

Orange County Community Climate Action Grant - Application

Table of Contents:

- Section A. Applicant Organization's Contact Information
- Section B. Collaborators and Partners
- Section C. Project Information
- Section D. Scored Criteria

You can invite additional people to complete this form as a collaborator. [Follow this link for additional information \(https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms\)](https://submittable.help/en/articles/3654810-inviting-collaborators-on-submissions-and-additional-forms)

** The owner of this application (the person who started it and added the collaborators) is the only person who is able to submit. Once submitted, ownership is able to be transferred to another person.*

- Click on Invite Collaborators. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.
- Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable. In order to communicate with collaborators through the Submittable platform, all invitees must accept the invite BEFORE the owner of the submission (that's you!) hits Submit.
- After you've sent invitations to collaborate, you can click on the Invite Collaborators link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will also be a trash can next to each person's name so that the Submission Owner can remove anyone that they no longer want to collaborate on the submission.

Section A. Applicant Organization's Information

A1. Organization's Legal Name (required)

A2. Physical Address (required)

Country (required)

Address (required)

Address Line 2 (optional)

City (required)

State, Province, or
Region (required)

Zip or Postal Code (required)

A3. Is your mailing address different than your physical address?

(required)

Yes

No

A4. Web Address (if applicable)

example.com

A5. Preferred Phone Number (required)



A6. E-Mail (required)

email@example.com

A7. Tax ID Number (required)

XX-XXXXXXX

A8. Where did you hear about this grant opportunity? (required)

- Social media
- Website
- Email
- Newsletter
- Yard sign
- Other

A9. Have you applied to this grant opportunity before? (required)

- Yes
- No

Disclosure of Potential Conflicts of Interest and Non-Discrimination Clause

Are any of the Board Members or employees of the organization which will be carrying out this project or their named project collaborators/partners or members of their immediate families, or their business associates:

A10. Select any of the following that apply: (required)

- a. Employees of or closely related to employees of Orange County
- b. Members of or closely related to members of the governing bodies of Orange County
- c. Current beneficiaries of the program for which funds are being requested
- d. Paid providers of goods or services to the program or have other financial interests in the program
- e. Not applicable / NA

A11. NON-DISCRIMINATION

Provider agrees as part of consideration of the granting of funds by funding agencies to the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, gender, national origin, age, handicap, religion, sexual orientation, gender identity/expression, familial status or veterans status with reference to any activities carried out by the grantee, no matter how remote. The parties hereto further agree in all respects to conform to the provision and intent of Orange County Civil Rights Ordinance, as amended and the Orange County Anti-discrimination Policy. This provision is enforced by action for specific performance, injunctive relief, or other remedy as by law provided; this provision shall be binding on the grantees, the successors and assigns of the parties hereto with reference to the above subject matter.

To the best of my knowledge and belief all of the above information is true and current. I acknowledge and understand that the existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

(required)

A12. Primary Contact Name (required)

First Name (required)

Last Name (required)

A13. Primary Contact Title

A14. Primary Contact Preferred Phone Number (required)



A15. Primary Contact Email Address (required)

A16. Chief Executive Officer / Executive Director (required)

First Name (required)

Last Name (required)

A17. Chief Executive Officer / Executive Director Title

A18. Chief Executive Officer / Executive Director Preferred Phone Number (required)



A19. Chief Executive Officer / Executive Director Email Address (required)

A20. Date of Incorporation (Month/Year): (required)

A21. Applicant Organization's Purpose/Mission: (100 word limit)
(required)

Limit: 100 words

A22. Living Wage: Does this organization pay employees a minimum living wage* (A living wage is \$17.65/hr or \$16.15/hr with employer provided health insurance.)? (required)

- Yes
- No
- N/A (not applicable)

What is a living wage? (<https://orangecountylivingwage.org/about/frequently-asked-questions/#toggle-id-2-closed>)

