

Watershed Forestry Bus Tour Program Application

Eligibility: Any organization, community group, professional association, 4th through 12th grade classroom or other interested entity within the five boroughs of New York City and upstate watershed regions (Catskill/Delaware and Croton) is eligible to apply for up to \$3,000 in funding to visit the upstate watershed regions. For one-day watershed tours that do not visit an environmental education facility, only one bus will be funded through this grants program. The deadline for applications is July 15th, 2013. Additional instructions on how to complete this application and sample applications can be found at www.nycwatershed.org/for_bustours.html.

I am an: Organization School Other _____
I am a: New Applicant Repeat Applicant

Contact Information:

Contact Person: _____
Organization/School Name: _____
Grade(s) and Subject(s) Taught: _____
Mailing Address: _____
City/State/Zip: _____
Daytime Telephone: _____ Evening/Cell Phone: _____
Fax Number: _____ Email: _____

Tour Information:

Proposed Tour Date(s): _____

Location of Tour:

Frost Valley YMCA The Ashokan Center Clearpool Education Center
 Taconic Outdoor Ed. Center Taconic Outdoor Ed. Center/OPEX Teatown Lake Reservation
 Ward Pound Ridge Reservation/Trout in the Classroom Unsure
 Green Connections Partnership: _____
 One-Day East of Hudson, please indicate potential sites for visit: _____

 One-Day West of Hudson, please indicate potential sites for visit: _____

Anticipated Audience: Youth - Grade: _____ Adults - _____
Estimated Number of Participants, please specify youth and adults: _____

Will the trip have an overnight component? Yes No If yes, how many nights? _____

Amount of funding being requested: _____

Has applicant applied to or received funding from the Catskill Watershed Corp. Public Education Grants to support this tour? Applied For Received Funding N/A

Professional Information:

Have you ever attended the Watershed Forestry Institute for Teachers? Yes No
(A professional development educational program that immerses 4th -12th grade in a hands on study of the New York City watershed, forestry and water quality sciences. WFIT is administered by the Catskill Center for Conservation and Development.)

Have you been trained in any of the following curricula?

- Project Learning Tree Project WET Project WILD
- GLOBE The Catskills: A Sense of Place

What other watershed and forestry related professional development opportunities have you participated in? _____

How did you learn about the Watershed Forestry Bus Tour Program? _____

Application Information:

Intro: The purpose of the Bus Tour Program is to raise awareness about the New York City water supply system from source to consumption. Participants are educated about the role and importance of a healthy, well-managed working forest in protecting water quality and supporting economic viability. The following questions are designed to help the evaluating committee learn about how these themes are addressed before, during and after the proposed tour. If you are applying for a professional development tour, please answer these questions to the best of your ability.

Please provide a brief summary (250 words or less) of the project being planned, including goals and expectations. _____

Please describe how the proposed tour will enrich your curriculum/program? _____

Applicants are responsible for filling out budgetary information. Please do some research to estimate costs for transportation and other costs associated with the tour. A correct budget can be found at http://nycwatershed.org/for_bustours.html

	A	B	A + B
Expense Category	Bus Tour Contribution	Matching Contribution	TOTAL BUDGET
Transportation	\$	\$	\$
Lodging/Facility Fees	\$	\$	\$
Program Fees	\$	\$	\$
Meals	\$	\$	\$
In-Kind Time	N/A	\$	\$
Equipment/Supplies	N/A	\$	\$
Other – Please Explain	\$	\$	\$
TOTAL BUDGET	\$	\$	\$

Please describe how the Bus Tour funds will be used. The Bus Tour Program prefers that funds be used for transportation. _____

Please describe the source(s) of matching funds and explain how they will be used. Be as specific as possible. _____

Who will be responsible for the budgetary and reporting requirements of the grant? If this is not the same person as the applicant please explain why and how you will work together to manage the budget and reporting. _____

Watershed Forestry Bus Tour Program Application Requirements and Additional Information

