**Invitation for Proposals: Community Action Project**

**Proposals are accepted on a rolling basis**

**Email application materials to sarah-helmer@uiowa.edu**

Thank you for being an important partner in the Central Midwest Climate Opportunities and Learning (CM CO-Learn), a NOAA CAP Team. CO-Learn focuses on researchers and communities learning from and adapting to each other’s needs, constraints, and knowledge. The overall goal of CO-Learn is to promote climate-resilient communities across Nebraska, Kansas, Iowa, and Missouri.

We welcome proposals from any organization, community, or resident in our four-state region. We are particularly interested in projects that involve Tribal Nations or women landowners and align with one or more of the following areas of interest: agricultural conservation practices; environmental monitoring; climate adaptation planning; food systems/sovereignty; policy and advocacy.

**Community Action Project Program Objectives**

* Improve climate resilience within our four-state region
* Build partnerships

**Levels of Funding**

* Level 1: Up to $1,000
* Level 2: Up to $10,000

**Who can apply**

* Incorporated non-profit groups
* Units of Tribal, State, and Local Governments
* Groups of people who form an informal association to carry out a project

**Project Timeline Information (Approximate)**

* Once you submit a proposal, we will review and get back to you within 6 weeks
* If you are creating a timeline for your project, please have it begin 2 months after you submit your proposal. Example: if you submit on June 15th, 2025, please make your project timeline August 15, 2025 – August 15, 2026
* Post project reports are due at the end, see page 4 for details. We may check in with you periodically. Please remember to take pictures at events, document your project, and maintain receipts until the project is complete in the event we would need them

**How to Apply**

* Email applications in a Word or PDF to sarah-helmer@uiowa.edu
* If you have questions, please email Sarah Helmer (sarah-helmer@uiowa.edu) or Brandi Janssen (brandi-janssen@uiowa.edu)

## Application Form

1. **Title Page**
	1. Project title (short title, ex. Composting and water conservation workshops in Eastern Missouri watershed)
	2. Name of group or organization applying
	3. Location served: what county, watershed, tribal land, city, or region is your project serving?
	4. Project Contact
		* First and Last Name
		* Phone Number
		* Physical Address
		* Email address
	5. Project Payee or Vendor (if different than Project Contact)
		* First and Last Name
		* Phone Number
		* Physical Address
		* Email address
2. **Short Abstract (2-3 sentences)**

Provide a description of your project. (ex. This project will fund five in-person workshops that will demonstrate the environmental benefits of home composting and water conservation. This will be in partnership with and hosted by the Stone City Women’s Agricultural Group and will serve the Eastern Missouri watershed. The goal of these workshops is to conserve water and improve soil quality while reducing waste.)

1. **Program Connection (2-3 sentences)**

Describe how this project improves climate-resilience within your identified community, creates new partnerships, or expands knowledge and awareness of climate change.

1. **Project Participants (short answer)**
	1. Indicate if this project involves tribal communities, women landowners, or both
	2. List project partners, such as individual community members or organizations; indicate whether they are established or new collaborations. Projects that foster new partnerships will be prioritized.
	3. Please provide a quote of encouragement from a partner who supports your project.
2. **Project Description** **(Long answer: For $1,000 Projects, this description need only be about 200 words. For projects up to $10,000, it should be closer to 750 words)**

Describe the project's approach and goals, including expected outcomes or deliverables, and how it will contribute to climate adaptation or resilience, including both social and environmental outcomes.

1. **Partnership with CM CO-Learn team members (2-4 sentences)**

Describe how this project is, or could be, connected to a partnership between your group and CM CO-Learn team members. Detail what discussions, activities, and ideas among your group and the CM CO-Learn team have gone into creating this project's idea and goals. For example, new partners may have only had interactions at a webinar or meeting, but more established partners may describe a growing network of relationships with their organization, community members, CO-Learn team members, and others.

1. **Timeline of your project (a list of the 12 months and planned activities)**

Timelines should begin two months after you submit your application. (ex. you apply on June 15th, please make your project timeline August 15, 2025 – August 15, 2026)

1. **Budget and justification**

See example budget on the next page (ex. Supplies - $1,750, Speaker fees - $1,500, venue costs - $1,000, outreach - $750, personnel - $4,500) Total Project Costs $9,500

|  |  |  |
| --- | --- | --- |
| **Category** | **Item Description and Justification** | **Amount** |
| Supplies | Rain barrels and composting supplies | $1,750 |
| Speaker Fees | 2 speakers - person A from composting organization ($700) and person B from water conservation group ($800) | $1,500 |
| Venue Costs | 5 in person workshops to be hosted at the Stone City Rec Club (5 x $200) | $1,000 |
| Outreach | Printed and digital materials, media costs, printing, advertising event costs | $750 |
| Personnel | Person 1 Name ($2,000) role in organization and on project (40 hours @$50 hr)Person 2 Name ($2,500) role in organization and on project (100 hours @$25 hr) | $4,500 |
| **Total** |  | **$9,500** |

**Helpful Budget Tips**

The funding for these projects comes from the National Oceanic and Atmospheric Administration (NOAA). NOAA guidelines stipulate:

**Allowable Expenses:**

* Personnel effort for PI/staff to conduct the project
* Travel costs associated with data collection, outreach, education, and dissemination
* Speaker Fees
* Participant stipends—This cost may be a flat amount per participant and would be provided to cover costs associated with participating in your activity or event. Examples of expenses included in participant stipends are travel costs, childcare, and other related expenses that help to defray costs incurred to participate.
* Advertisement Costs
* Indirect costs/F&A is limited to 10% unless the organization has a federally negotiated rate
* Supplies or equipment up to $5,000. Please contact us to discuss if you require equipment costs greater than $5,000.

**Not allowable:**

* Entertainment costs or social activities
* SWAG or give-away branded materials
* Honorarium or incentive payments
* General office supplies (this would be considered an F&A cost)
* Books or journals
* Dues, subscriptions, or membership fees
* Building acquisition, construction costs, capital expenditures for improvements to land
* Generally, food is NOT an allowed expense. However, there are specific circumstances where food may be allowable, such as part of an organized meeting, workshop, or conference that shares technical or educational information. Including food in your budget may be subject to review by the funding agency, and could delay project approval. Costs must be fully justified and the intent clearly defined. You will be required to provide a tentative agenda as part of your justification, with the finalized agenda provided once available. Food costs for social events will not be covered.