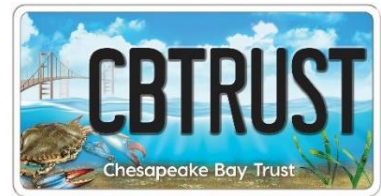




Chesapeake Conservation and Climate Corps Member Application

FY 23 Request for Proposals



Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 ♦ www.cbtrust.org

Chesapeake Conservation and Climate Corps

At a Glance

Program Summary:

The Chesapeake Conservation and Climate Corps is designed to provide young adults with a professional experience in the environmental field, develop valuable career skills, and advance the influx of new leaders working to improve the health of communities and natural resources.

Deadline:

Thursday, March 9, 2023, at 4:00 PM EST

Eligible Corps Member Applicants:

Age 18-25 on August 15, 2023 and able to work fulltime (approximately 40 hours a week) during the duration of the service year.

Duration of Chesapeake Conservation and Climate Corps:

Full-time (approximately 40 hours a week) over a 12-month period with an annual stipend of \$31,200
August 15, 2023 – August 14, 2024

Submit Your Application:

Follow the instructions online at
https://www.grantrequest.com/SID_1520/?SA=SNA&FID=35168

Contact:

Emily Stransky, Program Manager, 410-974-2941 ext. 101,
estransky@cbtrust.org

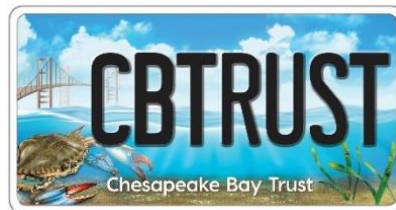


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Introduction to the Chesapeake Bay Trust

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region.

In 2022 the Maryland General Assembly enacted the Climate Solutions Now Act, one aspect of which is the expansion of the climate focus of the Chesapeake Conservation and Climate Corps and provision of resources to increase the number of Corps placements. These changes allow the Chesapeake Conservation and Climate Corps (Corps) to increase its impact in addressing the complex environmental issues of today in the face of climate change, serving communities disproportionately affected by climate change, and preparing young adults for the demands and needs of the green workforce.

As part of this effort, the Chesapeake Bay Trust is proud to partner with the State of Maryland, BGE an Exelon Company, and the National Park Service to administer the Corps program.

Program Goals

The Chesapeake Conservation and Climate Corps promotes and protects the environment by providing young adults with opportunities to gain career skills and become more engaged through meaningful community service. The goals of the Corps are to:

- 1) promote, preserve, protect, and sustain the environment;
- 2) promote climate justice and assist Maryland in achieving its greenhouse gas emissions reduction targets;
- 3) provide young adults with opportunities to become better stewards and professionals through meaningful service to their communities and the region;
- 4) mobilize, educate, and train young adults to deploy clean energy technology and mitigate and prevent the environmental and health impacts in communities disproportionately affected by climate change;
- 5) provide a green career ladder and opportunities for all young adults, especially disadvantaged youth, to be exposed to and trained in the energy efficiency, environmental protection, governmental and regulatory administration, and renewable energy generation sectors.

The Trust is committed to the advancement of diversity, equity, and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages Corps Member applications from under-engaged groups within the environmental movement and applications from Host Organizations that are based-in and/or partner with communities that are traditionally under-engaged, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our diversity and inclusion webpage <https://cbtrust.org/diversity-inclusion/>.

Who are the Chesapeake Conservation and Climate Corps Members?

The Chesapeake Bay Trust anticipates placing approximately 50 individuals in Host Organizations from August 15, 2023, to August 14, 2024. Individuals will be between the ages of 18 and 25 years at the time of enrollment and will include individuals with and without college degrees. They will work full-time (approximately 40 hours a week) over a service term of 12 months and receive a living stipend of \$31,200 for the year. It is anticipated that there will be opportunities from 1-4 Host Organizations to receive housing and/or additional stipend support (up to \$5,000 more for the year). These additional offerings will be noted in the Host Organization applications. This information will be displayed in the list of potential Host Organizations

that can be found at <https://cbtrust.org/chesapeake-conservation-corps/apply/> by December 22, 2022. The individual Corps Member is expected to be covered under the Host Organization’s general liability insurance.

Who are the Chesapeake Conservation and Climate Corps Host Organizations?

