

COMMUNITY WATERSHED STEWARDSHIP GRANTS REQUEST FOR PROPOSAL GUIDELINES

Application deadline: **Wednesday January 7th, 2015 (postmarked by January 9th will be accepted)**
Grant period: **March 1st, 2015 – February 28th, 2016**

GENERAL DESCRIPTION

The County Watershed Program (CWP) and the Contra Costa Clean Water Program (CCCWP) are partnering with the Watershed Project (IWP) to administer the Community Watershed Stewardship Grants (CWSG) for the 10th year.

The Community Watershed Stewardship Grants are a one-year grant program benefiting watershed groups, environmental nonprofit organizations and grassroots organizations working in Contra Costa County to prevent water pollution and help restore the health of local watersheds and creeks around the County. The Community Watershed Stewardship Grant Program (CWSG) encourages and facilitates grassroots community action that enhances and protects the health of local watersheds, creeks, and the San Francisco Bay Delta Estuary.

The CWSG Program has four primary goals:

- To foster new and expand existing watershed stewardship and restoration activities among local community groups.
- To enable the County to partner with local citizens to improve the condition of watersheds, thus benefiting water quality, human health, and the environment.
- To provide an opportunity to educate residents about the County Watershed Program and the Contra Costa Clean Water Program, their water quality goals, and how residents' stormwater utility assessment fees are being used to benefit their neighborhoods and watersheds.

Again this year, we have expanded the geographic scope of the grants to include the entire County. Eighty percent (80%) of the grants will go to organizations working in areas that benefit unincorporated Contra Costa County. Twenty percent (20%) of the projects will be funded with resources from the Contra Costa Clean Water Program and will benefit organizations working in the incorporated cities of Contra Costa County.

Preference will be given to projects that help the County and municipalities fulfill their requirements under the **Municipal Regional Permit** and address stormwater **pollutants of concern** including trash, pesticides, mercury, PCBs and copper.

We are currently accepting applications for the 2015-2016 fiscal year. Individual grants will be in the range of **\$1,000-\$20,000** over a 12-month grant term. Each grant award will also include a limited amount of project support from the Watershed Project. If needed, during the course of the grant, the Watershed Project staff will work with award recipients to develop education and outreach materials, support organizational development needs, and facilitate community events planning.

Grant money can fund creek and land based cleanups, citizens monitoring programs, water quality monitoring projects, habitat restoration, rehabilitation, watershed awareness outreach, and/or education projects, elicit discharge monitoring and prevention projects, hot spot trash assessments, and the like. Each project must contain a strong

stewardship component, a pollution prevention message, and/or result in the actual reduction of pollutants to creeks, the Delta, or the Bay. A wide variety of projects will be considered.

TYPICAL PROJECTS INCLUDE, BUT ARE NOT LIMITED TO:

Pollution Prevention

- Creek and shoreline cleanup and assessments
- Trash abatement and antilittering campaigns
- Mercury pollution prevention campaign
- Integrated Pest Management (IPM) demonstration projects
- Designing and implementing a water quality monitoring
- Trash reduction strategies with direct impact on anti littering
- Anti littering awareness campaigns
- Hot spot trash assessments
- Neighborhood cleanups

Projects that can demonstrate a direct and visible impact and long-term sustainability will be viewed most favorably.

Public Education and Outreach

- Designing, building, and installing creekside interpretive displays or signs
- Developing and distributing pamphlets on how to reduce non-point source pollution

Watershed Education

- Holding a stream or watershed workshop or symposium
- Creating a school-based stewardship program
- Developing and distributing stewardship-based curriculum

Watershed Group Coordination

- Starting a new creek group or providing coordination support to an existing creek group
- Building the capacity of an existing group through support for grant writing for a watershed-based project, developing a strategic plan or a fundraising plan, etc.
- Developing a watershed management plan or an implementation plan for a specific project

Restoration or Enhancement

- Planning, designing, and organizing a restoration project, LID project or an invasive plant removal project
- Constructing and re-vegetating streamside trails and creating interpretive signs

ELIGIBILITY

Projects must be implemented in Contra Costa County. Formal and informal groups are eligible; non-profit status or relationship with a fiscal sponsor is required. If applicable, groups must have legal access to the project site (must have written support of property owner). On-the-ground restoration projects must be publicly accessible.

WHAT FUNDS ARE AVAILABLE?

This project has a total of **\$100,000** to be distributed over twelve months. This program is intended to provide funds to as many groups as possible. Therefore, while the grant maximum request is **\$20,000**, groups should realize that proposals may be funded at amounts that are significantly smaller than the maximum, so that more projects can be funded.

DEADLINE AND GRANT TERM

Application Deadline

January 7th, 2015

Grant Term

March 2015-February 2016

Awards will be disbursed in the following manner: 50% of the grant award amount at the time of award, upon completion of grant agreement; 40% funds at the middle of the grant term, upon completion of midterm report; 10% at the end of the grant term upon completion of the project and receipt of the draft and final report.