A23. Is this organization an Orange County Living Wage Certified Employer*? (required)

- Yes
- No

Orange County Living Wage Certified Employer
(<https://orangecountylivingwage.org/directory/>)

Schedule of Positions:

A24. Number of Full-Time Paid Positions: (required)

A25. Number of Part-Time Paid Positions: (required)

A26. Number of Volunteers: (required)

Section B. Collaborators and Partners

In some projects, collaborators and partners provide essential capacity and connections. If collaborators or partners are an essential part of your project, whether or not they are receiving grant funds, please use this section to provide more details. If you are not working with collaborators or partners, please feel free to write N/A in this section and move to the Project Information section.

B1. Are you working with any collaborators or partners on this project? (required)

Yes

No

B1a. Collaborator Organization's Legal Name (required)

B1b. Date of Incorporation (Month/Year) (required)

B1c. Collaborator organization's Purpose/Mission (100 word limit)
(required)

Limit: 100 words

B1d. Living Wage: Does this organization pay employees a minimum living wage* (A living wage is \$17.65/hr or \$16.15/hr with employer provided health insurance)? (required)

- Yes
- No
- N/A (not applicable)

What is a living wage? (<https://orangecountylivingwage.org/about/frequently-asked-questions/#toggle-id-2-closed>)

B1e. Is this organization an Orange County Living Wage Certified Employer*? (required)

- Yes
- No

Orange County Living Wage Certified Employer
(<https://orangecountylivingwage.org/directory/>)

Schedule of Positions:

B1f. Number of Full-Time Paid Positions: (required)

B1g. Number of Part-Time Paid Positions: (required)

B1h. Number of Volunteers: (required)

B2. Do you have another collaborator or partner to add? (required)

Yes

No

Section C. Project Information

C1a. Project Name (This will be used as the name of your submission; please keep your project name to less than 5 words. Examples: Tree Planting, LED Lights, Rain Garden, Rooftop Solar) (required)

Limit: 300 characters

C1b. Please describe the proposed project. (300 word limit) (required)

Limit: 300 words

C1c. Please describe your project's benefits, including those that are quantifiable. (150 word limit) (required)

C1d. Please choose the best description for the type of project*:

(required)

- Clean Energy Infrastructure – New
- Clean Energy Infrastructure – Repair
- Clean Energy Infrastructure – Replacement
- Communication/Education
- Nature-Based Solutions
- Waste Reduction/Circular Economy
- Analysis/Plan
- Other (Please describe)

*The [Background and Information](https://www.orangecountync.gov/DocumentCenter/View/27829/Orange-County-Community-Climate-Grant-Background-and-Instructions-FY24-25)

(<https://www.orangecountync.gov/DocumentCenter/View/27829/Orange-County-Community-Climate-Grant-Background-and-Instructions-FY24-25>) document provides examples.

C1e. What is the main way that this project helps fight climate change? (select one): (required)

- Energy Efficiency
- Renewable Energy
- Beneficial Electrification
- Carbon Sequestration
- Waste Reduction
- Other (Please describe)

C1f. Please select the jurisdiction(s) where your project is focused and briefly state how your project aligns with the relevant Climate Action Plans: (required)

- Town of Carrboro/Town of Carrboro Community Climate Action Plan
- Town of Chapel Hill/Town of Chapel Hill Climate Action and Response Plan
- Town of Hillsborough/Town of Hillsborough Comprehensive Sustainability Plan
- Orange County/Orange County Climate Action Plan

Carrboro: <https://townofcarrboro.org/928/Community-Climate-Action-Plan>
(<https://townofcarrboro.org/928/Community-Climate-Action-Plan>)

Chapel Hill: <https://www.sustainchapelhill.org/featured/2020/2/18/climate-action-and-response-plan>
(<https://www.sustainchapelhill.org/featured/2020/2/18/climate-action-and-response-plan>)

Town of Hillsborough:

