Take Action on Air Quality

Mini-Grant Program

**APPLICATION**

**2024/2025**

****

*Sponsored By:*

Community Action to Promote Healthy Environments (CAPHE)

**Due February 28th, 2025**

To download, select “File” on the top left corner, then scroll to “Download”, and select “Microsoft Word” or another format you prefer.

CAPHE partners include: Community Action Against Asthma, Southwest Detroit 48217-Theresa Landrum, Detroit Community-Academic Urban Research Center, Detroit Hispanic Development Corporation, Detroiters Working for Environmental Justice, Eastside Community Network, Ecology Center, Great Lakes Environmental Law Center, Green Door Initiative, Healthy Environments Partnership, Michigan Department of Environment, Great Lakes, and Energy, Southwest Detroit Community Benefits Coalition, Southwest Detroit Environmental Vision, University of Michigan School of Public Health, University of Michigan-Dearborn, & University of Detroit Mercy School of Law.

Support for this collaboration was provided by the National Institute of Environmental Health Sciences (#R01ES032389), and the Fred A. And Barbara M. Erb Family Foundation, with additional support from the National Institutes of Health Michigan Center on Lifestage Environmental Exposures and Disease (M-LEEaD) #P30ES017885

**For more information about CAPHE, please visit our website at caphedetroit.sph.umich.edu**

**Take Action on Air Quality Mini-Grant Program Application Form**

***Application Deadline: February 28th, 2025***

**What is the mini-grant program?**

Mini-grants will fund community-identified projects that work to:

* improve air quality, including monitoring to provide information about air quality,
* improve indoor environmental quality, for example, air filters for cleaner air indoors,
* raise awareness and help people learn about air quality, and/or
* support other actions, based in scientific evidence, that improve air quality

For project ideas and information about promoting air quality, go to: bit.ly/caphemg2025. Projects should be based on recommendations included in the Community Action to Promote Healthy Environments Public Health Action Plan (available on the CAPHE [website](https://drive.google.com/drive/folders/1T_kJ0hZxHG1obkzmHzuWE21wZ7K5Jcp7?usp=sharing) and also listed in this document).

Note: If the project requires a permit or special permission (e.g., building permit, permission from a property owner), applicants must have this prior to submitting their grant application.

**Who is eligible to apply?**

Any Detroit area resident, neighborhood group or organization may apply, including but not limited to block clubs, art groups, service organizations, churches, parks and recreational organizations, professional associations, and school-based groups.

\*Limit of one application per applicant.\*

Priority will be given to:

1) projects in Detroit area communities most affected by poor air quality;

2) projects that have long term benefits and can build on resources with other community projects;

3)applications from individuals, community groups or organizations interested in building their capacity to improve air quality in the Detroit area.

**About the funding:**

You may request up to $5,000. Awards may be less than the amount requested. Up to 5 grants will be awarded each year.

Payments in the total awarded amount will be made to funded organizations in two installments. For example, if you are funded $5000, the first payment will be given in the amount of $2500 for the startup phase. The second payment of $2500 will be given in the later phases of the project, after a midpoint workshop and check-in. The timing of the second installment will be determined based on your project’s progress. Payment will be made when an invoice is submitted with a short description of planned activities for the later phase and, if appropriate, activities from the previous phase of the program.

Please review the requirements funded projects must meet to receive funding on time:

* Any changes to budgets must be approved in advance. Please contact Alison Walding, CAPHE Project Manager at walison@umich.edu with budget changes.
* Grantees will submit 2 invoices with a short description of planned activities to receive the 1st and 2nd half of the funding.
* **Projects should be completed between May 1, 2025 and October 31, 2025.**
* Grantees will attend a midpoint workshop in the summer to meet and learn from other grantees, share your progress to date, and discuss support needed for the next half of the project. The workshop is held in Detroit and will be held at a time determined based on grantees’ availability.
* A CAPHE staff person will meet with grantees in person at their project sites 2-3 times during the funding period. Grantees may use these meetings to share updates and receive or request assistance. We will do our best to support your project and strengthen capacity to help you continue your work!
* We will be featuring your project on our website, and we will ask for photographs of your project to show off your work and inspire future applicants!
* Final reports are due 2 weeks before project completion. For the final report, in 1-2 pages, describe project outcomes, any project highlights, and include photos or other documentation of your work, as useful. A set of additional guidelines will be sent out 1 month before the due date.
* Please acknowledge CAPHE support in all project publicity and media materials. This is a requirement of CAPHE’s funder, the National Institute for Environmental Health Sciences. Please use this language ~ Support for this collaboration was provided by Community Action to Promote Healthy Environments, the National Institute of Environmental Health Sciences (#R01ES032389).

