Background
The purpose of the Monterey Bay Friendly Garden Grant is to fund innovative projects designed to encourage public acceptance, desire for, and use of water-wise landscapes.

All projects that receive grant funding and complete their projects to Monterey Bay Friendly Landscape (MBFL) standards will be certified under that program and will receive a sign to display in their garden.

Who can Apply
This Grant Program is open to nonprofit organizations, schools, and public agencies within the Soquel Creek Water District.

An applicant may not receive more than one Grant per fiscal year.

Amount of Awards
Grant amounts of up to $2 per square foot will be awarded, up to a maximum of $10,000 for the whole project. The following are eligible for grant funds:

- landscaping materials (e.g., plants, irrigation piping, mulch)
- Professional services (e.g., landscape design, irrigation system installation, graphic design)
- Stormwater management (e.g., rainwater harvesting systems, rain gardens)

Submittal of Application
Applications will be accepted year-round until the allocated amount ($10,000 per fiscal year) has been fully disbursed.

Please email completed applications to Roy Sikes at roys@soquelcreekwater.org or mail applications to:

Soquel Creek Water District
Attn: Conservation Department
P.O. Box 1550
Capitola, CA 95010

Review Criteria
To be considered for Grant funding, proposed projects must be in compliance with all federal, state, and local land use, regulatory, and permit requirements. If the project meets these requirements, it will be reviewed according to the following factors:

1. Project Conception - Proposal clear and comprehensible with a realistic timeline; project activities well defined and technically feasible. Objectives clearly stated, specific, realistic, and measurable.

2. Impact and Education for Community - Project utilizes water conservation measures and serves educational benefit to community through signage and demonstration of best management practices.

3. Ongoing Benefit and Maintenance - Organization has plan for long term structure support, and financial backing to maintain project.

Staff may contact the applicant for additional information or to clarify proposal content. Staff recommendations will be presented to the District’s Board of Directors, who will grant final funding approval. There is no appeal process for proposals not approved for funding.

Grant applications take approximately 6 - 10 weeks to process depending upon when they are received.
Proposal Content and Organization
A complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration. Additional documents may be required at the request of the District.

**Form A:** Application Cover Page.
Attachment A1: Proof of federal non-profit status (if applicable)

**Form B:** Required Supplementary Materials
Attachment B1: Project Summary
Attachment B2: General Landscape Design (may be in draft form)
Attachment B3: Project Budget/Expenses

**Form C:** Indemnification Form

**Form D:** Funding Agreement and Approval

Final Report
Grant will only be awarded after completion of the project, which **must be completed within a year of Board acceptance.** To inform the District that the project has been completed, a final report (minimum of 1 paragraph) must be submitted which includes the following:

- When the project was finished
- How it is meeting its stated objective.
- How the completed project may differ from the proposal accepted by the Board.
- Photos of the completed work.
- Receipts for all materials, design, and labor

Final report with pictures may be submitted electronically to roys@soquelcreekwater.org. An inspector for the Monterey Bay Friendly Landscape program will inspect the project upon completion for official certification.

Grant Award
Upon receipt of final report, MBFL inspection, and signing of the Funding Agreement by applicant and District, the grant money will be disbursed. Deviation from the original landscape design may result in a change in the disbursement amount agreed upon in the original Board acceptance.

Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.
Please complete the following information:

## Applicant Information

1. Name of Organization: ________________________________________________________________

2. Type of Organization:  
   - [ ] Non-Profit*  
   - [ ] School  
   - [ ] Public Agency

3. Mailing Address: _____________________________________________________________________

4. City: _________________________________________  
   5. Zip Code: ___________________________

6. Organization Phone Number: __________________________________________________________

7. Contact Person: ____________________________________________  
   8. Phone Number: ___________________________

9. Other Key Project Personnel: __________________________________________________________
   ___________________________________________________________________________________

* Please submit proof of federal non-profit status, as Attachment A1, if applicable.

## Project Information

1. Project Name: ______________________________________________________________________

2. Project Address: ____________________________________________________________________

3. City: _________________________________________  
   4. Zip Code: ___________________________

5. Amount Requested: __________________________  
   6. Total Project Budget: __________________

7. Total Size of Project (in square feet): _________________________________________________

8. Project Duration (start-up and completion dates): _________________________________________

9. Other Participating Agencies/Organizations: ______________________________________________
   ___________________________________________________________________________________

## Certification

I certify that the information in this 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. Should we receive funding from the MBFL Garden Grant, we agree to comply with all reporting and monitoring requirements outlined in the program guidelines.

