



Umhverfis- og skipulagsráð
Borgartúni 12-14
105 reykjavík

Reykjavík, 7. ágúst 2024
USK24030270

Tillaga um úthlutunarreglur fyrir Loftslagssjóð ungs fólks í Reykjavík og umsjón með úthlutun úr sjóðnum

Umhverfis- og skipulagssvið leggur fram svohljóðandi tillögu:

Lagt er til að umhverfis- og skipulagsráð:

1. samþykki hjálagðar úthlutunarreglur fyrir Loftslagssjóð ungs fólks í Reykjavík og vísi til borgarráðs til staðfestingar.
2. feli umhverfis- og skipulagssviði að sjá úthlutun úr sjóðnum í samræmi við framangreindar reglur.

Greinargerð með tillögu:

Í febrúar sl. tók borgarráð ákvörðun um að sækja um stofnframlag frá Bloomberg philanthropies fyrir Loftslagssjóð ungs fólks (USK23120015) eftir að þáverandi borgarstjóri hafði lýst yfir áhuga á verkefninu fyrir hönd Reykjavíkur á COP28. Í apríl hlaut Reykjavíkurborg framlag til stofnunar sjóðsins ásamt 99 öðrum borgum. Tilgangur sjóðsins er að styrkja ungt fólk á aldrinum 15-24 ára til loftslagstengdra verkefna. Í lok maí opnaði Reykjavíkurborg fyrir umsóknir í sjóðinn samkvæmt leiðbeiningum Bloomberg og rann umsóknarfrestur út í lok júní.

Hér er lagt til að:

- 1) Samþykktar verði formlegar úthlutunarreglur sem eru í samræmi við leiðbeiningar Bloomberg og þá auglýsingu sem birt var um styrki í sjóðinn áður en formleg úthlutun á sér stað.
- 2) Að umhverfis og skipulagssviði verði falin umsjá sjóðsins, þ.m.t. úthlutun úr sjóðnum í samræmi úthlutunarreglurnar.

Umsókn um stofnframlag og undirbúningur sjóðsins, auglýsing umsókna og samskipti við Bloomberg hafa verið á umhverfis- og skipulagssviði og er verkefnið leitt af deildarstjóra loftslagsmála og skrifstofu umhverfisgæða. Sviðið hefur yfir að búa sérþekkingu á loftslagstengdum málefnum, málum er varða umhverfi og náttúru. Verkefnið hefur áður verið kynnt fyrir umhverfis- og skipulagsráði.



Reykjavík



F. h. sviðsstjóra umhverfis- og skipulagssviðs

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Skrifstofa umhverfisgæða

Hjálagt: Úthlutunarreglur fyrir Loftslagssjóð ungs fólks í Reykjavík
Fylgiskjöl: Leiðbeiningar frá Bloomberg philanthropies



Loftslagssjóður ungs fólks í Reykjavík

Úthlutunarreglur

1. Sjóðurinn og markmið hans

Loftslagssjóður ungs fólks í Reykjavík (Youth Climate Action Fund) er samstarfsverkefni Reykjavíkurborgar og Bloomberg philanthropies. Markmið sjóðsins er að virkja ungt fólk í leit að lausnum á loftslagsvandannum. Sjóðurinn veitir styrki til verkefna sem eru hönnuð og unnin af ungu fólki á aldrinum 15-24 ára.

Heildarupphæð styrkja úr sjóðnum ræðst af því fjármagni sem Bloomberg philanthropies styrkir Reykjavíkurborg til verkefnisins. Úthlutun úr sjóðnum fylgir þessum reglum sem byggja á leiðbeiningum Bloomberg philanthropies. Umhverfis- og skipulagssvið annast umsjá sjóðsins, þ.m.t. auglýsingu og úthlutun úr sjóðnum.

2. Umsækjendur

Ungt fólk 15-24 ára eða samtök sem starfa í þágu fólks á þeim aldri geta sótt um styrk í sjóðnum. Umsóknir þurfa að berast í gegnum samtök, hópa eða skóla. Ekki eru veittir styrkir til einstaklinga.

3. Styrkhæf verkefni

Sjóðurinn styrkir ný verkefni sem tengjast lausnum á loftslagsvandannum. Verkefni verða að vera hönnuð og framkvæmd af ungu fólki á aldrinum 15-24 ára. Verkefni þurfa að hafa beina skírskotun til og styðja við gildandi loftslagsáætlun Reykjavíkur.

Verkefni sem koma ekki til álita eru: verkefni á vegum Reykjavíkurborgar sem hafa nú þegar hlotið styrk, verkefni sem eru unnin beint í tengslum pólitíska eða trúarlega starfsemi, námsstyrkir eða beinn stuðningur við einstaklinga.

4. Umsóknir

Umsækjandi skal skila þeim gögnum sem óskað er eftir t.a.m. um markmið verkefnis, tíma- og verkáætlun, aðra fjármögnun verkefnis. Umsóknir verða að berast fyrir auglýstan umsóknarfrest.

5. Styrkhæfur kostnaður

Styrkhæfur kostnaður verður að tengjast verkefni beint, t.a.m. efniskostnaður, kostnaður vegna þátttöku í verkefnum eða annars slíks.

Laun eða launatengd gjöld eru að jafnaði ekki styrkhæf nema annað sé tekið fram. Ekki er hægt að hljóta styrk vegna kaupa á tækjabúnaði, kostnaðar sem er hluti af daglegum rekstri eða þóknun fyrir ræðumennsku á viðburðum.

6. Valnefnd

Umhverfis- og skipulagssvið skipar að lágmarki 3 einstaklinga í valnefnd fyrir mat á umsóknum. Leitast skal við að fulltrúar í valnefnd hafi sérþekkingu á loftslagsmálum, starfi með ungu fólki og þekkingu á stjórnsýslu Reykjavíkurborgar.

Valnefnd ákveður umsóknarfrest í samræmi við leiðbeiningar Bloomberg philanthropies.



