



2026 Town of Carrboro Green Neighborhoods Grant Program Guidelines and Application

Applications due February 18th at 5:00 pm

The Carrboro Town Council accepted the Community Climate Action Plan (CCAP) in 2017 to expand the Town's existing climate action efforts and emphasize measures that community members can implement to help achieve greenhouse gas emissions reduction targets. The plan's goal is to raise the community's awareness and involvement in climate action and the enhancement of ecosystem resilience. In 2020, the Town updated the CCAP goals to recommend an 80% reduction of 2010 emissions levels by 2030. To achieve this goal, widespread community participation in every aspect of the plan is essential.

The Green Neighborhoods Grant Program seeks to benefit low-income households and residents of color by bringing neighbors together to pursue projects which will reduce greenhouse gas emissions and create natural areas that are more resilient to the impacts of climate change, ultimately benefiting the entire community.

Grant Program Goals:

- Educate and empower neighborhoods to address climate change.
- Build neighborhood capacity to engage in climate action.
- Develop and enhance community and Town partnerships.
- Leverage Town and neighborhood involvement and resources.
- Distribute resources to low-income communities and communities of color who are disproportionately affected by climate change.

Maximum grant amount: \$25,000.00

The Town has approximately \$25,000 available in the FY25-26 budget to fund Green Neighborhoods Grants. Note: All projects must be completed within fourteen months of grant being awarded.

For questions and additional information please contact:

Amy Armbruster
Chief Sustainability Officer
Email: aarmbruster@carrboronc.gov
Tel: (919) 918-7345

Guidelines

Application Process:

1. Prepare your application.

After reviewing the guidelines below, fill out the [online application](#). To help you prepare your responses, please see page 7 for a full copy of the [application questions](#). Paper applications will not be accepted without prior approval.

If the online application form presents a barrier to your neighborhood's participation, please contact: **Amy Armbruster at aarmbruster@carrboronc.gov or (919) 918-7345.**

2. Submit the application.

Submit completed applications by emailing to Amy Armbruster: aarmbruster@carrboronc.gov

Late or incomplete applications will not be accepted.

Definitions

1. **Anthropogenic:** Caused or produced by human activity.
2. **Ecosystem resilience:** A natural area's capacity to recover from damage or respond to changes in climate.
3. **Formal Entity:** An organization that is a legal entity to carry out specific lawful activities, e.g. an association, a trust, a proprietorship, a corporation, or an individual.
4. **Greenhouse Gas Emissions:** Gases including water vapor, carbon dioxide, methane, nitrous oxide, and ozone which absorb and emit radiant energy in earth's atmosphere. Anthropogenic greenhouse gas emissions such as the combustion of fossil fuels are one of the primary causes of global climate change.
5. **Emissions Mitigation:** Reducing the amounts of greenhouse gas emissions produced by anthropogenic activities in order to prevent increased impacts of global climate change.

Eligible Applicants

- Neighborhoods must be located within [Carrboro's Town Limits](#).
- Applicants may request **up to \$25,000**.

Fiscal and Administrative Agent

- All applicants must designate an administrative and fiscal agent for their project.
- The agent must be a formal entity with a Federal Tax ID number, also known as an EIN. If the agent does not already have a Federal Tax ID number, they will need to will obtain one through a brief process – [IRS Federal Tax ID Number Application](#).
- The agent will be responsible for:
 - I. Completing the grant application.
 - II. Executing the grant contract with the Town.
 - III. Ensuring that grant funds are used in compliance with the grant contract.
 - IV. Making a report to the Town about the expenditures of the grant funds.
 - V. Providing the Town with a Federal Tax ID number.
 - VI. Submitting a signed letter of intent stating that they have discussed serving in this role for the project.
- If you need assistance designating an agent, please contact ljanway@carrboronc.gov.
- Fiscal agents must have required insurance. See chart below for more information.
- Fiscal agents assume tax liability for awarded funding.

Forms of Liability Insurance and Minimum Policy Amounts Required

Insurance	Limits
General Liability with Combined Single Limit Bodily Injury and Property Damage	Not less than \$1,000,000
Products and Completed Operations Liability	Not less than \$1,000,000

Project Requirements

All projects must:

- Reduce greenhouse gas emissions, enhance ecosystem resiliency, or contribute to climate action awareness or engagement.
- Be completed within fourteen months of grant award.
- Be initiated, planned, and implemented by community members.
- Obtain Town permits required for construction, if applicable.
- Group/fiscal agent must obtain insurance for project (See Forms of Liability Insurance and Minimum Policy Amounts Required, page 7)
- Any contractors must carry required insurance.
- Present all receipts to the Town.
- Complete mid-year check-in with the Town.
- Submit final report ([Report Template](#)).

