

Watershed Mini-Grants are Available for Education and Enhancement Projects

The 2007 Watershed Mini-Grant Program offers grants of up to \$2,500 for local environmental education and restoration projects that address water quality, stormwater management, stream habitat, wetlands, lakes, and nearshore habitats. The total grant funding available in 2007 is \$15,000. The program is funded by Kitsap County's Surface and Stormwater Management Program and administered by the Department of Community Development.

WHO IS ELIGIBLE?

Youth, employee and conservation organizations, neighborhood groups, fishing and service clubs, schools, student associations and homeowners' associations, businesses and others are encouraged to apply. **Projects must benefit citizens residing in unincorporated Kitsap County and have a timeline that ensures completion of the project by December 31, 2007.**

WHAT COSTS WILL BE COVERED?

- Material and supplies
- Equipment and facilities rental
- Design services for interpretive signage
- Certain commercial services, such as printing
- Postage
- Equipment purchase, under certain circumstances
- Travel and transportation costs (Travel will be funded only if it is central to the delivery of the project; e.g., a field trip for which a bus must be chartered, traveling to a conference where you have a new display funded by a grant. The amount cannot exceed 25% of the project or \$500, whichever is less. The mileage rate for using a private vehicle is 44.5 cents per mile.)

WHAT IS NOT COVERED UNDER THE PROGRAM?

- Wages, salaries, and consulting fees
- Costs such as rent, phones, bookkeeping service, etc., that are part of your group's operating budget

HOW WILL GRANT RECIPIENTS BE CHOSEN?

The following selection criteria will be used in awarding Watershed Mini-Grants. You should complete your application with these criteria in mind. The more your project meets the criteria, the greater your chances are of receiving funding.

Habitat Restoration - 25 points

Enhances local watersheds and/or restores salmon habitat. Encourages behavior that protects water quality and directly or indirectly improves salmon habitat.

Education - 20 points

Educates people about the long-term care of water resources. Describes current challenges and decisions that need to be made.

Budget - 15 points

Costs are well documented and clearly justified. Project is cost-effective, matching resources are identified.

Sustainability - 15 points

Project is on-going and requires minimal funding to continue stewardship activities.

Broad Community Involvement - 10 points

Involves and educates a significant number of people beyond the core group applying.

Evaluation and Follow-up Monitoring - 10 points

Proposal provides solid documentation on how it will measure and evaluate project success. In addition, the proposal identifies what follow-up monitoring is needed and how it will be financed.

Can Serve as a Model - 5 points

Proposed project can serve as a model for other and/or be readily adapted by other groups.

If you have questions about applying for an individual grant, contact the Stream Team Coordinator, Val Koehler at (360) 337-4601 or e-mail vkoehler@co.kitsap.wa.us

Completed applications must be received by 4:30 p.m. November 15th, 2006.

2006 WATERSHED MINI-GRANTS APPLICATION

Please provide the information requested below. Feel free to type directly on the application. For questions 1 - 7 you will need to attach extra sheets. Please limit responses to one page per question. If you have questions, contact Val Koehler at (360) 337-4601.

Completed applications must be received by 4:30 p.m. November 15th, 2006.
Applications may be mailed via USPS or e-mail, or hand delivered.

Return your application to:

Watershed Mini-Grants c/o
Val Koehler, Stream Team Coordinator
Kitsap County Department of Community Development
Natural Resources
614 Division Street, MS-36
Port Orchard, WA 98366-4685
vkoehler@co.kitsap.wa.us

Project title:

Applicant name: _____ **telephone: day** _____ **evening** _____

Alternate contact: _____ **telephone: day** _____ **evening** _____

Name of group, school or organization: _____

Address: _____ **City** _____ **Zip** _____

E-mail address: _____ **Fax #:** _____

Schools, non-profit organizations and other corporate entities need to enter the Employer Identification Number (EIN)