7. Mat á umsóknum

Við mat á umsóknum skal meta hvort verkefni:

- Sé hannað og framkvæmt af ungu fólki á aldrinum 15-24 ára
- Hafi beina skírskotun til loftslagsstefnu Reykjavíkur
- Verði framkvæmt í Reykjavík
- Verði lokið fyrir auglýsta lokadagsetningu
- Byggi á sterkri hugmynd og hafi skýr markmið
- Sé líklegt til að draga úr losun eða stuðla að aðlögun að loftslagsbreytingum
- Fari nýjar eða skapandi leiðir til að ná markmiðum þess
- Hafi skýra verk- og tímaáætlun
- Sé líklegt til að valdefla ungt fólk á aldrinum 15-24 ára
- Hafi skýra fjárhagsáætlun og sótt sé um styrk fyrir styrkhæfum kostnaði
- Öðrum atriðum sem koma fram í auglýsingu.

Valnefnd gerir valnefndarálit fyrir hvert verkefni.

8. Skil á gögnum

Styrkþegar skulu veita allar fjárhagslegar upplýsingar sem tengjast styrkveitingunni og framvindu verkefnisins. Styrkþegar skulu skila lokaskýrslu með þeim áherslum sem óskað er eftir hverju sinni.

Þeir aðilar sem njóta styrkja frá Reykjavíkurborg og Bloomberg philanthropies skulu láta þess getið í kynningarefni sínu.

9. Gildistaka

Reglur þessar taka gildi þegar þær hafa verið staðfestar af borgarráði.

YOUTH CLIMATE ACTION FUND TOOLKIT

Supported by

Bloomberg
Philanthropies

In partnership with



UCLG

United Cities
and Local Governments

BLOOMBERG

Center for Public Innovation

AT JOHNS HOPKINS



**"CLIMATE CHANGE IS AN
ALL-HANDS-ON-DECK CHALLENGE,
AND IT'S CRITICAL THAT YOUNG
PEOPLE — WHO HAVE THE MOST
AT STAKE — HELP LEAD THE WAY."**

– **Michael R. Bloomberg**, UN Special Envoy on Climate Ambition
and Solutions and 108th mayor of New York City



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WE ARE HERE TO HELP.

For more general information and city support contact us at youthclimatefund@uclg.org.

For communications support contact Sam Fuld at sam@bloomberg.org.

Visit our resources library at learningwith.uclg.org/p/YCAF.

Disclaimer: This document will be updated periodically with additional resources.

WELCOME TO THE YOUTH CLIMATE ACTION FUND

Dear Mayor,

We are thrilled to welcome you and your city to the inaugural Youth Climate Action Fund program!

At a time when the urgency of climate action has never been greater, it is with tremendous excitement that we launch this initiative to equip cities and their young residents to drive meaningful change. As mayor, you play a critical role in leading your communities toward a sustainable future. We know that many cities have made remarkable efforts to reduce per capita emissions and adapt to climate impacts, often outpacing their national governments. But we also recognize that city leaders are challenged to deploy effective and meaningful ways to bring residents, including young ones, into policymaking and program design. The Youth Climate Action Fund program aims to significantly bolster these efforts.

Announced at the Bloomberg Philanthropies Mayors Innovation Studio during the COP28 UAE Local Climate Action Summit on December 2, 2023, the Youth Climate Action Fund is designed to make a significant impact. By providing technical assistance and funding, it aims to mobilize tens of thousands of young people between the ages of 15 through 24 to become the co-designers, co-producers, and co-governors of climate solutions in communities. Your city's participation in the program is an exciting step toward fostering a more sustainable future.

101 cities from around the world have been selected to join the Youth Climate Action Fund because of a shared commitment to:

- Ambitious climate action.
- Expanding the role of youth in leading local solutions.
- Dedicating staff resources to launch, manage, and monitor the program in your city, including active participation in the program's technical support sessions.
- Recognition of the urgency of the moment and plans to deploy all microgrants across your city by September 30, 2024.

What follows is a program kick-start plan for your office and designated city hall team along with a detailed program overview toolkit to ensure the Youth Climate Action Fund takes off in your city.

We are excited to embark on this journey with you, to witness the impact of your youth-led climate initiatives, and to collaborate in shaping a more sustainable and resilient future for generations to come.

Warm regards,

James Anderson

Head of Government Innovation Programs, Bloomberg Philanthropies

PROGRAM KICK-START PLAN

The Youth Climate Action Fund equips mayors with the resources to foster youth-led initiatives that contribute to achieving the city's foremost climate action goals. Under the **Youth Climate Action Fund brand**, supported by Bloomberg Philanthropies, mayors will set up a microgrant program in their city and invite youth aged 15 through 24 and their supporting organizations to develop and submit project proposals. These proposals should align with the city's established climate goals, and reflect innovative plans for youth to engage in climate-related activities that can demonstrate community impact. Youth proposals will be reviewed by mayoral advisory committees, which will select the most promising projects for funding and implementation by the youth groups.

The program initially provides US\$50,000 to participating city halls to fund projects that are in line with the city's climate action strategies. Cities that successfully disburse the funding to microgrants by September 30, 2024, become eligible for Round 2 of the program and could be awarded an additional US\$100,000 to continue to support youth climate projects.

Through the Youth Climate Action Fund, mayors will launch open calls in their cities for new and ambitious climate efforts led by young people. These ideas may include:

- Youth-led awareness, education, research, and development initiatives, including youth-led climate education programs; youth climate hackathons; youth-developed climate surveys and research; youth-informed clubs or curriculum; and youth-designed public art and awareness campaigns.
- Youth-driven climate mitigation and adaptation projects, including youth-led community gardening, tree planting, reforestation, and urban farming campaigns; youth-managed recycling and waste reduction programs; and youth-produced climate resilience workshops and disaster preparedness programs.
- Co-governed youth climate action plans, including partnerships between city leaders and youth groups to inform climate-related policy ideas, decisions, or actions or the formation of youth climate ambassadors or advisory boards.

Ready to launch? Here's an action plan to kick-start your city's Youth Climate Action Fund program. Together, we can drive meaningful change!



KICK-START STEPS

Suggestions, ideas, and tips for the steps listed below can be found in the “How to Launch” section of this toolkit.

