



Healthy People Healthy Places Integration of Environment and Human Well-being Grant Program 2018 Application Guide

The Elmina B. Sewall Foundation's Integration of Environment and Human Well-Being Grant Program supports organizations using, or committed to using, a deliberate, unified approach to enhancing well-being, prosperity and resiliency of people, communities and nature. These grants support work spanning several *Healthy People Healthy Places Strategies* – in a genuine combination that meets both environmental and human needs resulting in mutual benefit.

We encourage potential applicants to give us a call at (207) 865-3810, prior to submission, to discuss their proposal ideas. **Applications are due January 16, 2018, by 5pm.**



Healthy People Healthy Places Strategies

We believe pursuit of the Healthy People Healthy Places strategies will support the Foundation's goal of improved well-being and prosperity of people and place. Listed below each strategy are examples of practices that grantees might employ. We do not expect that all of these strategies and practices will be relevant to or employed by every organization seeking funding from the Foundation, nor is this list exhaustive. We include it for those who may find it useful in thinking about how their work may fit with that of the Foundation. What is essential is that the strategies are used in combinations that benefit both people and the environment.

- ❖ Support the Well-Being of People – Supports all people to lead healthy and whole lives
 - Strengthens the connection of people, community and environment
 - Provides increased availability and access to land and water
 - Provides safe opportunities for outdoor recreation and contact with nature
 - Ensures that all people have access to healthy, affordable food
 - Supports those who work in natural resource-based industries

- ❖ Support Healthy Land and Water – Protects or enhances land and water quality and productivity
 - Builds environmental ethics and practices
 - Promotes natural resource conservation
 - Stabilizes, improves and/or restores water and land quality
 - Promotes and develops the responsible use of renewable resources

- ❖ Develop Thriving Local Economies – Promotes long-term development while building local opportunity
 - Builds on Maine's assets and strengths to grow and sustain good jobs
 - Builds capacity for Maine-based entrepreneurial efforts
 - Supports sustainable, locally-owned farms, forests and fisheries
 - Strengthens demand for locally-produced goods and services
 - Invests in infrastructure that supports vibrant enterprises

- ❖ Invest in Community Engagement & Social Equity – Strengthens relationships and builds civic participation and social equity
 - Builds diverse and collaborative relationships, trust and reciprocity
 - Improves equity and responds to community needs
 - Enhances civic participation, community voice and local leadership

- ❖ Build Resilient Communities – Builds the capacity of all communities to adapt and thrive
 - Improves equity through community representation and decision-making
 - Strengthens community organizations
 - Integrates built infrastructure and natural landscapes for community benefit and resiliency
 - Integrates community development across sectors
 - Assists a community to adapt and respond to a changing climate



Grant Guidelines

- Applicants must be eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code. This includes 501(c)(3) federal tax-exempt organizations, public schools, public agencies working for the State of Maine, or Indian tribal governments (and their political subdivisions) recognized by the Department of the Interior.
- If you are working with a fiscal sponsor, please contact the Foundation prior to submitting an application. There are legal and organizational implications of a fiscal sponsorship that all parties need to be aware of. Any awards made by the Foundation will be to the fiscal sponsor and the sponsor is responsible for seeing that the work is carried out, funds used appropriately, and reporting is completed. In effect, the sponsor becomes the grantee and is held to all requirements and responsibilities thereof. We will ask for a copy of the agreement between your group and the fiscal sponsor to help ensure that all parties understand this relationship.
- For nonprofits based in Maine, the Foundation will check with the [Maine Secretary of State's](#) website, as part of our due diligence, to determine that your annual report filing is up-to-date. Please review this prior to submitting an application.
- Grants may span 12, 24, or 36 months
- Grants may support operations, capital or projects
- Grant size will vary depending on scale of the proposed work and capacity of the applicant



Application Evaluation

Grant requests will be evaluated based on the following considerations.

Integrated Grant Considerations

- Potential and/or demonstrated impact on [Healthy People Healthy Places Strategies](#)
- **Clearly articulated outcomes** of strategies and program activities that benefit environmental sustainability, human well-being and social equity.
- **Strong cross-sector engagement** as demonstrated by cooperative relationships, activity and reciprocity that results in shared success between the grantee, its partners and the community.
- Extent to which partnerships deepen the impacts of your work by **engaging diverse groups of stakeholders to address complex community issues.**

- Extent to which **the connection between human and environmental well-being** is reflected throughout the organization in its mission, values, programs, and planning.
- Extent to which **the community impacted is engaged in setting-priorities, planning, making decisions, and leading** (including representation on the board, staff, and committees).
- Commitment to **enhancing the connections between human and environmental well-being**.
- Commitment to **learning** as demonstrated in past and/or current work.

