**Announcing Grant Opportunity**

**A Request for Proposals (RFP)**

**for**

**Protect Wisconsin Waterways**

**Water Quality Education and Involvement**

**Mini-Grant Program**

**Ongoing applications accepted**

Protect Wisconsin Waterways is pleased to announce its Water Quality Education and Involvement Mini-Grant Program (Mini-Grant Program). Funding will be awarded to non-profit organizations, community, civic, school groups and others for projects or activities that educate the public about stormwater pollution prevention. The Mini-Grant program will award projects up to $5,000 to projects that:

* Raise awareness of storm water pollution impacts on bodies of water in the Rock River watershed and encourage changes in behavior to reduce such impacts;
* Engage target audiences within municipalities of the Rock River watershed that may include the general public, public employees, residents, businesses, contractors, developers, industries, and/or others as appropriate; and
* Incorporate active and/or passive mechanisms of delivery for educational content in related topic areas that may include hazardous waste disposal, pet waste management, vehicle washing, yard waste management, pesticide and fertilizer application, stream and shoreline management, residential infiltration, construction site management, pollution prevention, or green infrastructure.

**Example Projects might include:**

* Installation of a rain garden or rain barrel with education about the project to select audiences;
* Installation of a streambank stabilization or shoreline restoration project with education about the project to select audiences;
* Installation of pet waste stations and signage to educate local dog owners about the need to pick up dog waste;
* A Garden Club Open House to educate local community members about the benefits of native plants;
* A community workshop about yard waste composting;
* The development of a demonstration project to educate private property owners about green infrastructure options;
* And more!

**Eligibility**

Projects must be located within the Rock River watershed or address water quality in immediately adjacent sub-watersheds. Priority consideration is given to projects connected either physically to or through education and outreach audiences in one the following Rock River Stormwater Group municipalities:

|  |  |  |
| --- | --- | --- |
| ∙ City of Beaver Dam | ∙ Town of Janesville | ∙ City of Waupun |
| ∙ City of Beloit | ∙ City of Jefferson | ∙ City of Whitewater |
| ∙ Town of Beloit | ∙ City of Milton | ∙ UW-Whitewater |
| ∙ City of Fort Atkinson | ∙ Town of Rock | ∙ City of Monroe |
| ∙ Town of Harmony | ∙ Town of Turtle |  |
| ∙ City of Janesville | ∙ City of Watertown |  |

Given the limited dollars available, private businesses and units of government (with the exception of school districts and park districts) are not directly eligible for mini-grant funding as applicants; however, non-profit organizations including Scout Troops, “Friends of” groups, faith-based organizations, neighborhood organizations, and others are encouraged to partner with local governments and businesses on efforts that meet the grant objectives.

**Match & Funding**

Project awards will range from $1,000 to $5,000, and a minimum 3:1, or 25%, fund match is required from the applicant. For example, a project with a $6,000 budget may request up to $4,500 from the Mini-Grant program, funding the remaining $1,500 through another funding stream. Matches with a greater share provided by the grantee may make the project more competitive. *Requests intended for general budget operations will not be considered.*

Up to 50% of the full grant award may be awarded at the beginning of the project. After completion of a project milestone (suggested in the initial application by the applicant and approved by the Mini-Grant program manager) and submission of a Mini-Grant milestone report, the remaining funds will be released to the grantee pending the approval of the Mini-Grant program manager.

**Parameters**

If the project results in a physical installation, the site must be visible and accessible to the public for the life of the project. Any necessary permits or permissions to build or implement the project on public or private property must be secured by the applicant in advance of receiving a Mini-Grant Award.

**Awardee Requirements**

If the Mini-Grant proposal is selected to be awarded, the Mini-Grant Awardees will have responsibilities in addition to implementing the project. These responsibilities will be outlined in a Grant Agreement that the Awardee will sign in advance of receiving funds from the Mini-Grant program. In addition to an outline of the expected outcomes and amount to be funded by the grant program, this Agreement requires the following:

* **Press and Media Coverage**

Awardees agree to inform Protect Wisconsin Waterways of any press or media coverage related to the project and acknowledge Protect Wisconsin Waterways’ support in press or media stories and promotional materials. This includes permission to use submitted photos or other materials for promotional purposes by Protect Wisconsin Waterway

* + **Milestone Report**

The Grantee and the Mini-Grant Program Manager will come to an agreement on an appropriate mid-term milestone before signing the Grant Agreement, and the Grantee must submit the Milestone Report within one month of meeting this milestone. The disbursement of the second half of the award is contingent upon receiving this report.

* **Final Report and Associated Materials**

A final project report and associated materials are due according to the deadlines proposed and agreed upon in the Mini-Grant proposal. Associated materials include photos of the project ideally before, in progress, and when completed; examples of promotional materials used or publicity gained from the project (if applicable); and examples of educational materials used (if applicable). Awardees agree to allow Protect Wisconsin Waterways to showcase and share any of these materials and associated information on website, social media, and through other platforms.

Failure to submit this report by the deadline will require a return of any previously dispersed Mini-Grant award funds and precludes the possibility of future support from the Mini-Grant program. In the event of an unforeseen circumstance(s) affecting the timely completion of the project or submission of these materials, please contact protectwiwaterways@gmail.com.

**Mini-Grant Program Timeline**

The project timeline should be proposed in the application materials. Applicants are encouraged to consider timelines that fit within the typical growing season, as many projects tend to be more active or applicable during the warmer seasons of the year. Revisions to the timeline can be proposed for consideration at the time of submission of the Milestone Report.