- 1** Establish your city hall’s Youth Climate Action Fund project team
- 2** Align the work of the Youth Climate Action Fund with your city’s Climate Action Plan, clearly communicating your city’s climate challenges and objectives with youth applicants
- 3** Create a publicly accessible microgrant application process
- 4** Set up a microgrant selection committee
- 5** Launch a public announcement and open call for applications
- 6** Involve key stakeholders
- 7** Keep getting the word out
- 8** Select, announce, and socialize the winning projects
- 9** Track, report, and share stories with the community on microgrant progress
- 10** Apply for Round 2 eligibility, using the same steps above to kick start a call for new applications once new funding has been confirmed

PROGRAM OVERVIEW

THE OPPORTUNITY

Mayors are on the front lines of the climate crisis, tackling emergencies and testing interventions. Over the past decade, local governments have played a critical role in mitigating and adapting to climate change, and many cities are reducing per capita emissions faster than their national governments. But the most impactful solutions will be those designed not just for communities but also with them.

As urban areas continue to grow, it is projected that 60 percent of urban residents will be under the age of 18 by 2030, positioning youth not just as stakeholders but as central actors in urban futures.

With 84 percent of youth around the world reporting that they are worried climate change threatens people and the planet, and more than 60 percent saying that government is not doing enough to avoid climate catastrophe or take their concerns seriously, it is clear that youth are critical to driving local climate action. To ignite the climate action needed to advance local – and global – progress, young residents must have a seat at the table.

THE PROGRAM

The Youth Climate Action Fund, established, led, and supported by Bloomberg Philanthropies and delivered in partnership with United Cities and Local Governments (UCLG) and the Bloomberg Center for Public Innovation (BCPI) at Johns Hopkins University, as a fiscally sponsored project of Rockefeller Philanthropy Advisors (RPA), provides technical assistance and funding to 101 cities worldwide to engage tens of thousands of youth aged 15 through 24 in designing, implementing, and overseeing urgent climate solutions, from tree planting to policymaking. Proposed by youth and selected by cities, the microgrant-funded efforts are expected to ignite awareness and action to advance climate goals as critical as achieving decarbonization and reducing consumption-based emissions, and launching climate adaptation initiatives.

BENEFITS FOR CITIES

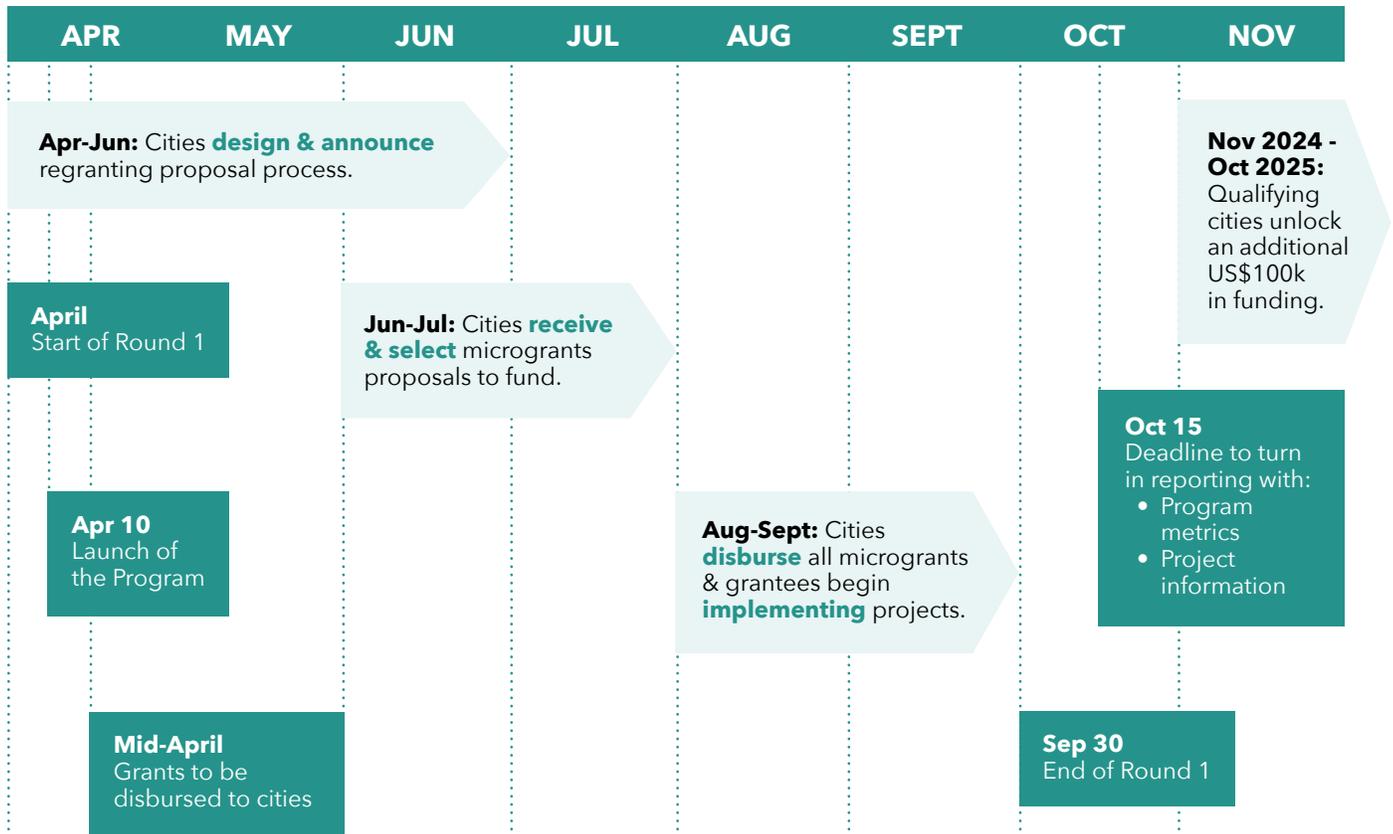
The Youth Climate Action Fund will provide cities with the following benefits:

- An initial grant of US\$50,000* in spring 2024 to rapidly launch and support youth-led climate projects through the local distribution of microgrants from US\$1,000 to US\$5,000, with up to 20 percent of the funds available to the city to cover a portion of the administrative costs of running the Youth Climate Action Fund program.
- Community engagement expertise and technical assistance provided virtually through webinars, coaching calls, and office hours from leading government innovation and civic engagement specialists.
- Communications and story-telling resources and supports.
- Cities that commit the initial US\$50,000 by September 30, 2024, will receive a further US\$100,000* to distribute to additional local youth-led climate projects over 12 more months.