<https://assets.hillsboroughnc.gov/media/documents/public/comprehensive-sustainability-plan-full-plan.pdf>
(<https://assets.hillsboroughnc.gov/media/documents/public/comprehensive-sustainability-plan-full-plan.pdf>)

Orange County: <https://www.orangecountync.gov/3096/Climate-Action-Plan>
(<https://www.orangecountync.gov/3096/Climate-Action-Plan>)

C2. Do you have another project to add? (required)

- Yes
- No

Funding Request Summary

Please list all proposed projects (please list project name only) for which you are requesting Community Climate Action Grant funding for Fiscal Year 2025-26. Make sure to include a brief description of the proposed use of funds. Applicants will be asked to provide more details on their proposed project budget in the Budget Worksheets linked template.

C3. Total Funding Request (required)

\$ USD

C4. Describe your proposed use of funds. (150 word limit) (required)

Limit: 150 words

C5. If a full award for your project is not possible, can/will you accept partial funding and still be successful? (required)

Yes

No

Section D. Scored Criteria

Criterion 1 - Social Justice and Racial Equity

This criterion has a maximum score of 6 points (out of a total of 26 points).

D1. Who will directly or indirectly benefit from your project? Please be as specific as possible on the characteristics of those who will benefit including, gender, race, age, income level and geographic location. (200 word limit) (required)

Limit: 200 words

D2. What are the demographics of the area where your project takes place? (150 word limit) (required)

Limit: 150 words

D3. Does your project help to address any racial disparities in the location it is proposed for? (200 word limit) (required)

Limit: 200 words

D4. Please list any data sources used in reference to D1, D2, and D3 and show the steps of any calculations. (300 word limit) (required)

Limit: 300 words

D4a. Optional file upload to show the steps of any calculations.

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .xls, .xlsx

D5. Please describe any ways in which low-income or marginalized communities/households were engaged in the creation of this project proposal. (150 word limit) (required)

Limit: 150 words

D6. Please describe any potential negative side effects of the project and describe the steps you are taking/will take to eliminate or minimize these impacts to any low-income or marginalized communities/households. (200 word limit) (required)

Limit: 200 words

D7. Are the impacted residents already aware of the potential positive and negative impacts of your project and the steps you are taking? If not, please describe your plan to engage with them and how you will act based on their input. (200 word limit) (required)

Limit: 200 words

D8. During and after the project, what will your continued engagement with the impacted community be? (200 word limit)

(required)

Limit: 200 words

D9. Please describe any other aspect of your project that is relevant to Social Justice, Environmental Justice and Racial Equity. (200 word limit) (required)

Limit: 200 words

Criterion 2 - Emissions Reduced

This criterion has a maximum score of 4 points (out of a total of 26 points).

Please see the [Grant Project website](#)

(<https://www.orangecountync.gov/2534/Community-Climate-Action-Grant-Program>) for estimation tools and the [Background and Information](#)

(<https://www.orangecountync.gov/DocumentCenter/View/31734/OC-Community-Climate-Action-Grant-Background-and-Instructions-FY25-26>) document for information

about technical assistance. Applicants are encouraged to ask for clarification and technical assistance as early as possible and no later than the posted deadline for questions.

D10a. Does your project save on electricity (solar projects should say "yes" to this)? (required)

Yes

No

Is your project a solar project? (required)

Yes

No

How many kWh are saved per year? (Solar projects should provide the number of kWh produced per year and should enter 25 for the number of years that the project will have an impact.) (required)



	A	B
1	kWh saved per year	
2	Metric Tons of CO2e	0
3	Number of years that this project will have an impact	
4	Total greenhouse gas emissions reduction over project's lifetime (metric tons of CO2e)	0

Note: This table will automatically calculate the metric tons of CO2e reduced. Please use these numbers in D11 calculations.

