

***\*\*Schools applying for funds from the Catskill Watershed Corporation are encouraged to apply for travel funds by January 2\*\****

## **MEMORANDUM**

TO: New York City/Downstate Groups interested in Water Quality/Forestry

FROM: Jessica Olenych, Watershed Forestry Educator

RE: Watershed Forestry Bus Tour Grants, Request for Proposals (RFP)

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The Watershed Forestry Program of the Watershed Agricultural Council (WAC) has funding available through the USDA Forest Service for Bus Tours to interested applicants. These competitive matching grants are intended to provide New York City school groups and other organizations with the opportunity to visit the New York City water supply system in the Croton Region and the Catskill Mountains. Groups will learn the importance of sustainable forestry and forest stewardship as it pertains to water quality. Participants can also visit some interesting projects maintained by the Watershed Forestry Program.

This funding is open to any not-for-profit agency, organization, high school or middle school, college or university, environmental group, neighborhood association or other entity having the institutional capacity to organize and coordinate an upstate Watershed Forestry Bus Tour involving a sizeable downstate audience. All Watershed Forestry Bus Tours funded through this grant must be completed within one year of the funding date.

A maximum grant award of \$3,000 per applicant is available. The deadline for grant submissions is June 1<sup>st</sup> and January 2<sup>nd</sup> with limited funding available. Each grant requires a 50/50 non-federal match for the monies awarded. This means that every dollar in USDA grant money must be matched by the grant recipient. Usually, applicants use in-kind services (time, phone calls, etc.) for the matching funds.

Since 1997, the Watershed Agricultural Council, along with the New York City Department of Environmental Protection (DEP), the USDA Forest Service and the Catskill Center for Conservation and Development (CCCD) have represented a successful partnership between upstate members of the watershed community and downstate consumers of the water supply system.

If you are interested in applying for a Watershed Forestry Bus Tour Grant, please complete and return the attached application and budget form. We will notify you of your funding status as soon as possible after your application has been examined. Your application will be reviewed based on the following general criteria and ranked for potential audience interest and tour suitability according to other submitted applications:

- **Tour Logistics:** As part of this matching grant, the grant recipient is responsible for overseeing and coordinating all necessary tour logistics and related details such as promoting and publicizing the tour, organizing and recruiting participants, arranging for a chartered bus for upstate transportation, scheduling a downstate pick-up/drop-off location for the tour group, and communicating directly with the Watershed Forestry Educator and CCCD/WAC staff to develop an appropriate itinerary of tour site visits and identify potential guest speakers.

It is not the responsibility of the applicant to arrange site visits or recruit guest speakers for the tour, these logistics will be handled by CCCD/WAC staff. The Watershed Forestry Educator will help to schedule individual site visits and speakers based on each applicant's request/interest. Overnight accommodations, if applicable, are the responsibility of the applicant, though a list of appropriate lodgings is available and will be included at an orientation meeting.

- **Grant Funding Requirements:** Grant funds may be used to pay or reimburse staff time, offset transportation costs and facility fees, underwrite mailings, and generally cover direct costs associated with organizing an upstate Watershed Forestry Bus Tour for a downstate urban audience. A complete application must be accompanied by:

1. A signed cover letter on business stationery that clearly outlines the grant request. If the applicant is a school organization, the request needs to come from either the teacher or principal. *Please note that parental applications will not be accepted*

2. The completed budget breakdown. If you are only applying for a bus, these other expenses will not apply to you. However, we do need to assure that this grant will be met with 50/50 non-federal matching funds.

3. Finally, a project description page that explains in as much detail as possible the applicant's interest and justification for receiving the grant. In the project description, please state how this grant is going to further the educational goals of your organization. Have you been studying the Croton and/or the Catskill/Delaware Water Supply systems or the Catskill Mountains? Also, please provide a description of the target audience.

- **Grant Application/Award Selection Process:** Please complete and return the attached application form as soon as possible. Keep in mind that the grant submission deadline is June 1<sup>st</sup> and January 2<sup>nd</sup> and that each application will be reviewed according to eligibility and priority criteria based on other applications. CCCD reserves the right to deny any proposal submitted, and to request additional information as needed to meet USDA Forest Service matching grant requirements. You will be notified when your application is received and when to expect a reply from our office. Once your organization has been awarded a grant, a meeting will be scheduled during which the grant details will be further discussed.
- **Insurance:** The grant recipient shall submit to CCCD a certificate of insurance showing proof of general liability coverage with limits of \$1 million per occurrence with a \$2 million general aggregate covering all obligations of the recipient in regards to the program. The certificate shall name WAC and the Watershed Forestry Educator as additionally insured.