*All grant recommendations are subject to vetting and compliance review by RPA as well as applicable laws, rules, and regulations.



TIMELINE



Program offerings include:

- **Technical Assistance Webinars:** Global training sessions designed to equip all 101 cities with essential knowledge on engaging youth in climate change initiatives and understanding program requirements.
- **Regional Calls:** Interactive sessions that facilitate the sharing of contextual best practices among cities. Additionally, cities will receive guidance and address specific issues in a group setting.
- **Dedicated Office Hours:** Sessions where individual cities can seek advice on specific challenges they are facing.
- **Communications and Storytelling Assistance:** Access to a Communications Toolkit and personalized support from the Bloomberg Philanthropies team. This service helps participating cities and mayors amplify their local initiatives nationally or globally and provides additional resources and opportunities for storytelling or communications.



PROGRAM DOS AND DON'TS

You're going to move fast to bring your city's Youth Climate Action Fund program to life. Here are clear "dos" and "don'ts" that you must keep in mind during implementation.

DO

Have your mayor put out the call for applications from youth.

Develop and publicize **clear microgrant criteria** so applicant youth know exactly what the program's goals and expectations are. For example, state that projects should be new, aligned with city climate plans, and youth-led.

Make sure that **youth are the ones bringing the projects to life**.

Prioritize projects with **innovative approaches and clear goals**.

Eliminate conflicts of interest in project selection – make sure that the team picking projects is not directly connected to organizations seeking funding, and use open, fair, impartial, and unbiased selection criteria to select projects.

Allow grantees to **use microgrants for project costs**, including youth participation expenses (such as bus fare, food, gift cards) and adult project sponsorship costs, such as from local NGOs, civic groups, neighborhood clubs, or school administrators.

Select **youth-led projects and distribute microgrants no later than September 30, 2024**. All projects must be completed by December 31, 2024.

Use the **Communications Toolkit and guidance** to message about the program.

Celebrate projects widely and visibly. Put out press releases, host kick-off events, highlight work in city newsletters, and more.

DON'T

Have **other organizations take the lead** in announcing and running your Youth Climate Action Fund application.

Fund existing projects or ideas created by city hall – all project awards should go to efforts proposed by youth ages 15 through 24 in your city.

Support projects that are implemented primarily by adults without active and strong youth engagement and participation. Instead, leverage youth enthusiasm and energy, empowering them to propose, shape, and bring to life the projects they say are needed.

Use favoritism, influence, or familiarity to determine which projects get funded. You want to have clear standards and criteria, and you should make sure that decision makers are not formally connected to the organizations that you fund.

Allow grantees to cover ineligible costs such as services covered by existing city initiatives; rent or utilities; nonprofit/NGO incorporation fees; speaker honorariums; scholarships or other direct support to individuals or families; partisan political organizations, political candidates, fundraisers, or projects; capital campaigns, endowments, or endowed chairs; and events or fundraisers not related to youth climate action.

Fund lengthy projects – your goal is to help young people implement projects quickly and complete all projects before December 31, 2024.

LAUNCHING THE YOUTH CLIMATE ACTION FUND PROGRAM IN YOUR CITY

STEP 1: ESTABLISH YOUR CITY HALL'S YOUTH CLIMATE ACTION PROJECT TEAM

- Identify the city hall lead and the team that will manage this work for the next months.
 - Name one staff lead who will act as the city's point of contact and participate in Youth Climate Action Fund webinars and technical assistance for your team.
 - Activate a select group of city staff who can commit to drive and monitor the activities of the Youth Climate Action Fund. We recommend that roles include:
 - Project lead
 - Mayor/City Manager liaison
 - Public Information Officer
 - Climate action lead or designee
 - Resident engagement expert



TIP Most cities will consider having a team lead that collaborates with 3-5 staff citywide, dedicating approximately 10 hours per week to this program (divided among all the staff involved).

- This team should be adept at project coordination, have a solid understanding of environmental issues, be skilled at working with communities, have strong financial management skills, and be enthusiastic about new ideas. Their work will include managing the fund, building partnerships, spreading the word, and keeping track of how things are going.
- The team should develop a project plan to implement the Youth Climate Action Fund program and meet regularly to ensure the project plan is moving forward.

STEP 2: ALIGN THE WORK OF THE YOUTH CLIMATE ACTION FUND WITH YOUR CITY'S CLIMATE ACTION PLAN, CLEARLY COMMUNICATING YOUR CITY'S CLIMATE CHALLENGES AND OBJECTIVES WITH YOUTH APPLICANTS

- Be sure everyone on the city team is familiar with the details of the city's current public Climate Action Plan or equivalent document.
- Remember – any project you support through a microgrant must help advance the city's existing climate and sustainability work. Engage youth and youth-serving organizations in the community to develop and propose new projects along these lines.

TIP Use your city's Climate Action Plan to identify focus areas for youth proposals. This will help direct youth energy and creativity toward priority areas! For instance, if your Climate Action Plan emphasizes "reducing single-use plastic waste," this could inspire young people to suggest initiatives like a community-wide reusable water bottle campaign or engaging art installations made from recycled plastics. Encourage them to think outside the box – their proposals might just be the innovative solutions your city needs!



TIP Examples of the types of issues addressed by the Youth Climate Action Fund projects include sea-level rise, extreme weather, worsening air and water quality, flooding, among others.

- Identify key areas of concern and main aspirations, particularly those where youth can contribute to climate action and sustainable solutions.
- Identify key climate priorities you might tackle through the Youth Climate Action Fund program, considering areas like awareness, education, research, and co-development initiatives, launching climate mitigation and adaptation initiatives, and involvement in governance of local Climate Action Plans.
- Engage the key departments in your city that are responsible for climate action and adaptation and resident engagement.



