



Teacher Action Grant Program 2009-2010 for Contra Costa County educators

ADMINISTERED BY THE WATERSHED PROJECT &
FUNDED BY CONTRA COSTA CLEAN WATER PROGRAM.

REQUEST FOR PROPOSALS

from

Alumni of “Kids in Gardens”, “Healthy Schools, Inside & Out”
“Kids in Creeks”, “Watershed Teaching Tools”,
“Healthy Soils to Harvest”
and “Kids in Marshes”

Teacher Action Grants are funded by:



Contra Costa Clean Water Program:

CCCWP's goal is to educate, inform and inspire people to act on behalf of their communities in protecting and enhancing urban creeks and wildlife habitats, with particular emphasis on preventing pollutants from entering creeks, the Delta, and San Francisco Bay.

Teacher Action Grants are administered by:



The Watershed Project:

The Watershed Project is an environmental organization whose mission is to educate and inspire communities to protect their local watersheds.

Please make 3 copies of your Grant application. Drop or mail (do not fax) applications to:

The Watershed Project
1327 S. 46th Street
155 Richmond Field Station
Richmond, CA 94804

by 12:00 p.m. June 3, 2009

PROPOSAL BACKGROUND AND GUIDELINES

BACKGROUND

- This is a **reimbursable grant**.
- Funds will only be distributed to educators that have participated in the workshops listed above.
- The maximum grant amount allowed to a project is \$2,000.
- Projects must help reduce or educate about urban runoff pollution. Garden projects must also implement and educate about water conserving practices.
- Grant monies can fund school gardens, recycling programs, outreach, and/or education projects. **Each project must contain a pollution prevention message, resulting in the actual reduction of pollutants to creeks, the Delta, or the Bay.** Sample projects could include:

Publications:

- Creating a field guide to drought-tolerant native plants
- Creating a composting how-to guide
- Creating a guide to conserve water in the garden
- Creating a guide on how to reduce waste and use reclaimed items in the garden
- Creating a field guide to birds, vegetation, butterflies, etc. in a garden

Garden Enhancement:

- Developing a water-wise garden and teaching about water-efficient irrigation practices
- Organizing a non-native species plant removal and revegetation project
- Developing a wildlife habitat, hummingbird, butterfly, or beneficial insect demonstration garden
- Creating a school recycling or gardening club
- Creating a sustainable school garden using reclaimed materials
- Develop a composting program, either basic or vermicomposting

Public Education and Outreach:

- Developing an education program about conserving our natural resources (e.g., water and power)
- Writing an article for a local newspaper and/or the school newsletter to encourage water-wise gardening and using recycled materials
- Publishing articles about water conservation, composting, or alternatives to pest control for the school newsletter, local magazine or newspaper
- Raising native plants and distributing them with information about water conservation and the benefits of native plants

All projects must educate about urban runoff pollution prevention. We are open to new ideas and encourage innovation!

ELIGIBILITY

- Grant applicant must have participated in a *Kids in Creeks, Healthy Schools Inside and Out, Kids in Marshes, Watershed Teaching Tools*, or *Kids in Gardens* workshop.
- Projects must be implemented in a K-12 public or private school in Contra Costa County
- Individuals and/or groups must work at school and with students in the school.
- School principal's signature must be obtained.

CRITERIA FOR SELECTING GRANT RECIPIENTS (100 points possible)

A. Educating about Urban Runoff Pollution (40 points)

- Will innovative approaches to improving water quality be used?
- Does the project disseminate a message about urban runoff pollution and pollution prevention?
- Could the project conceivably lead to a reduction of urban runoff pollution?
- Does the project teach about composting?
- Does the project teach about Integrated Pest Management and native plants?

B. Clarity of Project Description and budget needs (25 points)

- Is the project clearly described?
- Are proposed tasks clearly defined?
- Is the schedule of work complete and trackable?
- Will the project achieve its stated goals in a cost-effective manner?
- Were in-kind services provided?
- Can the product created in this grant period be continued in the future without the aid of this grant program?

C. Publicity/ Community Outreach (30 points)

- How many people will be involved and/or reached?
- How much publicity will the project receive?
- Does the project encourage community action in support of clean water and water conservation?