D10b. Does your project save on gasoline? (required)

Yes

No

How many gallons are saved per year? (required)



	A	B
--	---	---

1	Gallons saved per year	
2	Metric Tons of CO2e	0
3	Number of years that this project will have an impact	
4	Total greenhouse gas emissions reduction over project's lifetime (metric tons of CO2e)	0

Note: This table will automatically calculate the metric tons of CO2e reduced. Please use these numbers in D11 calculations.

D10c. Does your project save on natural gas? (required)

- Yes
- No

How many BTUs (British Thermal Units) are saved per year?

(required)



	A	B
1	BTU saved per year	
2	Metric Tons of CO2e	0
3	Number of years that this project will have an impact	
4	Total greenhouse gas emissions reduction over project's lifetime (metric tons of CO2e)	0

Notes: This table will automatically calculate the metric tons of CO2e reduced. Please use these numbers in D11 calculations.

One therm of natural gas contains 100,000 BTUs (British Thermal Units)

D10d. Does your project save on food waste? (required)

Yes

No

How many pounds of food waste are saved per year? (required)



	A	B
1	Pounds of food waste saved per year	
2	Metric Tons of CO ₂ e	0
3	Number of years that this project will have an impact	
4	Total greenhouse gas emissions reduction over project's lifetime (metric tons of CO ₂ e)	0

Note: This table will automatically calculate the metric tons of CO₂e reduced. These numbers are what should be used for food waste diversion calculations (e.g., compost).

D10e. Is your project nature-based? (For example, community gardens, tree plantings, soil health practices, and prairie restoration projects) (required)

Yes

No

If you have a nature-based project, these tools can help you calculate greenhouse gas emission reductions:

COMET-Planner Website (<http://comet-planner.com> (<http://comet-planner.com/>))

Best for: Soil health, forest restoration, grasslands, conservation practices. Select state and land management practice - Get GHG reduction estimates per acre - User-friendly | - USDA-backed | - No login required

i-Tree Tools Website (<https://www.itreetools.org> (<https://www.itreetools.org/>))

Best for: Tree planting, urban forestry, community canopy projects. Note: Requires tree species and location

Want help estimating your project's emissions reductions?

Orange County staff can assist! Email: sustainability@orangecountync.gov (<mailto:sustainability@orangecountync.gov>) for support.

How does your nature-based project reduce greenhouse gas emissions and what metrics can you share that help quantify this impact? (Example metrics are the number of acres restored and the number of trees planted) (required)

D10f. Does your project reduce emissions in some way other than what was listed above? (required)

- Yes
- No

How does your project reduce greenhouse gas emissions and what metrics can you share to support this number? (An example metric is acres of land) (required)

D11. How many TOTAL metric tons of greenhouse gas emissions will your project reduce or avoid OVER THE LIFETIME of the project? [Please use the number(s) calculated above (row 4 of

tables), or provide your own estimate if those figures were insufficient or if you have additional measures to include.] (required)

D12. Were any additional calculations required in coming up with the number entered above (this includes adding two or more numbers together)? (required)

Yes

No

Please list any data sources used and show the steps of your calculations. Feel free to submit in a separate document if clearly labeled. (500 word limit) (required)

Limit: 500 words

Option file upload to show additional calculations.

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

D13a. How many YEARS will this emissions reduction take place as a result of your project? Please consider the expected lifetime of

the technology/program/impact, etc. Note: Solar installations should enter 25 years as the project lifetime. (required)

D13b. Please explain how you came up with the number of years in the previous question and add any other relevant information. Please list any sources used. (200 word limit) (required)

B *I* U ☰ ☷ ” 🔗

Limit: 200 words

D14. Please describe the location of the emissions reduction. Where would fossil fuels have been burned if not for your project? For projects that reduce electricity usage or that generate solar energy, feel free to state “grid-tied electricity reduction” if you cannot determine the location of emissions produced from electric power generation. (200 word limit) (required)

Limit: 200 words

D15. Please describe any other aspect of your project that is relevant to the amount of emissions that it will reduce or avoid. (250 word limit) (required)

Criterion 3 - Efficient Use of Funds

This criterion has a maximum score of 4 pts (out of a total of 26 pts).

