PARTICIPATION STIPEND PROGRAM HANDBOOK 2023–2024

Midwest Building Decarbonization Coalition
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The Midwest Building Decarbonization Coalition is committed to building a movement for everybody to equitably decarbonize the building sector in the Midwest.

To align the Coalition’s work with Justice40 and the Climate Funder’s Justice Pledge, MWBDC has committed 40 percent of its annual budget to re-granting work, either through Participation Stipends for our Coalition Members or through our Empowerment Grants.

**Participation Stipends** aim to financially support folks doing this work within the Coalition space, and alleviate the financial barrier to entry that can come with spending hours a week working towards our goals. Individuals or organizations can apply. We know that environmental injustices have not impacted all communities the same - BIPOC, members of Frontline Communities, historically marginalized groups, and environmental justice communities are strongly encouraged to apply.

Keep reading to find out what the different stipend levels are, the expectations for each, and an overview of how you could get involved in various MWBDC working groups.

Last year, we had more applications than available funding - we cannot guarantee everyone will receive a stipend at their requested level. Please fill out your application thoughtfully, and contact staff to discuss it further if you'd like!

Want to take on a larger project? Learn more about Empowerment Grants at midwestdecarb.org!
STIPEND LEVELS & EXPECTATIONS

Stipend levels range from $1,000 - $8,000 per year.

The below expectations are intended to help applicants identify what level of commitment and stipend is appropriate for them - they are not intended as a checklist to attain a higher stipend amount. Please reflect and be honest about the level of coalition work you or your organization are prepared to take on in the next year. If you still have questions about the best fit, do not hesitate to contact MWBDC staff.

We will conduct **quarterly check-ins via Zoom** with stipend recipients to make sure that recipients are fulfilling their commitments commensurate with the stipend level received, and make sure that we are facilitating pathways to meaningful involvement in MWBDC’s areas of work that they are most passionate about!
STIPEND LEVELS & EXPECTATIONS

LEVEL I – $1,000

A Level I participation stipend recipient is fairly new to the coalition AND building decarbonization. They might need time to educate themselves and get comfortable, but should be prepared to commit to the following:

- Attend a Midwest BDC Orientation session
- Become a member of Midwest BDC.
- Participate in a working group of your choosing.
- Commit to one year of basic participation with Midwest BDC. (Attending monthly full coalition meetings and working group meetings)
Meet Level I participation requirements
Attend a Midwest BDC Orientation session if you’re new to the Coalition.
Commit to 1-2 Level II projects or campaigns over the course of the year. (Examples of appropriate projects and ideas are listed later in this document)
Check-in with MWBDC staff and the grants committee on a quarterly basis on your activities and meeting attendance.

STIPEND LEVELS & EXPECTATIONS

LEVEL II – $3,000

A Level II participation stipend recipient is an existing coalition member ready to take on a more active role OR a new coalition member comfortable with a more active role. These recipients should be prepared to commit to the following:

- Meet Level I participation requirements
- Attend a Midwest BDC Orientation session if you’re new to the Coalition.
- Commit to 1-2 Level II projects or campaigns over the course of the year. (Examples of appropriate projects and ideas are listed later in this document)
- Check-in with MWBDC staff and the grants committee on a quarterly basis on your activities and meeting attendance.
Meet Level II participation requirements
Attend a Midwest BDC Orientation session if you’re new to the Coalition.
Commit to 1-2 Level III projects or campaigns over the course of the year. (Examples of appropriate projects and ideas are listed later in this document)
Check in with MWBDC staff and the grants committee on a quarterly basis on your activities and attendance.

A Level III participation stipend recipient is an existing coalition member OR a new member prepared to take on critical roles in working groups or other MWBDC initiatives in the coming year. These recipients should be prepared to commit to the following:

- Meet Level II participation requirements
- Attend a Midwest BDC Orientation session if you’re new to the Coalition.
- Commit to 1-2 Level III projects or campaigns over the course of the year. (Examples of appropriate projects and ideas are listed later in this document)
- Check in with MWBDC staff and the grants committee on a quarterly basis on your activities and attendance.

STIPEND LEVELS & EXPECTATIONS

LEVEL III – $5,000
STIPEND LEVELS & EXPECTATIONS

LEVEL IV - $8,000

A Level IV participation stipend recipient is an existing coalition member with a track record of strong coalition engagement OR a new member coming in with existing subject matter expertise critical to a MWBDC working group or initiative.