Sewall Foundation General Considerations

- Alignment with Sewall Foundation [Values](#)
- Extent to which work builds social equity and engages community
- Potential reach, including benefit to population served, depth of community need, and degree of anticipated impact
- Organizational capacity, including effectiveness of leadership (board and staff), ability to achieve objectives, and organizational financial health
- Results of past Sewall funding and timely reporting, when applicable
- Focus of work is Maine



Additional Guidance for 2018 Applicants

During the Summer of 2017, Sewall Foundation staff and board began reviewing the first three years (2015 – 2017) of the Healthy People Healthy Places program including: application and funding trends; the Foundation’s ability to advance the [program strategies](#); and related commitments to equity, learning, and capacity building. Out of this process arose a great deal of learning that warrants further consideration and guidance to applicants for 2018.

We hope the following information and data on the Integrated grant program offers 2018 applicants more clarity in determining their fit with the program and the size of their request.

Approximately \$3,360,000 in funds will be available for Integrated grants in 2018.

Please click on the links below for more specific information:

- [General Integrated Program Data & Learnings](#)
- Specific Program Area Data & Learnings
 - [Community & Economic Development](#)
 - [Food Systems](#)
 - [Nature-Based Education & Leadership Development](#)
 - [Natural Resource Conservation & Management](#)
 - [Public Policy, Advocacy, and Civil Discourse](#)



Application Instructions

We will only accept applications submitted through our online grant system. Please see our Online Application Guide for more detailed information and helpful tips. Please contact Laura Dover at (207) 504-7941, or ldover@sewallfoundation.org, if you run into technical difficulties.

❖ Create a New Application

- All users (returning and new) must select the "New Application" link to start a new application. The link is found on the Integrated Grant Program page.

Start a **New Application**

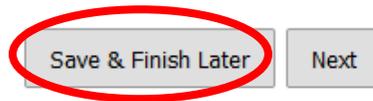
- Returning users will enter the appropriate email address and password for their organization's account.
- New applicants will establish an account and password. When you establish an account, an automated email will be sent to you with your account password.
- We strongly recommend that each organization establish only one account, and use that same account every year. This will allow the organization to have access to all applications, reports, and drafts related to the Elmina B. Sewall Foundation in one location. Be sure to use an email address that is monitored and that a record of the appropriate email address and password is kept. Many organizations find that an info@... account serves this purpose well.

❖ General Information About the Online Application

- Do not use your browser's BACK key to navigate. You will lose any unsaved data.
- We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- Fields with a red asterisk are required for submission.
- The "check" symbol by the upper right corner of text boxes indicates spell-check is on.
- Click the "*Printer Friendly Version*" button at the top of any page to view the application form in its entirety. Please note that the printed version will not show the dropdown options.
- Click the "*Email Draft*" link at the top of any page to share a copy of your draft application with others in your organization. Please note, the emailed draft version is not editable.
- Click the "*Next*" button at the bottom of each page to move through the application. You may also click on the page title tabs at the top of the application to toggle between pages.

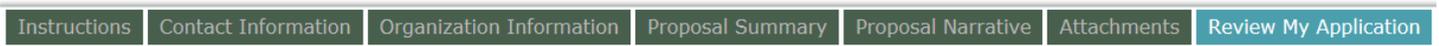
❖ Save Your Application

- It is recommended that you save your work frequently as you are filling out the application.
- Click the “*Save & Finish Later*” button at the bottom of any page to save your information and exit out of the application. An email will automatically be sent to the email address associated with this account with a link to log back in and continue working.



- You may also click the “*My Account*” link from the Integration of Environment and Human Well-being Grants program page on the Sewall Foundation website to return to your saved application. You will need the email address and password of your organization's account to access the saved application.
- Un-submitted applications that remain dormant for 120 days will be automatically deleted by the system.

❖ Review and Submit Your Application



- Click on the “*Review My Application*” tab at the top of any page, to view the application in its entirety. The fields will be populated with your completed answers. You will have a final chance to review and amend your work prior to submission.
- You may also click on the “*Review*” button at the bottom of the “*Attachments*” page, to move to the “*Review My Application*” page.
- Click the “***Submit***” button at the bottom of the “*Review My Application*” page to complete the submission process. An email confirming your submission, including a copy of the completed application, will automatically be sent to the email address associated with your account.



- Please note, the Foundation does not see your application until it is submitted.



Application Narrative Questions

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

Please note: We have removed most word counts in response to user feedback. One to two paragraphs should be sufficient for answering most questions. Concise answers enhance our ability to review your application.

