

Catskill Watershed Corp.
WATERSHED EDUCATION GRANT PROGRAM

for Pre K-12th Grade Students and Teachers

Round 17 Guidelines and Instructions (Page 4)

www.cwconline.org; www.watershededucators.org

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

Deadline: Applications must be postmarked on or before Wednesday, Feb. 5, 2014, or delivered to
CWC offices, 905 Main St., Margaretville, NY, 12455 by 4 p.m. on that date

Project Period: 12 months

Earliest Start Date: September 1, 2014

Minimum grant: \$750

Maximum grant: \$10,000

Background

The Catskill Watershed Corporation (CWC) was created to act in the public interest by promoting increased employment and encouraging environmentally sound development within the New York City Watershed West of the Hudson River (WOH), an area which provides approximately 90% of the City's drinking water. In addition, the CWC administers Watershed Protection and Partnership Programs, including a Public Education Program, pursuant to the 1997 New York City Watershed Memorandum of Agreement (MOA), affirmed and continued in tandem with the 2007 Filtration Avoidance Determination. These programs (www.cwconline.org) are intended to maintain and protect the quality of New York City's drinking water supply system and enhance the economic and social character of Watershed communities.

Purpose

The purpose of the Watershed Education Grant Program is to support realistic and achievable educational programs and projects that increase awareness of the human and natural history of the Catskill-Delaware (also referred to as the West-of-Hudson or WOH) Watershed, and the New York City Water Supply System. Proposals may focus on the critical role of communities in caring for 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. 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.**

Eligible Audiences

The target audience for Round 17 is Pre-K through 12th Grade students and their teachers in the West-of-Hudson Watershed (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 ineligible for funding.

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 *only one* application. Multiple submissions *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 fulfill *more than one* of these purposes. Preference will also be given to projects that
 - promote educational partnerships and/or encourage upstate-downstate collaboration and communication
 - promote environmental stewardship or sustainability
 - 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 on WOH Watershed streams and communities, or the potential impacts of climate change on fresh water resources and NYC water/wastewater infrastructure
- Proposals must provide for 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. **An application that does not include a serious evaluation plan will lose points in the review process.**
- Program and project design should ensure that resources are used efficiently and that the program or project is repeatable over the short or long term.
- Projects shall supplement and expand upon existing school curricula and programs, and must not merely replace or restore existing 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

While applications can be completed on screen, they may not be submitted electronically. Nor will we accept handwritten applications.

THREE COMPLETE SETS of your proposal plus supplementary materials should be assembled and submitted as follows:

- Application pages should be clipped or stapled together but not placed in binders or covers.
- The Cover Page, Summary Page and Budget should be the first three pages of each set.
- One copy of the Summary Page, with applicant name and project title on top, must be provided separate from and in addition to the three complete sets
- Proposals (and questions) should be addressed to :
Diane Galusha, Education Coordinator
Catskill Watershed Corporation
PO Box 569
Margaretville, New York 12455
845-586-1400, ext. 29; galusha@cwconline.org; toll-free 877-WAT-SHED

Applications that are missing ANY of the required elements; submissions containing fewer than the required number of document sets; handwritten applications, and those postmarked or delivered after 4 p.m. Feb. 5, 2014 will NOT be considered for funding. **Please examine materials carefully to be sure your submission is complete.**

Review Process

Proposals will be reviewed and evaluated by the Public Education Advisory Group (PEAG), made up of teachers and educators appointed by the CWC President. As part of the review process, they will sign a statement disclosing conflict of interest. They will agree to absent themselves from discussions and decisions about applications from their own organizations or projects with which they are or have been associated.

PEAG shall recommend projects for review and approval by the CWC Board of Directors. Partial funding may be recommended and stipulations added to the award. Programs and projects approved by the CWC will then be submitted to the NYC Dept. of Environmental Protection (DEP) for final approval. Awards will be announced in early summer 2014. Approved applicants will be required to complete a contract with the CWC.

