

Regional Climate Collaboratives Program

Round 2 Grant Application Instructions

Overview

This document contains instructions for the Regional Climate Collaboratives (RCC) Program Round 2 Grant Application. Applicants should familiarize themselves with the Round 2 RCC Program Guidelines and read through all instructions prior to beginning their application. Information about the RCC Program, including the Round 2 Program Guidelines, templates, and other resources are available on the [SGC website](#). Questions about the application and instructions may be directed to SGC staff by emailing: cace@sgc.ca.gov.

Application Process

For Round 2 of the RCC Program, applicants must submit a Pre-Proposal in order to be eligible to submit a Full Proposal. SGC staff is using the Pre-Proposal process to provide feedback to applicants on project readiness and components of their application to refine before submitting a Full Proposal.

All RCC Applicants must submit a Full Proposal in order to be considered for funding. Full Proposals will consist of the Applicant's responses to narrative questions; a completed workbook providing a workplan, budget, program threshold uploads; and supplemental uploads. Further information related to deadlines, application materials, and application instructions is provided below.

Deadlines

Pre-Proposals are due by **5:00 PM PT on Wednesday, September 6, 2023**. Full Proposals must be submitted by **5:00 PM PT on Wednesday, December 6, 2023**. No late applications or application revisions will be accepted after the deadline. Pre-Proposals and Full Proposals will only be accepted via Submittable. No hard copies, facsimiles, electronic transmissions via email, hand-delivered copies, or any other method of submitting complete applications will be accepted.

Submittal

RCC Applicants will use the online platform [Submittable](#) to submit their Pre-Proposal and Full Proposal materials. Applicants will create a free account with Submittable and will be able to save their answers so that they can come back to their application before submitting. The Submittable forms will include all of the application sections, where applicants can write out narrative responses, submit their budget and workplan, upload required and supplemental documents, and upload their project area map. If Applicants have any questions or experience any ADA accessibility issues with application materials, please contact SGC for assistance cace@sgc.ca.gov. Applicants can also contact [Submittable](#) for technical help regarding the website.

Full Proposal Review

All applications will be reviewed by RCC Program Staff to ensure that all required documentation is submitted on Submittable, and the application is complete. Applicants that may be missing application information will be notified by RCC Program Staff. If Applicants are contacted because of missing information, the application will be deemed incomplete if the applicant does not provide the missing information within two (2) business days.

Applications will be reviewed and evaluated by SGC staff, along with an interagency review panel of partnering State agencies. Eligible applications will be scored based on the threshold and scoring criteria on page 20 of the RCC Round 2 [Program Guidelines](#). Following the initial application review, members of the review panel will conduct interviews with top scoring Applicants. Based on the interagency review of the applications and interviews, SGC staff will finalize and prepare award recommendations to present at the SGC Council Meeting in February 2024 for consideration of final approval. SGC staff will contact Applicants recommended for funding. SGC staff recommendations will be posted for public review ten (10) days prior to the SGC Council Meeting.

It is the Applicant's responsibility to ensure that the application is clear, complete, and accurate. After the application deadline, staff from SGC or other partnering state agencies may request clarifying information or inquire as to where the application-specific information is located provided that such information does not affect the competitive rating of the application. No information, whether written or oral, will be solicited or accepted if this information would result in a competitive advantage to an Applicant or a competitive disadvantage to other applicants.

Application Components

Pre-Proposal

Applicants are required to submit a Pre-Proposal on Submittable that will help prepare for a Full Proposal submission. The components of the Pre-Proposal are:

- 1. Grant Partner Details:** Applicants should indicate their partner entities that will make up their Collaborative Partnership Structure.
- 2. Region and Communities of Focus:** Applicants will respond to narrative questions on their selected Region boundaries and Communities of Focus as well as submit a screenshot of their draft project area map.
- 3. Draft Vision Statement:** Applicants will provide a draft vision statement that illustrates their Collaborative's outcomes.
- 4. Program Objectives:** Applicants will respond to narrative questions on how their project will address the four RCC Program Objectives.
- 5. Draft Budget and Workplan:** Applicants will fill out a draft budget and workplan within Submittable as well as a high-level draft budget justification. The draft budget should provide an estimated budget for each identified partner. The draft workplan should present identified tasks the Collaborative intends to carry out in order to achieve their desired outcomes.

Full Proposal

Applicants are required to submit a Full Proposal on Submittable. The components of the Full Proposal are described below.

Threshold Uploads

Applicants must upload the documents described below to demonstrate that they meet all RCC Round 2 Program Thresholds. If an application does not meet the Program Thresholds, it will not proceed to the next step of the review process. Some of the Threshold Upload documents below will also be reviewed under the relevant scoring criteria. Please refer to the Threshold Criteria on page 19 and Scoring Criteria on pages 20-24 of the RCC Round 2 Program Guidelines.

Applicant Eligibility

- Resolution or Letter of Authorization for the Managing Partner:** Managing Partners must verify their ability to accept and execute the grant if awarded through one of these two forms of documentation. If the Managing Partner is a public agency, they must provide evidence of an adopted formal resolution in the application that includes an authorization to apply for and accept an RCC Grant, and authority to execute all related documents if awarded. If the Managing Partner is a tribe or an eligible applicant that is not a public agency, they must include either an authorization in the form of a formal letter or a resolution passed by the organization's governing body that includes authorization to apply for and accept an RCC Grant, and authority to execute all related documents if awarded.

- Letters of Commitment for all Partners:** All Partners must submit a signed letter to demonstrate their commitment to and ability to contribute to their RCC project if awarded

Collaborative Partnership Structure

- Draft Partnership Agreement:** Applicants must upload a Partnership Agreement. At the time of application, Applicants are not required to sign the Partnership Agreement. Please refer to the Partnership Agreement template on the RCC Resources page for more guidance. Applicants can adapt this format however they see fit or follow a different format as long as all required information is included.

Project Area

- Region and Communities of Focus Map:** Applicants must provide a map using the RCC Mapping Tool that demonstrates their identified Region and Communities of Focus. Applicants will submit a screenshot(s) of their Project Area Map on Submittable. Please see the RCC Mapping Tool Instructions for further guidance.

General Narrative Questions

Applicants will describe their RCC project through the General Narrative Questions. This is the opportunity for applicants to demonstrate project need and explain how the proposed workplan will benefit the Region and Communities of Focus and advance RCC Program Objectives.

Workplan, Timeline, and Budget

Applicants will fill out their Workplan, Timeline and Budget within Submittable, providing a description of tasks and sub-tasks; activities addressed; proposed budget; timeline; and Collaborative members involved in implementing each task and subtask.

- Work Plans should have clear timelines, discrete tasks, and detailed deliverables.
- Applicants will provide additional context and a budget justification for how RCC funds will be spent in the General Narrative Questions.

Supplemental Uploads

Applicants are encouraged to submit supplement materials along with their application materials.

Supplement uploads are completely optional and could include:

- Reference letters for Partners
- Background documentation to demonstrate previous relevant experience
- Letters of support from “Supporters” as well as any organizations and community members who are not part of the Full Proposal