



2017 WATERSHED EDUCATION GRANT PROGRAM

Sponsored by the Catskill Watershed Corporation (CWC) in partnership with the NYC Department of Environmental Protection (DEP)

Information and Guidelines for Applicants

Contact: CWC Education Coordinator Diane Galusha: 845-586-1400, ext. 306; galusha@cwconline.org

Application Deadline: Noon Wednesday, February 1, 2017

Project Period: Funded projects may not start before Sept. 1, 2017 and are to be completed by Aug. 31, 2018

Audience:

This program supports Watershed Education projects for

- Pre-K through 12th grade Students and their Teachers in the West-of-Hudson Watershed (WOH -- portions of Delaware, Greene, Ulster, Schoharie and Sullivan Counties), OR in the five boroughs of New York City. *Proposals targeting audiences in the East-of-Hudson NYC Watershed, Nassau or Suffolk Counties, or in other areas outside the WOH Watershed or NYC, are not eligible for funding;* and for
- Public (adult or mixed age) Audiences, including college-age students, in the WOH Watershed.

NEW THIS YEAR: There is a single application form for both types of audiences.

Minimum grant, Student/Teacher: \$750 **Maximum grant, Student/Teacher:** \$10,000

Minimum grant, Public Audience: None **Maximum grant, Public Audience:** \$5,000

Purposes: To support realistic and achievable educational programs and projects that increase awareness of the New York City Water Supply System, and the human and natural history of the Catskill-Delaware (also referred to as the West-of-Hudson or WOH) Watershed, which is the source of up to 90% of the City's water supply. The grant program seeks to increase communication and understanding among residents of New York City and its WOH Watershed. **Fresh water, the NYC Water Supply, and the WOH Watershed MUST be an integral part of any proposal. To be considered for funding, all proposals must show relevance to the Catskill-Delaware (WOH) Watershed.**

Proposals may focus on

- the critical role of communities in protecting water quality in the watershed
- the importance of water conservation
- the history and contemporary use and operation of the vast water system, or
- the cultural and biological diversity of the city's WOH Watershed.

Eligible Applicants

- Public libraries; pre-school, kindergarten, primary, secondary and high schools; academies; BOCES professional, technical or vocational programs; all education institutions under the supervision of the Regents of the State of New York; or other educational facilities supported in whole or part by municipalities, public funds or by contributions solicited from the general public
- Private educational institutions including pre-schools, kindergarten, primary, secondary and high schools, academies, museums and extension programs
- Non-profit corporations/organizations with education programs
- Municipalities with education programs

Grant Terms and Criteria for Selection

- Non-profit organizations may submit one application for a Student/Teacher Grant, and one for Public Audiences. Multiple submissions for Student/Teacher Grants will be accepted from different teachers at individual schools. Teachers are encouraged to consider projects in collaboration with colleagues from their schools, or with counterparts in other schools.
- Proposals must fulfill at least one of the Public Education Grant Program Purposes stated on Page 1.
- Preference will be given to projects that
 - promote educational partnerships and/or encourage upstate-downstate collaboration and communication
 - promote environmental stewardship or sustainability in the face of a changing climate
 - offer environmental career exploration or training
 - include matching funds or in-kind contributions
 - have a community service component
 - can be replicated or have potential to serve as a model elsewhere
 - are proposed by teachers who have participated in professional development activities related to Watershed or environmental education
 - explore the causes and impacts of flooding or climate change on WOH Watershed streams, forests and communities, or
 - inform audiences about the continuing development/operation/maintenance of NYC water/wastewater infrastructure
- All proposals must include an evaluation of outcomes in terms of the stated goals of the program or project. Evaluation plans may be quantitative or qualitative and may include pre- and post-project testing, audience surveys, observation or outside consultation. *Consult MEERA (My Environmental Education Resource Assistant) at <http://meera.snre.umich.edu/> for guidance and information.*
- Student/Teacher Grant projects shall supplement and expand upon existing school curricula and programs, and must not merely replace or restore curricula or programs that have been the subject of reduced public funding. Proposals must demonstrate how the program or project will be integrated into the existing curriculum.
- Public Education funds shall not be used to pay for capital costs of constructing stationary facilities or acquiring any interests in real property.