Examples of projects suitable for grant funds include the following:

Category	Project Examples
Reduce greenhouse gas emissions	<ul style="list-style-type: none"> • Create program to help neighbors obtain energy audits. • Create neighborhood LED lightbulb replacement program. • Distribute energy saving kits with items such as caulk, draft stoppers and low-flow showerheads to neighbors. • Change out hot water heater in HOA clubhouse • Create neighborhood shared bicycle program. • Develop bicycle maintenance or safety kits for neighborhood use. • Design and promote weekly bike/walk to school days. • Coordinate neighborhood carpool program. • Hold a neighborhood climate-friendly food event.
Increase the health and resiliency of ecosystems within the Town	<ul style="list-style-type: none"> • Plant native trees or a pollinator garden with native plants. • Create a neighborhood invasive species removal group. • Set up a neighborhood composting site. • Organize neighborhood waste reduction initiatives. • Install green stormwater infrastructure. • Stream repair or buffer restoration projects.
Contribute to climate action awareness or engagement	<ul style="list-style-type: none"> • Plant a community garden or build a community greenhouse. • Design educational campaigns—e.g., social media, yard signs. • Create public art related to climate action. • Design and implement educational youth programs related to climate action. • Create educational campaign for neighbors to pursue solar, save energy, prepare for disasters, or make climate-friendly food choices.

Projects which improve ecosystem resilience can be related to:

- Reducing stormwater impacts
- Increasing tree canopy and biodiversity
- Management of invasive plants
- Encouragement of native plants
- Creation and enhancement of pollinator habitat
- Management of organic waste
- Improving soil quality
- Preparation for natural disasters

(Please note that the above list is not a comprehensive list of all eligible projects and activities that may be carried out to meet the stated goals of the program).

Allowable Expenses

- Materials/Supplies:(e.g. construction or planting materials, non-alcoholic refreshments).
- Professional Services: (e.g. site planning).
- Other Project Expenses, if applicable: (e.g. permit fees, insurance).

Grant funds may not be used for:

- Benefiting an individual or individual household.
- Operating expenses, such as rent, utilities, insurance, or ongoing payment of an existing or new operating expenses.
- Food and beverage costs that exceed \$250 (unless the project relates to food choices or gardening).
- Entertainment.
- Political activities.
- Salaries and wages.

The Fiscal and Administrative agent is responsible for the management of grant funds.

- Grant funds will be expended in a check which must be deposited or cashed before 180 days.
- All grant funds remaining after completion of the project shall be returned to the Town.

Attachments Required with Application

- I. Letter of Permission from property owner(s), if applicable ([View Template](#)).
- II. Fiscal and Administrative Agent Letter of Intent (*Required*) ([View Template](#)).
- III. Copy of Fiscal Agent's [Insurance Policy](#).

Selection Process

1. **Staff Review and Comment:** Staff will review each application to ensure requirements are met.
2. **Project Scoring and Decision:** Projects will be scored by Town staff and the Climate and Environmental Advisory Commission members using the criteria below.
3. **Project Ranking:** All projects will be ranked by score and a recommendation will be made to staff for the award of grants for full or partial funding to the top-scoring projects.
4. **Award Notification:** All applicants will be notified of grant decision.
5. **Grant Contract:** All applicants awarded a grant will be required to enter into a [Grant Contract](#) with the Town.

Selection Criteria Summary

A project can be awarded maximum of **120 points**. Applications will be reviewed and evaluated applications according to the following criteria:

Criteria	Maximum points awarded
Racial Equity and Environmental Justice	30
Project Impact	20

Project Planning and Design	20
Neighborhood Participation and Support	20
Project Engagement	15
Finances	5
First-Time Applicant	10
Total	120

1. Racial Equity and Climate Justice

Low-income households and communities of color are disproportionately impacted by the effects of climate change. These groups will continue to be increasingly vulnerable without resources to adapt to the changing climate.

