



**2018
Water Quality Education Grant Application**

Please print or type

Contact Name:	_____	Organization:	_____
Mailing Address:	_____	Authorized	_____
	_____	Signature:	_____
	_____	Title:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____
Amount Requested:	_____	Date:	_____
Project Title:	_____		

Please describe your proposal, specifying the activity or activities to be supported by the grant funds and detailing proposed expenses. Please be sure to address the following questions, using no more than two pages. You may attach other supporting documentation.

1. Describe your proposal, and the activities that will be conducted as a result of the grant.
2. How does the proposal improve knowledge about the Elm Creek watershed, water quality, or water resources?
3. What resources, new or existing, are you planning to use?
4. What is your timeline?
5. Who will be involved in implementing this proposal?
6. Who will be impacted by this proposal?
7. How will you measure your success?
8. **Education is a key component of this grant program.** How do you plan to share your results?

Submit Completed Application and Supporting Materials To:
 Elm Creek Watershed Management Commission
 3235 Fernbrook Lane
 Plymouth, MN 55447
 763.553.1144 (phone) 763.553.9326 (fax)
 Judie@jass.biz



elm creek Watershed Management Commission

Application Guidelines

- The maximum grant is \$1,000; there is no minimum and no match required. Grants are awarded for no more than \$1,000 per applicant per calendar year.
- Applications are accepted throughout the year and awards are made until funds are exhausted. The Elm Creek Commission, a partner of the West Metro Water Alliance (WMWA), meets during the first two weeks of the month to review applications received the previous month. The Commission meets the second Wednesday of each month, and will make awards based on that month's recommendations from WMWA. Unused funds may be carried over to the following year.
- Only complete applications with all required signatures are considered. Applicants may attach additional information they believe will enhance their application. A proposed budget must be included with the application.
- If the grant is awarded you will receive a **Letter of Understanding** that must be executed by an individual authorized to sign contracts. The grant is a contract between the Elm Creek Watershed Management Commission and the applicant for educational services rendered to the Commission. If the grant is used for educator seminars or other continuing education, the **Letter of Understanding** must state how the knowledge and skills gained will be used to provide specific new or enhanced educational opportunities.
- Grants will be made on a reimbursement basis. Financial reporting requirements are noted in the **Letter of Understanding**. A final project report, including a final accounting, is required for every approved grant before final reimbursement.
- The Commission reserves the right to designate which items in the proposal they will not fund. This will be specified in the **Letter of Understanding**. *Ineligible* items include, but are not limited to, administrative or support services or charge-backs; current or regular costs; or food or meals.
- Grantees must submit a final report on the outcome of the implementation of the activity or activities supported by the grant. The report should describe the actual implementation of the proposal, number of persons participating or affected by the activity, and an assessment of how well the outcome matched the goals and objectives outlined in the application. The report should also describe any continuing impacts of the activity. Before, during and after pictures, where appropriate, are encouraged.

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