action and Adaptation Plan update through:
  - Education
  - Awareness
  - Plan and Policy Implementation
- Sustainability themed social media campaigns such as behind the scenes, DIY, tips and tricks, etc
- Inform and participate in Citywide Heat Engagement and Education
- Inform and participate in Heat Engagement and Education Districts 2,3 and 5 in addition to supporting the "Cool Neighborhoods" program.
  - Eligible projects for this category must take place in these outlined areas:
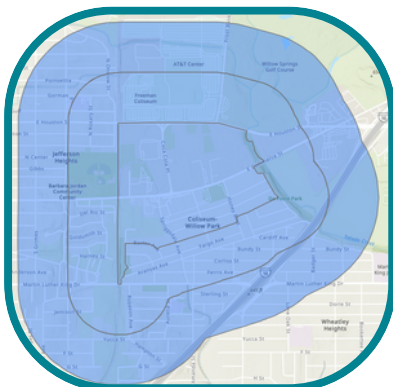
DISTRICT 2
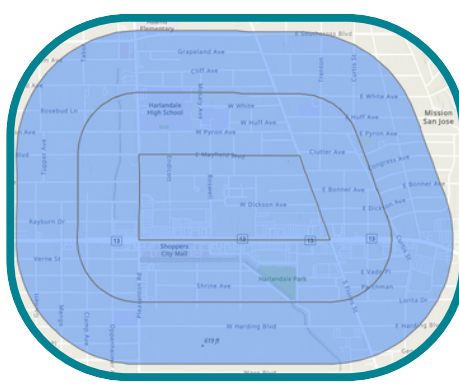
DISTRICT 3
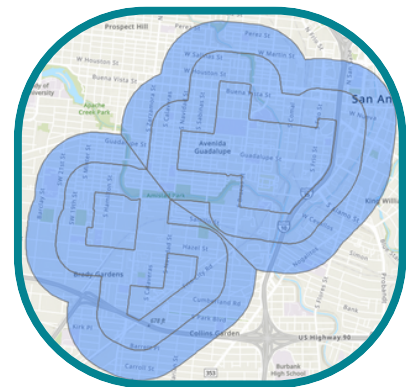
DISTRICT 5

GUIDELINES CONTINUED...

PROJECT APPLICATION MUST INCLUDE AT LEAST ONE OF THE ACTIVITIES LISTED BELOW.

ACTIVITIES:

CLIMATE ACTION AND ADAPTATION PLAN STRATEGIES

- Lunch and Learns
- Door knocking/Block walking
- Phone Banking
- Info Sessions
- Online/Web communications

- Social Media
- Newsletters
- Websites
- Events

CITYWIDE HEAT-RELATED ENGAGEMENT AND EDUCATION

- Lunch and Learns
- Door knocking/Block walking
- Phone Banking
- Info Sessions
- Online/Web communications

- Social Media
- Newsletters
- Websites
- Events

COOL NEIGHBORHOODS HEAT RELATED ENGAGEMENT AND EDUCATION

- Door knocking/Block walking
- Phone Banking
- Info Sessions
- Online/Web communications

- Social Media
- Newsletters
- Websites
- Events

- Attend planning discussions
- Help boost sign-ups for the UTSA sensor program, Parks and Rec Tree Program, NHSD Cool Roof and Major/Minor Rehab, and CPS Energy Weatherization program.
- Survey residents pre and post "cool neighborhood" implementation.

Other Sample Project Ideas:

- We welcome creative ideas and strategies to help us meet our collective climate goals.
- Create a "keep it cool" social media challenge
- Create a neighborhood "gardening day" and discuss the CAAP
- We encourage the translation of materials into languages your constituencies speak and read. *ASL and Braille included.

APPLICATION SUBMISSION + PROCESS

HOW TO SUBMIT YOUR APPLICATION

1. Prepare your submission (use the checklist on page 6)

2. Go to www.sasustainability.com to fill out the application

3. Good Luck! We will contact grant awardees by the end of June or beginning of July 2025

GRANT EVALUATION CRITERIA

1. Application Completion

2. Project Description

3. Budget / Timeline

4. Outline of Specific Goals and Audience

5. Tell us how your project/program aligns with the SA Climate Ready Plan

OUR REVIEW PROCESS

The Scoring Committee will review and evaluate each proposal and contact you with any questions. The Office of Sustainability and the City reserve the right, solely at its discretion, to:

- Refuse any application or any grant, in whole or in part, for any reason.

- Require additional information from the applicant prior to making a decision.

- If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.

WHEN YOU ARE SELECTED

You will be notified by the end of June/beginning of July if your project proposal has been accepted and invited to a kick-off event (More details to follow). If your project is selected for funding, you will meet with the Office of Sustainability staff to complete paperwork for processing.

