WATERSHED MINI GRANT PROGRAM

All proposals must be postmarked by
January 9, 2015

For questions regarding this application, please contact:

Western Pennsylvania
Conservancy

water, land, life.

Kelly Horrell
Watershed Conservation Program Administrator
Watershed Conservation Program
724-471-7202 ext. 5100
khorrell@paconserve.org

* Copies of this application are also available online at www.waterlandlife.org *

WATERSHED MINI GRANT PROGRAM

Purpose:

Throughout the country, watershed groups are playing an increasingly prominent role in environmental management. With their local focus and community base, watershed groups are building consensus and expanding participation within communities across Pennsylvania. It is not uncommon for organizations to operate on an annual unrestricted budget of less than $5,000, while at the same time implementing $100,000 projects that directly benefit communities and the environment.

Currently, much of the unrestricted funding available to watershed associations is derived from membership dues and small-scale fundraising events. Unfortunately, this funding seldom covers all remaining costs for the state or federal grant-funded projects they are working to complete. Additionally, many grant programs permit only a small percentage of their funding to address administrative costs.

Recognizing the need for watershed improvement projects and a lack of accessible administrative funding, Dominion, in partnership with the Western Pennsylvania Conservancy, is offering the Watershed Mini Grant Program for its eleventh year.

Watershed Mini Grants can provide useful assistance to *only* watershed organizations, helping to expand their capacity to administer projects, effectively publicize and educate citizens about their work, and complete small portions of larger projects.

Grants of up to $2,500, administered by the Western Pennsylvania Conservancy, will be awarded to eligible watershed associations actively working to sustain and expand their efforts. The amount granted is dependent upon the proposal's category and demonstrated need. Grant proposals should address one, or more, of the following three categories:

- ❖ General Operating Expenses ($1,000 limit)
- ❖ Organizational Promotion and Outreach ($2,500 limit)
- ❖ Restoration Projects ($2,500 limit)

Additionally, the "Showcase Project" category will focus on a larger project in a select watershed and the award amount will be $5,000 for one single project. The awarded group will

be selected for their ability to showcase the application of a stream corridor restoration technology that results in improvements to water quality and/or surrounding habitats. Only one showcase project will be awarded in this round of funding. Previous recipients of the showcase award are ineligible to apply.

❖ Showcase Project ($5,000 limit)

Eligible Applicants:

1. Watershed associations with 501(c)(3) nonprofit status in Pennsylvania are eligible. Organizations without 501(c)(3) nonprofit status must identify a qualified nonprofit association to administer the grant's finances, if awarded.
2. Watershed associations located in the Dominion service area are eligible, including Allegheny, Armstrong, Beaver, Blair, Bucks, Butler, Cambria, Cameron, Clarion, Clearfield, Clinton, Crawford, Elk, Fayette, Franklin, Greene, Indiana, Jefferson, Juniata, Lawrence, Mercer, McKean, Potter, Somerset, Tioga, Venango, Washington and Westmoreland counties.

Application Guidelines:

The amount requested per application is not to exceed $2,500, except for Showcase Projects, which cannot exceed $5,000. Applicants may apply for more than one category per application, as long as the total requested amount does not exceed $2,500. Applicants may also submit multiple applications. Submitting multiple applications per project, or multiple applications for several projects, is acceptable.

Eligible Use of Funds and Match:

Watershed Mini Grants for general operating costs may be awarded in amounts up to $1,000. Funds in this category may be used for office supplies, sampling equipment, insurance, advertising, software, website development, etc. Grants may not fund the purchase of computers. Grants cannot fund political activities or legal disputes.

Project implementation or outreach and promotion proposals may be funded up to $2,500.

The grant application should include a list of specific budgetary items for which funding is requested. Recipients are expected to use grant funds as outlined in their proposals, and projects should be completed within 12 months of signing the contract.

While a cash or non-cash match is *not* required for Watershed Mini Grant funding, preference will be given to applications that show a match. Non-cash, in-kind contributions are acceptable and may include volunteer time, donated services, or other donated items directly relating to the development of your organization, its mission, or its project(s).

If your proposal is funded, 100% of the grant award will be provided at the start of your project.

Grant Recipient Responsibilities:

Upon receipt of funding, your organization is required to:

- ❖ Attend a grant awards ceremony sponsored by Dominion and the Western Pennsylvania Conservancy.
- ❖ Recognize Dominion and the Western Pennsylvania Conservancy's sponsorship in your organization's newsletter or similar publication, if any.
- ❖ Recognize Dominion and the Western Pennsylvania Conservancy in all media and publicity materials distributed by your organization as you promote your project.
- ❖ Prominently display Dominion and the Western Pennsylvania Conservancy's name on any project-related reports, handouts, signage, and websites.
- ❖ Recognize Dominion and the Western Pennsylvania Conservancy in at least one press release to local print media about the project. You are encouraged to solicit local print media to write a story about the project.