Signature: ____________________________________________  Date: _____________________________

Printed Name: _________________________________________
Grant Applicant: __________________________________________

**Project Summary**
Please attach separate page(s) which outlines the following as *Attachment B1*:

1. **Organization Overview**
   i. Briefly describe your organization, including its purpose and how it serves the community.

2. **Project Description**
   i. Describe the project for which funds are requested, including program design, relevant tasks and activities.
   ii. Indicate program goals and outcome objectives.
   iii. Describe how your project serves and educates the community.
   iv. Present your project timeline with anticipated starting and ending dates.

3. **Project Evaluation**
   i. Indicate how project success will be assessed.
   ii. Describe how the project will be maintained.

**Landscape Design**
Please attach separate page(s) of the following as *Attachment B2*:

1. **Garden Location Map**
   i. Indicate where on the property the project will be located.

2. **General Landscape Design** (hand-drawn and non-professional design accepted)
   i. Denote all areas of hardscape and functional turf and all planting zones with square footages.
   ii. Show irrigation system layout.
   iii. Show the location and capacity of rain collection features, including rain cisterns, bioswales, and rain gardens.

3. **List of Plants, Shrubs, and Trees**
   i. List plant, shrub and tree names and numbers used.
   ii. Indicate hydrozones for each plant type (very low, low, medium, and high water use).

**Project Budget and Expenses**
Please attach separate page(s) of the following as *Attachment B3*:

1. **Project Budget**
   i. List project budget and total funding request.

2. **Project Expenses**
   i. List project expenses and specify how requested funds will be used.
Grant Applicant: __________________________________________

**Indemnification Form**

In consideration for receiving the Monterey Bay Friendly Garden Grant, I (RECIPIENT) agree to the fullest extent permitted by law, to defend, indemnify, release, and forever discharge the SOQUEL CREEK WATER DISTRICT, its Directors, Officers, employees, or volunteers and hold them harmless for any and all actions, claims, expenses, damages to persons or property, penalties, obligation, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization causes of action and liability arising out of or in connection with the above described consideration, whether there is concurrent, active or passive negligence on the part of the DISTRICT, its agents, employees, volunteers, Board of Directors or Officers.

By signing this agreement, I acknowledge that I have read its contents, understood its meaning, and I agree to each of its terms

Signature of Recipient: __________________________________________ Date: __________________________________
**Grant Applicant:** __________________________________________

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**Funding Agreement**

The purpose of the Monterey Bay Friendly Garden Grant program is to fund innovative projects designed to encourage public acceptance, desire for, and use of water-wise landscapes. Grant projects must focus on water conservation and increase individual and community involvement in water conservation efforts.

In consideration for receiving Monterey Bay Friendly Garden Grant funding, the Applicant agrees to the terms and conditions set forth in the Grant application. Applicant agrees that the project is in compliance with all federal, state and local land use, regulatory and permit requirements. Applicant agrees that the grant funds will not be used for: repayment of existing debt or preexisting tax liens or obligations; payment of organizational debt; legal fees; loan or bank fees; or subsidization of existing contracts. Applicant understands that deviation from the proposed landscape design may result in decreased grant award.

By signing this agreement, I acknowledge that I have read the terms and conditions of the Monterey Bay Friendly Garden Grant program, understood its meaning, and I agree to each of its terms.

Applicant Signature: __________________________________________________

Applicant Printed Name: _____________________________________________ Date: ______________________

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**Funding Approval** — To be completed by District Staff

Upon approval of grant by the Soquel Creek Water District Board of Directors

1. Grant application: □ Approved    □ Denied

2. Grant amount approved by Board: ___________________________ Date: ______________________

Upon inspection by District Staff

Staff Reviewer: __________________________________________

3. The completed project meet the program requirements? □ Yes □ No

4. The completed project adheres to the landscape plan included in the application (in terms of square-footage and general plan)? □ Yes □ No

If no, the following adjustments were made.

________________________________________________________________________

________________________________________________________________________

Final Grant Amount: ______________________________________________________