Application Information

- All applications must be complete in order to be considered eligible for funding.
 - Handwritten applications will not be considered for funding.
 - All applications must be submitted via mail or e-mail. Faxed applications will not be considered for funding.
 - The applicant must use the application form when applying. A separate letter answering the questions will not be considered a complete application and will not be considered for funding.
 - Letters of support from administrators or partners are encouraged and may be awarded additional points.
 - To see examples of an exemplary application and a poor application, please visit the website http://nycwatershed.org/for_bustours.html.
1. Applications are available online at http://nycwatershed.org/for_bustours.html or by contacting the Bus Tour Coordinator - Common Ground Educational Consulting at (845) 586-1600 or by email at jolenych@catskill.net. Fully completed applications are due July 15th, 2013 with applicants learning their status within six weeks.
 2. Participation in the Program is highly competitive and will be limited, with approximately 40% of funding allocated to new groups, 40% to repeat applicants and 20% to professional development opportunities (primarily adult audiences). All applications will be assigned to one of these categories as part of the review and selection process.
 - a. Applications may not be fully funded depending on amount of funding available.
 3. After applications are received, the Urban/Rural School-Based Education Working Group meets to evaluate the applications using the following criteria:
 - a. Completeness of application (including application form, budget page, proof of matching funds and supporting documentation)
 - b. Relevant pre- and post-tour activities
 - c. How the New York City water supply watershed will be studied and where the study will fit into the planned tour
 - d. How forest ecosystems and their relation to water quality will be studied and where the study will fit into the planned tour
 - e. Commitment to budget management and field trip logistics
 - f. Additional points may be awarded in the following categories:
 - i. Prior participation in WFIT
 - ii. Economic and financial need

- iii. Communication
 - iv. Tours that involve service learning or stewardship projects
 - v. Teacher participation and track record in other watershed programs
 - vi. Letters of support from administrators or partners
4. All applicants will be notified of their status by e-mail and mail within six weeks of the July 15th, 2013 deadline. Recipients will have one year from the date of notification to complete their tour using grant funding. Any previous grants must be successfully completed before being eligible to apply to the Program again.
 5. Once funding has been awarded, each new grant recipient is required to meet the Bus Tour Coordinator for an orientation to the award process, to discuss details of the proposed tour, and to review a pre-tour packet of informational materials.
 6. Watershed Forestry Bus Tour Grant Funds are to be used primarily for transportation costs and are based upon a 1:1 match requirement. That means for every \$1 in grant money, \$1 must be matched by the recipient in the form of in-kind services, cash expenditures, or other outside, non-federal funds.
 7. Grant funds are awarded in two payments, with the first payment being a cash advance of half of the awarded funds. The second half of the funds will be paid upon grant completion that includes submission of a detailed final performance report along with paid receipts, proof of matching funds, and examples of student work.
 8. Bus Tour applicants can also apply for the Green Connections Program, in the same school year, but only one program will be funded if approved.

Additional Information:

- It is the responsibility of the grant recipient to oversee and coordinate some logistics, such as: implementing pre and post tour lesson plans and/or activities, promoting and publicizing the bus tour, recruiting and organizing participants, arranging for transportation (chartering a bus), arranging overnight accommodations (if applicable), scheduling a pick-up and drop-off location for the tour group, and communicating directly with Common Ground Educational Consulting to develop an appropriate bus tour itinerary.
- It is not the responsibility of the grant recipient to arrange watershed site visits or recruit guest speakers – these logistics will be handled by Common Ground Educational Consulting, based on the needs and interests of each tour group. Upon request, Common Ground Educational Consulting will provide grant recipients with a list of appropriate lodgings to support potential overnight accommodation.

Please return the completed application by mail or e-mail no later than July 15th, 2013. The application should be returned to:

**Jessica Olenych
Common Ground Educational Consulting
P.O. Box 121
Arkville, NY 12406
(845) 586-1600 (phone)
E-mail: jolenych@catskill.net**

Accepted applicants will be notified within six weeks of application deadline.



Watershed Agricultural Council
Forestry Program
www.nycwatershed.org



CommonGround
EducationalConsulting

A Project of:
USDA Forest Service
New York City Department of Environmental Protection
Watershed Agricultural Council
Common Ground Educational Consulting