NEXT STEPS TO MAXIMIZE YOUR GRANT'S IMPACT

Upcoming milestones, what to expect, and how the Office of Sustainability will maintain contact with grantees after grants are awarded.

- Submit a final report 30 days following project completion, including:
  - Final metrics
  - Photo or video documentation of the project
  - Documentation of expenses (Example: Scanned copies of all expense receipts.)
- A final report template will be provided
- If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.

BUDGET TEMPLATE

Use this as a guide, or provide your own.

PROJECT

Description   Amount

EXPENSES

Description   Amount

ADDITIONAL EXPENSES

Description   Amount

WE ARE HERE TO HELP - CONTACT US IF YOU NEED GUIDANCE
Email: sustainability@sanantonio.gov or call us at 210-207-6199

APPLICATION OUTLINE

All application materials are described in detail here. We strongly recommend that you complete this application in an offline program and save a copy for yourself. You can then copy/paste your responses into the Microsoft Forms application link found on the grant website.
All applications must be submitted by Friday, June 20, 2025.

Summary of Project Information:

1. **Project Title:**

2. **Contact Person (Name and Title):**

3. **Business Name:**

4. **Brief Description of Business Activities:**

5. **Contact Address:**

6. **Contact Email Address:**

7. **Contact Telephone Number:**

8. **Physical Address:**

9. **Please select your primary project category. This is the category of sustainability that your project is most closely designed to align with. Refer to project samples and ideas:**
   - Inform and engage residents about the citywide Climate Action and Adaptation Plan update
   - Sustainability themed social media campaigns
   - Inform and participate in Citywide Heat Engagement and Education
   - Inform and participate in Heat Engagement and Education Districts 2,3 and 5 in addition to supporting the "Cool Neighborhoods" program.
   - Other

10. **Project Summary:** Please describe the project in one to three sentences.

11. **Funds Requested:**
    (Not to exceed $10,000.00 total. Requests below this amount are acceptable.)

12. **Project Description:**
    Briefly describe the project and its positive impact on the San Antonio community. Include a statement and/or evidence explaining why the project is needed. Include details on how the project aligns with the vision and goals of the Climate Action and Adaptation Plan. Include the geographic area/neighborhoods/communities affected.

13. **Category-Specific Objectives:**
    Describe how your project aligns with the objectives of the category selected.

14. **Project Milestones and Timeline:**
    Provide a list of project milestones with an approximate timeline (not to exceed 12 months). Include details necessary to accomplish each milestone.

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15. Project Metrics:
Describe metrics you will use to measure success. Link any tools you will use to measure success and/or track metrics.

16. Project Longevity:
Describe how your project and/or its impact might continue beyond the grant term. Will the project have a lasting impact on the community?

17. Other Project Details:
Describe your project in detail, who your target market is, where and how you plan to promote your project, and your goals.

18. Detailed Budget and Budget Outline:
Provide the total project budget in detail, specifying which aspects of the project are to be funded by the CBO Grant and include any additional funding sources. Please note that employee payroll cannot be a part of the budget.
- The budget narrative should provide a general overview of how the grant funds will be used (funds cannot be used retroactively).

- Applicants should provide specific dollar amounts or, when appropriate, dollar estimates for materials needed.

- Budget items will be evaluated based on necessity/appropriateness for the project; items should clearly relate to project needs and align with project objectives.

19. Community References:
Include at least two independent references with the following information for each:
- Name, Affiliation, Occupation, Phone, Email

20. Signature:
The online application will ask you to read the following statement and provide an electronic signature:

I have read and understood the information regarding my application, and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of San Antonio has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of San Antonio reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of San Antonio to participate in the promotion and publicity of the project.

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APPLICATION CHECKLIST

YOUR CHECKLIST

☐ **What *Urban Heat Island: Beat the Heat* or CAAP plan category does your submission relate to?**

- Inform and engage residents about the citywide Climate Action and Adaptation Plan update
- Sustainability-themed social media campaigns
- Inform and participate in Citywide Heat Engagement and Education
- Inform and participate in Heat Engagement and Education Districts 2, 3, and 5 in addition to supporting the "Cool Neighborhoods" program.

☐ **Can you summarize your project in 3 sentences?**

☐ **Detailed budget (how you will use the funds to meet your project goals.) Can you provide receipts, bids for service or other proof of expenses?**

☐ **What is your timeline for completion once you receive the funds?**

☐ **Does your project have longevity, or will it need continual funding?**

Do you have at least 2 community references?
Please briefly tell us why you think this project is important to helping reach the City's climate goals and why your organization is in a position to help.

RESOURCES

Office of Sustainability:
https://www.sanantonio.gov/sustainability

SA Climate Ready Dashboard:
https://www.sasustainability.com/home

SA.gov/hotweather

https://www.sa.gov/Directory/Initiatives/Urban-Heat-Island

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