

## **The 2006 Smart Growth Planning Grant Program**

ANJEC will award 1-to-1 matching reimbursement grants of up to \$20,000 each to municipalities for local or regional plans, ordinances, studies or document reviews that protect natural resources and establish the land use patterns envisioned in the State Plan. Suitable projects include, but are not limited to, the following:

- **natural resource inventories (NRI)**
- **open space plans and preservation programs**
- **master plan conservation elements**
- **brownfields or revitalization plans that include new open space**
- **bicycle/pedestrian network plans**
- **capacity studies such as build-out analysis, septic capacity and groundwater supply**
- **master plan or zoning ordinance revisions that incorporate smart growth concepts including clustering, downzoning, conservation design, and transfer of development rights (TDR).** Grants are not intended to fund routine or minimum master plan tasks required by state law.
- **critical areas protection ordinances for steep slopes, stream corridors, wellhead areas**
- **planning tasks that help obtain Plan Endorsement from the State Planning Commission**
- **intermunicipal/regional plans to protect common resources (greenways, open space, etc.)**

The grant and matching funds may be used to hire a consultant or firm to carry out project tasks, and may be combined with other grants, if permitted under the terms of such other grant(s). *Grants are for new projects only.* No grants will be awarded for projects that have already begun, or for which consultant services have already been contracted. Grant funds *may not* be used for capital projects or the purchase of equipment or software.

### **Who may apply?**

To be eligible for this program, a municipality (or two or more municipalities applying together) must be in New Jersey and have a functioning environmental commission, established by ordinance. For open space projects, towns that do not have an environmental commission but do have an established open space committee may also apply.

### **In-kind contributions by the municipality:**

A municipality may provide up to 50% of its match through *in-kind services*, work performed on the grant project by municipal volunteers and staff, such as participation at grant-related meetings, information gathering, map or text development and review, publicity/public outreach activities, and preparation of reports. For the purposes of this program, the municipality may count in-kind services at the following rates:

- > professional staff (planner, attorney, engineer, town administrator) @ \$30/hour
- > volunteers/commissioners/elected officials, office/administrative/public works staff @ \$15/hour

### **Environmental commission participation :**

Environmental commission participation is required in both the planning and execution phases of the grant project. Projects directly related to open space should include similar participation by the open space committee, if one exists.

### **Public outreach:**

To help assure community awareness and support of the plans and initiatives financed by the grant program, each proposal must also include specific activities for public participation and public outreach such as press releases, articles, surveys, public meetings and exhibits. Environmental commissions are well-suited to carrying out tasks related to outreach.

### **Payment of grant funds to the municipality:**

Grantee municipalities have one year to complete their projects, and must submit quarterly progress reports to ANJEC. To obtain reimbursement, a town will need to complete all project tasks, provide a copy of the finished grant product (plan, report, study, ordinances, etc.) to ANJEC, and submit a final report that summarizes the project and documents expenditure of all funds, including in-kind services.

## APPLICATION MUST INCLUDE ALL OF THE FOLLOWING:

- 1. Application Cover Sheet**, completed (attached, opposite - also available on [www.anjec.org](http://www.anjec.org)).
- 2. Narrative/Proposal:** Description of the project - what you will do, how you will do it, and what the final product(s) will be. Explain how the municipality will utilize the product(s) of the project as part of a comprehensive effort to protect natural resources and work toward the goals of the State Plan (maximum 3 pages).
- 3. Project Team:** Identify members of the committee that will carry out the project, including consultant(s) and other key individuals, with titles and contact information (max. 1 page).
- 4. Work Plan:** A one-year schedule of tasks and who will complete them. The work plan will form the basis of the grant agreement between the municipality and ANJEC. Include a kickoff meeting with the project team and consultant. Please use this format for the work plan:  

*Month 1 - Project team and consultant review and comment on ANJEC grant agreement; agreement signed by Mayor and ANJEC;*

*Month 2 - Kickoff meeting with consultant and project team. ANJEC staff member invited. EC develops newspaper article on project. Consultant begins data collection; etc.*
- 5. Environmental Commission Letter of Support:** Include a description of the commission's and/or open space committee's involvement in the project, and a list of members, with phone numbers.
- 6. Public Outreach:** Description of specific public participation and public education activities for the project. Explain how you will build community support for its use or implementation (max. 1/2 page).
- 7. Project Budget:** Itemization of all costs and contributions, including in-kind services/activities. Consultant services and other costs should be based on actual proposals or quotes.
- 8. Governing Body Resolution:** Resolution should indicate understanding of and support for the project, and a guarantee to provide matching funds (state amount of match, or a maximum ("up to...")).
- 9. Attachments** (optional — limit to 3 pages).