* Mini-Grant project application deadline: Ongoing
* Mini-Grant application scoring, and selection: Feedback provided by sub-committee 1-2 months after application submission
* Mini-Grant winners notified: 1-2 months after application submission
* First Mini-Grant payment disbursed: Immediately following approval of application
* Mini-Grant milestone reports due and second Mini-Grant payments disbursed: Project Dependent
* Mini-Grant project completion: Project Dependant
* Final report deadline: 1 month following proposed project completion

**Application + Report Form Instructions**

The following pages include the Application, Milestone Report, and Final Report Templates. To use these templates, save this document and complete all requested information. Make sure to save this document in a safe location- if you are chosen to receive Mini-Grant funding, you will need to access your application again to complete and submit each report section once it is due.

Each completed template should not exceed two (2) pages (single-spaced, Arial 11-point type, 1/2-inch margins). You may delete any non-bolded text as you complete the application or report.

To submit the completed application or report, send it as a PDF or Microsoft Word Document to protectwiwaterways@gmail.com and info@protectwiwaterways.org. Be sure to use the appropriate email subject and send by the applicable deadline:

* **Mini-Grant Application**
	+ **Deadline:** Rolling deadline
	+ **Email Subject Line:** *<current year> Mini-Grant Application [Organization Name]*
* **Mini-Grant Milestone Report**
	+ **Deadline:** Project dependent - overall project timeline should be proposed in application
	+ **Email Subject Line:** *<current year> Mini-Grant Milestone Report [Organization Name]*
* **Mini-Grant Final Report**
	+ **Deadline:** Project dependent - 1 month following proposed project completion date
	+ **Email Subject Line:** *<current year> Mini-Grant Final Report [Organization Name]*

**Water Quality Education and Involvement Mini-Grant**

**Application**

**Applicant Information**

**Name:** Provide the name of the point of contact for this application and proposed project

**Title:** Provide the title of the point of contact for this application and proposed project

**Email:** Provide the email of the point of contact for this application and proposed project

**Phone Number:** Provide the organizational phone number or the number of the point of contact for this application and proposed project

**Organization Name:** Provide the name of the organization applying for funding

**Organization Address:** Provide the mailing address of the organization applying for funding

**Organization Website (If Applicable):** Provide the website of the organization applying for funding

**Organization Description:** Provide a two-to-three sentence description about your organization or group.

**Project Information**

**Project Title:** Provide a short, descriptive title for your project (not “Mini-Grant Proposal”)

**Amount Requested:** Provide the amount of funding requested from the Mini-Grant Program

**Municipality:** Provide the name of the municipality where this project will take place

**Project Description:** Provide a short description of your proposed project and how it will improve water quality or prevent polluted stormwater runoff. In this description, please mention:

* Any participating groups/sponsors who will facilitate or help implement the project;
* The target demographic that this project intends to educate/involve (the target audience)
* How the project will be marketed and made visible to the community/target audience
* All proposed deliverables and/or final project outcomes
* Any permits or permissions that have been obtained to implement the project;
* The total project budget itemized by individual cost estimates

**Project Timeline:** Provide the outline of the timeline for your project. Include in this timeline a milestone that would signify that the project is approximately half-way completed.

|  |
| --- |
| **Before submitting this application, use the checklist to confirm the proposal meets all requirements.*** **Applicant is an eligible organization as described by the Eligibility Section of the RFP.**
* **The proposed project will be implemented in one of the municipalities listed in the Eligibility Section of the RFP.**
* **The applicant will cover at least 25% of the project cost through other funding streams.**
* **The project description describes all aspects mentioned above, including an itemized budget.**
* **The project timeline includes a completion date and a suggested mid-term milestone date.**
* **The proposed project will be implemented in an accessible space for public education, and the applicant has all permissions and permits necessary for implementing this project.**
 |

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Water Quality Education and Involvement Mini-Grant**

**Milestone Report**

**Awardee Information**

**Name:** Provide the name of the point of contact for this report and project

**Email:** Provide the email of the point of contact for this report and project

**Phone Number:** Provide the organizational phone number or the number of the point of contact for this report and project

**Organization Name:** Provide the name of the organization responsible for this project

**Project Information**

**Project Title:** Provide the title of your project

**Project Description:** Provide a short description of the status of your project. In this answer, please include:

* A description of the milestone that you have met;
* Challenges you are currently facing or that you have overcome;
* Any updates to your project timeline;
* Any expected modifications to the final project deliverables, and how any modifications will allow you to still meet or improve upon your proposed improvements to local water quality and/or habitats.

**Awardee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Water Quality Education and Involvement Mini-Grant**

**Final Report**

**Awardee Information**

**Name:** Provide the name of the point of contact for this report and project

**Email:** Provide the email of the point of contact for this report and project

**Phone Number:** Provide the organizational phone number or the number of the point of contact for this report and project

**Organization Name:** Provide the name of the organization responsible for this project

**Project Information**

**Project Title:** Provide the title of your project

**Project Description:** Provide a short description of your completed project. In this answer, please include:

* Challenges you overcame through the implementation of this project;
* Feedback you received from the target audience;
* Any changes you made to the final project deliverables and how these modifications still allowed you to meet or improve upon your proposed improvements to local water quality and/or habitats.
* Budget summary

**Uploads**

With your report, please also submit photos of the project in progress or after completion, examples of promotional materials used or publicity gained from the project, and examples of education materials used. Please list the deliverables you are sending, with a very brief description (30 words or less) of each item.

* Item 1
* Item 2
* Item 3
* …

**Awardee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**