Please see the [Grant Project website](https://www.orangecountync.gov/2534/Community-Climate-Action-Grant-Program) (<https://www.orangecountync.gov/2534/Community-Climate-Action-Grant-Program>) for further guidance and the [Background and Information](https://www.orangecountync.gov/DocumentCenter/View/31734/OC-Community-Climate-Action-Grant-Background-and-Instructions-FY25-26) (<https://www.orangecountync.gov/DocumentCenter/View/31734/OC-Community-Climate-Action-Grant-Background-and-Instructions-FY25-26>) document for information about technical assistance. Applicants are encouraged to ask for clarification and technical assistance as early as possible and no later than the posted deadline for questions.

D16. Is this a new project? (required)

- Yes
- No

The table below is meant to support the calculations of your project's impact; however, it may not capture all aspects of a project.

If the table is not able to capture the correct numbers for your project, please enter "N/A" in those specific fields and upload an additional document with this information.

Project Impact (do not enter a \$ in front of the numbers) (required)



	A	B
1		PROJECTED COSTS
2	Total Cost of Project (This is the amount of grant money requested in the Total Funding Request in Section C)	

3	Project Impact Lifetime (Same as question D13a in Criterion 2)	
4	GHG EMISSIONS IMPACT	GHG EMISSIONS IMPACT
5	Total # of metric tons of greenhouse gases reduced over lifetime of project (Same as question D11 in Criterion 2)	
6	Cost Per Metric Ton of GHG's Reduced	Formula error
7	COMMUNITY IMPACT	COMMUNITY IMPACT

Note: This table will automatically do some of the calculations.

Optional file upload for project impact calculations.

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .xls, .xlsx

D17. Are there additional impacts? (required)

Yes

No

Please describe the additional units of impact your project has.

(required)

D18. Please describe any avoided financial costs or savings related to the project and over what period of time those costs will be avoided/reduced. (250 word limit) (required)

Limit: 250 words

D19. Does your project accelerate or expand on existing programs that already show positive impact? (150 word limit) (required)

Limit: 150 words

D20. Does your project take advantage of other funding sources? If yes, please describe. (150 word limit) (required)

Limit: 150 words

D21. Would your proposed project help you to take advantage of funding from other sources besides this grant in the future? (250 word limit) (required)

Limit: 250 words

D22. Please describe any other aspect of your project that is relevant to the efficient use of grant funds. (150 word limit) (required)

Limit: 150 words

Criterion 4 - Capacity of Applicant

This criterion has a maximum score of 3 pts (out of a total of 26 pts).

D23. Has your organization completed projects of this type in the past? (required)

- Yes
- No

If so, what funds were used? (100 word limit) (required)

Limit: 100 words

D24. Have you completed similar projects in the past and successfully met the proposed budgets and timelines? (required)

- Yes
- No

Please provide a description of similar past achievements or projects and evidence of successfully meeting proposed budgets and timetables. (150 word limit) (required)

Limit: 150 words

D25. If you are proposing to collaborate with other organizations on this project, please describe their relevant experience to the project and/or the target population. (150 word limit) (required)

Limit: 150 words

D26. Have your collaborators/partners completed projects of this type in the past? (required)

- Yes
- No
- N/A (not applicable)

If so, what funds were used? (100 word limit) (required)

Limit: 100 words

D27. Please describe any other relevant expertise or capacity to carry out the project in your application. (250 word limit) (required)

Limit: 250 words

D28. Please describe any prior challenges you have encountered in past grants and how you have worked through them. How may this impact this proposed project? (150 word limit) (required)

Limit: 150 words

D29. Please describe one to three key partnerships/ collaborations that add the most value to the success of the proposed project. (250 word limit) (required)

Limit: 250 words

D30. If this project is not selected for funding in this round, what other funding might be used to support it within the next 5 years? (required)

- Other grants, capital or operational funds
- None. This is a unique opportunity.

