

Catskill Watershed Corp.
WATERSHED EDUCATION GRANT PROGRAM
for Pre K-12th Grade Students and Teachers

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

Guidelines and Checklist for All Round 16 Applicants

Deadline: Applications must be postmarked on or before Wednesday, Feb. 4, 2013, or delivered to CWC offices, 905 Main St., Margaretville, NY, 12455 by 4 p.m. Wednesday, Feb. 4, 2013

Project Period: 12 months

Earliest Start Date: September 1, 2013

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 16 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.
- Federal or New York State non-profit corporations with education programs.
- Municipalities with education programs.

PLEASE NOTE: Schools and organizations that have received CWC grants in previous rounds may have overdue Final Reports which may make them ineligible for further CWC funding. Call Diane Galusha (845-586-1400, ext. 29) to determine whether your school or organization is delinquent in providing a Final Report.

Grant Terms and Criteria for Selection

Non-profit organizations serving Pre-K-12 students may submit only one application in response to this request for grant proposals. 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
 - ✓ Projects that promote environmental stewardship or sustainability
 - ✓ Projects that offer environmental career exploration or training
 - ✓ Projects with matching funds or in-kind contributions
 - ✓ Projects that have a community service component
 - ✓ Projects that can be replicated or have potential to serve as a model elsewhere
 - ✓ Projects proposed by teachers who have participated in professional development activities related to Watershed or environmental education
 - ✓ Projects that 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 (eg Tropical Storms Irene, Sandy)
- 2. 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. Please give careful consideration to this portion of your proposal. **Applications that do not include a serious evaluation plan will not be considered for funding.**
- 3. 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.
- 4. 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.
- 5. 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

The original, plus five copies of the proposal and supplementary material (TOTAL SIX COMPLETE SETS) should be submitted as follows:

- Each application should be clipped or stapled together but not placed in binders or covers.
- The Cover Page, Abstract/Special Option Narrative and Budget should be the first three pages of each set.

- One copy of the 1-page Abstract/Special Option Narrative, with applicant name and project title on top, must be provided separate from and in addition to the six 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

We will not accept electronically transmitted proposals (facsimile or e-mail), or handwritten applications.

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. 4, 2013 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 2011. Approved applicants will be required to complete a contract with the CWC.

Application forms, descriptions of previously funded projects and sample successful grant applications are available at www.cwconline.org, and www.WatershEducators.org.

CWC WATERSHED EDUCATION GRANT PROGRAM

Grant Applicant's Checklist

There are two distinct applications for Round 16:

- Applications proposing an **ORIGINAL PROJECT**,
- Applications seeking funds for a **SPECIAL OPTION**.

You may submit one or the other.

ORIGINAL PROJECT EXAMPLES

- water and invertebrate sampling and data sharing
 - a curriculum module
 - pre- and in-service teacher training
 - oral history or folklife studies, including projects about traditional land uses, such as agriculture
 - artistic expressions such as poems, plays, stories or visual art
 - conservation and service learning initiatives, or environmental career shadowing
 - water-related research, especially projects with real-world applications
 - development of a nature trail or school garden with associated learning/teaching guide
- NOTE: You may apply for funds for a Special Option IF it is part of the larger original project you propose. Include it in the appropriate line of the Original Project Budget Worksheet—do not submit a separate form for the Special Option.*

SPECIAL OPTIONS

See Special Option Description page for details

- Catskill Mountain Music: 3 programs by Ira and Laurie McIntosh
- “City That Drinks the Mountain Sky”: Mask and puppet theater by Arm of the Sea Theater
- Environmental education visits to The Ashokan Center, Olivebridge, NY
- Environmental education visits to Frost Valley YMCA, Claryville, NY
- Trout in the Classroom, a program of Trout Unlimited
- Water Quality Teaching Aids: Groundwater Contamination, Watershed, Stormwater, Drinking Water and Wastewater Treatment models for the classroom

NOTE: This application is for those seeking a stand-alone Special Option

YOUR APPLICATION FOR AN ORIGINAL PROJECT WILL CONSIST OF SIX SETS OF THE FOLLOWING:

- ❑ **1. Completed Grant Application Cover Page.** 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 a teacher *as well as* the head Administrator.
- ❑ **2. Completed Project Abstract**
 - The Abstract is the only description necessary for those seeking \$2,000 or less for an original project. Use the Abstract page to show how the project or materials you seek will enhance or complement Watershed lessons for the students you serve. Please 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 provide an Abstract as well as two to four ADDITIONAL pages of Project Description.** (The Abstract must NOT be Page 1 of the Project Description.) The Abstract 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.
- ❑ **3. Project Description** (Required from applicants requesting \$2,000 or more for an original project)

A two- to four-page Project Description is required *in addition* to the Abstract. To facilitate evaluation, 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 and/or WOH 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?
 - 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)? Will it be a direct, or an indirect impact (ie: will students actively participate, or will they view or experience the resulting product?)
 - 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. Proposals which do not adequately address evaluation plans will not be funded.

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?

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 Abstract and/or in the Project Description are represented in the budget. **Note: Food and meals are not fundable**

- Attach separate list of equipment (items that cost more than \$500 each)
- Attach separate list of supplies (items that cost less than \$500 each)
- Other funds: Attach separate list of sources and amounts
- In-kind contributions: Show monetary equivalent of personnel, services, travel etc. that your school or organization will provide towards the project
- 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.
- 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.

□ **5. Supporting documents**

- Proof of non-profit status or school identification number
- Financial statement from your last fiscal year (non-profit organization only; schools are exempt)
- 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)

YOUR APPLICATION FOR A SPECIAL PROGRAM OPTION WILL CONSIST OF SIX SETS OF THE FOLLOWING:

- ❑ **1. Completed Grant Application Cover Page**

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 a teacher *as well as* the head Administrator.
- ❑ **2. Completed Grant Narrative**

Describe the methods you will use to incorporate the Special Option into your Watershed curriculum, how you will prepare your students for the trip, program, or project, what follow-up activities or lessons you will employ to reinforce concepts and information imparted by the Special Option; and how you will evaluate the impact the Special Option had on your students. Do NOT waste space describing the chosen program and its attributes: we understand their value. Applicants must articulate their relevance to their curriculum.
- ❑ **3. Additional page of Narrative** is required for requests over \$5,000. The more comprehensive your description of what your students will do, and how this program will aid in their development as learners and environmental stewards, the better your chance of receiving funding.
- ❑ **4. Budget**
 - Special Option Cost: Consult the Special Option Description Page and contact the vendor(s) to determine the cost of the program you are interested in.
 - TIC: Do you need a full tank set-up or just a replacement part?
 - Frost Valley and Ashokan: How many students will go, for how many days, to take how many classes/programs?
 - Catskill Mtn. Music: Which program? Number of performances?
 - City That Drinks the Mtn. Sky: Number of Performances? Do you have the required space?
 - Teaching Aids: Which? Do you need a case or accessories?
 - Bus rental, for Frost Valley and Ashokan trips (get a quote or two from charter bus companies, or consult with environmental ed center staff)
 - Supplies: list them. (Remember that food and meals are not fundable.)
 - Personnel: List titles, pay rates and hours to be devoted to this program by school or organization staff
 - Other funds and in-kind contributions: Attach separate list of other funders and amounts they will contribute towards this program, also show cash or monetary equivalent that your school or organization will provide towards the program.
 - Grant Administration: These are expenses incurred in organizing the project and completing the Final Report. They may not exceed 15% of the grant and cannot include the cost of preparing your proposal for submission.
- ❑ **5. Supporting documents**
 - Proof of non-profit status or school identification number
 - Financial statement from your last fiscal year (non-profit organization only; schools are exempt)
 - Optional description of organization/school (for example: brochure, press clippings; do not send bulky or voluminous documents)

BEFORE YOU MAIL YOUR PROPOSAL:

- Are you sure you are eligible for this program? If you have any doubts, call Diane at 845-586-1400, Ext. 29 before preparing/ mailing your proposal.
- Does the cover page have the needed signature(s)?
- Have you included the ORIGINAL, PLUS FIVE copies, of the entire application, including the budget sheet?
- Have you included a separate, extra copy of the Abstract Page or Special Option Narrative Page? Have you filled in the identification information at the top?
- Is the amount requested on the cover sheet the same as the CWC Request Total on the budget sheet?
- Are all elements of the project that are mentioned in the abstract/narrative 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.)