Host Organizations include nonprofit organizations, higher education institutions, faith-based organizations, community associations, and local, state, and federal government agencies. The list of organizations who applied to be a Host Organization for the 2023-24 Chesapeake Conservation and Climate Corps Program will be available at <https://cbtrust.org/chesapeake-conservation-corps/apply/> by December 22, 2022.

Chesapeake Conservation and Climate Corps Match Process and Timeline

Due to interest in the Program, we anticipate receiving more applications from potential Host Organizations and Corps Members than can be accommodated in the program. The Trust will organize and determine placements based on the following criteria: 1) quality of the Corps Member application and the value he/she/they will receive from being accepted into the Corps, 2) quality of the Host Organization application and proposed experience offered to the Corps Member, and 3) strength of the match between Corps Member and Host Organization.

October 2022-Dec 7, 2022	Host Organization applications solicited
Dec 8, 2022	Host Organization application deadline
Dec 2022-Mar 8, 2023	Corps Member applications solicited. Eligible Host Organization applicants will be posted at www.cbtrust.org for potential Corps Member applicants to view.
Mar 9, 2023	Corps Member application deadline
Mar 15-Apr 5, 2023	Review Phase: Corps Member applications reviewed by an external committee. Based on reviewer feedback, a subset of Corps Member applicants will be invited as finalists in the Matching Phase.
Apr 12-May 24, 2023	Matching Phase: Applications of Corps Member Finalists made available to Host Organization applicants to view and applications of Host Organizations made available to Corps Member Finalists to view. During this time, Host Organization applicants may (are encouraged to) contact their top Corps Member applicants to set up an interview, and Corps Member applicants may (are encouraged to) contact their top Host Organization applicants for an interview.
TBD, Apr or May 2023	Corps Job Fair: Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged.)
May 25, 2023	Placement Phase: All Host Organization applicants are required to submit their list of the Corps Member applicants with whom they would be willing to be placed. All Corps Member applicants are required to submit their list of Host Organization applicants they want to be placed with in ranked order.
June 5, 2023	Placement offers made to the top Corps Members, and Host Organization matches begin. Placements decisions are based on (1) Corps Member application review and value to the Corps Member applicant if placed in the program, (2)

strength of the match between the Corps Member applicant and Host Organization applicant based on the Ranking and Willing to Host Forms, and (3) quality of the positions offered by the Host Organization applicants. Host Organizations will be expected to agree to host any potential Corps Member identified on their placement lists.

Late-June, 2023

Placement offers complete.

Aug 15, 2023

Service terms begin. **All Host Mentors and Corps Members will be required to attend an orientation event on August 15, 2023.**

Eligible Corps Member Activities

Corps Members will be engaged in a wide range of activities in the fields of climate change, environmental restoration, energy conservation, sustainable agriculture, forestry, community engagement, and/or preK-12 environmental education to be accomplished by the Corps Member during their service year. Projects and activities must meet an identifiable public need (1) with specific emphasis on projects and programs that result in long-term preservation, protection, and conservation of the environment and/or (2) within a community disproportionately affected by climate impacts, with specific emphasis on climate mitigation and clean energy projects that result in long-term reductions to greenhouse gas emissions and improvements to public health and the environment. If placed, each Corps Member will work with his/her/their Host Organization and the Trust to expand the scope of work section of the application into a 12-month work program for the service term. This work plan will include specific responsibilities and quantifiable metrics in which the Corps Member will be engaged, including a capstone project led independently by the Corps Member that will be expected to compose roughly 25% of the Corps Member's time during the year-long service term.

Examples of Climate Change Activities include:

- Projects to expand urban tree canopy, implement green rooftops, and take other actions to reduce urban heat island effects;
- Projects to improve access to clean, reliable transportation, including through the expansion of bike trails and pedestrian walkways;
- Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change;
- Implementing tree planting projects with tree species and forestry practices less vulnerable to storms and fires;
- Planning to identify and plan for land corridors to help species migrate;
- Implement green infrastructure projects to address flooding from increased storm events;
- Implementation of carbon sink projects like soil health or 'blue carbon' efforts that accumulate and store greenhouse gases;
- Projects to install renewable energy systems at low-income households and schools, libraries, and other public buildings;
- Projects to undertake holistic retrofits of low-income households, including weatherization and heat pump installation;
- Promotion of new federal and state initiatives and funding that will provide up to \$14,000 to low-to-moderate income households for home electrification upgrades, \$7,500 for electric vehicle purchases, and other actions that can reduce household energy costs and greenhouse gas emissions.