### Application deadline:

Applications must arrive at ANJEC by **5pm, Friday, March 31, 2006**. Submit **two** complete copies of the application to ANJEC. Please do not use plastic folders or other presentation devices -- simply staple the pages of each application together. Double-sided copying saves paper.

\*\*Note that mailing and street addresses are different:

For US Mail delivery, use: ***ANJEC, PO Box 157, Mendham, NJ 07945***

For courier (FedEx, UPS, etc.) or hand delivery, use:

***ANJEC, Morris Co. Cultural Center - Second Floor  
300 Mendham Rd., Morristown, NJ 07960***

### Notification of grantees:

Successful applicants will be notified of their awards by May 15, 2006.

### For questions about the grant program:

Contact Kerry Miller - [kmiller@anjec.org](mailto:kmiller@anjec.org) Phone: 973-539-7547 Fax: 973-539-7713

ANJEC Website: [www.anjec.org](http://www.anjec.org)



This electronic form can be filled out on-screen, printed and mailed with other application materials. Please keep a copy for your files.

SMART GROWTH PLANNING ASSISTANCE GRANT PROGRAM
2006 APPLICATION COVER SHEET

Name of Municipality \_\_\_\_\_ County \_\_\_\_\_

Municipal address \_\_\_\_\_

Administrator \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Administrator's e-mail \_\_\_\_\_ Clerk's phone \_\_\_\_\_

Mayor \_\_\_\_\_ Day phone \_\_\_\_\_

Date environmental commission was established by ordinance \_\_\_\_\_

Name of environmental commission chair \_\_\_\_\_

Day phone \_\_\_\_\_ e-mail \_\_\_\_\_

Is the commission a member of ANJEC? yes no

Date open space committee was established, if applicable \_\_\_\_\_

Please designate a contact person from the Project Team who is overseeing this application and will be generating quarterly reports on the project, if funded, throughout the coming year. This person will be the liaison between the municipality and ANJEC, and must be available for telephone contact during business hours:

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Day phone \_\_\_\_\_ e-mail \_\_\_\_\_

Title of project \_\_\_\_\_

100-word description of project: \_\_\_\_\_

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Grant amt. requested \$ \_\_\_\_\_ Amt. of cash match \$ \_\_\_\_\_ In-kind match \$ \_\_\_\_\_

Source(s) of matching funds \_\_\_\_\_

Previous grants obtained by the environmental commission \_\_\_\_\_

Date of last master plan review by planning board \_\_\_\_\_

# 2006 SMART GROWTH PLANNING GRANTS FOR MUNICIPALITIES

**MATCHING GRANTS OF UP TO \$20,000  
FOR NEW JERSEY COMMUNITIES**

**Application deadline  
March 31, 2006**

*Grants made possible through the generosity  
of the Geraldine R. Dodge Foundation  
Morristown, NJ*

**anjec**  
association of new jersey  
environmental commissions  
PO Box 157, Mendham, NJ 07945  
[www.anjec.org](http://www.anjec.org)

## **About the Smart Growth Planning Grants Program**

The Association of NJ Environmental Commissions (ANJEC) is a statewide non-profit organization that informs and supports environmental commissions and other local boards and officials in their efforts to protect the environment and preserve quality of life in their towns.

Since 2002, with generous funding from the Geraldine R. Dodge Foundation, ANJEC has been providing matching grants to New Jersey municipalities through its Smart Growth Planning Grant Program. The goal of the grant program is to promote local land use planning that reduces sprawl, creates efficient, walkable communities with sufficient open space and green infrastructure, and protects rural and environmentally sensitive areas so they can continue to perform their critical ecological functions. Over the past four years, the program has awarded more than \$750,000 in grants for 81 local planning projects involving 70 municipalities.

Towns want to be in control of their futures, and the key to control is good land use planning. Whether anxious for growth or looking to discourage it, a municipality needs to examine its vision for the future, assess its natural resources and open space, and amend its land use plans, zoning and ordinances accordingly. The Smart Growth Planning Grant Program provides grants to help towns with the process of comprehensive planning to create livable, environmentally sustainable communities.