Urban Forestry Inventory

DAR ES SALAAM, TANZANIA

Youth leaders from OpenMap Development Tanzania have done something amazing - they've created an Urban Forestry Inventory using simple and affordable tools. Their goal? To tackle the urban heat island effect, pinpoint "tree deserts" in the city, and empower communities to manage green spaces better using data. With the help of 50 enthusiastic youth participants, they mapped over 500 trees through this project. They've also documented their process, making it easy for others to replicate this initiative in different parts of the city. The Urban Forestry Inventory project activated young people around aims in Dar es Salaam's Local Biodiversity Strategy and Action Plan to increase and protect green spaces and biodiversity in the city for residents' benefit.

[READ MORE ABOUT THIS INNOVATIVE PROJECT.](#)

STEP 3: CREATE A PUBLICLY ACCESSIBLE MICROGRANT APPLICATION PROCESS

- Create a simple, straightforward Youth Climate Action Fund microgrant application that outlines criteria for selecting youth-proposed projects.
- Include the key goals of the city's Climate Action Plan, and make it clear that winning ideas must link back to that plan.
- Define and include the criteria that city hall will use to choose the winning projects.
- Be clear and specific about how young people apply, what format the application should take, when it is due, and when decisions will be made.

TIP *Feel free to use the microgrant application template that has been provided to help you get a jump-start.*

STEP 4: SET UP A MICROGRANT SELECTION COMMITTEE

- Appoint a committee that can assist your city's Youth Climate Action Fund program lead in reviewing applications and making selections.
- This committee should include members of your city's Youth Climate Action Fund team as well as external advisors from the community who will ensure only youth projects that align with the Youth Climate Action Fund program goals and criteria are chosen to receive microgrants.

TIP *Potential participants may include your mayor, mayoral aides, city agency staff, and community partners who won't be applying to the Youth Climate Action Fund. You want to avoid any conflict of interest in the selection process!*

- Once your microgrant selection committee has been formed, they will develop a clear set of criteria to guide award selection. These criteria should be made public and transparent for all to see (including youth applicants).

TIP *Feel free to use the microgrant evaluation rubric template that has been provided to help you get a jump-start.*



Jordan River Trail Artwork Refresh

SALT LAKE CITY, USA

Salt Lake City Mayor Erin Mendenhall issued a citywide call to residents, requesting their ideas for neighborhood improvement through the Love Your Block program. One such project, the Jordan River Trail Artwork Refresh, received US\$2,000 to bring together youth and community members to restore four significant public art installations. This volunteer-led project highlights the importance of the Jordan River as a local treasure.

READ THEIR STORYMAP AND WATCH THIS VIDEO TO LEARN MORE.

STEP 5: LAUNCH A PUBLIC ANNOUNCEMENT AND OPEN CALL FOR APPLICATIONS

- Invite the mayor to issue a citywide public call for young people and youth-serving organizations to submit their best project ideas.

TIP Consider having your mayor visit a youth organization or attend a meeting with youth and develop a corresponding video to promote the call for applications.

- Implement a communications strategy that includes press conferences and regular updates that focus on reaching young people across communities to spread the word, drive interest, and engage youth from the start.
- Set up a dedicated, easily-accessible website to direct the proposal submission and keep young people updated on the program's status.
- Promote the call for microgrant applications widely.
 - Target youth organizations and communities in your promotional efforts to help expand reach.

TIP Consider reaching out to partners who might be interested and willing to share the call for applications. Share draft social media posts to make it easy for them to customize and share.

TIP Consider obtaining quotes and statements of support from youth leaders in your community that you can use in your announcement.

- Encourage diverse youth participation, ensuring representation from different backgrounds and perspectives.

STEP 6: INVOLVE KEY STAKEHOLDERS

- Identify and collaborate with local businesses, educational institutions, environmental and civil society organizations, and community leaders who can offer additional resources, knowledge, and support.
- Work closely with organizations that already have a strong connection with youth and can facilitate their involvement in climate initiatives.
- Encourage stakeholders to take an interest in both the development and implementation of projects. Creating a sense of ownership among all residents is crucial for ensuring the sustainability of climate initiatives and strengthening overall community engagement.



STEP 7: KEEP GETTING THE WORD OUT

- After the open call and public announcement, use city channels, local press, newsletters and social media to reach as many young people as possible. Get and keep them excited and talking about the project competition.

TIP Consider arranging presentations or assemblies to introduce the Youth Climate Action Fund and encourage participation.

- Partner with schools and youth-serving institutions to announce the program to students, teachers, and parents.
- Reach out to youth-serving organizations, clubs, and associations in the community to spread the word about the program. Offer support in promoting the initiative to their members and networks.

- 
- Host informational sessions or webinars at schools, parks, libraries and youth serving organizations to provide detailed insights into the program and answer questions from potential applicants.

TIP Offer multiple sessions at different times to accommodate diverse schedules and preferences. Invite key stakeholders, local leaders, youth organizations, and interested individuals to attend and learn more about the program.

- Maintain active communication with interested youth, answer inquiries promptly, and provide ongoing support throughout the application process. Foster a supportive and inclusive environment for all participants.

STEP 8: SELECT, ANNOUNCE, AND SOCIALIZE THE WINNING PROJECTS

- Remember – winning projects should embody the Youth Climate Action Fund program goals and the city’s key criteria and advance the city’s Climate Action Plan.
- Notify winners and those who have not been selected via email and share next steps.

TIP Organizations will be excited to hear from you and will want to get started right away. Provide details explaining the funding process and directions on what they should do immediately and in the next 3-4 weeks.

TIP For those organizations that will not advance, be sure to invite them to follow along. Encourage them to find other ways to engage and volunteer. You don’t want to lose their excitement!

- Cities must follow all local laws and regulations and issue microgrant agreements to recipients when distributing funds to youth and related groups. Cities may choose to use project charters, award letters, or other simple agreements to detail the charitable use of funds and methods for collecting information on project expenditures and outcomes. Templates will be provided.
- Host a kick-off orientation session for all microgrant recipient youth leaders to help them better understand the grant and allow the city to discuss program expectations, timeline, and other important program features.
- Remember – eligible expenses include, for example, supplies for projects (shovels, paint, plants etc.); funds to enable youth to participate (bus fare, per diem for food, gift cards for participation, etc.); adult project sponsorship from local NGOs, civic groups, neighborhood clubs, or school administrators.
- Provide funding for eligible expenses along with associated paperwork and agreement documents.
- Get the microgrants out and celebrate. Public announcements and other publicity are key goals for this program.