If you are considering applying for a Level IV stipend, we strongly encourage you to contact MWBDC staff ahead of time to discuss your experience and expectations for this level. These recipients are ready to take on major leadership roles in the coalition and should be prepared to commit to the following:

- Attend a Midwest BDC Orientation session if you’re new to the Coalition.
- Commit to one of the following:
  - Co-lead a working group (Note: There are not guaranteed openings for working group co-leads)
  - Hosting training for coalition members (check out our previous trainings for inspiration.)
  - Coordinate a major local campaign or day of action that advances MWBDC priorities.
  - Complete the “train the trainer” program put on by staff and represent MWBDC at local, state, or national level conferences and events as a MWBDC Ambassador.
STATE SPECIFIC FUNDING

For this cycle, MWBDC has received funding for participation stipends to advance key state-specific goals in Minnesota, Illinois, and Michigan. These would likely be Level II or III stipends with the same expectations listed above. You do not have to have previous experience or expertise with these issues to participate, MWBDC staff and partners are available to provide support and education.

- **Minnesota:** Joining with other in-state partners to participate in utility regulatory dockets that will heavily impact the state’s ability to transition from fossil fuel usage in buildings.

- **Illinois:** Joining with other in-state partners to advance regulatory action or local stretch code adoption that transitions communities off of fossil fuels

- **Michigan:** Joining with other in-state partners to advance state funding for affordable, healthy, and decarbonized housing that supports an equitable energy transition.

If you are an individual or organization based in Minnesota, Illinois, or Michigan that is interested in receiving a stipend to participate in these efforts, please indicate that on your application and contact Jacob Serfling (serfling@fresh-energy.org) with any questions.
INSPIRATION FOR PROJECTS & WORKING GROUP ACTIVITIES

MWBDC's work is done in our Working Groups. Participation Stipend recipients should choose one - or multiple! - Working Groups to get involved with. Learn more about each Working Group on our website.

Each of the MWBDC Working Group leaders has listed further ideas to get involved in their work area. Feel free to contact the working group co-leads if you have questions or ideas about a specific project!

These are intended to offer inspiration for stipend recipients - you could take on one of the specific projects listed, or come with your own idea.

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GENERAL ACTIVITIES

These projects aren’t specific to a single working group that could be completed over the course of a year. We welcome new ideas, too!

Level II
- Host an event (virtual or in-person) - check out MWBDC’s past virtual events for inspiration!
  - Analyze your utility bill with community members
  - Demonstrate how induction cooking or another energy-efficient appliance works
  - Engage with local legislators*
- Write letters to your local newspaper or other local outlets about MWBDC priorities*
- Write a blog post or create a video for the MWBDC website
- Speak at your local city council meeting or arrange a meeting with local officials about why an equitable building decarbonization strategy should be a key part of the cities climate action plan*
- Create a social media campaign - this could include videos, graphics, or posts about energy burden, energy conservation, and clean energy to raise awareness and bring more people into this work*

Level III/IV
- Represent MWBDC at a local, state, or national convention or conference. (Must have completed a “train the trainer” session first - staff conducts these trainings quarterly).

*Review talking points in a working group (or complete a “train the trainer” session) prior to speaking to elected officials.
INTERFAITH WORKING GROUP

Co-Leads: Bishop Marcia Dinkins and Dr. J.B. Pressey

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II.
- Host at least one educational event (virtual or in-person) that talks about why building decarbonization is important for Houses of Worship. MWBDC staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.

Level III
- Host or attend local, state, and/or federal events (virtual and/or in person) to educate others and advocate for equitable building decarbonization.
- Connect with Clergy in your community/state.

Level IV
- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.
- At least one of the other activities listed above.
LOCAL CODES AND STANDARDS

Co-Leadership positions are available for this group!

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II. Host at least one educational event (virtual or in-person) focused on topics pertinent to the work this working group is doing. MWBDC staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.
- **Volunteer as a tracker for your city/state’s public input opportunities.** Hearings or public forums, even when required, are often not well publicized by state agencies or legislative bodies. You would work with MWBDC staff and working group co-leaders to identify websites that need to be checked consistently, useful mailing lists to be on, and important contacts. You would be responsible for keeping MWBDC staff and the working group informed of any upcoming opportunities that we should be organizing around.
- **Participate in state/local hearings, listening sessions, public forums, etc. regarding implementation of federal funding related to building decarbonization.** This could mean speaking at an in-person or virtual event, submitting your own written comments, or helping get organizations and individuals in your committee to sign-on to comments developed by the working group and MWBDC staff. As much as possible, MWBDC staff and the local codes and standards working group will make sure that you are supported with talking points and informational resources.
• Help coordinate MWBDC with an existing state/local effort. In some cities or states, there may already be an organized campaign to adopt higher efficiency or electrification standards for buildings (ex. Michigan Building Decarbonization Campaign facilitated by Michigan Environmental Council). You could act as a connector between one of these efforts and the larger MWBDC network.