CRITERIA TO BE USED IN SELECTING PROJECTS FOR FUNDING

- Does the project support the CWSG and the CWP/CCCWP goals?
- Does the project increase local watershed awareness?
- Will the project encourage people to change their behavior, in order to improve water quality?
- Will the project achieve its stated goals, and in a cost-effective manner?
- Can the organization seeking the grant demonstrate that it is capable of successfully undertaking the project?
- Will new, innovative approaches to improving water quality be used?
- Will large numbers of people or previously overlooked groups be reached?
- If ongoing, can the program or project created in this grant period be continued in the future without the aid of this grant program?
- Has the evaluation tool used for the impact of the project shows a reduction of a pollutant in the environment?

WHAT COSTS WILL THE GRANT COVER?

Covered

- Wages or salaries for labor, including a watershed coordinator
- Materials and supplies
- Equipment rentals
- Commercial services, such as printing
- Postage
- Transportation

Not Covered

- Large-ticket items (e.g. video camera, printer, computers)
- Mitigation projects
- Land acquisition
- Political advocacy or litigation

HOW TO APPLY

1. **Read these guidelines thoroughly.** See grant application below or it can be downloaded from www.thewatershedproject.org. You can also request that an application be mailed to you by e-mailing Juliana@thewatershedproject.org
2. **Have a brainstorming session** with your group to develop a winning proposal. Carefully review the grant program goals to determine that your program/project meets the eligibility requirements and aligns with the CSWG Program goals.
3. **Contact the Watershed Project** to discuss your ideas. The Watershed Project staff can provide advice for developing a successful application.
4. **Get support** for your idea from your group, other community organizations, local government, and others.
5. **Complete a grant application.** The program application includes four main components: **(1) an application summary form, (2) project/program narrative, (3) budget, and (4) two letters of support.** Be brief, but provide enough information about your group and your proposal so we have a clear picture of what you plan to accomplish and how you plan to accomplish it.
6. Submit **2 hard COPIES** and **1 electronic copy (CD or Email)** of your application to:

Juliana Gonzalez
Community Watershed Stewardship Grant Program
The Watershed Project
1327 South 46th Street, Bldg. #155
Richmond, CA 94804

Juliana@thewatershedproject.org

Applications must be postmarked by January 7th, 2015.

ASSISTANCE

Groups are encouraged to contact Juliana Gonzalez or juliana@thewatershedproject.org to review whether the proposed project fits within the Community Watershed Stewardship Grants Program goals. TWP can also provide information and assistance with developing a budget and project timeline.

SELECTION PROCESS AND SCHEDULE

1. Applications due January 7th, 2015
2. Applications will be reviewed by the CWP and CCCWP Review Committee.
3. Applicants will be informed of awards during the month of February 2015, and contracts between the grantee and the Watershed Project (with funding from the CWP and CCCWP) will be executed by the end of February 2015.
4. Guidance on contract requirements will be made available to grant recipients upon request.
5. Grantees will be advanced 50% of the contract award upon execution of contract. An additional 40% will be awarded at the project midterm on completion of a midterm report. The final 10% of the funds will be awarded upon completion of the project and final report.
6. Groups may be asked to participate in a mid-term interview to assure work is progressing according to scope and schedule. All groups must compile an interim and final report. A draft Final Report will be expected by Dec 2015.

APPLICATION NARRATIVE AND BUDGET REQUIREMENTS

NARRATIVE

Please submit a narrative that addresses each of the following questions. Please limit your responses to three or four typed pages.

- (1) **A one-paragraph “executive summary”** of the program for which funding is requested. The summary should include a brief description of the proposed project and projected accomplishments. It should also include the amount of funding that is being requested, and the benefits of the project to Contra Costa County.
- (2) **A brief description of your organization** (not the project for which you are requesting funding). Include information on your organization’s mission, programs, accomplishments, number of members, and the geographic areas and populations served.

Narrative body:

- a. **Description of planned program/project.**
 - Please include a description of the goals of the project, who will participate, and who will benefit.
 - Describe the strategies used to achieve your program/project goals, including: activities to be conducted, a timeline, involvement of participants, and desired outcomes.
 - Include a line-item scope of work section with an approximate completion date for each phase or task of the project. Make sure that the scope of work and associated timeline is realistic, as it will be used to as a tool to evaluate your grant’s success.
 - Specifically describe how your project will enhance watershed health, reduce pollutants flowing into the watershed, and/or educate and encourage residents to change their behavior to improve water quality.
 - If this is an on-the-ground project, describe the project site and location and how it will be enhanced.
 - If this is a monitoring project, describe how the results will be used in the future.
 - Describe evaluation tools you will use to measure on the ground success of your projects
- b. **Expected Results.** What will be the end results of your activities? Please provide specific objectives for this proposed grant. How will you measure your effectiveness in achieving your project goals? How will you evaluate the quality of your services? If this is an on-the-ground project, please describe the type of monitoring that you will do to track improvements. (All projects will be required to provide photo documentation of their project and its successes in their final report).
- c. **Describe how this project supports Contra Costa Community Watershed Stewardship Program goals.** Refer to page 1 of the Grant Program Guidelines document for the CWSG goals.
- d. **Describe this project’s geographic scope:** include a map that highlights the location of your main project(s) and the percentage of the project that is within unincorporated County. Provide information about the population that the project will serve including which percentage is from unincorporated Contra Costa County and any percentage serving cities.