TIP *Feel free to use one of the templates that have been provided to help you get a jump-start!*



Postes Solares

CÓRDOBA, ARGENTINA

The City of Córdoba launched a call for projects through Young Innovators Challenge, a contest organized jointly by the Public and Social Innovation Laboratory of CorLab and the Youth Secretariat. Young people from the Piedras Blancas neighborhood responded with a US\$5,000 idea called Postes Solares (Solar Poles) that met the city's key criteria and was selected as a winning project. Through this initiative, youth trained the Piedras Blancas community on renewable energy and created, installed, and maintained solar-powered light poles. This incredible project has brightened 40 percent of the community's streets, where there was previously no light, making the streets safer and more vibrant places.

**READ MORE ABOUT
THIS AMAZING PROJECT.**



STEP 9: TRACK, REPORT, AND SHARE STORIES WITH THE COMMUNITY ON MICROGRANT PROGRESS

- Capture stories, key data, and more so we can help celebrate what the youth in your community do.
- Outline a plan that summarizes how you will:
 - Track impact with microgrant recipients involved in funded projects to ensure project effectiveness.
 - Ensure ongoing communication and data sharing to facilitate comprehensive impact measurement.

TIP *Feel free to use the grant reporting template that has been provided to help you get a jump-start.*

- Ensure the team responsible for overseeing the allocation of microgrants is coordinating with recipients and monitoring project progress to promote timely and successful implementation.
- Implement communication channels and regular check-ins to facilitate collaboration among grant recipients, city officials, and partners. Foster a supportive environment for knowledge-sharing and problem-solving throughout the project lifecycle.
- Collect reports from microgrant recipients, and submit final grant reports by February 28, 2025, including copies of all microgrant reports.
- Leverage data for the city's long-term decision-making:
 - Leverage the collected impact data to inform future decisions related to climate initiatives that your city is focused on.
 - Explore opportunities to amplify successful strategies and address challenges identified through impact measurement.
- Promote the successes of youth and community participants by sharing stories of impact. Recognize and celebrate youth and community participants' contributions to the success of microgrant projects.



Beach Please

MUMBAI, INDIA

Founded by Malhar Kalambe at the age of 19, Beach Please is an inspiring initiative that engages young people to become stewards of Mumbai's beaches, rivers, and mangroves through awareness events, recycling efforts and weekly clean-up drives. Their work is crucial because trash and plastic waste in waterways and oceans can harm biodiversity, create dead zones with low oxygen levels and stifle plant life, affecting carbon dioxide absorption. Beach Please tracks and reports on several indicators, including the number of youth participants that register for and attend events, the number of tons of waste removed from Mumbai's shores and waterways, before and after photos and more. Beach Please also leverages social media to recruit and express gratitude to youth leaders who make these efforts so effective. Their impactful work has been featured in the press and has earned recognition from the United Nations.

[READ MORE HERE AND FOLLOW THE WORK ON INSTAGRAM HERE.](#)

TIP Consider sending thank-you letters from the mayor or hosting an awards celebration at city hall to recognize leaders for their outstanding work on Youth Climate Action Fund projects.

- Express gratitude to youth participants.
- Produce at least one media piece showcasing the tangible results of the Youth Climate Action Fund projects. Encourage a sense of community pride through podcasts, vlogs, blog posts on the city's website, social media posts or collaborations with local media.

TIP Social media is a powerful tool for sharing the success of the program. If your city does regular press announcements on your climate or youth work, consider weaving the success stories from this program into those announcements.

TIP Encourage departments and community groups to share city-led press announcements and social media posts.

STEP 10: APPLY FOR ROUND 2 ELIGIBILITY, USING THE SAME STEPS ABOVE TO KICK START A CALL FOR NEW APPLICATIONS ONCE NEW FUNDING HAS BEEN CONFIRMED

ROUND 2 ELIGIBILITY REQUIREMENTS

Cities that disburse the initial US\$50,000* by September 30, 2024, will be eligible to receive a further US\$100,000 to distribute to additional local youth-led climate projects over 12 more months. (All grant recommendations are subject to vetting and compliance review by RPA as well as applicable laws, rules and regulations.)

In order to advance to Round 2 of the Youth Climate Action Fund and unlock the additional funding and technical assistance, cities must complete the following core requirements by September 30, 2024:

- Establish the city's Youth Climate Action Fund project team.
- Create an application process to identify, select, and fund youth-led microgrant climate projects that are aligned with the city's Climate Action Plan.
- Issue an open call for applications by the mayor.
- Promote the program widely.
- Select winners and provide funding to selected projects.
- Disburse total value of microgrants to youth-led projects minus up to 20 percent to be used by the city to cover a portion of administrative costs for running the program.
- Track the total value of microgrants awarded to youth-led projects.
- Track the total number of youth-led climate projects funded.
- Produce at least one media piece on the Youth Climate Action Fund.
- Provide a report on at least one output and one outcome per project (in which an output indicates work in progress, and an outcome demonstrates the impact).

If you believe your city's Youth Climate Action Fund program has met all of the core requirements outlined above and qualifies for Round 2, let us know at youthclimatefund@uclg.org and attach your city's Round 1 program report (template to be provided) by or before October 15, 2024.

EXAMPLES OF YOUTH-LED INITIATIVES

The following are examples of youth-led climate initiatives from around the world. We hope youth in your city are inspired by these and even more ambitious efforts.

YOUTH CLIMATE ADVISORY BOARDS

Establish advisory boards composed of young people to work alongside city officials in designing and refining climate policies and programs, ensuring that they reflect the needs and perspectives of youth.

YOUTH-LED CLIMATE EDUCATION PROGRAMS

Develop educational initiatives led by young people that target local schools and communities to increase awareness and understanding of climate issues.

YOUTH TECH PROGRAMS

Youth-created innovative solutions and apps to address climate challenges in the city.

YOUTH-DESIGNED PUBLIC ART AND AWARENESS CAMPAIGNS

Encourage young artists to create public art installations and awareness campaigns that convey the urgency of climate action and the city's goals.