Examples of Environmental Restoration Activities include:

- Watershed restoration projects focused on water quality and quantity, including stream buffers and restoration; stormwater projects such as rain gardens, bioretention cells, and other low-impact development projects; and implementation of other green infrastructure projects to address nutrient and other pollution of nearby waterways;
- Watershed restoration projects focused on habitat improvement, including bay grasses, native plants, pollinator plants, oysters, natural (living) shorelines, trees, other wildlife improvements, and more;
- Projects to work with communities to improve their environmental impacts and activities and to encourage environmental stewardship.

Examples of Energy Conservation Activities include:

- Implementation of community greening and urban tree canopy projects that create energy savings
- Assistance to schools in becoming “green schools” and reducing energy costs;
- Promotion of energy efficiency of households and public structures within neighborhoods through energy audits, weatherization, and other on-site energy conservation measures – e.g., “green street” energy projects;
- Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change;
- Improvement of the energy efficiency of housing for elderly and low-income households;
- Implementation of clean energy projects in communities to enhance the use of renewable energy, including free and low-cost energy audits.

Examples of Agricultural and Forestry Activities include:

- Implementation of agricultural best management practices to prevent or reduce nutrient runoff;
- Working in partnership with the agricultural community on outreach and engagement projects to encourage stewardship;
- Working with forestry programs to increase the number of forested acres in the watershed;
- Working with urban tree canopy programs.

Examples of Education Activities include:

- Development of interactive environmental education programs for elementary and secondary school students and/or the public;
- Development of curriculum targeted at training high school students and apprentices to obtain skills necessary to create and implement clean energy and climate resiliency projects in their communities and to compete for jobs in the emerging clean energy sector;
- Assistance to schools to become “green schools” through hands-on projects with their students
- Building infrastructure to promote environmental education including outdoor classrooms, nature trails, public access to natural resources, and schoolyard habitats.

Examples of Community Engagement Activities include:

- Development of environmental outreach tools and materials for a specific target audience;
- Implementation of community-based restoration and conservation demonstration projects to engage residents and increase knowledge;
- Development of behavior change programs designed to provide products and services that increase environmentally responsible behavior adoption;
- Implementation of environmental and/or energy conservation programs and projects to engage and educate residents about local air and water quality and associated human health impacts.

Ineligible Corps Member Activities

Corps Members may not:

- Participate in any partisan political activity while engaged in the performance of duties as stipend volunteers.
- Participate in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps Program.
- Undertake a project if the project would replace regular workers or duplicate or replace an existing service in the same locality.

Evaluation Criteria

The following criteria will be used by reviewers to evaluate applications. Preference will be given to applications that meet multiple criteria.

Scoring Criteria:

- Value to the Corps Program (Scale of 1 to 20): What is the likelihood the applicant will provide: A diverse perspective or lived experience? Curiosity or creativity in addressing the challenges facing the environmental movement? Passion for community and/or natural resource health?
- Essays (Scale of 1 – 25): Do the essays thoroughly and clearly demonstrate an understanding of and interest in the Corps Program? Do the essays show personality and/or passion? Are the essays memorable? Are the answers consistent with the Corps goals?
- Value to Corps Member (Scale of 1 – 35): How much will the applicant benefit from the experience and offerings provided by the Chesapeake Conservation and Climate Corps? Have they already experienced numerous internships and/or professional positions, or would the experience be novel and therefore more additive to their growth?
- Value to Host Site (Scale of 1 – 20): How valuable will the applicant be to a Host Organization? Does the applicant have the background/experience/skills to be effective in a Corps position? What is the likelihood the applicant can work responsibly in a professional environment?

Corps Member Responsibilities

If selected a Corps Member has several responsibilities to the Program and its Host Organization:

- 1) The Corps Member is expected to work with their Host Organization and the Trust to structure and adhere to a work plan based on a 40-hour per week Corps Member schedule for the one-year term of service.
- 2) The Corps Member is expected to participate in the eight-twelve leadership and professional development trainings and three project days provided by the Chesapeake Conservation and Climate Corps program during the year of service. This includes attending the Chesapeake Watershed Forum in fall 2023, at the National Conservation Training Center in Shepherdstown, West Virginia.
- 3) The Corps Member will select and complete a capstone project with the support of their Host Organization by the end of the service year.
- 4) The Corps Member must complete at least four, ideally six to ten, peer-to-peer site visit days visiting fellow Corps Members and participating in activities at other Host Organizations throughout the service year.