A. Is this a new applicant? (5 points)

EXPENSES COVERED BY TEACHER ACTION GRANTS

Covered

- Materials and supplies
- Equipment rentals (**not including labor or delivery charges**)
- Commercial services, such as printing
- BART, Amtrak and municipal bus fares for field trips related to water conservation, urban runoff and educating about the clean water message

Not Covered

- Wages or salaries for labor; personal mileage
- Curriculum writing
- Bus rentals (If field trip is integral to the project, up to half the cost of bus rental may be funded.)
- Refreshments or food
- Purchasing of cameras, video equipment, computer hardware, or any other technology equipment
- Non-renewable resource materials such as new redwood (recycled or reclaimed redwood is covered)
- Purchase of any animals or mail order insects
- Pressure treated wood

We encourage all educators to show in their budgets items with recycled content (such as benches made from recycled plastic), reclaimed or recycled materials (including wood), and items used for compost activities.

If you have questions about what costs are allowable, please call Adam Hale at the Watershed Project at (510) 665-3539.

ASSISTANCE

The grant application is surprisingly simple! Groups with good ideas, but needing help with the application, are encouraged to contact Adam Hale at (510) 665-3539 prior to the deadline date. Adam can provide ordering information and assistance with developing a budget and project timeline.

PROGRAM REQUIREMENTS

If a grant is awarded, the Group agrees to:

1. Solicit price quotations on any one expense worth more than \$500 and submit those quotes to the Program Coordinator for approval prior to purchase.
2. Obtain the appropriate permissions and/or permits for the project where applicable.
3. Purchase expense items listed on the "BUDGET" page and incorporate these items into the group's project.
1. **Complete all expenditures and submit receipts by May 26, 2010.**
5. Provide the Program Coordinator with 3 copies of any publicity received, including articles pertaining to the project that are published in school or local newspapers or newsletters.
2. All materials produced must include a credit statement reading, "This program was funded by the Contra Costa Clean Water Program." The Watershed Project staff will provide guidance on which funder(s) must be credited. Credit statements should be included in publications, presentations, conferences, workshops, signs, public service announcements and other publicity pieces (e.g. TV, radio and newspapers).
7. Provide the Program Coordinator with 2 progress reports, as outlined in the Contract and Statement of Understanding, throughout the period of the grant. Reports must accompany reimbursement forms that are submitted.
8. Photo document the activities of your project and provide the Program Coordinator with a complete set. Submission of color copies of photos or digital photos are required.
9. **Provide the Program Coordinator with 3 copies of any publication or outreach produced.**

All materials must be sent to the attention of Teacher Action Grants. Please note: The award of a Grant requires the signatures of both the Executive Director at the Watershed Project, and an authorized representative from a Group seeking an award on a contract that authorizes the activities and expenditures of the project under consideration. This contract will be sent after award decisions are made.

Sample Budget

The following sample budget is meant to be used as a guideline to help you determine how you should list your expense items. Please think about your project's costs and list in detail those items that you will need to purchase in order to complete your project.

Expense Item	Quantity	Unit Price	Total Cost
1. Worm bins for 20 classes	20	\$5.00	\$100.00
2. Water spray bottles	10	\$2.00	\$20.00
3. Large buckets (5 gal.) for soaking paper	5	\$7.25	\$36.25
4. Worms (5 LB containers)	3	\$60.00	\$180.00
5. Crayola easy-flow school marker (box of 8)	4	\$3.50	\$14.00
6. Pitch fork	2	\$19.95	\$39.90
7. Reclaimed wood for raised beds 20' x 3'			\$300.00
8. Reclaimed wood posts for raised beds	18	\$1.00	\$18.00
9. Straps and screws for raised beds			\$19.00
10. Gardening/Compost tools (shovels, rakes, trowels)			\$178.00
11. Benches for garden made from recycled plastic	2	150.00	\$300.00
12. Certify garden with NWF as wildlife habitat			\$15.00
13. Copying of IPM interpretive booklet			\$80.00
14. Slide film purchase and developing (required)			\$40.00
Total			\$1,340.15

* Adapted from Shoshana Bradley's budget for "New Millennium Garden Project."