Unknown (please describe)

Criterion 5 - Local Economic Development

This criterion has a maximum score of 3 points (out of a total of 26 points).

D31. How many Orange County residents are employed by your organization? (required)

D32. What project materials will be purchased from sources within Orange County or North Carolina? What percent of the total materials do these represent? (200 word limit) (required)

Limit: 200 words

D33. Please describe any other aspect of your project that is relevant to local economic development. (100 word limit) (required)

Limit: 100 words

Criterion 6 - Amount and Duration of Engagement

This criterion has a maximum score of 3 pts (out of a total of 26 pts).

D34. Please describe the target population to benefit from the project. (200 word limit) (required)

Limit: 200 words

D35a. How many people will benefit from your project in one year? (This is the same number from row 8 in the D16 table above)

(required)

D35b. Please describe how you arrived at this number. (200 word limit) (required)

Limit: 200 words

D36. Please describe how you will engage with and/or educate project participants and/or the community. (250 word limit) (required)

Limit: 250 words

D37. How will you measure the success of that engagement or educational effort? (200 word limit) (required)

Limit: 200 words

D38. Is there anything else you would like to add about the benefits of your project, how much community engagement and/or education it will create, or how long it will last? (150 word limit)

(required)

Limit: 150 words

Criterion 7 - Time to Complete

This criterion has a maximum score of 3 points (out of a total of 26 points).

D39. How long will it take your project to complete and demonstrate the positive impacts you describe? (200 word limit)

(required)

Limit: 200 words

Section 5. Attachments

D40. Applicant Organization's Budget

Please complete your organization budget using the template that can be found [here](https://www.orangecountync.gov/DocumentCenter/View/31373/Organization-Annual-Budget) (<https://www.orangecountync.gov/DocumentCenter/View/31373/Organization-Annual-Budget>). Please submit the budget in PDF form.

Applicant Organization's Budget File Upload (required)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

D41. Applicant Project Budget

Please complete your project budget using the template that can be found [here](https://www.orangecountync.gov/DocumentCenter/View/31372/Project-Budget) (<https://www.orangecountync.gov/DocumentCenter/View/31372/Project-Budget>). Please submit the budget in PDF form.

Applicant Project Budget File Upload (required)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

D42. IRS Federal Form 990 or 2024 Tax Returns

A copy of the applicant organization's most recent IRS Form 990 or IRS Tax Return is required to determine eligibility. The specific form depends upon the applicant organization's financial activity. Review the [IRS guide](https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in) (<https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in>) for more details. For Form 990-N (e-postcard) filers, include a copy of the postcard, with the organization's application materials.

● Redact/black out all sensitive information such as social security numbers, personal home addresses, and personal phone numbers from all individuals before uploading these documents.

IRS Federal Form 990 or 2024 Tax Returns File Upload (required)

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf, .xls, .xlsx

D42a. IRS Federal Form 990 or 2024 Tax Returns for collaborator/partner (if they are receiving project funds)

A copy of the collaborator/partner's most recent IRS Form 990 or IRS Tax Return is required to determine eligibility. The specific form depends upon the organization's financial activity. Review the [IRS guide \(https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in\)](https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in) for more details. For Form 990-N (e-postcard) filers, include a copy of the postcard, with the organization's application materials. Redact/black out all sensitive information such as social security numbers before uploading these documents.

IRS Federal Form 990 or 2024 Tax Returns for collaborator/partner File Upload

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf, .xls, .xlsx

D43. If awarded, a Certificate of Liability Insurance (COI) will be required of the organization. Organizations that have not already provided an EFT and W-9 to Orange County will need to do so.