Proposal Submission and Evaluation; Project Reporting

Applications that are missing ANY of the required elements; or those submitted after noon on Monday, February 1, 2017 will NOT be considered for funding. Please read the instructions in these guidelines to be sure your submission is complete. Requests are evaluated by the Public Education Advisory Group (PEAG), a panel of teachers and Watershed educators from the West of Hudson Watershed and NYC. PEAG recommends proposals for funding. Such recommendations must receive the approval of the Catskill Watershed Corp. (CWC) Board of Directors and the New York City Department of Environmental Protection (DEP). Recipient organizations must enter into a contract with CWC. A Final Report, including documentation of expenditures and an evaluation of impact of the program/project on the audience, is required at the conclusion of the 12-month contract period. Failure to submit this report is grounds for denial of future requests.

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Application Instructions

First, NAME the application form and SAVE it to your computer.

Note: To ATTACH a document, click on the paper clip at upper left, then ADD

❑ 1. Grant Application Cover Page.

- You must be an educational institution, municipality or non-profit organization to apply. Include the organization or school's Tax ID number. Organizations must upload proof of non-profit status.
- Provide an *original* name for your project, even if you are only requesting a Special Option
- If applicable, select a Special Option from the list; *Public Audience applicants please consult Diane Galusha if you are considering a Special Option.*
- Provide the names of both the head Administrator (Principal, Superintendent, Executive Director, etc.) and the coordinating teacher or organization staff member who will implement the program/project
- List collaborating organizations, if any. Letters of agreement are required from each such organization.
- Provide the time period in which you expect to carry out the project

❑ 2. Project Summary

- Fill in the Amount Requested at the top of the page.
- Identify your audience, and the approximate number of participants who will be reached or will benefit both directly and indirectly.
- The Summary Page is the only description necessary for Student/Teacher applicants seeking less than \$2,000, and for Public Audience applicants. Use this page to show how the project will initiate, enhance or complement Watershed Education for your audience. Describe the need for the program/project; relevance to NYC Water Supply and WOH Watershed; specific activities; roles of principals/staff/consultants/presenters/collaborators; time frame, and anticipated educational outcome. If applicable, explain how previous CWC grants were used and how this request builds on earlier funded projects. You **MUST** include a plan to evaluate the impact of your project on the audience.
- Those applying for \$2,000 or more must complete the Summary Page and one to four **ADDITIONAL** pages of Project Description. (The Summary must **NOT** be Page 1 of the Project Description.) The Summary should give enough information about the proposed project such that a person would have a general understanding of its scope and purpose without reading the entire Project Description. You **MUST** include a plan for evaluating the impact of your project on your audience.

Student/Teacher Grant applicants seeking funds for Special Option(s) must detail how you will incorporate the Special Option into your Water/Watershed curriculum, how you will prepare your students for the trip, program or project, what follow-up lessons will be employed, and how you will evaluate the impact on your students. Do not waste space describing the chosen program and its attributes – we understand their value. We want to know how the Special Option program(s) will aid in the development of students as learners and environmental stewards.

NOTE: NYC schools receiving CWC funds for overnight visits to Frost Valley YMCA that include strong forestry themes and Model Forest tours may automatically receive additional funding from the Watershed Agricultural Council to help pay for travel costs. Your proposal must explain how the visit will enhance your students' understanding of how healthy forests protect water quality, and must describe related pre- and post-visit lessons or activities. See Budget Instructions below.

□ **3. Project Description**

If you are requesting \$2,000 or more you must submit one to four pages of Project Description in addition to the Summary Page. Please organize your description using the subheadings shown below, in the order listed. Up to two pages of supplementary material (illustrations, documentation about equipment, staff/consultant resumes, etc.) may be attached.

