

HOW-TO GUIDE

Climate Resolve

ecoAmerica's How to Guide is a resource for US leaders and their stakeholders to address climate challenges wherever they are living and working.

OVERVIEW

If you are a local, regional or national leader who is working on a climate change agenda, this stepwise model will help you organize a successful climate program with planning, stakeholder engagement and execution steps. This series features the finalists of ecoAmerica's 2024 American Climate Leadership Awards.

STEP-BY-STEP GUIDE

Planning Ready for Tomorrow (RfT) No-Cost Grant Writing Assistance Program

1. Define a geographic scope that includes communities that your organization would like to support in securing funding for implementation and planning of climate adaptation projects
2. Conduct a landscape analysis to understand the current level of climate preparedness in your communities of focus to identify their specific needs/ priorities.

Tip: This landscape analysis should include some background research on the State's, County's, City's, or Tribe's General Plans, Climate Resilience Plans, and Local Mitigation Plans. Refer to our Landscape Analysis Report for the Inland Southern California Region and Ready for Tomorrow: A Snapshot of Climate Preparedness Planning in Southern California if you would like an example of how Climate Resolve completed this.

Funding RfT No-Cost Grant Writing Assistance Program

3. Identify sources of funding (e.g. private, philanthropic, or public) that can be used to support the no-cost grant writing assistance to your communities of focus.

Tip: Reaching out to philanthropic organizations of utilities and banks has been fruitful for us, so we encourage you also to explore this funding route.

Developing RfT No-Cost Grant Writing Assistance Program

4. Scan available funding opportunities that your communities of focus would be eligible to apply to

Tip: Creating a matrix or table of these opportunities for future reference is helpful for sharing with interested participants, with categories for types of funding. Refer to Climate Resolve's Climate Grant Opportunities matrix as an example of some of the categories you might also want to consider in your resource.

5. Leverage your existing networks and identify opportunities to promote the launch of your program to your communities of focus

Launching RfT No-Cost Grant Writing Assistance Program

6. Create an RfT No-Cost Grant Writing Assistance webpage on your org's website with a link to a created intake form that representatives of your communities of focus can fill out to help your team understand their needs and priorities

Tip: List out climate-related activity areas for users to checkmark and provide space for interested participants to add additional comments

7. Develop and create communications, social media, and email materials tailored to your community of focus and present to different audiences to bring awareness to the program services

Tip: Identify regional entities, climate conferences hosted in your region, and board meetings to present at

Managing the Rft No-Cost Grant Writing Assistance Program

8. Set up intake calls with interested program participants and match chosen participants with current grant opportunities
9. Co-develop a work plan with program participants that meets participant's needs, which may include:
 - Creating a grant opportunity brief that summarizes key information
 - Setting up a recurring meeting between RfT and program participants to check-in during the grant process
 - Tracking key grant deadlines and assigning roles to the project team
 - Creating project team folder to allow collaboration between working documents
 - Facilitating relationships between city staff and CBOs
 - Developing ArcGIS maps that visually integrate data sources into the narrative of the grant proposal
 - Drafting templates for letters of support and requesting signed letters from key stakeholders
 - Assisting with submittal of grant application

Expanding the RfT No-Cost Grant Writing Assistance Program

10. As the program expands, the project team will pursue further co-funding from both the public and private sectors like utilities, companies, banks, and foundations. Through this co-funding, the project team can diversify their funding sources and help expand to communities outside the original audience and target service area. Climate Resolve has had some success reaching out to entities like the City National Bank, Wells Fargo, East-West Bank, and Resilient Cities Catalyst to provide some examples.

Tip: In reaching out to co-funders, it is useful to track your program's metrics so you can make a convincing case for your program's successes.