Applying for the Watershed Mini Grants Program

To apply for a grant, please do the following:

1. Contact the Western Pennsylvania Conservancy's Kelly Horrell at 724-471-7202 ext. 5100 to discuss your organization's needs and project ideas.

2. Follow the guidelines provided in this document when preparing your application.

3. Submit one (1) complete copy of your grant application with all attachments and supporting documentation, postmarked by January 9, 2015 to:

<div align="center">

Western Pennsylvania Conservancy
c/o Danielle Sheppard
1067 Philadelphia Street, Suite 101
Indiana, Pa 15701
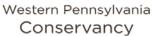
</div>

Application Format & Checklist

Check Box	Item No.	Item	Description
	1	**Executive Summary**	Provides background about organization, projects, goals, and objectives.
	2	**Project Description**	Provides a detailed narrative of project.
	3	**Budget Narrative**	Specific information regarding budget expenditures.
	4	**Project Timeline**	Outlines the project's timeline, including start date, expenditure dates, and expected tangible outcome dates.
	5	**IRS 501(c)(3) Determination***	A copy of the organization's IRS 501(c)(3) determination letter or that of its pass-through agent.
	6	**List of Officers**	A list of the organization's officers and/or board members and their addresses.
	7	**Letters of Support** *Optional*	Letters from the organization's partners showing support for the proposed project. These substantiate project need and show collaboration with other organizations.
	8	**Other Information** *Optional*	Any literature or narrative describing the project.

* A pass-through agent with 501(c)(3) status must administer funds for those organizations without.

Application Documentation

Please provide the following:

1. **Executive Summary** — A statement of the organization's mission, goals, achievements, and current projects. (One page maximum.)

2. **Project Description** — An explanation of the proposed project. In your account, please answer the following questions: (Three pages maximum.)

   a. Why are you seeking a Watershed Mini Grant?

   b. How will this grant help your organization attain its goals and objectives?

   c. What current partners do you have for this project? What additional partners do you hope to bring on board?

   d. With what long-term plan will this grant assist your organization?

3. **Budget Narrative** — What is the project's budget? Please include specific items for which grant money is being requested.

4. **Project Timeline** — What is the project timeline? (12 month maximum)

5. **IRS 501(c)(3) Determination** — Copy of your organization's IRS 501(c)(3) tax-exempt determination letter. (In the case of those organizations without non-profit status, include a copy of your pass-through organization's tax-exempt determination letter. See *Eligible Applicants*, page 3.)

6. **List of Officers** — List of your organization's officers/board members, including their contact information.

7. **Letters of Support** (*optional*) — Letters of support showing partners' approval of proposed project and confidence in your organization.

8. **Other Information** (*optional*) — Any other literature or narrative that describes your organization or its project that you believe is relevant and important.

2014-2015
GRANT APPLICATION

DATE:	PROJECT TITLE:
ORGANIZATION NAME:	

NAME OF THE TAX-EXEMPT ORGANIZATION TO WHICH FUNDS WILL BE DISTRIBUTED, IF DIFFERENT FROM THE ORGANIZATION ABOVE (PASS-THROUGH AGENT):

ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER:

GEOGRAPHIC AREA THE PROJECT WILL AFFECT (PLEASE ATTACH MAP, IF AVAILABLE) WATERSHED:　　　　　　　　　　　　COUNTY: MUNICIPALITY (IES):

PROVIDE A ONE-SENTENCE DESCRIPTION OF THE PROJECT:

BEGINNING AND END DATES OF PROJECT: (MAXIMUM OF 12 MONTHS)	AMOUNT REQUESTED:

GRANT CATEGORIES
(One or more may be chosen)

General Operating Expenses ($1000.00 limit)	$
Organizational Promotion and Outreach ($2500.00 limit)	$
Restoration Projects ($2500.00 limit)	$

2014-2015
GRANT APPLICATION

DATE:	PROJECT TITLE:
ORGANIZATION NAME:	
NAME OF THE TAX-EXEMPT ORGANIZATION TO WHICH FUNDS WILL BE DISTRIBUTED, IF DIFFERENT FROM THE ORGANIZATION ABOVE (PASS-THROUGH AGENT)**:**	
ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER:	
GEOGRAPHIC AREA THE PROJECT WILL AFFECT (PLEASE ATTACH MAP, IF AVAILABLE) **WATERSHED:** **COUNTY:** **MUNICIPALITY (IES):**	
PROVIDE A ONE-SENTENCE DESCRIPTION OF THE PROJECT:	

BEGINNING AND END DATES OF PROJECT: (MAXIMUM OF 12 MONTHS)	AMOUNT REQUESTED:

SHOWCASE PROJECT
(Only one showcase project will be awarded)
(Previous recipients of the showcase award are ineligible to apply)

Showcase Project ($5,000.00 limit)	$

CONTACT INFORMATION FOR ALL GRANT-RELATED CORRESPONDENCE

CONTACT NAME AND TITLE:	
ADDRESS:	
DAYTIME PHONE:	**EVENING PHONE:**
FAX NUMBER:	**E-MAIL:**