Criteria	Maximum Points
Project is located within Carrboro's Qualified Census Tract	15
Project will help address disproportionate climate and environmental impacts to low-income households and communities of color	15

2. Project Impact

Criteria	Maximum Points
Project reduces greenhouse gas emissions, increases the health and resiliency of ecosystems within the Town of Carrboro, and/or contributes to climate action awareness/engagement.	20

3. Project Planning and Design

Criteria	Maximum Points
Plan to accomplish project is clear, reasonable, and demonstrates the project can be completed within 14 months of award.	10
Applicant provides specific outcomes and indicators of project success.	5
Project will be maintained after work is complete.	5

4. Neighborhood Participation and Support

Criteria	Maximum Points
Applicant will work to achieve widespread neighborhood support.	10
Project will include active participation of neighborhood residents in all phases of project work.	10

5. Project Engagement

Criteria	Maximum Points
Project can be used as a model for other neighborhoods to engage community members.	15

6. Finances

Criteria	Maximum Points
Application presents a reasonable estimate of expenses.	5

7. First-Time Applicant

Criteria	Maximum Points
Applicant has not received a Green Neighborhoods Grant from the Town in a previous grant cycle.	10

Grant Awards

Grant recipients will be notified by April 2025.

Funding Schedules

Funding Level	Step 1	Step 2	Step 3	Final Step
Less than \$3,000	Town disburses 90% upfront	Grantees purchase items and complete project	Grantees submit final report, receipts, and photos	Town disburses final 10% of funding
\$3,000-\$25,000	Town disburses 50% upfront	Grantees purchase items and start project	After spending disbursed funds, grantees submit additional invoices to Town for payment	Grantees complete project and submit final report, receipts, and photos

Final Report

After project work is complete, grant recipients must submit a final report detailing all accomplishments as well as 3-5 digital photos of the project (in progress and completed). Photos may be submitted as .jpg, .png or similar file types suitable for high-quality printing.

Recipients must answer the following questions in their report:

- How were the grant funds used?
- How were community members engaged in project work?
- How many community members participated in project work?
- Please provide demographic information related to your outreach/engagement and residents who participated in your project work.
- What did community members learn from their participation?

- How did this project contribute to greenhouse gas emissions reductions, ecosystem resilience, or climate action engagement/awareness?

Timeline

Green Neighborhood Grant Program Timeline	
Application Due Date	February 12, 2026 by 5:00 pm
Town Review/Selection Period	One-month to six-week review/selection period
Grant Awarding Date	March-April 2026
Neighborhoods Implement Projects	Fourteen months from date of award
Mid-Year Check-In (Required)	Fall-Winter 2026
Project Completion	June 2027
Final Reports Due	
Recognition Celebration	Spring 2027
Final Town Approval (Final 10% Dispensed if awarded \$3,000 or less)	June 2027

Non-Discrimination Statement

The Town of Carrboro considers grant applicants without regard to age, race, color, religion, sex, sexual orientation, gender identity, or national origin. The Town will consider racial equity and climate justice when reviewing project applications, as described above in the Selection Criteria.

2026 Town of Carrboro Green Neighborhoods Grant Program Application

1. First Steps to Apply

First, talk to your neighbors to identify a community need and a project to address it. Next, all applicants must designate an administrative/fiscal agent for their project, the “agent”.

2a. Project and Contact Information

Project Title	
Project Address(es)* <i>*Only addresses located within Carrboro’s city limits are eligible.</i>	
Property Owner(s)* <i>*Required attachment: Written permission from the property owner(s) for this project.</i>	

Primary Point of Contact¹ Name		Primary Point of Contact Phone Number	
Primary Point of Contact Email			
Secondary Point of Contact Name		Secondary Point of Contact Phone Number	
Secondary Point of Contact Email			
Fiscal Agent Name*¹ <i>*If your agent is an organization, please write the organization's name</i>		Fiscal Agent Phone Number	
Fiscal Agent Email			
Fiscal Agent Address* <i>*This is where your check will be sent</i>			
Federal Tax ID Number* <i>*If you do not already have a Federal Tax ID number, you will need to obtain one before execution of grant agreement.</i>			

¹The fiscal agent will be required to sign the grant agreement if awarded.

