

# Procedures for BCOSR to Submit Funding Proposals to ESD

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**Prepared By:** Shawn Miya and Jolie Perry

**Purpose:** This document provides the procedures for the Bloomington Commission on Sustainability and Resilience (BCOSR) to submit funding proposals to the Economic and Sustainable Development (ESD) department to implement sustainability projects with Community Partners. Procedures to submit funding proposals for supplies for BCOSR-related activities are also provided.

## Sustainability Project Proposals

### 1. Identify a project

In order to pursue grant funding from ESD, BCOSR Commissioners should begin by reading this submission guide and determining if their project proposal will meet all of the grant requirements. The following details are required for each project proposal:

#### a. BCOSR Commissioners

The names of each BCOSR Commissioner involved in developing the project proposal and their term expiration dates.

#### b. Community Partner

BCOSR Commissioners are required to create a partnership with a local organization (Bloomington/Monroe County) to implement a sustainability project. This organization is called the “Community Partner”. The Community Partner will be the entity that receives the grant funding from ESD and is ultimately responsible for implementing the project. Approved types of community partners are:

- Registered nonprofits
- Schools
- Small businesses (less than 500 employees)
- Neighborhood associations

Provide details about the Community Partner you have selected. Include information such as organization name, contact names, address, phone numbers, and emails.

Funding for a non-local project partner, such as a guest speaker, is allowable. Approval for utilization of funding for non-local project partners will be considered on a case by case basis.

Funding will not be provided to any BCOSR Commissioners nor any organizations that BCOSR Commissioners have a conflict of interest with or may result in an appearance of impropriety.

**c. Project Description**

The project description should provide details about the project, an explanation about how the project will benefit the community, and how the project will be implemented. A person reading the project proposal should be able to answer the following questions:

- **who** will lead and implement the project?
- **what** are the necessary tasks?
- **when** will the project start and finish?
- **where** will the project be completed?
- **how** will funding be used to complete tasks?

Specific information such as names, dates, and addresses are required. BCOSR Commissioners are not required to help implement the project. However, if BCOSR Commissioners will be involved in implementing the project with the Community Partner, describe the tasks each BCOSR Commissioner will be responsible for completing.

Projects must occur within the Bloomington city limits.

**d. Purpose**

Describe how the project aligns with the mission of BCOSR and the City's sustainability goals or Climate Action Plan.

**e. Goals and measurable outcomes**

Explain what you are trying to achieve and what will define successful project implementation.

Example: The project goals are to increase the urban tree canopy, shaded areas, and wildlife habitat. By October 28, 2026, the nonprofit organization, Canopy Bloomington, will plant 20 native trees at Bloomington High School North with 15 volunteers. The attached agreement signed by the school principal states that the school agrees to water and maintain the trees to ensure the health and vitality of the trees for many years to come.

**f. Budget**

Grant amount requests can vary and the total cost of a grant request is only limited by the overall program budget.

Provide a detailed budget that lists the cost of each item. The budget should follow this example:

| Vendor Name       | Item Description                | Purpose/Event                     | Cost/ item     | Quantity    | Total Cost (no taxes) |
|-------------------|---------------------------------|-----------------------------------|----------------|-------------|-----------------------|
| Tree Nursery Name | Native 2" caliper tree saplings | To plant on property              | \$100.00/ tree | 10          | \$1,000.00            |
| Hardware Store    | Mulch                           | To place around base of each tree | \$5.00/ yard   | 10          | \$50.00               |
|                   |                                 |                                   |                | Grand Total | \$1,050.00            |

**2. Project Proposal Approval**

In 2026, there is a total of \$6,000 available for BCOSR to request funding for project proposals from ESD. Failure to follow the procedures outlined below will result in a rejected proposal.

**a. Complete and submit the grant application**

Once BCOSR Commissioners have a well-established project proposal developed with their Community Partner, they should complete the grant application and email it to Shawn Miya, Assistant Director (AD) of Sustainability at [shawn.miya@bloomington.in.gov](mailto:shawn.miya@bloomington.in.gov) for the initial review and approval of the project.