Goals and Objectives

- Statement of problem or need
- How is your organization uniquely placed to meet this need?
- What are the anticipated long-term results for the program or project? How do your anticipated results relate to the problem statement?
- How does your proposed project/program relate to the NYC Water System?
- How is your project relevant to the West-of-Hudson NYC Watershed?
- If you have received previous CWC Education Grants, will the current proposal build upon, benefit from or differ from earlier funded projects? Explain.

Methods and Activities

- How will you carry out this project or program? Give an overview of strategies and activities.
- Who will be doing what, for whom, when and why?
- Name collaborating organization(s), if any, and describe their role(s)
- How long will it take (timeline, project schedule)?
- If the project will produce a video, book or some other product, describe how it will be promoted and distributed.

Audience

- Describe the audience(s) to be served by this project or program (age/grade), and its geographic area.
- What impact do you expect this project or program will have on the audience(s)?

Evaluation

- Describe criteria and procedures/tools that will be used to measure progress and outcomes. How will you determine whether stated goals and objectives are met? You **MUST** include an evaluation plan as part of your project description.

Documentation and Outreach

- Describe how you will document your program or project. This can be done with a variety of media, including text, photographs, exhibits, videos, or audio recordings.
- How might the targeted audience(s) share the outcomes of this program or project with their school, organization and/or community (the indirect audience)?

□ **4. Budget**

Make sure that program elements mentioned in the Summary and/or in the Project Description are represented in the Budget. *Note: Food and meals are not fundable.*

For each Expense Category, list how much you are seeking from the CWC; how much you propose to get from Other Funding Sources, and how much you expect to show as In-Kind Contributions (eg: staff or bus driver salaries paid for by the school; copy costs absorbed by school/organization; unbilled professional services.)

EXPENSE CATEGORIES

- **Personnel:** Teachers, staff members or consultants involved in the project. Include the *portion* of their salaries that will be dedicated to the project. Fringe benefits are limited to 25% of salary.
- **Equipment/Supplies:** List items; if you need more space, elaborate in the Project Description narrative. Attach image/description for items costing more than \$500.
- **Services:** Itemize technical, artistic or creative services, venue rentals or other service providers that are NOT Special Options
- **Communications:** Flyers, mailings, advertising, web/social media or other promotional costs
- **Travel:** Eligible costs include bus or van rental for trips to West-of-Hudson (WOH) Environmental Education Centers; WOH and NYC field trip sites, and EOH or WOH trout release trips for *new* Trout in the Classroom participants; or vehicle mileage or mass transit costs incurred by personnel in delivery of services.
***NOTE:** NYC schools seeking CWC funds for overnight visits to Frost Valley YMCA that include strong forestry themes and a Model Forest tour may automatically receive additional funding from the Watershed Agricultural Council to help pay for travel costs. Include your estimated travel costs in the “Funds from Other Sources” column on the Travel line of the CWC Budget sheet.*
- **Special Options:** Contact the vendor(s) to determine the cost of the program(s) you are interested in before filling in the Budget. List each Special Option separately (maximum two).
- **Administration:** Expenses incurred in organizing the project and completing the Final Report. Grant administration may not exceed 15% of project cost and cannot include the cost of preparing your proposal.

□ 5. Supporting documents

- ✓ Proof of non-profit status (if applicant is an organization)
- ✓ Letter(s) of agreement from collaborating organization(s), if applicable. Letters are not required from Special Option providers, nor do we require or expect general letters of support.
- ✓ Brief resume(s) or description of principal staff involved in the proposed project
- ✓ Image/description of equipment costing more than \$500

Application Checklist

Before you submit your application:

- Are all elements of the project that are mentioned in the Summary and/or Project Description (if applicable) represented on the budget sheet?
- Are all items on the Budget Sheet reflected/described in the Summary and/or Project description?
- Have you included an evaluation plan?
- Have you attached
 - Additional Project Description if you're requesting more than \$2,000?
 - Supporting documents (see above)

TO SUBMIT YOUR COMPLETED APPLICATION,
attach it in an email to

galusha@cwconline.org