**Who is sponsoring the mini-grants?**

Community Action to Promote Healthy Environments (CAPHE) is a community-based participatory research partnership. The partnership includes community-based organizations, the health practice community, environmental organizations, and academic researchers (see list on cover sheet). CAPHE’s [Public Health Action Plan](https://drive.google.com/file/d/16py5K23fM_7UnYYGjjXWSETTgUz6ddar/view?usp=drive_link) is a research-backed list of recommendations to reduce exposure to air pollutants and improve health in Detroit. Many of those recommendations are related to air quality monitoring, promoting better air quality in child serving and other organizations, and supporting communities working to improve air quality and promote health. A list of these recommendations is on the next page.

**Who will be reviewing applications?**

A subcommittee made up of CAPHE Steering Committee members will review the applications.

Any member of the subcommittee that submits a proposal will recuse themselves from the review process.

**Optional Grant Writing Workshops:**

CAPHE will host four workshops for those interested in applying for a mini-grant. In the workshops, CAPHE staff and Steering Committee members will review CAPHE Public Health Action Plan recommendations, offer technical assistance, and answer questions you may have as you prepare your mini-grant application. Attendance at the workshops is optional. If you cannot attend any of the workshops but have questions please contact Aresha Nadeem at [aresha@umich.edu](mailto:aresha@umich.edu). The workshop dates will be listed online at [bit.ly/caphemg2025](http://bit.ly/caphemg2025).

**Final notification of award:**

You will be notified in writing and by phone of the decision on your application by **March 31st, 2025**.

**APPLICANT AND PROJECT INFORMATION**

| Applicant Name | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Street Address | |  | | | | |
| City: |  | | Zip Code: | | |  |
| Phone |  | | Website: | |  | |
| Project Contact (Name, Title): | | |  | | | |
| Phone  (if different from above): | | |  | E-Mail: |  | |

| Project Name: |  |
| --- | --- |
| Total Project Cost: | $ |
| Proposed Project Start and End Dates: |  |

Is the applicant located in an area directly impacted by air pollution and poor air quality in the Detroit area? ☐ Yes ☐ No

If relevant, is the applicant’s organization located in an area directly impacted by air pollution and poor air quality in the Detroit area? ☐ Yes ☐ No

If funded, can we share your application (without the budget) on our website? Saying no does not impact your application review. ☐ Yes ☐ No

Which of these recommendations does your project most closely align with? These recommendations are from CAPHE’s Public Health Action Plan to improve air quality in the Detroit area. Please see the Appendix for fuller descriptions of each recommendation.

* 1. Point source controls – control and reduce emissions at industrial facilities.
* 2. Renewable energy – replace fossil fuels with non-polluting solar and wind energy.
* 3. Diesel engine retrofits – fix or replace older and polluting diesel engines in buses and other equipment.
* 4. Idling controls – idling engines waste fuel and money and reducing idling reduces emissions.
* 5. Clean fuels – replace fossil fuels with cleaner fuels like biodiesel.
* 6. Transportation control measures – improve mobility to reduce congestion and emissions.
* 7. Indoor air filters – install filters in buildings to effectively reduce PM2.5 levels.
* 8. Buffers and barriers – separate schools, residences and other places from highways and industry.
* 9. Enhanced compliance and enforcement of air quality rules – enforce stricter laws to reform polluters.
* 10. Enhanced ambient monitoring – document pollution problems to raise awareness and identify solutions.

**NARRATIVE RESPONSE:** Respond to the following questions in 300 words or less per question. Your responses may be typed, handwritten, or you may make a video of yourself responding to each question - we welcome and encourage your creativity! Just remember to include your answers for the prompts below. Please keep videos under 10 minutes.

**1. Project Description.** Describe what you plan to do to improve air quality in Detroit and how your proposed project connects to recommendations in the CAPHE Public Health Action Plan.

**2. Project goals.** Describe your project goals and the outcomes you want to achieve.

**3. Applicant capacity.**

1. Please describe your and/or your organization’s qualifications for completing the proposed project, including any previous work to improve air quality in the Detroit area. If you are new to working on air quality issues, please describe how this project would improve your ability to address air quality issues.
2. Indicate who will carry out or manage the project and why they are the best person/people to carry out this role.
3. Describe any individuals or groups you will collaborate with, and their role in the project. If needed, please let us know what technical support our team can provide to you.
4. Describe how community residents will participate and/or play leadership roles in this project.