Application Instructions

- **1. Grant Application Cover Page.**
 - Select the type of project by checking Box 1, 2, or 3.
 - The head Administrator (Principal, Superintendent, Executive Director, etc.) must sign the space provided in the middle of the page. Applications from schools must be signed by an involved teacher *as well as* the head Administrator.
 - Make sure the Amount Requested on the Cover Page equals the CWC Request on the Budget Page
 - Identify the audience, and **be sure to quantify** the number of direct participants and those who will be reached or will benefit indirectly
 - List collaborating organizations, if any. Letters of commitment are required from these organizations. (This does not include Special Option program providers.)

- **2. Project Summary**
 - The Summary Page is the only description necessary for those seeking less than \$2,000 for an Original Project or a Special Option. Use this page to show how the project will initiate, enhance or complement Watershed Education for students or teachers. If applicable, explain how previous CWC grants were used and how this request builds on earlier funded projects.
 - Those applying for \$2,000 or more for an Original Project 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.
 - Those applying for stand-alone Special Option(s) costing more than \$5,000 must complete the Summary Page, and an ADDITIONAL page to detail how you will incorporate the Special Option into your 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 their development as learners and environmental stewards.

- **3. Project Description** (One to four pages required from applicants requesting \$2,000 or more for an Original Project).

Please organize your description using subheadings shown below, in the order listed. Up to two pages of supplementary material (illustrations, documentation about equipment, staff/consultant resumes, etc.) may be added.

 - a. 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 results relate to 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, how will the current proposal build on earlier funded projects/programs?
 - b. 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.
- c. 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)?
- d. 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? Please include an explanation of evaluation plans as part of your project description. *An application that does not include a serious evaluation plan will lose points in the review process.*
- e. 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)?
- f. Continuation of Program or Project
- After the end of the funding period, how will you repeat or expand the program or project?
 - Can your program or project be used as a model elsewhere?

□ **4. Budget**

Use only the lines that apply to your specific project costs. 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

- Personnel costs should include the *portion* of salaries for which you are seeking funds or in-kind contributions. Fringe benefits are limited to 25% of salary.
- Attach separate list of equipment (items that cost more than \$500 each)
- Attach separate list of supplies (items that cost less than \$500 each)
- Itemize technical or artistic service providers and communication costs
- Travel costs include bus rental for trips to West-of-Hudson Environmental Education Centers and other field trip sites, plus expenses incurred by personnel in delivery of services
- Special Options: Contact the vendor(s) to determine the cost of the program(s) you are interested in. List each Program separately
- Administrative costs are expenses incurred in organizing the project and completing the Final Report. Grant administration may not exceed 15% of project cost and cannot include costs incurred preparing your proposal.
- Other funds: Attach separate list of sources and amounts of funds to be applied towards this project
- In-kind contributions: Show monetary equivalent of personnel, services, travel etc. that your school or organization will provide towards the project

□ **5. Supporting documents**

- Proof of non-profit status or school identification number
- ONE COPY of the financial statement from last fiscal year (non-profit organizations only)
- Letter(s) of commitment from collaborating organization(s), if applicable
- Brief resume(s) or description of principal staff
- Optional description of organization/school (for example: brochure, press clippings; do not send bulky or voluminous documents)

✓ Application Checklist

- Does the cover page have the needed signature(s)?
- Have you included the ORIGINAL, PLUS TWO COPIES, of the entire application, including the budget sheet?
- Have you included a separate, extra copy of the Summary Page? Have you filled in the identification information at the top?
- Is the amount requested on the Cover Page the same as the CWC Request Total on the budget sheet?
- Are all elements of the project that are mentioned in the Summary and the Project Description (if applicable) represented on the budget sheet?
- Have you included an evaluation plan?
- Have you included confirmation letters from collaborating organizations? (Not required from Special Option providers.)