

Catskill Watershed Corp. Public Education Program

Request for Grant Proposals, Round 11 (2008-2009)

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 February 1, 2008, or delivered to CWC offices, 905 Main St., Margaretville, NY, 12455 by 4 p.m. February 1, 2008

Project Period: 12 months

Earliest Start Date: September 1, 2008

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 Public Education Grants Program is to support realistic and achievable educational programs and projects that emphasize:

- Awareness of the human and natural history of the WOH Watershed;
- The development of the City's water supply system;
- The importance of the Watershed to the City;
- The critical role of local communities in stewarding the Watershed;
- The diversity and importance of aquatic and terrestrial life and habitat in the Watershed;
- The importance of, and means of preserving, water quality in the Watershed, and
- The importance of increasing communication and understanding among residents throughout the New York City water supply system.

Eligible Audiences

The target audience for Round 10 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. City-based projects **MUST** show relevance to the West-of-Hudson Watershed. *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

To be eligible for funding under this program applicants must meet one of the following criteria, or partner with an entity that does:

- 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, or Reports which will be due in early 2008. Failure to provide a Final Report in a timely manner may result in the applicant organization being ineligible for further CWC funding. Call Diane Galusha (845-586-1400, ext. 29) if you have any questions as to 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 schools. Teachers are encouraged to consider projects in collaboration with colleagues from their schools, or with counterparts in other schools.

1. Proposals must fulfill at least one of the Public Education 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 stewardship of the environment
 - ✓ Projects that offer environmental career exploration or training
 - ✓ Projects with matching funds or in-kind contributions
 - ✓ Projects that have a community outreach 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
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.*
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. The minimum grant amount is \$750. Only under extraordinary circumstances will grants be awarded exceeding \$10,000.
6. Public Education funds shall not be used to pay for capital costs of constructing stationary facilities or acquiring any interests in real property.
7. Administrative costs anticipated for coordinating/managing the project must not exceed 15% of the requested grant amount. Such costs may not include those incurred in developing your proposal.

Project Examples

The following are a few examples of the types of programs and projects the Public Education Grants Program could fund:

- a curriculum module (please consult existing curricula before proposing something new)
- pre- and in-service teacher training
- oral history or folklife studies
- artistic expressions such as poems, plays, stories or visual art
- conservation and service learning initiatives, or environmental career shadowing
- grassroots scientific research

Please consult www.WatershedEducators.org for descriptions of previously funded projects.

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 and Budget should be the first three pages of each set.
- One copy of the 1-page abstract, 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

Applications that are missing ANY of the required elements; submissions containing fewer than the required number of document sets; and those postmarked or delivered after 4 p.m. Feb. 1, 2008 will NOT be considered for funding. Please examine materials carefully to be sure your submission is complete.

Application forms are available on our web sites (www.cwconline.org, and www.WatershedEducators.org). However, we will not accept electronically transmitted proposals (facsimile or e-mail).

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 concerning 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 2008. Approved applicants will be required to complete a contract with the CWC, and to submit an authorizing resolution from their school board, their organization's Board of Directors, or municipal board if applicable, before checks can be issued. Proof of matching funds, if shown in budget, must also be provided before grants are issued. As stipulated in the contract, the CWC and the NYC DEP must be given proper credit in any publications, performances, exhibits or other outcomes of funded projects.

CWC PUBLIC EDUCATION GRANT PROGRAM
Grant Applicant's Checklist

Completed submission will consist of SIX SETS (original and five copies) of the following:

- ❑ 1. **Completed Grant Application Cover Page** (may be retyped, font size 12, 1 page only)
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 Page** (may be retyped, font size 12, one page only)
Every application must contain a one-page Abstract that summarizes your proposed program or project in a space the size of the box provided. Abstract **MUST** be confined to a single page.
 - The Abstract is the only description necessary for those seeking \$2,000 or less, or for those applying for funding for Special Program Options (see Special Program Options description page). Use this page to show how Special Options will be woven into your curriculum, or 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 more than \$2,000 for an original project or program must still 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**
Applicants requesting more than \$2,000 for projects other than Special Program Options must include a two- to four-page Project Description *in addition* to the Abstract. This section should give details about the following: (To facilitate evaluation, please organize your description using subheadings shown, in the order listed):
 - 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?
 - Methods and Activities: Describe your work plan
 - 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)?
 - 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?)
 - 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.*

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, videotapes, DVDs, or audio cassettes or CDs.
- How might the targeted audience(s) share the outcomes of this program or project with their school, organization and/or community?

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?
- If you have received a previous CWC Education Grant, how will the current proposal build on the earlier project?

Up to two pages of supplementary material may be added to the four-page Project Description. These may include illustrations, documentation about equipment, staff/consultant resumes, etc.

□ 4. Budget

You may retype the budget to better meet your needs. It must fit on one page only and show use of CWC funds, other funds, and in-kind contributions for each item or sub-total. 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.
- Attach separate list of supplies
- Attach separate list of other funding sources
- Administrative costs are expenses incurred in organizing project and completing Final Report. Grant administration should not exceed 15% of project cost.
- 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.

Note: Food and meal allowances are not fundable

□ 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)

Note: Letters of support from non-participating organizations are not necessary and will not increase the chance that your project will be funded.

* If you are a New York City applicant planning a visit to the Watershed, we suggest you apply for travel funds from the Watershed Forestry Bus Tour Grant Program. Deadline for submissions is January 1, 2008. www.nycwatershed.org/edu_tours.html or call Jessica Olenych at 845-586-1600.

Quick Check

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?
- 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 in your narrative?
- Have you included confirmation letters from collaborating organizations? (Not required from Special Option providers.)