



www.purewaterforum.org

## PURE WATER FORUM SMALL GRANTS PROGRAM

### *Request for Proposals*

#### **A. Purpose and Background**

The purpose of this Request for Proposals is to solicit proposals to establish agreements through competitive negotiation for projects that support the Pure Water Forum's mission:

*“The Forum’s mission is to improve water quality and water conservation through networking, collaboration, education and action in the Shenandoah River watershed.”*

Funding is available for projects within the Shenandoah watershed. Funding priorities include:

- Education and outreach activities including public school programs focused on watershed education, water quality conferences and events, community events focused on watershed restoration and best management practices, farm tours and educational field days, and youth education programs such as Envirothon and Youth Conservation Camp.
- Volunteer water quality monitoring programs.
- Development of educational materials including brochures, signs and other outreach tools.
- Small scale best management practice (BMP) implementation including rain barrel workshops, small residential rain gardens, composters, tree plantings, pet waste stations, etc.

Proposals will be accepted on a rolling basis, and will be reviewed by the Pure Water Forum (PWF) as they are received. Projects will be funded for a period no greater than one year. Due to the limited amount of funding available and the priorities of the PWF, grants will not be awarded for larger scale BMP implementation projects such as complex urban stormwater BMPs, extensive livestock exclusion systems or streambank restoration projects requiring considerable grading and in stream work (small scale streambank restoration projects focused on vegetative stabilization may be considered).

#### **B. Eligible Applicants**

Local governments including counties, cities, towns, public schools, soil and water conservation districts, and planning district commissions as well as state agencies, nonprofit organizations and institutions of higher education are eligible for grants awarded through this RFP. ***Organizations that are members of the Pure Water Forum will be given priority.***

### **C. Eligible Activities**

Proposed projects must support the Pure Water Forum’s mission as stated in section A of this RFP. Funding can be used for meeting planning and supplies including refreshments. Funds may also be used to support staff time on projects, and for training costs including conference registrations and associated travel expenses. Projects must be focused in the Shenandoah watershed; however, support can be provided for events that include additional stakeholders outside of the watershed.

### **D. Ineligible Activities**

Funding may not be used to support:

- Projects focused outside of the Shenandoah watershed
- Projects required by law
- Projects to be completed to satisfy an enforcement action
- Projects that do not support the Pure Water Forum’s mission statement
- Large scale BMP implementation projects

### **E. Project Budgets**

There are two levels of project proposals – 1) up to \$500 and 2) \$501 to \$1,000, each with its own application form. There is no minimum budget requirement and project match is not required, though it is encouraged. Each PWF Small Grants Application includes a budget table that must be completed. Project budgets should be developed based on the categories listed in this table. Indirect costs (e.g. rent, utility bills, etc) are not eligible for grant funding. Applicants should use the most current federal vehicle mileage rate when calculating travel costs.

Information on vehicle mileage rates and per diem rates (lodging and meals) can be found at: [www.gsa.gov/portal/category/100000](http://www.gsa.gov/portal/category/100000) (see “most requested links, Per Diem Rates and POV Mileage Reimbursement”).

### **F. Application Procedures and Requirements**

The appropriate PWF Small Grants Application must be completed for the level of funding requested. Application forms are available for download on the Pure Water Forum website: [www.purewaterforum.org](http://www.purewaterforum.org). Applications should be submitted electronically (Adobe PDF format or Microsoft Word) via email to: [grants@purewaterforum.org](mailto:grants@purewaterforum.org).

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**G. Evaluation and Scoring Criteria**

Proposals will be scored based upon the following established criteria:

<b>Basic Eligibility Criteria:</b> The following must be met in order for a full review to be completed.	<b>Y/N</b>
Requested funding does not exceed a) \$500 or b) \$1,000	
The project does not include any of the ineligible criteria listed in Section D	
The project timeline does not exceed 1 year	
<b>Evaluation Criteria</b>	<b>Maximum points</b>
The proposed efforts align with one of more of the stated objectives in the Pure Water Forum’s mission statement	5
The proposed project includes a strong public education and outreach component	5
The proposed project has the capacity to result in measurable improvements to water resources in the Shenandoah watershed	5
The proposed project includes strong partnerships and collaboration between conservation and education organizations in the Shenandoah Valley	5
The proposal demonstrates the capability of the project sponsor and partners to successfully complete the project (clear timeline, methodology and project budget, appropriate partnerships in place)	5
The proposed project will increase awareness about the Pure Water Forum's mission and objectives in the region	5
<b>Total possible points</b>	<b>30</b>

**H. Notification of Awards**

Proposals will be accepted on a rolling basis. Reviews will be conducted in a timely manner and applicants will be notified of their proposal’s status following PWF Executive Committee meetings, which are typically held on a monthly basis.

**I. Grant Reporting and Administration**

If a project is selected for funding, Pure Water Forum will provide the successful applicant with the agreed upon funding amount at the start of the project once a grant agreement has been issued. If a balance remains at the close of the project and an additional use of the remaining funds cannot be identified by the project sponsor and Pure Water Forum, then the grantee will be asked to return the remaining balance.

All project sponsors will be asked to provide a final report on their project including a project summary and a financial narrative. This report will be due no later than 45 days after the close of the grant agreement. Sponsors will be encouraged to provide photos and other project materials, which will be posted on the Pure Water Forum website with their permission. When possible, sponsors will be encouraged to attend a Pure Water Forum Board meeting and provide a brief presentation on their project; however, this will not be required.