Expense Item*	Quantity	Unit Price	Ttl Cost
1. Butterfly collection rental (from Lindsay Museum)	2	\$4.00	\$8.00
2. Soil sampler	1	\$21.95	\$21.95
3. Soil texture kit	1	\$19.95	\$19.95
4. Eco pot	1	\$14.99	\$14.99
5. Shovels	2	\$15.99	\$31.98
6. Hand tools	10	\$5.00	\$50.00
7. Wood for garden boxes/Soil for boxes			\$200.00
8. Plant labels	2 sets	\$1.50	\$3.00
9. Seeds	3	\$6.00	\$18.00
10. Watering cans	3	\$6.95	\$20.85
11. Spray bottles	5	\$3.00	\$15.00
12. Hose	1	\$10.00	\$10.00
13. Slide film purchase and developing (required)			\$40.00
14. Book: <i>Beneficial Insects</i>	1	\$5.00	\$5.00
15. Video: <i>Effects of Pesticide Exposure</i>	1	\$30.00	\$30.00
16. Insect identification handbook	1	\$5.00	\$5.00
Total			\$495.72

*Extracted from Jill Bennett's budget for Oak Grove Pollution Prevention Program

TEACHER ACTION GRANT PROGRAM APPLICATION – CONTRA COSTA COUNTY

Fill out this application, attach it on top of your proposal and return to:

Teacher Action Grants
The Watershed Project
1327 S. 46th Street, #155
Richmond, CA 94804
510-665-3539

Project Title: _____

Project Director: _____

Co-Director: _____

Name of Group to Which Award Should be made: _____

Mailing Address: _____ City: _____ Zip: _____

Email: _____

Telephone--Project Director (Day): _____

(Eve): _____

Co-Director (Day): _____

(Eve): _____

Amount Requested: \$ _____ *(This amount must match your budget total)*

Project Period: _____ – **May 26, 2010**
Start Date Completion Date

Check the appropriate box(es) if this proposal includes any of the activities listed below:

- | | | |
|--------------------------|------------------------------|----------------------|
| Habitat enhancement | Native plant revegetation | Water conservation |
| Aquatic life enhancement | Restoration/Clean up | Monitoring |
| Publication/Presentation | Public service announcement | Interpretive signage |
| Composting | Reusable, recycled materials | Other (please list) |

Circle the appropriate answer for the questions below:

Does your school currently have a maintained school garden? YES NO

Does your school recycle: BOTTLES CANS PAPER COMPOST

Signature of Project Director

Date

Signature of Co-Director

Date

Signature of Principal

Date

PROGRAM PROPOSAL

This proposal and the accompanying application materials have been designed to help you plan your project. Please answer all questions. If you have any questions, please call Adam Hale at (510) 665-3539. Please type or print legibly. Use additional sheets as needed.

1. PROJECT DESCRIPTION

Write a brief description of the purpose and content of project.

Make sure your description correlates to your budget and timeline.

2. PROBLEM STATEMENT

Describe how your project will help reduce or educate about urban runoff pollution.

1. GROUP DESCRIPTION

- a. Describe the school-based component of your group. How many teachers and students are involved? What is the age or grade level composition of the students involved? Are school affiliated groups involved (e.g. Ecology Club, PTA etc.)?

of teachers _____ Grades they teach _____

of students _____ Grades they are in _____

of parents _____ # of volunteers _____

School clubs (please name) _____

- b. Describe the non-school based component of your group. Are you working with outside individuals, groups or organizations? If so, what skills or specialized equipment can the volunteers/organizations obtain or provide to assist you with this project (e.g. engineers, biologists, naturalists, landscape architects, monitoring equipment)?

- c. Estimate the number of people you expect to reach through this project:

of parents _____ # of community members _____

of others _____

6. IN-KIND CONTRIBUTIONS

List supplies, materials, equipment and services that will be loaned or donated for this project. Use a separate sheet if necessary.

BUDGET

- Projects selected for funding will be reimbursed for approved project expenses only. Expenses can include: supplies, materials, equipment and its use, room rentals and other expenses or costs that are necessary and directly related to this grants program.
- The maximum single grant amount allowed is \$2,000 per project.
- **Salaries and wages for labor are not reimbursable; neither is purchasing costs for food, cameras, video equipment, computer hardware, new redwood, or mail ordered insects** (see section "Expenses Covered by Teacher Action Grants"). For assistance in developing a budget, see the "Sample Budgets" on pages 6 and 7 of this proposal.
- **We encourage all educators to list and budget for items with recycled content (such as benches or garden carts made from recycled plastic), reclaimed or recycled materials (including wood), and items used for compost activities.**

TEACHER ACTION GRANT EXPENSES

List the expenses that your group will seek reimbursement for as part of this program. Account for the total cost of each line item, including shipping, handling and taxes where applicable. Attach an additional sheet, if necessary.

Expense Item	Quantity	Unit Price	Total Cost
1.		\$	\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10. Slide film purchase and developing (required, unless digital photos are used)			\$40.00

Total: _____