- 5) The Corps Member is expected to submit quarterly status reports to the Chesapeake Bay Trust and a final report at the end of the service term.
- 6) The Corps Member will be required to participate in all other program components. A calendar of program events and deadlines will be provided to Corps Members at the start of the program year.

Host Organization Responsibilities

The Host Organization has several responsibilities to the Program and its hosted Corps Member including:

- 1) Designation of a mentor for the Corps Member; this mentor is expected to provide support and guidance to the Corps Member throughout the year.
- 2) Providing the Corps Member with desk or office space and access to a phone and computer with internet access, provide parking or reimbursement for parking on-site, and provide mileage reimbursement for program-related travel, *including travel to program training activities and required site visits*.
- 3) Additional responsibilities as outlined in the Corps Host application on the [Corps webpage](#).

Chesapeake Bay Trust Responsibilities

The Chesapeake Bay Trust has several responsibilities to the Corps Member and their Host Organization.

- 1) The Trust will provide the Corps Member with a stipend of at least \$31,200 for the one-year, non-renewable service term.
- 2) The Trust will cover workers compensation, FICA, and payroll costs for the one-year service term.
- 3) The Trust will provide an orientation event, eight-twelve mandatory training experiences, and three Corps project days during the service term.
- 4) The Trust will make available the opportunity for Corps Members to apply for Chesapeake Conservation and Climate Corps Mini Grants for projects associated with their service work of up to \$1,250.
- 5) The Trust will provide registration costs for each Corps Member to attend the 2023 Chesapeake Watershed Forum, attendance at which will be required of Corps Members as part of the mandatory trainings. The Trust will also provide registration costs for each Corps Member to attend the 2024 Watershed Forum, attendance at which will be optional.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on March 9, 2023**. Late applications will not be accepted, and the online application form will close automatically and promptly at 4 PM EST. Applicants are strongly encouraged to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.

Application Review Process

Each application will be reviewed by a review committee composed of Chesapeake Conservation and Climate Corps Alumni based on the criteria listed in the "Evaluation Criteria" section above. Then based on the scores a

subset of applicants will be invited to participate in the matching process. Please see the *Corps Match Process and Timeline* section on page 4 for more details on that process and placement selection.

Contact

For technical assistance contact Emily Stransky at (410) 974-2941 x 101 or estransky@cbtrust.org.

Narrative Questions

You will be asked to upload a MS Word or PDF file addressing the following points. We recommend that you copy and paste the questions to use as an outline in your narrative to ensure that you address all questions. On average, 2-3 paragraphs should be written in response to each question.

- 1) Share your story and what has led you to apply to the Chesapeake Conservation and Climate Corps? Include how you will bring a unique perspective to the cohort.
- 2) Describe an environmental issue (can include an issue that intersects with the environment and other areas) that you are passionate about or one that has impacted you. Given your area of interest what types of activities and projects described above in “Corps Member Eligible Activities” are you most interested in and why?
- 3) Tell us about a meaningful experience or accomplishments you have had in the last five years. The experience does not have to be environmentally focused, just one that has made a significant impression on you or of which you are proud.

Resume Upload:

Recommended but optional: You will be able to upload your resume.

Letters of Recommendation Upload:

Recommended but optional: Letters of recommendation from references listed on your application are encouraged but not required. Letters should describe your work competence, leadership potential, and your ability to build relationships. If you are not able to obtain letters of recommendation in time for submittal, they can be emailed separately to Carlton Burns at cburns@cbtrust.org.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm EST on Thursday, March 9, 2023**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

By submitting an application to become a Chesapeake Conservation and Climate Corps Member, you attest that all information provided is true to the best of your knowledge and commit to being placed with a Host Organization for the yearlong service period and fulfill all responsibilities outlined above.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
 - This two-question quiz is meant to assist you in determining if you are eligible to apply for the Corps program.

- Contact Information Tab
 - Provide your name, mailing address, phone number, and email address.

- Applicant Information Tab
 - Provide your highest degree awarded, year degree awarded, school name, how did you hear about the Corps, types of activities preferences, geographical area preferences, employment history, skills, community and volunteer activities, references, legal information, race Race/Ethnicity (for survey purposes only; this information will not be shared), gender (for survey purposes only; this information will not be shared), age (for survey purposes only; this information will not be shared).

- Narrative Tab
 - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section in this document. Upload additional supporting documents, if needed.