Employer Identification Number (EIN) _ _ - _ _ _ _ _

Amount Requested: \$ _____ (Maximum amount available is \$2,500)

Project period: From _____ to _____

Brief description of project (100 words or less):

Watershed Mini-Grant requested by _____
Signature of Applicant Date

1. PURPOSE STATEMENT

- a) Describe the problem or issue your project will address and the outcome you expect.
- b) List in chronological order the tasks that will get you there.
- c) Identify the products and activities generated by your project.
- d) Explain the method(s) and criteria you will use to measure the success of your project. (For example, conduct pre- and post-event testing, distribute evaluation forms)
- e) Will the project continue after the service contract has been fulfilled? What steps will be taken to ensure continued success?
- f) Show the benefits for people involved in the project (e.g., participants will learn how to plant native vegetation along a stream bank to prevent erosion).
- g) Outline the long-term benefits of the project to your community (e.g., interpretive signage at a local park, a booklet available at local libraries).
- h) Identify the specific benefits to habitat, water, or other natural resources from your project.
- i) Describe how the project's follow up needs will be financed.

2. PROJECT LOCATION

- a) Attach a map to pinpoint the location of your project and include it with your application.
- b) Note the street address of the project site on the map.
- c) Identify the nearest waterbody affected by your project: stream, lake, river, wetland, watershed, etc.
- d) Locate the nearest community or city.
- e) Name the Kitsap County Commissioner for your area.
- f) Do you have legal permission to be on the project site?
- g) What kind of permits will you need for the project? Do you have them?
- h) Do you need assistance with site selection and plant sources?

3. GROUP BIOGRAPHY

- a) Tell us about your group. What is its purpose and why was it formed? If you are with a school, describe the classes/clubs that will be involved.
- b) How is it organized (formally/informally)?
- c) How many active members belong to this group?

- d) How long has the group been in existence?
- e) List examples of past and current projects (environmental or other).
- f) What kind of insurance coverage do you have? (Insurance status will not affect grant decisions.)

4. PARTNERSHIPS

- a) How many participants will be actively involved in this project?
- b) What other groups or organizations have made commitments to work with you to accomplish your goals?
- c) Do you need to recruit additional groups, organizations or volunteers to work on this project? If yes, what is your strategy to achieve this?
- d) What professional skills can your volunteers provide (e.g., engineers, biologists, stream ecologists)?
- e) If you have other funding, where is it coming from? What will be the Mini-Grant's share of the project?

5. PUBLICITY

- a) How will you make the project known to the community (e.g., public service announcements, television infomercials, newspapers, presentation, flyers, advertisements on buses and billboards, phone calls)?
- b) Who is your main audience?

6. WORK PLAN

Describe your plan of action and timeline for completing your project.

Task	Start date	Completion Date

7. BUDGET

The 2007 Watershed Mini-Grants Program will reimburse the expenses directly related to the successful completion of your project. Expenses can include supplies, materials, equipment, room rentals, and other necessary costs. We cannot fund food, wages, or salaries. We can fund design and commercial services. Please account for the total cost of each line item. Include shipping, handling, and taxes where applicable.

Expense Item	Cost
Total Amount Requested	\$

8. CONTRIBUTIONS

Assign an hourly rate (\$15.00/hr.) to the volunteer services that will be provided through your project. Multiply the rate by the total number of hours volunteered.

Item	Cost (hrs x rate)
List the supplies and materials that were loaned or donated for this project Assigning an estimated value to each.	
Item	Cost
List financial awards received from other sources or groups.	
Item	Cost

9. THE AGREEMENT

A Grant Agreement will be drafted stipulating the responsibilities of Kitsap County and the recipient in fulfilling the project goals and objectives. It will outline the project's scope of work, budget, insurance and legal requirements. In some cases, Kitsap County may require a revision in the scope of work or in the budget as described in your grant application. The project can begin when both parties sign the agreement.