

The Soquel Creek Water District aims to promote water conservation education in the community. To support this effort, the Soquel Creek Water District can help fund water-related educational events and programs sponsored by local organizations in our community.

Focus of Projects

The educational event or program must have a major theme or specific activity promoting water education with respect to water conservation, drinking water quality, and/or water supply issues important to the area that Soquel Creek Water District serves. The educational event or program must take place in Santa Cruz County with preference given to events held in the Soquel Creek Water District service area.

Who can Apply

The applicant must be an established non-profit 501(c)(3) organization, school, or public agency.

Amount of Awards

The minimum funding award is \$250, and the maximum is \$2,000. It is not guaranteed that all qualifying applications will be granted funding or full funding. Funding applications will be kept on file for up to one-year, after which they expire.

Ineligible Uses of Grant Funds

- Repayment of existing debt or preexisting tax liens or obligations
- Payment of organizational debt
- Legal fees
- Loan or bank fees

Deadline for Entries

There are two application rounds with submittal deadlines of June 1st and January 1st, with award determinations to be made in July and February, respectively. If funds are still available after February, the grant program will remain open for that fiscal year and applications will be considered as they are received on a first come first serve basis until all funds have been allocated. Applications received after June 1st will be considered for approval in the next fiscal year's budget.

Proposal Content and Organization

Please submit a completed proposal as outlined below, with all relevant documents attached. All costs incurred in the preparation of a proposal are the responsibility of the applicant.

A complete grant proposal must include the following information with supporting documents to be eligible for consideration. Applicants shall specify how the grant will be spent, provide an itemized budget, and indicate other funding sources/in-kind services and their surety.

1. Application Cover Sheet (attached)
2. Cover Letter: Introducing your organization and summary of project and educational goals with regards to water education.
3. Project Narrative: (2 pages maximum and at least 12 pt. font) describe the project in detail, including supportive activities, objectives, anticipated number of participants, and overall benefits to the community with regards to water education. Indicate the number of participants who have attended prior events/ programs if applicable.
4. Attachment A: Estimated project budget. Provide an approximate budget, and indicate other funding sources/in-kind services and their surety if possible. The budget does not have to be too detailed. Provide level of need and the total estimated costs.
5. Attachment B: List of key project personnel and their contact information.
6. Attachment C: Proof of federal nonprofit status (if applying as a nonprofit).
7. Attachment D: Location map (if applicable).

Evaluation Process

Proposals will be reviewed and evaluated by staff members based on the review criteria listed below. Staff may contact the applicant for additional information or to clarify proposal content, and may elect to interview applicants prior to making a funding recommendation to the District's Board of Directors.

Staff recommendations will be presented to the Board of Directors for approval. There is no appeal process for proposals that are not approved for funding.

Review Criteria

All submitted proposals which are in compliance with the Mini-Grant requirements will be reviewed according to the following factors:

- Project Conception - Proposal clear and comprehensible with a realistic time line; project activities well defined and technically feasible.
- Educational Potential - Project has educational benefits specifically relating to water conservation.
- Outcomes - Objectives clearly stated, specific, realistic, and measurable.
- Financial Viability - Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
- Community Support - Project has community support and benefits customers and areas served by the District.

General Conditions

All materials submitted become the property of the Soquel Creek Water District and will not be returned. Awarded funds are considered public funds and any information submitted or generated is subject to public disclosure requirements.

The District reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time prior to awards.

Submittal Requirements

Proposals should be hand delivered to the Soquel Creek Water District Office at 5180 Soquel Drive, or mailed to P.O. Box 1550, Capitola, CA 95010, Attention: Conservation and Customer Service Field Manager.

Grant Awards

Funds are provided after the event or program has taken place. You must submit a short summary describing the success of the program or event and provide receipts before the grant award will be relinquished/ paid. If possible, report the number of participants residing within the District's service area who attended the event or program.

The District reserves the right to revoke any grant for which a contract is not executed, due to delays on the part of the grantee, within two months of the award. Funded projects must be initiated within one year of execution of the contract or grant funds will revert back to the District.

For more Information

For inquiries or clarification about this Water Education Promotion Mini-Grant Program, contact Ron Duncan at (831) 475-8500.



Water Education Promotion Mini-Grant Application

Water Education Mini-Grant

Please complete all of the following information:

Applicant Information

1. Name of organization: _____
2. Type of organization: Non-Profit School Public Agency
3. Mailing address: _____
4. City, zip code: _____
5. Organization phone number: _____ 6. Fax number: _____
7. Contact person: _____ 7. Phone number: _____
8. How long has organization been in existence? _____
9. Fiscal agent (if applicable): _____

Project Information

10. Project name: _____
11. Amount requested \$: _____ 12. Total project budget \$: _____
14. Project date or duration: _____
15. Other participating agencies/ organizations: _____

Certification

I certify that the information contained in the proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant application is submitted with the full knowledge and endorsement of the governing Board of this organization, which is empowered to enforce compliance with all contract conditions. Should we receive funding from the Water Education Promotion Mini Grant program, we agree to comply with all reporting and monitoring requirements outlined in the program guidelines.

Signature(s): _____
Printed name: _____
Date: _____