



# NOTICE OF GRANT FUNDING AVAILABILITY

## 2011 EDUCATION GRANT PROGRAM

### SAN LORENZO VALLEY WATER DISTRICT

FEBRUARY 7, 2011

The San Lorenzo Valley Water District is now inviting proposals for projects to be funded under its 2011 Education Grant Program.

#### **What is the mission of the Education Grant Program?**

The mission of the program is to provide funding for educational and other projects that enhance the understanding of the San Lorenzo River watershed or improve the watershed's environmental health.

#### **Does the District have suggestions for project ideas?**

This year, the District is suggesting some potential project areas that would add to the understanding of District-owned watershed lands, such as the Olympia Watershed, pictured to the right. These projects would assist in establishing a baseline for monitoring of impacts on the environment. Applicants may consider projects in these areas, though there is no requirement to do so:

- Survey/mapping of organisms (any native species) on District lands.
- Survey/mapping of any invasive exotic species on District lands.
- Survey/mapping of large woody material in stream corridors on District lands.



#### **How much funding is available?**

The District will consider funding up to seven (7) projects at levels of \$2,500.00 or less. This year, a project may be awarded an additional \$500 to fund a public outreach component.

#### **Who is eligible to apply?**

Individuals, students, teachers, groups, and organizations are eligible for grant funding.

#### **What is the grant proposal application deadline?**

The application deadline is Wednesday, March 9, 2011 at 5:00 p.m. Incomplete, late, or faxed proposals will not be accepted.

### **What features are we looking for in projects?**

The District gives highest priority to projects that exhibit some or all of these features:

- Education programs for school age children and/or adults related to the watershed, water resources, water conservation and the environment.
- Educational outreach to watershed residents and visitors to the area.
- Enhancement of public awareness of issues affecting water resources and water quality within the San Lorenzo River watershed.
- A direct and positive impact on the San Lorenzo River watershed.

### **What qualities will make my project stand out?**

The San Lorenzo Valley Water District will give the highest consideration to projects that exhibit some or all of the following selection criteria:

- Demonstrates the greatest impact, benefit and yield to the mission of the Education Grant Program.
- Provides the greatest benefit to the water resources and water quality of the San Lorenzo River watershed.
- Demonstrates the potential for achieving the highest value with respect to the public interest and/or best utilization of grant funds.
- Demonstrates future and/or long-term benefits.

### **What types of projects does the District discourage?**

In general, the District does not award grants for the following:

- Endowments, building campaigns, annual fund appeals or fund raising events.
- Religious organizations for religious purposes.
- Existing obligations, debt retirement, deficits or retroactive funding.
- Political or lobbying activities.
- Hiring grant proposal writers.

### **How do I apply?**

Email your completed application to: [bherbert@slvwd.com](mailto:bherbert@slvwd.com)

or

Mail or deliver your completed application to:

Dr. Betsy Herbert  
San Lorenzo Valley Water District  
Education Grant Program  
13060 Highway 9  
Boulder Creek CA 95006-9119

### **What format should my application follow?**

The District encourages brief and concise grant proposals, which meet the following formatting guidelines. **See Attachment 1 for detailed guidelines.**

- Each grant proposal application has two (2) parts: the Application Narrative and the Budget Summary.
- The Application Narrative shall not exceed four (4) single-sided 8-1/2" x 11" pages or two (2) double-sided pages, with minimum 1-inch margins.
- Number all pages of the Application Narrative.
- The designated contact person shall sign the Application Narrative.
- The second part of the proposal is a Budget Summary, not to exceed one (1) single-sided 8-1/2" x 11" page, with minimum 1-inch margins.
- Do not include any supplemental materials.
- Use only paper clips to fasten your proposal; do not bind or staple.

### **How are applications reviewed and awards decided?**

The San Lorenzo Valley Water District Education Grant Program awards grants on a competitive basis, using the following procedure:

1. District staff screens all applications to ensure that they meet the application format guidelines.
2. The District's Education Program Advisory Commission reads and evaluates all of the screened applications in terms of the selection criteria.
3. Based on their evaluation, the Education Program Advisory Commission recommends grant funding awards to the Board of Directors.
4. The Board of Directors, at their sole discretion, decides which grant proposals to fund and the amounts to be funded for each proposal. All decisions of the Board of Directors are final. Generally, the Board of Directors will award grants within six (6) weeks of the proposal application deadline.
5. Staff notifies all applicants in writing of the Board's decision.
6. Following grant awards, funds are normally available for disbursement within twenty-one (21) calendar days.

### **What do I need to do when my project is completed?**

All successful grant applicants will be required to submit a written narrative report documenting the accomplishments of the completed project AND a financial report that accounts for all expenditures of Education Grant Program funds.

### **How do I get more information?**

If you have any questions or need additional information or assistance with the grant proposal application or review process, please consult the District website at <http://www.slvwd.com>, or contact Dr. Betsy Herbert, Environmental Analyst at the San Lorenzo Valley Water District at (831) 430-4627 or [bherbert@slvwd.com](mailto:bherbert@slvwd.com).

**ATTACHMENT 1**  
**SAN LORENZO VALLEY WATER DISTRICT**  
**EDUCATION GRANT PROGRAM**  
**DETAILED GUIDELINES FOR A GRANT PROPOSAL**

Please provide the information requested below in the order indicated. Limit your proposal to four (4) pages of Proposal Narrative and one (1) page Budget Summary. Be thorough in describing the project for which you are requesting funding.

1. **Name of Individual(s)/Organization Submitting Proposal:** Provide the full and correct name of the individual(s)/organization that will receive the grant and be responsible for the project.
2. **Name, Address, Telephone Number(s) and Email Address of Contact Person:** Provide the name, address, telephone number(s) and email address of one (1) contact individual who carries the proposal/project responsibilities.
3. **Title of Project:** Provide a descriptive title of your project.
4. **Amount of Funds Requested:** Identify the total amount of San Lorenzo Valley Water District Education Grant Program funds you are requesting for your project.
5. **Briefly describe and summarize your project.**
6. **Briefly describe why this project is needed and/or what specific problems your project will address.**
7. **Identify the overall goal(s) and primary objective(s) of your project/program.** Objectives are the "real world" things you will do as a means of achieving your goals.
8. **Describe how you will demonstrate achievement of the stated goal(s) and proposed objective(s).**
9. **Describe your qualifications to complete the grant proposal.**
10. **Identify the key participants and leadership of your proposed project.** If you are a group or organization, identify the stated purpose of your group or organization.
11. **Briefly describe exactly what you are going to do and how you are going to accomplish your proposed project.** Provide a clear statement of the work to be undertaken.
12. **Identify specific timelines & milestones for project completion and the final project report.**
13. **Describe your proposed project monitoring program.**
14. **Briefly describe how your proposed project relates to and supports the Education Program Mission Statement.**
15. **Identify any other source(s) of funding for your proposed project.** Include any matching funds, materials, services, equipment, personnel and/or other resources.
16. **Optional public outreach component:** To be eligible for up to \$500.00 in additional funding, describe how you would publicize your project as it progresses from the planning stages to the final outcome? What media would you use? How would you make it interesting to your audience?
17. **Budget Summary.** Include a separate Budget Summary which provides a clear and concise budget for your proposed project.