A close up of a sign

Description generated with very high confidence

Staff Capacity Application Form

Climate Leadership Grant Program

Please complete all below fields and upload your completed application to your state-specific folder.  Questions? Contact [Katie Thomas](mailto:kthomas@usclimatealliance.org) or [Reema Bzeih](mailto:rbzeih@usclimatealliance.org).

# Application Information

|  |  |
| --- | --- |
| Applying State Office |  |
| Sponsoring Alliance State Governor’s Office Team Member |  |
| Name of Primary Contact for Application |  |
| Title and Office of Primary Contact |  |
| Primary Contact Email and Phone Number |  |

1. Scope of Need

Describe the specific barriers your office faces with respect to the staff capacity needed for formulating, developing, and implementing climate policy and/or implementing the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA). If applicable, please also explain how additional staff support would not displace current talent but add value to state climate efforts.

# Project Key Results and Outcomes

Additional staff support should be used to make progress toward achieving your Governor’s near-term climate goals and/or implementation of IIJA/IRA. Please describe:

* measurable, time-bound key results expected to be achieved during the 2-year term of the new staff
* long-term outcomes that would be achieved after the 2-year term

# Project Activities

Please describe the project activities and how this set of activities will help achieve the outcomes and key results described above. For example, what would be the roles and responsibilities of the new staff during their 2-year term? What specific projects/policy priorities would the staff support and what is the timeline for doing so during their 2-year term? How would this additional staff capacity help advance the Governor’s near-term climate change policy goals?

# Support Infrastructure

The new staff should be sufficiently integrated with and report to key decision-makers to effectively support state priority climate policies and programs. Please provide an overview of the agency/program receiving additional staff. Describe the infrastructure and resources in place to support the new staff in achieving the policy goals (e.g., in what office would the position be located, to whom would the new staff report, what additional staff resources are available to the new staff).

# Scaling-up Results

Alliance members benefit by learning from each other, and given the scale of their shared market, adoption of substantially similar policies across states can transform markets, leading to positive impacts across the country. How would the results be scaled up? Please describe:

* state engagement within the Alliance, especially current or expected leadership roles in the Alliance or regionally, and areas of focus that help to advance both state priorities and Alliance-wide priorities;
* replicability across Alliance states (i.e., potential for other states or regions to adopt similar practices and replicate success); and
* consideration of regional, political, sectoral or other diversity that would help make a case for climate action across the U.S.

# Alliance Support

Please describe whatever support, including communications and any other capacities, that would be expected from the Alliance to support the new staff.

1. Budget

Please provide an itemized budget for new position’s salary, benefits, and travel for up to a 2-year term. The salary must be at the fair market rate for the state and type of position. Include an explanation of how the salary would conform with the existing salary structure of the respective state office or agency. Grant resources cannot be used to cover overhead or indirect expenses (e.g., office supplies, computer equipment, etc.).

# Grant Administration and Hiring Process

Would the applying state/agency be the recipient of the grant?

If yes, please provide the following details:

* Description of the legal authority that would allow the applying state/agency to receive the sub-grant funding for the purposes contemplated by this application.
* Description of the process and approvals the applying state/agency would need to undertake to create the position and hire.
* Expected timeframe for hiring, describe any potential delays and mitigation strategies to overcome hiring delays.

Note that an additional 6 months will be added to the grant term (totaling 2.5 years) to account for time to recruit and hire. It is expected that grant funds would not start to be expended until the position is filled.

If no, please indicate the organization that would be the primary recipient of the grant and would be hosting the staff working on the project activities identified in Question #4.

# Representations

By submitting this application to the Alliance’s Climate Leadership Grant Program, applicant agrees:

1. disbursement of any funds is expressly contingent upon the prior execution of a formal grant agreement;
2. all necessary approvals were obtained in accordance with applicable law;
3. no portion of this grant will be used for any lobbying activities, as defined by the Internal Revenue Code, and the amount of the requested grant does not exceed the amount budgeted (if any) for non-lobbying activities related to the Climate Leadership Grant Program;
4. the budgeted amount for salary and benefits is reflective of the fair market rate for the state and type of position;
5. the applying state/agency would be able to create the position in accordance with state hiring laws and practices and,
6. any grant resources that may be provided will not be used to replace a current or existing source of funding.

*Thank you for your application!*