**4. Project Impact and Sustainability.** Describe the community or communities that would benefit from your project. How might you support this work or its impacts after the funds are spent?

**5. Evaluation.** Describe how you will know you met your goals for the project.

**PROJECT BUDGET**

Provide a complete budget for the project. Please give a short description of each line item and how it will support the project. Round to the nearest whole dollar.

**ITEMIZED BUDGET**

| **Item and Description** | **Requested Amount** | **Other**  **Funding** | **In-Kind**  **Contributions** | **Total**  **Cost** |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10 |  |  |  |  |
| **TOTALS** | $ | $ | $ | $ |

**OTHER FUNDING SOURCES**

Please identify other funding sources for this project and the amount awarded or pending. The numbers in this table should match the “Other Funding” category in the table above.

| **Source** | **Amount** | **Awarded or Pending** |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |

If this application is being submitted by an organization, please indicate your organization’s annual budget.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LETTERS OF SUPPORT**

Include 1-2 letters of support with your application. Letters should be written to support this specific project and application. ***Letters should explain why you and your team are well-prepared to successfully carry out this project.*** Letters should not come from personal contacts, participants involved in the proposed project, or from members of the applicant’s organization.

**OPTIONAL - SUPPORT MATERIALS**

We encourage you to submit up to three more attachments that could help reviewers understand your project. Materials might include, but are not limited to: brochures, annual reports, critical reviews, newspaper clippings, promotional materials. (Please do not send your originals; these support materials will not be returned.)

**MINI-GRANT REQUIREMENTS FOR FUNDED PROJECTS:**

* Any changes to budgets must be approved in advance. Please contact Aresha Nadeem at [aresha@umich.edu](mailto:aresha@umich.edu) with budget changes.
* Grantees will submit 2 invoices with a short description of planned activities to receive the 1st and 2nd half of the funding.
* **Projects should be completed between May 1, 2025 and October 31, 2025.**
* Grantees will attend a midpoint workshop in the summer to meet and learn from other grantees, share your progress to date, and discuss support needed for the next half of the project. The workshop is held in Detroit and will be held at a time determined based on grantees’ availability.
* A CAPHE staff person will meet with grantees in person at their project sites 2-3 times during the funding period. Grantees may use these meetings to share updates and receive or request assistance. We will do our best to support your project and strengthen capacity to help you continue your work!
* We will be featuring your project on our website, and we will ask for photographs of your project to show off your work and inspire future applicants!
* Final reports are due 2 weeks before project completion. For the final report, In 1-2 pages, describe project outcomes, any project highlights, and include photos or other documentation of your work, as useful. A set of additional guidelines will be sent out 1 month before the due date.
* Please acknowledge CAPHE support in all project publicity and media materials. This is a requirement of CAPHE’s funder, the National Institute for Environmental Health Sciences. Please use this language ~ Support for this collaboration was provided by Community Action to Promote Healthy Environments, the National Institute of Environmental Health Sciences (#R01ES032389).

**ASSURANCE SIGNATURE:**

By signing this application form, you understand that, if a grant is awarded to you,

1) grant funds will be managed by you,

2) funds received under this grant will be used only for approved mini-grant activities, and

3) you have read the mini-grant requirements and will work to meet them.

Assurance Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMISSION DIRECTIONS**:

**Application deadline is February 28th, 2025.** No application will be accepted after the deadline. Incomplete applications will be less likely to receive funding.

Include with your submission:

1. A fully completed application form:
   1. Application & Project Information
   2. Narrative Response (written, typed, or video)
   3. Project Budget
   4. Assurance signature & date
2. At least one letter of support
3. Optional - Up to 3 optional support materials

We strongly encourage applicants to type applications. Please contact us if you need support accessing a computer to complete the application.

**Mail or email your application packet to:**

ATTENTION: Alison Walding

Community Action to Promote Healthy Environments

University of Michigan

1415 Washington Heights

Ann Arbor, MI 48109

Email: walison@umich.edu

Phone: 515-240-7904

**APPENDIX**

**Community Action to Promote Healthy Environments (CAPHE)**

**Public Health Action Plan Recommendations to Improve**

**Air Quality and Health in the Detroit area**

The CAPHE Mini-Grant Program supports projects to improve air quality in Detroit and surrounding areas, based on recommendations included in the CAPHE Public Health Action Plan. The recommendations below are shortened versions of the full recommendations which can be found on the CAPHE website.