Certificate of Liability Insurance

A copy of the applicant organization’s current certificate, from the organization’s insurance carrier. Table 1 below outlines insurance types and minimums required, for each jurisdiction. If exempt from Worker’s Compensation compliance, include a statement explaining why, with the applicant organization’s application materials. *The copy of the applicant organization’s current certificate must include all information in the highlighted sections and be worded exactly as presented in the example linked here* (<https://www.orangecountync.gov/DocumentCenter/View/31316/COI>).

NOTE: Proof of insurance is not required at the time of application submission. If your agency is approved for funding, documentation of insurance must be provided to the jurisdiction awarding the funding when the contract is awarded. The insurance certificate should reflect the funding jurisdiction as an additional insured party and certificate holder and provide coverage for the duration of the funding period (two years, beginning as early as October 1, 2024). If proof of insurance can only be written for one year, an update will be required for all ongoing projects. Renewal certificates must be sent to the jurisdiction 30 days prior to any expiration date, cancellation or modification of any stipulated insurance coverage.

NOTE: Upon request, insurance requirements may be reviewed on a case by case basis by the County. Please contact the staff identified on the Submission Requirements on Page 12 if you have questions or would like to request a review of your insurance requirements.

The table below includes guidance regarding the forms of liability insurance and minimum policy amounts that are required if a grant is awarded.



	A	B
1	Insurance	Orange County
2	Worker's Compensation ¹	Limits for Coverage A - Statutory State NC, for each employee Limits for Coverage B - Employers Liability of: \$500,000 each accident, \$500,000
3	Commercial General Liability	\$1 million Each Occurrence \$2 million Aggregate
4	Automobile Liability	\$1 million Each Occurrence
5	Professional Liability	\$1 million Each Occurrence \$2 million Aggregate

6	Sexual Abuse & Molestation	\$1 million Each Occurrence \$2 million Aggregate
7	Cyber Liability	\$1 million Each Occurrence \$2 million Aggregate
	Environmental/Pollution	

- Visit the [NC Industrial Commission's website](http://www.ic.nc.gov/employers.html) (http://www.ic.nc.gov/employers.html) for more information regarding Coverage A. Also, note that if an agency uses subcontractors, it must require subcontractors to have workmen's compensation insurance.
- Please visit Orange County's [Risk Management page](http://www.orangecountync.gov/departments/purchasing_division/contracts.php) (http://www.orangecountync.gov/departments/purchasing_division/contracts.php) for more information about the County's Minimum Insurance Requirements.

I understand that if awarded, my organization will have to submit a Certificate of Liability Insurance (COI). A W-9 and an EFT (Electronic Funds Transfer) are also required if applicable. (required)

D44. List of Board of Directors (if applicable)



	A	B	C
1	Name	Title	Email
2			
3			
4			
5			
6			
7			

8		
9		

**We welcome your thoughts on how to improve our application!
Please add those thoughts below.**

⚠ You are about to submit your application. ⚠

Orange County Sustainability will not accept any applications after the due date. Correcting mistakes or making edits after your application has been submitted is not allowed. For any technical questions about the platform, please visit [THIS WEBSITE](https://submittable.help/en/collections/185534-help-for-applicants) (<https://submittable.help/en/collections/185534-help-for-applicants>).

To complete and submit your application click 'Submit'. Your email service provider will sometimes try to predict incoming spam mail on your behalf and filter it into your spam folder before you ever see it. If you're not receiving expected emails from notifications@email.submittable.com (<mailto:notifications@email.submittable.com>), you will want to safelist the address to help ensure that these emails reach you.

Safelisting an email address means explicitly telling your email service provider that emails from notifications@email.submittable.com (<mailto:notifications@email.submittable.com>) are not spam or junk mail. [How can I safelist notifications from Submittable?](https://submittable.help/en/articles/3221476-how-can-i-safelist-notification-emails-from-submittable) (<https://submittable.help/en/articles/3221476-how-can-i-safelist-notification-emails-from-submittable>)

Save Draft

Submit Form

Drafts may be visible to the administrators of this program.