Level III
• Host or attend local, state, and/or federal events (virtual and/or in person) to educate others and advocate for equitable building decarbonization.
• Organizing a local building standards campaign. This working group will often have presenters from policy groups on topics like Building Performance Standards for existing buildings, adopting a ‘stretch’ building code (in states where allowed), or municipal-level incentives for decarbonization. An organization/individual putting together a campaign to get their local jurisdiction to adopt something of this nature would be appropriate for a level III stipend, as long as there is a sustained effort (not single, one-off conversations). This would likely involve bringing in new community partners, speaking at public meetings, and organizing one-on-one meetings with local government officials and/or staff.

Level IV
• Working Group Co-Leader: Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in staff’s absence. Co-leadership of this group requires spending time between meetings staying informed on new model codes or building standards, working with state trackers, and organizing working group activities.
QAP / AFFORDABLE HOUSING

Co-leadership positions are available for this group!

Level I
• **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
• **Attend at least one state-specific QAP comment drafting meeting and actively participate in the comment-generating process.** In doing so, invite other relevant partners and developers to attend, contribute, and ideally sign on.

Level III
• **Reach out to your state’s housing finance agency and be the steward of that relationship.** Maintain regular communication for the purpose of staying up to date on the activity within their office and around the state. This should also include attending their public hearings, further promoting equitable efficiency and decarbonization measures, connecting with other groups with whom we can collaborate, and finding additional opportunities to be involved.
Level IV

- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence. Co-leadership of this group requires spending time between meetings staying informed of federal news and deadlines, coordinating group activities, and communicating with state trackers.

- At least one of the other activities listed above.
The Equity Working Group operates in two sub-committees: Education and Trainings, and Grants and Stipends. The following are general activities that could fall under the broader Equity Working Group, and keep reading for more information about each sub-committee!

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II. Host at least one educational event (virtual or in-person) focused on topics pertinent to the work this working group is doing. MWBDC staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.

Level III
- Host or attend local, state, and/or federal events (virtual and/or in person) to educate others and advocate for equitable building decarbonization.

Level IV
- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.
- At least one of the other activities listed above.
Co-Leaders: Lee Ringo, Esuln Tucker, Linda Durril

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II. Host at least one educational event (virtual or in-person) focused on topics pertinent to the work this working group is doing. MWBDC staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.
- Come prepared with new training ideas you would like to bring to the Coalition - help to plan and facilitate them.

Level III
- Host or attend local, state, and/or federal events (virtual and/or in person) to educate others and advocate for equitable building decarbonization.

Level IV
- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.
- At least one of the other activities listed above.
EQUITY: GRANTS AND STIPENDS SUB-COMMITTEE

Co-Leaders: Sheila Curry-Campbell and Hillary Thomas

Level I

- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II

- All activities in Level I are included in Level II. Host at least one educational event (virtual or in-person) focused on topics pertinent to the work this working group is doing. MWBDC staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.
- Come prepared to help **facilitate the subgranting program**, including organization and reporting on recipients, marketing the program, etc.

Level III

- Host or attend local, state, and/or federal events (virtual and/or in person) to educate others and advocate for equitable building decarbonization.

Level IV

- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.
- At least one of the other activities listed above.
Co-leadership positions are available for this group!

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II.
- All activities in Level I are included in Level II. Host at least one educational event (virtual or in-person) focused on topics pertinent to the work this working group is doing. MWBDC staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and/or take pictures.

Level III
- Host or attend local, state, and/or federal events (virtual and/or in person) to educate others and advocate for equitable building decarbonization.

Level IV
- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence. Co-leadership of this group requires spending time between meetings staying informed of federal news and deadlines, coordinating group activities, and communicating with state trackers.
  - At least one of the other activities listed above.
YOUTH ENGAGEMENT

Co-leadership positions are available for this group!

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II. Host at least one educational event (virtual and/or in-person) that talks about why building decarbonization is important for young people to get involved with. Staff can provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.
- **Host an educational session or event** at your school, science fair, summer camp, etc.

Level III
- Host or attend local, state, and federal events (virtual/in-person) to educate and advocate for equitable building decarbonization.
- The youth working group is currently planning a **podcast series** that features young people interested in building decarbonization/climate justice work. Take an active role in planning and participating in that series.
Level IV

- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.

- At least one of the other activities listed above.

- **Lead a campaign** at a school, club, or other youth-centric groups to get youth involved in taking some action for building decarbonization work (energy audits, day of action, speaking at a city council meeting, contacting legislators, etc).
Leader: James Trice. Co-leadership positions are available for this group!

