

Catskill Watershed Corporation
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Margaretville, NY 12455



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WATERSHED EDUCATION GRANT APPLICATIONS NOW AVAILABLE

The Catskill Watershed Corporation (CWC) is accepting proposals for education projects and programs that help increase awareness of the human and natural history of the New York City Watershed West of the Hudson River (WOH), the importance of water quality, and the history and contemporary operation of the New York City Water Supply System. This program is offered in partnership with the NYC Department of Environmental Protection.

Audience: Pre K-12th graders, and/or teachers

Eligible organizations: Public or private schools and non-profit organizations serving students and/or teachers in the West-of-Hudson Watershed (parts of Delaware, Greene, Schoharie, Sullivan and Ulster Counties), or in the five boroughs of New York City. *Projects for audiences in the East-of-Hudson Watershed (Westchester, Putnam and Dutchess Counties); in Nassau and Suffolk Counties, or projects that are Hudson River oriented, are ineligible for funding.*

Grant range: \$750 to \$10,000.

Deadline: Applications must be postmarked or delivered on or before 4 p.m. **February 1, 2009.**

Project start date: Sept. 1, 2009. Grant contracts run for 12 months.

Round 12 Education Grant guidelines and application forms may be found on the Education Program Page of the CWC website (www.cwconline.org). Additional resources and project ideas are on the Catskill-New York City Watershed Educators Network website www.WatershedEducators.org.

NYC applicants seeking funds for transportation to the Watershed are encouraged to apply first to the Watershed Forestry Bus Tour Grant Program, www.nycwatershed.org/edu_tours.html, or call 845-586-1600. Application deadline for that program is Jan. 1, 2009.

Teachers from the same school are encouraged to work together and submit joint applications where feasible. We also strongly encourage upstate-downstate collaborations and teacher training proposals. We will be scrutinizing submissions to see how the proposed projects are integrated into the class curriculum, and how repeat applicants intend to expand or build on previous projects or programs.

Twenty seven projects were funded for a total of \$134,910 in Round 11. A sample successful proposal is posted on our website (www.cwconline.org), as are Hints and Help for CWC grant Applicants. (It's easier than you think!)

If you do not have an original Watershed Education project to propose, you may apply for funding for one or more of the following Special Option Programs: Study visits to *Frost Valley YMCA Environmental Education Center* or *The Ashokan Center*; Trout Unlimited's *Trout in the Classroom*; the Catskill Center for Conservation & Development's *Streamwatch*; Arm-of-the-Sea Theater's production, "*City That Drinks the Mountain Sky*," or Ira & Laurie McIntosh's *Catskill Mountain Tales & Tunes*.

If you have any questions, or to receive an application package by mail, please feel free to contact me: 845-586-1400, ext. 29. galusha@cwconline.org.

Diane Galusha
Education Coordinator

Catskill Watershed Corp. Public Education Program

Request for Grant Proposals, Round 12

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, 2009, or delivered to CWC offices, 905 Main St., Margaretville, NY, 12455 by 4 p.m. February 1, 2009

Project Period: 12 months

Earliest Start Date: September 1, 2009

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 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. **To be considered for funding, all proposals must show relevance to the Catskill-Delaware Watershed.**

Eligible Audiences

The target audience for Round 12 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

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 2009. 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) 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 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 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
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. *Applications that do not include a serious evaluation plan will not be considered for funding. Evaluation guidance is provided at www.cwconline.org; Programs/Education.*
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 exceeding \$10,000 be awarded.
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; **Water, and the WOH Watershed, MUST be an integral part of any proposal.**

- a curriculum module (please consult existing curricula before proposing something new)
- 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
- grassroots scientific research, including projects with real-world applications.

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

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

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, 2009 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 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 2009. 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.

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

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 and must include the identification information at the top of the page provided.
 - 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 the Abstract 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 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)?
 - If the project will produce a video, book or some other product, describe how it will be promoted and distributed.
 - 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, 2009. 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? 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 in your narrative?
- Have you included confirmation letters from collaborating organizations? (Not required from Special Option providers.)

Special Program Options Descriptions and Costs

Schools and organizations without an original proposal for a Watershed Education Project may seek funding for one or more of the following programs in order to enhance their water-related curriculum. *Applications are competitive and funding is not guaranteed.* You may apply for funds to cover all or part of program fees, and transportation costs, if necessary. *Please Note: NYC applicants seeking funds to travel to the Watershed should apply for a Watershed Forestry Bus Tour Grant (deadline Jan. 1, 2009).* www.nycwatershed.org/edu_tours.html.

Itemize your funding request in the spaces labeled “Special Program Options” and/or “Travel” on the **Budget Worksheet**.

