

# Selectboard Policy on Sustainability Fund Applications

## 1. Purpose

This policy outlines the Selectboards process for reviewing and awarding money from the Town's Sustainability Fund. The Sustainability Fund supports pilot programs, seed funding, and one-time projects or project phases estimated to be completed in York within the current fiscal year (FY) (July 1st - June 31st), or the following FY, aimed at:

- Environmental benefits: Protecting and enhancing natural resources and environmental stewardship initiatives.
- Town sustainability: Advancing the goals of York's Climate Action Plan, which may include but not be limited to climate change adaptation and mitigation programs and projects.
- Project accomplishment: Funds awarded will directly contribute to the implementation of specific initiatives specified above.

Full or partial funding may be approved pending the decision of the Selectboard and availability of funds. Applicants are encouraged to work through the application process with the Town Environmental Planner.

## 2. Grant Eligibility

- Project type: Pilot programs, seed funding, or one-time projects with a clear end date (may also include individual phases of larger projects). All applications must include a timeline with estimated completion within the FY, or the following FY.
- Project focus: Must align with York Climate Action Plan and Comprehensive Plan initiatives, or otherwise promote sustainability in the Town.
- Additional attachments: Bids are required for any project labor or worker compensation and must include at least three bids for review, an itemized cost breakdown, pay scheduling and rates. All applications must include a breakdown of how funding will be allocated within the project scope.
- Multiple applications: Separate phases of a larger project are eligible to be awarded separately provided they are included in the project's scope and include a history of prior phases if applicable. When applying for funding a separate phase in a project, each phase will be treated as a separate project and requires a new completed application. If the Selectboard receives multiple applications, which might include a new project application and an application that is part of a phased project with prior approval, the Selectboard may distinguish new project applications with greater priority.

- Applicant eligibility: Open to any organization with an IRS tax ID (ITIN, EIN, ATIN, or PTIN.) Individuals must affiliate with an organization to apply and help to ensure fiscal responsibility.

### 3. Application Process

- Application form: All applicants must submit the designated form by the deadline.
- Required information: Project description, timeline, budget breakdown, anticipated environmental or sustainability benefits and outcome, and alignment with the Climate Action Plan.
- Review process: Applications will be evaluated by the Selectboard based on:
  - Project alignment with the Fund's purpose.
  - Clarity, feasibility, and potential for impact.
  - Budget justification and cost-effectiveness.
  - Bid verification for projects requiring labor.
  - Priority for new applicants, considering past funding recipients.

### 4. Grant Award

- Award amount: Based on the approved budget and bid verification, not exceeding the available Fund balance.
- Sustainability Fund Application: Recipients will submit a completed, signed application with all supporting materials to include a project summary, budget, timeline, and deliverables.
- Payment schedule: Funds will be disbursed upon project milestones or completion, as determined by project needs and timeline.
- Reporting: Recipients must submit progress reports at regular intervals as determined by their project timeline and provide a final report upon project completion.
  - The final report must include a detailed description of how the anticipated environmental or sustainability benefits and outcome were achieved.

### 5. Policy Evaluation

- The Selectboard shall have the authority to review and amend this policy and application criteria at any regularly scheduled meeting of the Board.