



Beahrs Environmental Leadership Program

CENTER FOR SUSTAINABLE RESOURCE DEVELOPMENT
COLLEGE OF NATURAL RESOURCES
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October 17, 2008

Small Grants Initiative

Guidelines for *Beahrs* Environmental Leadership Program (ELP) Alumni, 2001-2008

Purpose

The Small Grants Initiative (SGI) was created in 2003 to encourage ELP alumni to engage their institutions and communities in collaborative conservation and sustainable development projects with faculty and students at UC Berkeley. All ELP alumni are eligible to compete for available funds by submitting proposals as stipulated in these Guidelines.

There are many types of collaborative activities that may be funded by the SGI. These include: applied field research; training of trainers; development of business/marketing plans; interdisciplinary workshops; course design and delivery; community-level capacity-building; preparation, publication and dissemination of policy guidelines; planning and development of a new organization or enterprise (including ELP Regional Centers); combinations of these, and others. SGI will not fund individuals to write-up research findings.

All projects must be collaborative involving one or more ELP alumni and one or more members of the UC Berkeley/ELP academic community: faculty, researchers, staff, extension specialists or graduate students. An important goal of SGI collaboration is to enhance two-way learning among academics and practitioners in the field, bringing science, policy and practice together.

Eligibility

All ELP alumni are eligible to submit a proposal for SGI funding (years 2001-2008). To maximize organizational transformation, preference will be given to alumni *currently* employed by organizations dedicated to sustainable environmental management. Preference will also be given to applicants that have never received an SGI grant in the past. Only one proposal may be submitted per person per calendar year.

Funding

An estimated US\$ 40,000 is available for the SGI in 2009. These funds are made available by private donors and by the Buck Kingman Fund at the Center for Sustainable Resource Development, UC Berkeley.

Grants will be awarded in the amount of \$5,000 to a maximum of \$10,000 per award. The number of grants awarded will depend upon the quality of the proposals, their respective budgets as well as total available funds. The SGI welcomes proposals with multiple sources of funding.

In most cases grants will be channeled administratively through the organization with which the grantee is associated. Funds **cannot** be allocated to individuals. The required financial information is requested in the SGI application information form.

Collaboration with University of California, Berkeley

All ELP alumni interested in applying for a grant from the SGI must identify their UC Berkeley partner(s), as well as fellow alumni partner(s) they may wish to work with, *before* submitting the proposal. In your search for an appropriate Berkeley partner that “adds value” to your project, you should feel free to approach any member of the UC Berkeley/ELP academic community you met during the summer course or have come to know through the literature, UC Berkeley website or other means. It is important that you correspond with your prospective partners to ascertain their interest and commitment to participate in the proposed SGI project. A fairly detailed letter that substantiates this interest and commitment is part of the application package. **Our advice from past experience is not to delay in identifying collaborators, sharing early drafts of your proposal and obtaining letters of support.**

If you have a project in mind that would benefit from business expertise, note that the ELP has a strong collaborative relationship with the International Business Development Program at the Haas School of Business. Under this arrangement, if the proposal is accepted, IBD matches a team of four MBA students to work with you and your project on the needed business development aspects, including a site visit of three weeks. Sebastian Teunissen leads the IBD Program at Haas and may be contacted at: STeunissen@aol.com or Teunisse@haas.berkeley.edu. A requirement is that you contact Sebastian by **November 15, at the latest, with a description of your project and the expected role of the IBD team.**

Application (go to the *Beahrs* ELP website to see examples of previous accepted SGI proposals: <http://nature.berkeley.edu/BeahrsELP/smallgrants.html>).

All ELP alumni are invited to submit an application to the Small Grants Initiative for the 2009 competition beginning December 1, 2008. The final deadline for receipt of applications is December 31, 2008. See below for schedule of notification of awards. Completed applications must include all of the following materials:

- Application information form (attached);
- Project proposal (no more than five pages single spaced), to include the following sub-headings and content:
 - a) Problem statement/justification - **very important**;
 - b) Project activities to be undertaken that address the problem;
 - c) Collaboration statement: address what the collaboration will consist of and what expertise it lends to the project; include names, affiliations, and expected time commitment of partners;
 - d) Connection of proposed project with learning/skills developed during ELP certificate course at UC Berkeley;
 - e) Expected results and outputs;
 - f) Timeline and duration (no more than 12 months);

- g) Detailed budget and budget narrative: explain each budget line item. Institutional indirect cost recovery may not be included in the budget. Note that the budget must cover the travel/local costs of the UC Berkeley collaboration.
 - h) Risks associated with the proposed proposal, and possible ways to handle these risks.
- Letter of commitment from each collaborating partner, including at least one member of the UC Berkeley/ELP academic community (this may be a detailed email communication); and
 - Signed letter of support from your supervisor or other professional at your organization who is qualified to judge the merit of this proposal. It is important that this letter address the linkage between the proposed SGI project and the on-going goals and activities of your organization.

Applications may be sent by email attachment to: Beahrself@nature.berkeley.edu. Please state: "Proposal for SGI/your name" in the subject line. Signed letters must be sent by fax or by email with the signature scanned. Fax: (510) 643-4483 or (510) 642-4612.

Reporting requirements

Grantees will be expected to pursue the project activities described in the selected SGI proposals. If, however, there is a need to adjust the activities because of unforeseen circumstances, the grantee will need to submit a project revision request to the ELP for review and approval. The SGI Selection Committee will ensure that the review process is handled quickly (maximum of three weeks).

SGI grantees will need to submit two short reports. The narrative reporting consists of:

1. mid-term one to two page progress report half-way into the specified duration of the project;
2. final written narrative, approximately three to four pages, that documents the project process, substantive results, and the benefits and weaknesses of the collaboration.

Reports must be submitted by the deadlines that will be specified in the grant awards.

Selection and schedule

All SGI proposals are carefully reviewed and evaluated by a five-person Selection Committee consisting of two ELP alumni, one ELP co-director, one UC Berkeley faculty member, and one member of a Bay Area-based environmental organization with an international focus.

Schedule for 2009 SGI awards

December 1 - December 31, 2008: proposals accepted for review. **December 31** is the absolute deadline for receipt of proposals.

January 30, 2008: notification of awards, in some cases pending requested clarifications and changes.

Attached: Application Information Form