Level I
- **Attend at least one of the working group meetings each month.** Contribute to meeting discussions (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II.
- **Volunteer as a tracker for your state’s public input opportunities.** Hearings or public forums, even when required, are often not well publicized by state agencies or legislative bodies. You would work with MWBDC staff and working group co-leaders to identify websites that need to be checked consistently, useful mailing lists to be on, and important contacts. You would be responsible for keeping MWBDC staff and the working group informed of any upcoming opportunities that we should be organizing around.
- **Participate in state/local hearings, listening sessions, public forums, etc.** regarding the implementation of federal funding related to building decarbonization. This could mean speaking at an in-person or virtual event. It could mean submitting your own written comments or helping get organizations and individuals in your committee to sign-on to comments developed by the working group and MWBDC staff. As much as possible, MWBDC staff and the federal policy working group will make sure that you are supported with talking points and informational resources.
Level III

- **Organize around a local federal funding opportunity.** Participants in the federal policy working group will be well-informed on upcoming federal funding opportunities that local governments or partnerships between local governments and community non-profits could be eligible for. An organization/individual inspired to campaign their local jurisdiction to pursue this funding for a building decarbonization-related program or initiative would be appropriate for a level 3 stipend, as long as there is a sustained effort (not single, one-off conversations). This would likely involve bringing in new community partners, speaking at public meetings, and organizing one-on-one meetings with local government officials and/or staff. Grants Committee will ask for information on what local activities you undertook.

Level IV

- **Working Group Co-Leader and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence. Co-leadership of this group requires spending time between meetings staying informed of federal news and deadlines, coordinating group activities, and communicating with state trackers.
HEALTH

Co-Leaders: Emma Hines and Ana Sophia Mifsud

Level I
- **Attend the working group meetings each month.** Contribute to meeting discussion (life experience or community perspective is as valuable as technical or policy expertise), share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II
- All activities in Level I are included in Level II.
  - **Participate in state/local hearings, listening sessions, public forums, comments, etc.** regarding health and building decarbonization. This could mean speaking at an in-person or virtual event, submitting your own written comments, or helping get organizations and individuals in your committee to sign-on to comments developed by the working group and MWBDC staff. As much as possible, MWBDC staff and the Health working group will make sure that you are supported with talking points and informational resources.
  - **Participate in at least one educational event.** This could be virtual or in-person and should focus on building decarbonization and health. Staff will provide direction and technical assistance for your presentation. Please make sure you record your activity and or take pictures.

Level III
- **Lead a health working group initiative that is ideally regionally applicable.** This could be educational in nature or focused on a discrete policy effort. As much as possible, MWBDC staff and the Health working group will make sure that you are supported with talking points and informational resources.
Host at least one educational event. This could be virtual or in-person and should focus on Building Decarbonization and Health. Staff will provide direction and technical assistance for your presentation. Please make sure you record your activity and/or take pictures.

Level IV

- **Co-Leadership and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence. Co-leadership of this group requires spending time between meetings staying informed of federal news and deadlines, coordinating group activities, and communicating with state trackers.
HEALING JUSTICE

Co-Leaders: Bishop Marcia Dinkins and Gary Ringer

Level I
- **Attend the working group meetings each month.** Contribute to meeting discussion (life experience or community perspective is as valuable as technical or policy expertise), share information back to your organization or network. Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.
- Attend the TIA orientation meeting to understand what trauma-informed awareness and practices are.

Level II
- All activities in Level I are included in Level II.
- Attend a training to become a trauma-informed leader.
- Participate in curriculum development for healing-centered practices.
- Develop TIA (trauma-informed approach) resources.

Level III
- All Level I and Level II activities are included in Level III.
- Attend a “train the trainer” session (put on by MWBDC staff) to become a trauma-informed leader. Be able to provide this training to others in the community.
- Help to develop a framework for trauma-informed practices.
- Develop and share resources with the Coalition.

Level IV
- **Co-Leadership and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.
GOVERNANCE

 уровня: Bishop Marcia Dinkins, Gregory Norris, Kareem Scales

Level I

- **Attend the working group meetings each month.** Contribute to meeting discussion (life experience or community perspective is as valuable as technical or policy expertise), and share information back to your organization or network. The Grants Committee may ask for some basic information on how you utilized information outside of working group meetings.

Level II

- All activities in Level I are included in Level II.
- Come prepared with ideas and excitement to set policies for our membership and internal processes.

Level III

- Come prepared with experience in setting policies for democratically organized 501c3 organizations.

Level IV

- **Co-Leadership and Advocacy.** Co-Leaders have an active role in planning their working group’s actions and direction, as well as facilitating meetings. MWBDC staff assist working group co-leads in putting together agendas, sending reminders, and facilitating the meeting - but a co-leader should be ready to do all these things in the staff’s absence.
THANK YOU FOR YOUR INTEREST!

Applications are due August 1, 2023.

Please don't hesitate to reach out to MWBDC staff with any questions you may have!

Marnese Jackson: jackson@fresh-energy.org
Jacob Serfling: serfling@fresh-energy.org
Maggie Heiser: heiser@fresh-energy.org