Work on the PHAP recommendations can use different methods, including:

(1) education and outreach – intended to raise knowledge about air pollution, health effects, and effective strategies;

(2) support and coordination – describing current and potential partnerships to implement the strategy;

(3) incentives and funding – listing funding and incentive opportunities for the strategy; and

(4) planning and regulations – policy actions and regulatory changes that could be put in place to support the recommendation.

***Not sure which of these recommendations your project relates to? Feel free to attend one of the grant writing workshops or contact Aresha Nadeem at*** [***aresha@umich.edu***](mailto:aresha@umich.edu)***.***

**Point Source Controls**

🗆 Recommendation 1-1. Improve emissions controls and monitoring at point sources (e.g. industry, manufacturing).

🗆 Recommendation 1-2. Require quantitative and qualitative health impact assessments (HIAs) and equity assessments when developing air quality management AWARENESSstrategies. (e.g., campaign to require an HIA for a proposed facility or expansion, conducting an HIA)

🗆 Recommendation 1-3. Improve safety and awareness of industrial facilities and air emissions.

**Renewable Energy**

🗆 Recommendation 2-1. Increase the use of renewable energy sources (e.g. wind and solar) and transition away from polluting energy sources.

🗆 Recommendation 2-2. Use renewable energy and green and sustainable practices for new and renovated buildings and infrastructure. (e.g. solar panels, rooftop garden)

**Diesel Engine Retrofits**

🗆 Recommendation 3-1. Expand diesel retrofit and fleet and engine replacement efforts.

**Idling Controls**

🗆 Recommendation 4-1. Increase awareness of existing anti-idling efforts through an education and outreach campaign.

🗆 Recommendation 4-2. Increase enforcement of existing anti-idling ordinances.

🗆 Recommendation 4-3. Encourage and incentivize trucking, delivery and bus companies and their drivers to minimize idling.

**Clean Fuels**

🗆 Recommendation 5-1. Increase use of the clean fuels best suited for Detroit and Michigan by (1) increasing use of clean fuels in vehicles (e.g., cars, buses, trucks, ships), construction equipment and industry; (2) converting transit vehicles operated by DDOT, SMART, QLINE and schools to clean fuels; and (3) improving the electric vehicle and clean fuels infrastructure.

🗆 Recommendation 5-2. Increase local production of second generation clean fuels, particularly advanced biofuels and biodiesel from waste oil.

**Transportation Controls Measures**

🗆 Recommendation 6-1. Increase public transit ridership by improving regional transit systems (e.g. buses and trains) and incentivizing their use across southeast Michigan.

🗆 Recommendation 6-2. Encourage higher vehicle occupancy (carpooling, buses), expand existing road capacity where needed, and improve traffic flow.

🗆 Recommendation 6-3. Encourage active transit (walking and cycling) and mixed-use (“20-minute”) neighborhoods by improving planning and the built environment.

**Indoor Air Filters**

🗆 Recommendation 7-1. Install, use and maintain enhanced filters in schools.

🗆 Recommendation 7-2. Use filters in homes and businesses.

**Buffers and Barriers**

🗆 Recommendation 8-1. Adopt regulations to create consistent and appropriate minimum setbacks between sensitive land uses and pollution sources - such as a wooded area or park between a highway and a school.

🗆 Recommendation 8-2. Plant vegetative buffers and/or install sound walls where current minimum setbacks are not met

🗆 Recommendation 8-3. Increase tree canopy throughout the City of Detroit and surrounding areas.

*More recommendations on the next page*

**Enhanced Compliance and Enforcement of Air Quality Rules**

🗆 Recommendation 9-1. Increase the coverage, transparency, timeliness and stringency of facility inspections and enforcement activities, and assure compliance with existing permits and regulations.

🗆 Recommendation 9-2. Require the use of qualitative and quantitative health impact assessments (HIAs) and cumulative impact assessments as part of the air quality management process, including enforcement actions, state implementation plan (SIP) development and permitting.

🗆 Recommendation 9-3. Increase public input in air quality management, including the development of regulations, permitting and enforcement activities (e.g. Invite residents to take part in decisions at each step, have longer periods for public comment).

**Enhanced Air Quality Monitoring**

🗆 Recommendation 10-1. Increase the number of monitoring sites, and use mobile and transportable monitors.

🗆 Recommendation 10-2. Identify and implement targeted air quality monitoring projects, such as installing air monitors in neighborhoods where residents are concerned about air quality. These projects can investigate exposures, air quality trends, health risks, pollutant hot-spots, fugitive emissions, source apportionment, monitoring system adequacy, efficacy of controls, epidemiology, health impact analyses, health interventions, and/or other public health concerns.

🗆 Recommendation 10-3. Increase public engagement with air quality monitoring activities.