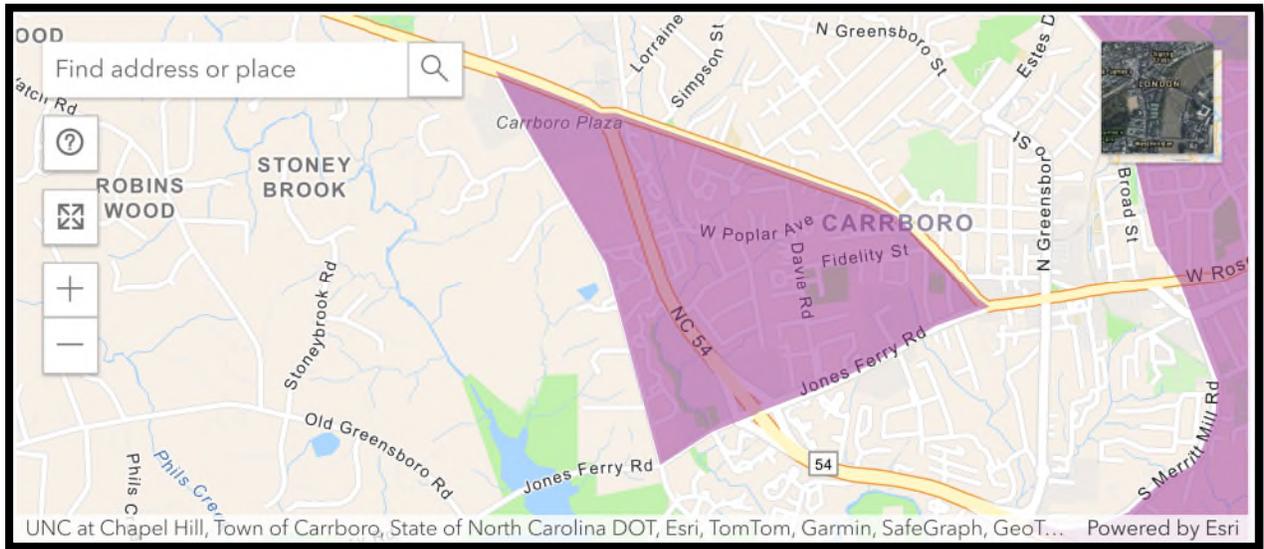
2b. Project Description

Provide a brief description of your project (250 words or less) and anticipated outcome.

3. Racial Equity and Climate Justice

Low-income households and communities of color are disproportionately impacted by the effects of climate change. These groups will continue to be increasingly vulnerable without resources to adapt to the changing climate.

Is your project located within Carrboro's Qualified Census Tract?



[Qualified Census Tract Map](#) Directions: Type your address in the map's search bar. Then click on the layer called *QCT Qualified Tracts* (Zoom 7+).

How will this project help address disproportionate impacts to low-income households and communities of color?

4. Project Impact

Please select one or more of the following categories the proposed project will fulfill and provide a detailed description below (See page 3 for examples):

- [Reduce greenhouse gas emissions.](#)
 - *Example: Reducing landfill waste through composting*
- [Increase the health and resiliency of ecosystems within the Town.](#)
 - *Example: Planting trees and native plants*

- [Contribute to climate action awareness/engagement.](#)
 - *Example: Educating the community about clean technology; campaign to help neighbors bike, walk, or ride public transit*

Please explain in detail how your project will achieve the impacts checked above.

5. Project Planning and Design

Outline a brief plan with steps that will be taken to accomplish your project, including an approximate timeline.

Example Timeline:

- *Month 1: Reach out to 15 neighbors to discuss project participation*
- *Month 2: Begin to order supplies*
- *Month 3: Organize potluck to launch project*
- *Month 4: Plant Garden*
- *Months 5-8: Maintain garden*

Note: Projects must be completed within fourteen months of grant being awarded.

Please describe how your project be maintained after work is complete.

Example: Rain garden will be maintained by community members who will check throughout the spring and summer to water plants and remove weeds as needed.

How could your project be used as a model for other neighborhoods? Explain how your project could be expanded or replicated into other parts of Carrboro.

Example: We can put together an information sheet to share with other neighborhoods about how to replicate our composting program by purchasing tabletop composting buckets, engaging neighbors, and hiring a local food waste collection service.

5. Neighborhood Participation and Support

Describe how you will obtain the active participation of neighborhood residents in all phases of project work.

Examples: Hang flyers throughout community, talk to neighbors one-on-one, hold workshops for neighbors, table at neighborhood event, communicate with neighbors through electronic listserv.

Describe planned project engagement

8. Project Budget

Request may not exceed \$25,000.

Name of Item / Service	Vendor	Cost per Item	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total Expenses				\$

9. First-Time Applicant

Have you received a Green Neighborhoods Grant in a previous grant cycle?

Yes (If so, briefly describe your project below and when you received the grant.)

No

10. Applicant Certification

By signing this application, I certify that the information contained in this application is true and correct to the best of my knowledge. I also acknowledge that the property owner has granted permission for the use of the property and submission of the request for grant funds.

I have read the Grant Program Guidelines, and I agree to comply with the requirements of the Green Neighborhood Grant Program, that any funds received will be used only for purposes set forth herein.

Applicant Name	
Signature	
Date	

Please attach the following supporting documents to complete your application.

- Letter of Permission from property owner(s), if applicable ([View Template](#)).
- Fiscal and Administrative Agent Letter of Intent (*Required*) ([View Template](#)).
- Copy of Fiscal Agent's [Insurance Policy](#).