* = Required for submission

Organization Questions:

Instructions	Contact Information	Organization Information	Proposal Summary	Proposal Narrative	Attachments	Review My Application
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The following questions pertain to the *applicant* organization.

- **Mission:** Please provide your organization's mission statement. *
- **Organization Background:** Please provide a brief description of your organization's history, key accomplishments and current programs. *
- **Organization Update:** If your organization has previously applied for funding from the Elmina B. Sewall Foundation, please describe any significant changes to leadership, mission, financial position and programming since the time of your last application.
- **Active Grant Update:** If your organization has a current grant from the Elmina B. Sewall Foundation, please provide a brief update on the funded work, noting significant changes, if any, from the proposal. *Please know that we recognize that approaches to work can evolve with changed circumstances and experiences.*

Proposal Questions:

Instructions	Contact Information	Organization Information	Proposal Summary	Proposal Narrative	Attachments	Review My Application
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The following questions pertain to the work for which you seek funding. If applying for operating support, please consider your organization's full body of work and mission when answering the questions.

- **Brief Summary:** Specifically state the purpose for which you seek funding, and the desired impact or goal of the work. *Limit 100 words.* *
- **Goals Statement:** What do you seek to achieve as a result of this grant? Please note both short-term and long-term goals. *
- **Proposed Activities:** Please describe the proposed activities that would be supported by this grant, and how they will position you to achieve your goals. *
- **Measures of Impact:** How will you measure your progress toward meeting your goals? If you are requesting multi-year support, please indicate benchmarks for each year of the grant period. *

- **Program Alignment:** How will your work enhance the well-being of the environment? How will your work enhance the well-being of people? How does it build equity? *
- **Priority:** Why is this work a priority for your organization and, if applicable, do you anticipate continuing it in the future? *
- **Complementary Efforts:** To what extent does your work complement other efforts in your region or field of interest? If applicable, tell us how you are engaged with others in this work. *
- **Community Engagement:** Please describe who will be served through your proposed work. How are they engaged in the design, implementation, decision-making and evaluation? *
- **Capacity:** Please describe your organization’s capacity (e.g., human resources, organizational and financial stability, community support) to carry out the proposed work. *
- **Integration Capacity Needs:** Working to create mutual benefits for the environment and people is a learning process. What, beyond funding, would help support your continued efforts and growth (e.g. learning opportunities, trainings, technical assistance or consultation, articles, different types of communications or info sharing from the Foundation or other sources, etc.)? Understanding your needs helps inform our work and programming. *
- **Challenges:** In considering your proposed work, what do you view as your greatest challenges and how do you hope to address them? What resources, besides grant support, will you need to do this? *
- **Additional Information:** Is there anything else you would like us to know that is not addressed in the above responses? If there are resources or documents you wish us to be aware of, please refer to them here. Feel free to share a story that illustrates your work.



Attachment Descriptions

Instructions	Contact Information	Organization Information	Proposal Summary	Proposal Narrative	Attachments	Review My Application
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You will have the opportunity to upload the following documents on the “Attachments” page of the application. Click the “Browse” button to select your document, then click “Upload” to attach it to your application.

- **Board of Directors List:** Please attach a Board of Directors list with brief bios, if bios are available. *
- **Values Statement:** If your organization has a values statement, please attach.
- **Financial Statements:** Provide full audited or reviewed financial statements, if available, including an independent auditors/reviewers report and notes to the financial statements for the most recently completed fiscal year shown in comparison to the previous year. Also, please provide any letters/communications to governance or management if supplied to you by the auditor/reviewer.

If audited or reviewed financial statements are not available, please provide balance sheets and statements of activities/profit & loss for the most recently completed fiscal year shown in comparison to the previous year. *Please do not submit IRS Form 990.* *

- **Proposal Budget Attachment:** For project requests, please provide a detailed project budget, listing major expense categories and sources of revenue (in hand, pledged, and sought).

For operating support requests, please provide your organization's operating budget, including income and expense, for the year in which funds will be used.

If you seek multi-year support, please break down your budget by year. *

- **Budget Narrative:** If you would like to include a narrative to clarify any aspects of your Financial Statements or Budget, please do so.
- **Maps:** A maximum of two maps may be included for relevant projects. Maps must be in pdf, jpeg, or jpg format. If you encounter formatting or size problems, please contact the Foundation.



Thank you for your time and effort in applying for an Integration of Environment and Human Well-being grant. We look forward to learning about your organization and its work.

Please feel free to contact the Foundation with any questions, (207) 865-3810.