Once approved by the AD, the project proposal will be sent to legal staff for their initial review and approval. These initial approvals ensure funding is available, no conflicts of interest or appearances of impropriety are apparent, and that final approval by the City is possible. The proposal will then be sent to the Chair of BCOSR to add to the “New Business” portion of the agenda and to the meeting packet for the next BCOSR meeting.

**b. Application Review**

During the “New Business” portion of the meeting, BCOSR Commissioners will present their project proposal to commission members and allow them the opportunity to ask any clarifying questions about the project. Commissioners may move to allow the proposal to be voted on at that time. If approved, members will vote to approve or deny the funding request.

**c. Grant Agreement**

After the project proposal is approved by BCOSR, the AD will draft a grant agreement between the City and the Community Partner. The AD will send the Community Partner an E-Verify form and a Non-Collusion form which are required for the grant agreement. Once those forms are received they will be inserted into the draft grant agreement and sent to the legal department for final review and approval of all documents. The ESD Director will sign the grant agreement to approve payment.

### **3. Payment Process**

After the grant agreement is approved by the legal department and all Parties have signed the grant agreement, the AD will set up a Purchase Order for the project with the full grant amount. Documents listed below will need to be approved by the Controller’s Office before any payments can be processed which may take several weeks.

The AD will send the Community Partner a W-9 form and an Electronic Fund Transfer (EFT) form. These forms will be sent to the Controller’s Office so that the Community Partner can be listed as an approved vendor. This step typically takes up to two weeks once the vendor forms are received.

The AD will initiate the grant payment request to the Office of the Controller during the next available claims cycle. Depending on when the claim is received, it can take up to 4 weeks for the Community Partner to receive payment.

#### 4. Project Report

Once a project has been completed, it is expected that the Community Partner and BCOSR Commissioners will provide a report on the impact of their project. The report should be delivered within one year of receiving the funding. Report delivery to the entire commission will take place at a regular BCOSR meeting during the Report from Commissioners portion of the meeting.

### Funding Requests for Supplies Purchases

#### 1. Identify Supplies from a Selected Vendor

In 2026, BCOSR has \$1,000 allocated for the purchase of supplies for BCOSR related activities such as giveaways or printing materials for tabling at community events.

BCOSR Commissioners should agree on the list of supplies for each order. The agreed upon list and a description of how the supplies will be distributed or used will then be sent to the AD for review and approval. The list should follow this example:

| Vendor Name     | Vendor Contact Information               | Item Description                | Cost/item | Quantity | Total Cost (no taxes) | Purpose/Event             |
|-----------------|--|---------------------------------|-----------|----------|-----------------------|---------------------------|
| Name of Company | Name/Email/ Phone Number or Website link | Pens made from recycled bottles | \$0.50    | 100      | \$50.00               | Earth Day Event Giveaways |

The City is tax exempt and will not pay taxes when ordering supplies. If possible, the majority of supplies should be obtained from the same vendor to reduce administrative tasks. Vendor(s) selected to purchase supplies are required to be an approved vendor by the Controller's Office. If the vendor is not an approved vendor, the AD will send the vendor a W-9 form and an EFT form. Once those forms are submitted by the vendor, the AD will then submit them to the Controller's Office for approval.

Once the vendor is approved, the AD will create a purchase order to issue payment directly to the vendor(s) to pay for the supplies and place the order. Once the supplies are received, the invoice will be added to the next claim cycle for payment. When the supplies are delivered, the AD will contact the BCOSR Commissioner who requested the supplies to pick them up at City Hall. If a BCOSR Commissioner has ESD funded supplies and will be leaving the Commission, they are required to give all remaining items to other BCOSR Commissioners.

## **2. Report**

Throughout the year BCOSR Commissioners will track supplies provided by ESD funding. At the end of 2026, BCOSR Commissioners will provide a report on the number and type of items used and the amount remaining. This will take place at a BCOSR meeting during the Report from Commissioners portion of the meeting.