

# Frequently Asked Questions

## How do I submit my application?

Download the application online or request an application from the Town Environmental Sustainability Coordinator by calling (919) 918-7326 or visit the Planning Department Office for a paper application. Submit the completed application before the deadline on (Insert Date) by email to Laura Janway at [ljanway@carrboronc.gov](mailto:ljanway@carrboronc.gov) or mail/fax to:

Town of Carrboro  
Planning Department  
301 W Main St  
Carrboro, NC, 27510  
Fax: (919) 918-4454

## How much funding can each applicant request?

Applicants can apply for up to \$2,500.

## What if I don't have a Homeowners Association or other neighborhood-based organization?

An official organization is not necessary to apply for a grant. It must however be a group of neighbors, or a local non-profit organization located within Carrboro Town Limits. Individuals are not eligible to receive grant funding through the Green Neighborhoods Grant Program.

## What projects are considered for grant eligibility?

All projects must achieve the following:

- Reduce emissions, enhance ecosystem resiliency, or contribute to climate action awareness or engagement
- Be completed within six months of grant award
- Be initiated, planned, and implemented by community members
- Obtain Town permits required for construction, if applicable.
- Any contractors must carry required insurance.
- Group/fiscal agent must obtain adequate liability insurance if deemed necessary by the Town (e.g. event insurance)

## What if I am outside of Carrboro's Town Limits?

Applicants and projects must be located entirely within Carrboro's Town Limits.

**Do I need liability insurance in order to apply and implement a project?**

This will depend on the type of project you wish to implement. If you wish to hold an event to promote action around climate disruption then you will need to obtain event insurance. Any construction work must be carried out by a licensed contractor who carries appropriate liability and worker's compensation insurance. If for example you are applying to add an electric air source water heater to a community center then it must be installed by a licensed and insured contractor. If you are not sure if your project will require insurance, please contact Eric Punkay at [epunkay@carrboronc.gov](mailto:epunkay@carrboronc.gov) or 919-918-7332.

**Do I need to provide matching funds to be eligible for a grant?**

Matching funds are not required to be eligible to receive a Green Neighborhoods Grant.

**How will the grant awards be selected?**

All grant applicants will be reviewed by Town staff and Climate Action Team. Projects will be evaluated on the following criteria:

- Racial equity and environmental justice
- Project impact
- Project planning and design
- Neighborhood participation and support
- Project engagement
- Finances
- First-time applicant

Please refer to the scoring rubric on the web page for further details. Additionally, incomplete applications will not be considered.

**When are applications due?**

Complete application materials must be received by 3 pm on June 9, 2023, to be considered for funding.

**When will the grants be awarded to the applicants?**

Grants will be awarded by June 16, 2023.

**Will grant awardees receive funding right away or be reimbursed after submitting receipts for review?**

Ninety percent (90%) of the funds granted will be provided once the award contract has been signed and finalized. Final reports including receipts must be filed for review by February 19, 2024. Once reports and receipts have been reviewed and the Town is satisfied that the conditions of the grant were met, the remaining ten percent (10%) of grant funds will be dispersed.