- e. **Describe how your project would benefit from the Watershed Project's support (if applicable).** Each grant award will include a limited amount of project support from the Watershed Project. If needed, during the course of the grant the Watershed Project staff will work with award recipients to develop education and outreach materials, support organizational development needs, or facilitate community event planning. What type of assistance will benefit your group?
- f. **Qualifications.** What are the special skills, attributes, and qualities that your group possesses that demonstrate you have the ability to carry out this work? Who are the other partners that you will work with to achieve your objectives? If applicable, describe how this project supports other initiatives in the watershed.
- g. **Funding and sustainability.** What other resources are available or anticipated for this project? How will the project continue beyond the term of this grant? What are the long-term, sustainable benefits of this project to your organization and to the watershed?

FINANCIAL INFORMATION

Please limit your responses to 8 typed pages.

- (1) **Organization Budget.** Include a brief overview of the organization's budget and other projects undertaken by the organization.
- (2) **Project/Program Budget:**
 - a. **Describe budget expenses for the entire project/program.** Itemize the project/program expenses cover the 12-month grant period.
 - b. **Other source(s) of funding.** If your request is for partial funding, include information on secured and anticipated matching funds, including the source of funding.
 - c. **To develop your budget, try to answer the following questions.**
 - What is needed for personnel costs including staff costs?
 - Include information on the number of hours staff will contribute to the project and their estimated billing rate.
 - What is the total needed to cover direct costs? Include cost estimates for direct costs such as monitoring equipment, postage, transportation, restoration supplies, and a sum total.
- (3) **Include a copy of your organization's or your fiscal sponsor's 501(c)(3) letter.** TWP offers fiscal sponsorship for this grant upon request.
- (4) **Matching funds (if applicable).** State if you are providing matching funds for the project. Either in kind or cash match is recommended. No minimum match required.

ADDITIONAL MATERIALS

- (1) Two letters of support
- (2) Other materials that directly support your proposal. For grants with anticipated matching funds, letters of support from potential funders will improve chances of award.

CONTACT INFORMATION

Questions about the grant program and the application should be directed to:

Juliana Gonzalez, Community Stewardship Program Manager

The Watershed Project, Email: juliana@thewatershedproject.org, Phone: (510) 224-4085

COMMUNITY WATERSHED STEWARDSHIP GRANT PROGRAM

APPLICATION FORM

Please limit your responses to the space allotted. This form should be the cover sheet for your application, which should also include the following:

- Narrative
- Budget
- A copy of the 501(c)(3) letter for applicant or fiscal sponsor
- Supporting materials (optional)

PROJECT APPLICANT INFORMATION

Date:		
Organization:		
Executive Director (or Board or Steering Committee Chair):		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
Website:		
E-mail:		
Your organization is a: <input type="checkbox"/> 501(c)(3) non-profit <input type="checkbox"/> Fiscally sponsored organization		
If a non-profit, provide tax ID #		

FISCAL SPONSOR INFORMATION

If your group is a fiscally sponsored community watershed group, please fill out the following information about your fiscal sponsor:

Fiscal Sponsor Organization:		
Mailing Address:		
City:	State:	Zip:
Contact:		
Title:		
Phone:	E-mail:	
Fiscal sponsor tax ID #:		

FINANCIAL INFORMATION

This section pertains to the applicant's organization (not the fiscal sponsor):

Total organization budget: Current FY: \$		Past FY (actual): \$	
Project Title:			
Project Contact:		Title:	
Phone:		E-mail:	
Total project budget: \$		Amount Requested: \$	

POPULATION SERVED BY PROJECT APPLICANT (NOT FISCAL SPONSOR)

BY ORGANIZATION—estimate the percentage of people served by your organization who reside in incorporated and unincorporated county (*percentages in each column should total 100%*)

Incorporated Contra Costa County	%
Unincorporated Contra Costa County	%
<i>Total</i>	100 %

BY PROJECT/PROGRAM—estimate the percentage of people served by the proposed project who reside in incorporated and unincorporated county (*percentages in each column should total 100%*)

Incorporated Contra Costa County	%
Unincorporated Contra Costa County	%
<i>Total</i>	100 %

Please list the Contra Costa County communities served by your organization: