2026 UCAIR GRANT APPLICATION PACKET

Application Instructions

Use the following checklist to ensure all required components are submitted. **Please compile all documents into a single PDF, with the Cover Sheet as the first page.**

Checklist

☐ UCAIR Grant Application Cover Sheet (Found at the end of this packet)

☐ Organization Description

☐ Project Narrative

☐ Project Timeline

☐ Project Budget

☐ Organization Financials

☐ Organization Foundation Documents (IRS letters, business licenses, etc.)

☐ Letters of Support from project partners, if applicable

Submission Deadline: All applications should be submitted via email to grants@ucair.org by ***11:59 PM on Sunday, April 12, 2026***.

2026 UCAIR Grant Application Requirements

1. Organization Description

- All applicants should provide an overview of their organization's history, accomplishments, and current capacity to manage the grant, including any relevant experience of key staff. **Nonprofit Organizations:** Include mission statement, list of Board Directors/Officers, and 501(c)(3) IRS determination letter.
- **Government Entities:** Provide an organizational structure and written verification of authorization to accept these funds for the proposed project.
- **For-Profit Organizations:** Provide registered name, incorporation type, business license number, and Taxpayer ID (TIN). *Note: Grants are capped at 50% of the project budget up to the category maximum.*

2. Project Narrative

- **Detailed Project Description:** Provide a full narrative of the project's scope and implementation plan. We also recommend highlighting how the project will further UCAIR's mission and visibility.
- **Goals & Outcomes:** Define the project's goals using SMART criteria (Specific, Measurable, Achievable, Relevant, and Time-bound) and describe all inputs, outputs, and outcomes. This section should also outline the metrics used to measure success. Visual aids, charts, and/or diagrams are encouraged, if relevant.
- **Emissions Impact:** Describe how the project directly and/or indirectly mitigates criteria or precursor pollutants.
- **Community & Equity:** Describe the area/population served and how the project benefits underserved or disproportionately impacted communities.
- **Partnerships:** Describe any partnerships that will help the project succeed.

3. Project Timeline

Provide a plan showing project milestones and quarterly goals. Grantees are allowed up to 18 months to complete their projects.

4. Project Budget

Provide a detailed budget for the project, including:

- **Line-Item Breakdown:** Provide a specific cost and brief justification for each expense.

- **Matching Funds:** Identify any other anticipated or committed funds, including internal and outside funding sources. For-profit applicants must document their required match here.
- **Indirect Costs:** Indirect costs (rent, utilities, admin) are allowable but must not exceed 10% of the total request.

5. Organization Financials

To demonstrate financial stability, please submit:

- Your most recent **Audited Financial Statement.**
- Your most recent **Balance Sheet.**
- If an audit is unavailable, provide a Profit & Loss (P&L) statement showing your annual operating budget.

6. Organization Foundation Documents

Provide relevant legal documentation to verify your organization's status and eligibility:

- **Nonprofit Organizations:** Copy of your IRS 501(c)(3) Determination Letter.
- **Businesses:** Copy of your current Utah Business License or Articles of Incorporation.
- **Government/Schools:** Letter on official letterhead stating the intent to apply and the authorized signatory for the contract.

7. Letters of Support

Include letters from any collaborating project partners stating their role in the project.

2026 UCAIR GRANT APPLICATION COVER SHEET

Project Name:

Requested Grant Amount: $
Total Project Budget: $

Lead Organization:
Lead Manager:
Email:
Phone Number:
Mailing Address *(Street, City, State, Zip Code)*:

Collaborating Organization (if any):
Collaborating Manager:
Email:
Phone Number:
Mailing Address *(Street, City, State, Zip Code)*:

Please indicate Grant Category: (Select one)

- ☐ Electric Lawn Equipment Replacement (up to $10,000)
- ☐ Education, Outreach, & Arts (up to $15,000)
- ☐ Building & Home Energy Efficiency (up to $20,000)
- ☐ Transportation & Mobility (up to $25,000)
- ☐ Innovation (up to $20,000)

PROPOSAL OVERVIEW: *Please provide brief responses (max. 150 words) to the following:*

1. **Project Summary:** Provide a concise overview of the project, including its primary goal and how it will directly or indirectly reduce air pollutants.

2. **Geography & Beneficiaries:** Where will the project take place? Who are the primary beneficiaries, and does this project serve an underserved community?

3. **Past Funding:** Have you received a grant from UCAIR in the past? If yes, please list the year, award amount, and project title.

4. **Scalability:** Could the project scope be increased or reduced based on funding? Briefly describe any limitations or conditions for scaling.

5. **Innovation:** How does this project utilize new technologies, creative outreach strategies, or unique partnerships to address air quality?

6. **Replication:** Can this project be replicated in other Utah communities? If so, how?