You must use the **Abstract Page** to describe how you intend to use the program; who the audience will be; how it fits in with or complements other Watershed or water education programs at your school or organization; and the anticipated learning outcomes and impacts. (When seeking Special Options funding, it is not necessary to include 2 to 4 pages of detailed Project Description, even if your request exceeds \$2,000.)

Before applying for Special Options Programs, please consult the organizations’
websites, or contact them for more information
about program content and availability.

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Catskill Mountain Tales & Tunes, by Ira & Laurie McIntosh
www.storylaurie.com; storylaurie@hotmail.com; 845-676-4727

A 45-minute classroom or school assembly program of songs and stories focused on the rich environmental and social history of the Catskills and NYC Watershed region. Designed for Grades 4-8, but appropriate for older audiences as well, this program meets NYS Learning Standards for Science, Social Studies and the Arts. It can also be incorporated into the Human History (Module 4) of the *Catskills: Sense of Place* curriculum. The standard Watershed repertoire features songs, stories and background information about bluestone quarrying and lumbering, New York City’s quest for water, and the need for ongoing environmental stewardship. Additional songs and stories tailored to the specific performance area or age and interest of the audience may be included if time allows. A teacher guide and suggested follow-up discussion questions are provided.

1 Assembly or 2 classroom performances	West-of-Hudson: \$450 NYC: \$600
2 Assembly or 3-4 classroom performances	West-of-Hudson: \$600 NYC: \$750

“City That Drinks the Mountain Sky,” by Arm-of-the-Sea Theater
www.armofthesea.org, liveart@armofthesea.org, 845-246-7873

This lively, large-scale theater production tells the epic story of New York City’s water supply system. The show, created in 1999 through a CWC grant, features hand-painted sets, dozens of mask and puppet characters and wonderful live music. It has received rave reviews at schools and festivals throughout the region. Arm-of-the-Sea Theater has been producing high quality arts-in-education programs for more than 20 years; this is one of their most successful school shows. Study guide and post performance discussion included with each school-day performance.

Fees in WOH Watershed:	\$1,250 for one show; \$1,600 for two shows at same location
Fees in NYC:	\$1,450 for one show; \$1,750 for two shows at same location

PLEASE NOTE: This production requires a clear level performance area of at least 30 feet wide by 20 feet deep by 12 feet high. Please contact Arm-of-the-Sea if you have any questions about the suitability of your space for this show.

OVER

The Ashokan Center

Olivebridge, Ulster County; www.ashokancenter.org, oeprogram@ashokancenter.org
845-657-8333

The Ashokan Center offers a Watershed Curriculum drawing on the facility's proximity to the Ashokan Reservoir. The activities are geared for elementary through high school students. You can choose from a list of natural history and science programs and hikes. (*CWC does not pay for colonial history programs.*) Program durations vary. A three-day, two-night residential program (5 educational programs, 4 recreational periods, 7 meals, room, including overnight dorm supervision) is approximately \$188 per person (rate varies depending on group size). A one-day, two-program visit is approximately \$12 per person.

Frost Valley YMCA Environmental Education Center

Claryville, Ulster County, www.frostvalley.org, beddings@frostvalley.org
845-985-2291 ext. 213

Frost Valley's education programs allow choice of 11 science- and water-related programs including Pond and Stream ecology and exploration, acid rain study, and water quality testing, for students from elementary through high school level. Three-day, two-night stays range from \$129-\$167/person (students and chaperones) and include room, board and educational programs. (*CWC does not pay for team-building or recreation programs.*) Also available: One-day Model Forest Tour with two related programs to help students understand the relationship between water quality and working forest landscapes: \$20 per person. One-day trips with one or two water- and science-related programs are \$10 per person per program. Scholarship assistance may be available.

Streamwatch, a program of Catskill Center for Conservation & Development

www.catskillcenter.org, abennett@catskillcenter.org, 845-586-2611

4-day program (3 classroom visits, 1 field trip), for Grades K-12 (West-of-Hudson Watershed only). Collect water samples and do biological, chemical and physical assessments to determine health of local stream, then share data with other schools. \$550 for one class; \$150 each additional class at same school. (*Streamwatch for certain schools may be funded by other agencies. If you are interested in this program, please contact CWC Education Coordinator to determine whether your school is among those receiving this support.*)

Trout in the Classroom, a program of Trout Unlimited

www.troutintheclassroom.org, layvazian@tu.org, 718-595-6706

Raise trout from eggs to fingerlings in a classroom tank. Students monitor fish development and water quality, collaborate and share data with other participating NYC and Watershed schools. A high level of commitment is required all year long, from the September tank set-up through release of trout in the spring. \$1,300 purchases a 30- to 55-gallon tank and all equipment (chiller, water conditioners, filter, pump etc.). Year-long support is available from New York's Trout in the Classroom Coordinator.