



## Watershed Mini Grants Program

**All proposals must be postmarked by  
December 15, 2004**

**For questions regarding this application, please contact:**



**Watershed Assistance Center  
Ben Wright, Director of Watershed Field Services  
(724)459-0953 ext.102  
[bwright@paconserve.org](mailto:bwright@paconserve.org)**

**\*\*\*Copies of this application are also available online at [www.paconserve.org](http://www.paconserve.org)**



## Watershed Mini Grants Program

### **Purpose:**

Watershed protection is one of the fastest growing areas of community-based collaboration. Throughout the country, watershed groups are playing an increasingly prominent role in environmental management. The local focus and community base of watershed groups are seen as assets in building consensus and expanding participation within communities across the Commonwealth. It is not uncommon for an organization to operate on an annual unrestricted budget of less than \$5,000, while at the same time implementing \$100,000 projects that directly benefit the community and the environment.

Currently, much of the unrestricted funding available to watershed associations is derived from membership dues and small-scale fundraising events. Unfortunately, it is usually not enough to cover many of the costs associated with administering the many state or federal grant-funded projects that they are working to complete. This is particularly difficult considering the low percentage of administrative costs allowed by current grant programs.

Recognizing the increased need for continued operation and the lack of available funding, Dominion, in partnership with Western Pennsylvania Conservancy's Watershed Assistance Center, is introducing Watershed Mini Grants Program.

Watershed Mini Grants are a useful tool for watershed groups, helping them to sustain their efforts, expand their capacity to administer future projects, effectively publicize and educate citizens about their work, and complete small tasks that are part of larger projects.

Grants of up to \$1,000 will be awarded to eligible watershed associations that are working to sustain and promote their efforts. The grants, administered by Western Pennsylvania Conservancy's Watershed Assistance Center, are meant to help with three primary categories. These categories include:

- ❖ General Operating Expenses
- ❖ Organizational Promotion and Outreach
- ❖ Restoration Projects



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### **Eligible Applicants:**

There are two primary criteria that must be met for eligibility.

1. Watershed associations that have 501(c)(3) non-profit status in Pennsylvania are eligible. Organizations that do not have 501(c)(3) non-profit status must identify a non-profit organization that will administer the finances for the grant, if awarded.
2. Watershed associations that are located in the Dominion service area are eligible. This service area includes: Allegheny, Armstrong, Beaver, Blair, Butler, Cambria, Clarion, Fayette, Greene, Indiana, Lawrence, Mercer, Somerset, Venango, Washington, and Westmoreland Counties.

### **Eligible Use of Funds and Match:**

Watershed Mini Grants of up to \$1,000 may be used to pay for costs related to the day-to-day operation or project planning of your organization.

Your grant application should introduce the project and list specific budgetary items for which funding is being requested. Generally, the project 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 non-cash, in-kind contributions such as volunteer time, donated services, or other donated items that directly relate to the development of your organization, its mission, or a particular project on which your organization is working. If funded, 100% of the grant award will be provided at the start of your project.

### **Other Requirements:**

Once your organization receives funding from the program, you are required to:

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



## Watershed Mini Grants Program



# Applying For The Watershed Mini Grants Program

**To apply for a grant, please do the following:**

1. Contact Western Pennsylvania Conservancy's Watershed Assistance Center to discuss your organization's needs and project ideas.
2. Follow the guidelines provided in this request for proposal when preparing your application.
3. Submit one (1) complete copy of your grant application with all attachments and supporting documentation, postmarked by December 15, 2004 to:

Western Pennsylvania Conservancy  
Watershed Assistance Center  
C/O: Angela Zimmers  
246 South Walnut Street  
Blairsville, Pa 15717



## Watershed Mini Grants Program



# Application Guidelines

## Grant Application:

Please provide the following information in no more than three (3) pages:

1. A statement of the organization's mission, goals, prior accomplishments, and current projects.
2. A statement of the proposed grant request. In this statement, please answer the following questions:
  - A. Why are you seeking a Watershed Mini Grant?
  - B. How will this grant help your organization to attain its goals and objectives?
  - C. What current partners do you have? What additional partners do you hope to bring on board?
  - D. With what long-term plan will this grant assist your organization?
  - E. What is the project timeline? (12 month maximum)

## Attachments:

Please attach the following supporting documentation to your grant application:

1. Copy of your organization's IRS 501(c)(3) tax-exempt determination letter.
2. Any other information that describes your organization or its project that you believe is relevant and important.
3. One (1) completed application form, which is contained in this document.



## Watershed Mini Grants Program



# Application Format & Checklist

Check Box	Item No.	Item	Description
	1	<b>Executive Summary</b>	Provides background on organization, projects, and goals and objectives.
	2	<b>Project Description</b>	Provides a detailed narrative of project.
	3	<b>Budget Narrative</b>	Specific information regarding budget expenditures.
	4	<b>Project Timeline</b>	Provides information on the project's timeline, including when it will start, when funds will be spent, and what tangible outcomes will be obtained.
	5	<b>IRS 501(c)(3) Determination*</b>	A copy of the IRS 501(c)(3) determination letter. * If your group does not have 501(c)(3) status, you must use a Pass-through Agent.
	6	<b>Letters of Support</b>	Substantiates need for the project and shows collaboration with other organizations. (Optional)
	7	<b>List of Officers</b>	A list of the organization's officers and/or board members and their addresses.
	8	<b>Other Information</b>	Any literature or narrative describing the proposed project. (Optional)



Watershed Mini Grants Program



**GRANT APPLICATION**

<b>DATE:</b>	<b>PROJECT TITLE:</b>
<b>ORGANIZATION NAME:</b>	
<b>NAME OF THE TAX-EXEMPT ORGANIZATION TO WHICH FUNDS WILL BE DISTRIBUTED IF DIFFERENT FROM THE ORGANIZATION ABOVE (PASS-THROUGH AGENT):</b>	
<b>ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER:</b>	
<b>GEOGRAPHIC AREA THE PROJECT WILL AFFECT (PLEASE ATTACH MAP, IF AVAILABLE):</b> <b>WATERSHED:</b> _____ <b>COUNTY:</b> _____ <b>MUNICIPALITY(IES):</b> _____	
<b>PROVIDE A ONE-SENTENCE DESCRIPTION OF THE PROJECT:</b>	
<b>BEGINNING AND END DATES OF PROJECT:</b> (MAXIMUM OF 12 MONTHS)	<b>AMOUNT REQUESTED:</b>

**CONTACT INFORMATION FOR ALL GRANT-RELATED CORRESPONDENCE:**

<b>CONTACT NAME AND TITLE:</b>	
<b>ADDRESS:</b>	
<b>DAYTIME PHONE:</b>	<b>EVENING PHONE:</b>
<b>FAX NUMBER:</b>	<b>E-MAIL:</b>