

Community Partners for Clean Streams Mini-Grant Program Application

Washtenaw County Water Resources Commissioner's Office

\$500 - \$3,000



Community Partners for Clean Streams Mission

The Community Partners for Clean Streams (CPCS) is a voluntary, cooperative effort between the Washtenaw County Water Resources Commissioner's Office and Washtenaw County businesses, institutional landowners and multi-family residential complexes. The goal of the program is to help identify practical, cost effective ways to protect Washtenaw County waterways through pollution prevention. CPCS is a cost-free initiative that provides information, technical advice and recognition to participants.

Through the CPCS mini-grant, the program will now be able to provide monetary support for small projects that work to improve water quality, prevent pollution and expand waste reduction and recycling efforts.

Grant Overview

Applicants can receive funds to complete a project that would improve water quality, prevent pollution and/or expand waste reduction and recycling efforts. A few example projects are below:

- Install or expand a rain garden or buffer strip (along a water body)
- Retrofit a defunct rain garden
- Install a rain barrel
- Create and implement an educational campaign to employees
- Purchase recycling containers
- Install a composting system

Timeline

April 15th: Applications due

May 1st: Grants awarded

December 31st: Grant period closes and summary factsheet due

Criteria

- Applicant must be a Community Partner for Clean Stream
- Project must complete one of the recommended CPCS action items (see handbooks 1-9), or work to achieve the overall mission of the program: *to improve water quality, prevent pollution and enhance waste reduction and recycling efforts*
- A longevity plan must be included

Additional Information

- A total of \$3,000 is available and will be awarded to between one and six applicants, depending on the funds requested. Funds can be requested for amounts ranging from \$500-\$3,000. Funds can't be used for travel, salaries or overhead.
- A written Summary Factsheet of the work achieved will be submitted at the end of the calendar year that the grant was awarded. Summary factsheets will include a project description, summary of volunteer and work hours committed to project, a budget, photos and a statement indicating future plans relating to the program. Note that the WRC office expects that you will spend the grant as proposed in your application. If you wish to adjust the budget, you must contact WRC staff for approval. The final budget should include itemized reports of each expenditure.
- For awards greater than \$600, a 1099 tax form will be generated by Washtenaw County
- All publicity generated for and received by the project must acknowledge the CPCS program and the Water Resources Commissioner's Office.

Evaluation

Applications will be evaluated based on the feasibility of the project, the thoughtfulness of the longevity plan and the potential improvements relating to water quality. Please include details within your application showcasing how your project will be measurably successful in these areas.

Email the application form, any supporting documentation and the final summary factsheet to: e2p2@ewashtenaw.org. Any questions can be directed to Catie Wytychak at wytychakc@ewashtenaw.org or (734) 222-6813. The application is on the following page.

Application

Please answer the following questions in a word document. The entire application should not exceed two pages (plus a design if applicable).

1. Contact Information

Organization Name:

Phone Number:

Number of Employees at Organization:

Address:

Grant Coordinator's Name:

Phone Number:

Email:

2. Project Name

This should include your organization name and the project type. For example, "Toyota's Compost System" or "Corner Brewery's Rain Garden"

Project Type

- Housekeeping Practices
- Maintaining Engineered Stormwater Controls
- Maintaining Equipment and Vehicles
- Maintaining Buildings and Pavement
- Maintaining Landscapes
- Site Design and Construction
- Managing Waste
- Education
- Fats, Oils and Grease Disposal for Food Service Providers

3. Amount Requested

4. What are the goals of this project?

- a. Detail how it will achieve one of the CPCS action items
- b. Set a measurable goal, such as "convert 400 square feet of turf grass into a rain garden" or "improve recycling by 15% by installing more recycle bins"

5. What is your project timeline and who will be involved in each step?

- a. Who is/are the leader/s
- b. Do you have any technical experts involved?
- c. Who will be in charge of ongoing maintenance?

6. What materials and labor are needed to establish this project? Include a plan for securing all the essential elements of your project.

- a. If you are planting an area, include a design, plant list and location map of proposed site

7. Detail a budget for your project including any funds or in-kind contributions that will be provided outside of this grant. Include an estimate of staff and volunteer time.

8. Include a signature from the owner/director or anyone whose permission would need to be secured to implement this project. Note if any approvals or permits are required.