

Sustainable Reserve Fund

Services, Programs and Project Funding Request Guidelines for all non-City of Oberlin entities

Program Purpose

To provide funding for services, programs and/or projects demonstrating energy efficiency, energy conservation, green-house gas emission reductions, renewable energy generation and/or demonstrated furtherance of climate goals as referenced in the Climate Action Plan (CAP) adopted by the City of Oberlin. Funding must demonstrate a furtherance of progress toward the City's goal of being a climate positive community by 2050 through services/programs or projects that are consistent with the strategies contained in the Climate Action Plan.

Program Requirements

- Services/Programs/Projects must balance the environmental, social and economic interests of the community. Projects must support the Oberlin community by investing in initiatives that directly benefit a significant number of residents.
- Services/Programs/Projects shall address goals in at least one of the CAP focus areas:
 - (1) Renewable Energy Generation
 - (2) Energy Efficiency and Conservation
 - (3) Waste Management
 - (4) Education and Outreach as it relates to Sustainability
 - (5) High Performance Buildings
 - (6) Land Use, Local Food and Agriculture
 - (7) Water Use
 - (8) Resilience to Climate Change
 - (9) Transportation

Program Administration

Administration and oversight of the Sustainable Reserve Fund shall be under the direction of the City Manager or his/her designee.

Program General Guidelines

Funding proposals will be accepted on a rolling basis until funding runs out. They shall include the following information and be sent by email attachment to Linda Arbogast, Sustainability Coordinator for the City of Oberlin at larbogast@cityofoberlin.com.

1. A general description of the service, program or project including how the request meets all program requirements;
2. A timeline of activities, overall budget for the work and monitoring and evaluation plan;
3. Demonstration of capacity to execute proposed project;
4. Amount of funds requested from the Sustainable Reserve Fund for the service, program or project.
5. List any business or financial arrangement required with any other entity or individual to fulfill the request.
6. Requests for funding will be considered up to \$10,000 with eligibility limited to once in a five-year period.
7. Consideration given to programs/projects/services with a significant percentage of matching funds, programs/projects/services that demonstrate a wide community impact,

have clear carbon reduction components, improve energy efficiencies, or have other features that further the goals of the Climate Action Plan.

Program Review/Approval Process

The City Manager or his/her designee will review the request to assure it meets program requirements.

Program Funding

Annual appropriation of funds shall follow the Sustainable Reserve Fund budgetary approval process.

Program Reporting

Grant recipients must submit reports annually if the project is multi year or upon completion of the project. Reports should include a narrative description of what was accomplished, a financial report outlining how funds were spent and a plan of how to sustain the outcome of the grant.