COMMUNITY GARDENS, TREE PLANTINGS, AND URBAN FARMING

Youth-led initiatives that create community gardens, green rooftops, and urban farming projects to promote sustainable food production and reduce carbon emissions.

YOUTH-MANAGED RECYCLING AND WASTE REDUCTION PROGRAMS

Young people's efforts in recycling, waste reduction, and upcycling programs, making communities more environmentally friendly.

YOUTH CLIMATE AMBASSADORS

Designate youth climate ambassadors to represent young people's perspectives in city council meetings, climate task forces, and public consultations.

YOUTH CLIMATE ACTION FUND TOOLKIT

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For more information and city support contact youthclimatefund@uclg.org.

YOUTH CLIMATE ACTION FUND

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MICROGRANTS PACKAGE

MICROGRANTS GUIDANCE AND TEMPLATES

Toolkit Step 3

- Microgrant application
- Eligibility criteria
- Eligibility determination

Toolkit Step 4

- Form the selection committee
- Microgrant selection process and criteria
- Microgrant evaluation rubric

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Toolkit and are designed to help cities kickstart their climate action projects. Each was made to fit easily into city processes. Our goal is to make it simple for cities to act quickly and effectively in involving youth-led climate action projects.

STEP 3: CREATE A PUBLICLY-ACCESSIBLE MICROGRANT APPLICATION PROCESS

Purpose: A simple, straightforward Youth Climate Action microgrant application that outlines criteria for selecting youth-proposed projects, includes the key goals of the city's Climate Action Plan, and makes it clear that winning ideas must link back to that plan. Consider translating the document into multiple languages, as needed, and place it on the city's website. We recommend using Google Forms for application submission, as it enables easy tracking and selection review.

Disclaimer: This template formatting is compatible with the program's internal data-collection system.

Microgrant Application

Project type: (select one)	<input type="checkbox"/> Awareness, Education, Research, Co-Development Initiatives <input type="checkbox"/> Launching Climate Mitigation and Adaptation Initiatives <input type="checkbox"/> Involvement in Governance of Local Climate Action Plans
Project title:	[Insert Project Title Here]
Grant applicant organization/group name:	[Insert Grant Applicant Organization/Group Name Here]
Youth project lead(s):	[Insert Name(s) and Age(s)]
Fiscal lead contact person:	[Insert Contact Person's Name]
Email:	[Insert Fiscal Lead Contact Person's Email Address]
Phone number:	[Insert Fiscal Lead Contact Person's Phone Number]
Key climate priorities:	<p>Microgrant project proposals must be focused on one or more of the mayor's key climate impacts identified in [CITY NAME's] Climate Action/Sustainability Plan or relevant policy document [INSERT LINK].</p> <ol style="list-style-type: none">1. [INSERT ANSWER HERE]2. [INSERT ANSWER HERE]3. [INSERT ANSWER HERE]
Climate focus area:	[Specify which city identified climate priority this project would address.]

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Project description:	[Provide an overview of your project, including its main goals and objectives, along with the expected effect on the community and the environment. Describe the current issues or challenges your project aims to address and why this intervention is crucial now. (Max 300 words)]
Project proposal:	[Describe the specific activities and steps your project will undertake. Include a clear timeline and describe the measurable outcomes you anticipate. Detail how each activity will contribute to achieving the stated goals. (Max 300 words)]
Youth engagement plan:	[Describe how young people will be involved in the project, including their roles, responsibilities, and opportunities for leadership. (Max 200 words)]
Youth volunteer activities:	[List any volunteer opportunities associated with your project and how youth can get involved. (Max 100 words)]
City services requested:	[Specify any city services or support needed for the successful implementation of your project. (Max 100 words)]
Microgrant request:	[Specify an amount between US\$1,000 and US\$5,000.]
Budget allocation and justification:	[Provide a breakdown of how you plan to use the microgrant funds, including itemized expenses and a justification for the expense. (Max 200 words)]
Before photos:	[If applicable, include any "before" photos relevant to your project for reporting purposes. Please submit photos with the highest resolution possible. Attach files if necessary.]

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Additional information:	[Include any additional information or details you think are important for the consideration of your application. (Max 100 words)]
Declaration:	<p>By submitting this application, we agree to comply with the terms and conditions of the Youth Climate Action Fund and commit to using the microgrant funds responsibly and transparently to advance our project's objectives.</p> <p>Youth Project Lead(s) Signature: [Insert digital signature of youth leader(s) proposing the project]</p> <p>Fiscal Lead Contact Person Signature: [Insert digital signature of adult leader from sponsoring organization]</p>

Microgrant Administration Requirements & Resources

Application requirements:

- Project description.
- Simple budget showing how funds will be used.

Recipient eligibility:

- Entity with formal incorporation or status of some kind (not necessarily an NGO or charity), a bank account in its name, and an ability to manage the funds.
- If youth-led groups are not incorporated entities themselves, they may partner with one that serves as the microgrant recipient and fund administrator.

Microgrant agreement requirements:

- Funds must be used for the purposes stated in the approved application.
- Projects must be completed, and all funds spent by December 31, 2024.
- Submit a final report by January 31, 2025.
- Comply with all applicable laws and regulations.

Final report requirements:

- Brief description of what activities were undertaken and how the funds were spent.
- Include at least one output and one outcome.
 - Example output: Numbers of trees planted or square feet of community gardens created.
 - Example outcome: Reducing the urban heat-island effect or reducing CO₂ emissions and food miles.
- Actual expenditures.
- Receipts or invoices as required by your city or local jurisdiction.

*Note: Collecting data on the impact of each Youth Climate Action Fund project is critical. It serves as a rallying point for project participants and demonstrates to volunteers that their efforts make a real difference in their cities. Microgrant recipients should plan to track at least **one output** and **one outcome** per microgrant project. An output shows that work is being done, while an outcome shows that the work is making a difference.*

Project Eligibility

Purpose: The following template is meant to be used for city staff to select projects that meet minimum requirements to be advanced to the Selection Committee.

Disclaimer: This template information is mandatory for cities to include in reporting the number of applications received and the number of eligible applications.