**WATERSHED FORESTRY PROGRAM – UPSTATE/DOWNSTATE BUS TOUR  
MATCHING GRANT PROPOSAL**

**APPLICATION FORM**

Contact Person: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Tour Date (month/year): \_\_\_\_\_

Anticipated Audience (i.e., youth, policy makers, etc.): \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Amount of Grant Funding Requested (up to \$3,000, please specify how funds will be used): \_\_\_\_\_

Amount of Matching Funds (please specify non-federal source [in-kind funds]): \_\_\_\_\_

***Please indicate potential projects/tour sites of interest to your audience (check all that apply):***

- |  |  |
|--|--|
| <input type="checkbox"/> <i>Model Forest Demonstration Site</i>  | <input type="checkbox"/> <i>Forestry/Water Quality Research Site</i> |
| <input type="checkbox"/> <i>Timber Harvest/Logging Site</i>      | <input type="checkbox"/> <i>Forest Management Property</i>           |
| <input type="checkbox"/> <i>Forest Road Construction Project</i> | <input type="checkbox"/> <i>Local Sawmill/Lumberyard</i>             |
| <input type="checkbox"/> <i>Wood Manufacturing Business</i>      | <input type="checkbox"/> <i>Other: _____</i>                         |
| <input type="checkbox"/> <i>NYC Water Supply Reservoir</i>       | <input type="checkbox"/> <i>Other: _____</i>                         |

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*Please mail the attached application to Jessica Olenych, Catskill Center for Conservation and Development, PO Box 504, Arkville, NY 12406. Thank you!*

Items Acceptable for Matching Funds  
for  
Watershed Forestry Bus Tours

- All items submitted to qualify for a grantee match **MUST** be documented by an invoice, paystub, cancelled check or other form of traceable evidence of payment. In addition, matching items must be directly applicable to projects funded by this grant program.
- Items purchased prior to the date on your grant acceptance notification letter **WILL NOT QUALIFY** for funding, but may qualify for **MATCHING** funds.

Item	Explanation
Salaries & Wages	<ul style="list-style-type: none"> <li>• Official payroll stubs and invoices marked "paid" are acceptable.</li> </ul>
Fringe Benefits	<ul style="list-style-type: none"> <li>• Brief letter explaining benefits package must accompany documentation of salaries and wages.</li> </ul>
Consultant Services	<ul style="list-style-type: none"> <li>• Copy of agreement between your business and the consultant needed; documentation of payments made (cancelled checks, invoices marked "paid", etc.) must be submitted.</li> </ul>
Construction Costs	<ul style="list-style-type: none"> <li>• If construction is to be farmed out to a contractor, copies of agreement, payment schedule and evidence of payment are required.</li> <li>• Internal construction jobs must be documented including employee time dedicated to project, cost of supplies, materials, and overhead.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Copies of receipts/credit card reports/invoices marked "paid" for tickets, lodging, food and other incidentals must be submitted in well-organized manner.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• In accordance with USDA Forest Service regulations, equipment to be used as a match <b>CANNOT BE LEASED OR PURCHASED ON AN INSTALLMENT PLAN THAT LASTS LONGER THAN YOUR FUNDING PERIOD (1 YEAR)</b>.</li> <li>• The <b>UNDEPRECIATED</b> value of <u>owned</u> equipment purchased prior to your funding period could be counted as a match. Owned equipment must be on a depreciation schedule in order to qualify as a match.</li> <li>• Copies of invoices or titles for equipment submitted for a match are needed by WFP.</li> <li>• Equipment purchased beyond those approved by the WFP Committee <b>WILL NOT QUALIFY</b> for a match or as an acceptable use of WFP/FS funds. Approval by the WFP prior to purchases is required.</li> </ul>
Supplies & Materials	<ul style="list-style-type: none"> <li>• Copies of itemized receipts, cancelled checks, or invoices marked "paid" must be provided.</li> <li>• The cost of existing supplies held by the grantee (i.e. lumber, piping, etc.) can be used for matching funds, but the cost of those supplies <b>MUST BE DOCUMENTED</b> by itemized receipts, cancelled checks or invoices marked "paid."</li> </ul>
Indirect/Overhead	<ul style="list-style-type: none"> <li>• Examples include: Pro-rated management and administrative support salaries; rent and utility costs. Payment stubs, receipts and invoices marked "paid" must be provided for these services.</li> <li>• If pro-rated salaries are used as a source of matching funds, the <b>METHODS</b> for pro-rating <b>MUST BE EXPLAINED and DOCUMENTED in writing</b>.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Receipts, official payroll stubs or invoices marked "paid" are acceptable for employee training as long as training is part of the grant proposal funded by the WFP/FS.</li> </ul>
Advertising/Marketing	<ul style="list-style-type: none"> <li>• Costs associated with advertising or marketing products must be directly related to the project funded by WFP.</li> <li>• Documentation in the form of itemized receipts, cancelled checks or invoices marked "paid" must be submitted to qualify for a match.</li> <li>• Fractions of larger advertising campaigns that include some elements funded by the WFP grant can be used for matching funds.</li> </ul>
Other Items	<ul style="list-style-type: none"> <li>• All other items are examined on a case-by-case basis.</li> </ul>

<b>Proposed Budget Breakdown</b>	<b>Watershed Agricultural Council</b>	<b>In-Kind Contributions</b>	<b>Total Project Budget</b>
<b>Bus Rental</b>			
<b>Lodging</b>			
<b>Program Expenses</b>			
<b>Food Expenses</b>			
<b>Teacher Time</b>			
<b>Communication Expense</b>			
<b>Miscellaneous</b>			
<b>Total</b>			



A Project of the Catskill Center for Conservation & Development · USDA Forest Service · Watershed Agricultural Council ·  
New York City Department of Environmental Protection