To determine whether the project meets the basic eligibility requirements for the Youth Climate Action Fund it must fulfill four criteria:

1. Project is primarily led and implemented by youth between the ages of 15 and 24.
2. The organization proposing the project is formally incorporated.
3. The application is complete.
4. The expenses in the proposed budget align with the eligibility criteria of the Youth Climate Action Fund.

Eligibility Determination

	Eligibility questions	Eligibility determination	
		NO	YES
Youth focus	Is this project proposal youth led or submitted by a youth-serving organization?	Project is NOT primarily led and implemented by youth between the ages of 15 and 24.	Project is primarily led and implemented by youth between the ages of 15 and 24.
Grant applicant	Was a project description AND simple budget showing how funds will be used provided?	The application is NOT complete.	The application is complete.
	Is the entity with formal incorporation or status of some kind (not necessarily an NGO or charity), a bank account in its name, and ability to manage the funds? <i>Note: If youth-led groups are not incorporated entities themselves, they may partner with one that serves as microgrant recipient and fund administrator.</i>	Grant Applicant is NOT an entity with formal incorporation or status, a bank account in its name, and ability to manage the funds.	Grant Applicant is an entity with formal incorporation or status, a bank account in its name, and ability to manage the funds.

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	Eligibility questions	Eligibility determination	
		NO	YES
Eligible costs	<p>Are any of the costs ineligible within the parameters set forth by the Youth Climate Action Fund?</p> <p><i>Note: examples of ineligible costs include services covered by existing city initiatives, speaker honorariums, and partisan political organizations, political candidates, fundraisers, or projects.</i></p> <p><i>For more, review the Dos and Don'ts in the Toolkit.</i></p>	<p>The applicant identifies ineligible costs in the proposal that make the entire project ineligible OR would materially interfere with the project such that it would be infeasible to fund.</p>	<p>The applicant's requested cost items are eligible OR none of the ineligible costs would materially interfere with the carrying out of the project.</p>

STEP 4: FORMING AND LEADING A MICROGRANT SELECTION COMMITTEE

Purpose: Use this template to help invite a Selection Committee that can assist your city's Youth Climate Action Fund program lead in reviewing applications and deciding which microgrant projects will be funded. We suggest that selection committees comprise 5–7 people, including members from the Youth Climate Action Fund team and from the various key stakeholder groups identified in your project brief.

Form the Selection Committee

Meet with your Youth Climate Action Fund team to define Criteria for Selection Committee Membership. Ensure selection committee members meet the following criteria:

- Expertise in climate action and adaptations, youth engagement, and community development.
- Represent diverse demographic and geographic backgrounds.
- Able to commit time to a thorough review and discussion of applications.
- Understand the commitment and responsibilities involved, including attending scheduled meetings, reviewing applications impartially and thoroughly, and participating in discussions and decision-making processes.

Reach out to potential members through professional networks, partner organizations, and community leaders. Send formal invitations and obtain written confirmations.

Once committee members are selected and have confirmed their participation, provide members with an orientation packet that includes the project brief, evaluation rubric, confidentiality agreement, and participation expectations.

Grant Application Selection Process Orientation

Host a training session to orient committee members with the selection process, including:

- Establishing the selection criteria using the sample evaluation rubric (below) as a starting point.
- Discussing ethical considerations and the importance of impartiality and confidentiality.
- Sharing the timeline and deadlines for the review process.
- Ensuring that members receive applications well in advance of deadlines to allow for adequate review time.
- Providing tools to ensure consistent scoring and note-taking. See sample microgrant evaluation rubric.

Microgrant Selection Process and Criteria

Purpose: This evaluation rubric template provides clear guidelines and criteria for evaluating microgrant proposals. It ensures consistency and fairness in the assessment process by breaking down the selection criteria into measurable components. Customize this template to help your selection committee make informed decisions that align with the goals of the Youth Climate Action Fund and the climate goals of the city.

Note: This template information is mandatory for cities to include in grant reporting.

Invite committee members to independently score applications using the provided rubric. Encourage members to write down strengths, weaknesses, and points needing clarification. Schedule and facilitate structured discussions in which members share their views and scores. Be sure to discuss discrepancies in scoring and seek consensus where possible. After thorough discussion, ask members to submit their final scores. Calculate the average scores to determine which projects meet the funding criteria. Document the final decisions and the rationale for each selection.

Microgrant Evaluation Rubric

Reviewer name:
Date:
Project title:

Climate area of focus:
Total score (to be completed last):

Criteria	Scoring Details	Maximum Points	Score
Relevance to Climate Action Plan	<ul style="list-style-type: none"> • 0–5 points: Does not address the city's climate priorities. • 6–10 points: Addresses climate priorities but lacks a clear focus. • 11–20 points: Directly addresses climate priorities with clear focus. 	20 points	
Project goals and objectives	<ul style="list-style-type: none"> • 0–5 points: Does not address the project goals and objectives. • 6–10 points: Addresses the project goals and objectives but lacks a clear focus. • 11–20 points: Directly addresses the project goals and objectives with a clear focus. 	20 points	
Innovation and creativity	<ul style="list-style-type: none"> • 0–3 points: Does not address innovation and creativity. • 4-6 points: Addresses innovation and creativity but lacks a clear focus. • 7–10 points: Directly addresses innovation and creativity with a clear focus. 	10 points	
Feasibility and project planning	<ul style="list-style-type: none"> • 0–5 points: Does not address feasibility and project planning. • 6–10 points: Addresses feasibility and project planning but lacks a clear focus. • 11–20 points: Directly addresses feasibility and project planning with a clear focus. 	20 points	

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Criteria	Scoring Details	Maximum Points	Score
Budget rationale	<ul style="list-style-type: none">• 0–3 points: Does not address the budget rationale.• 4–6 points: Addresses the budget rationale but lacks a clear focus.• 7–10 points: Directly addresses the budget rationale with a clear focus.	10 points	
Impact	<ul style="list-style-type: none">• 0–5 points: Does not address sustainability and impact.• 6–10 points: Addresses sustainability and impact but lacks a clear focus.• 11–20 points: Directly addresses sustainability and impact with a clear focus.	20 points	
		100 Points TOTAL	

Scoring notes: