



WATERSHED EDUCATION GRANT PROGRAM **for Sept. 2018–Aug. 2019**

*Sponsored by the Catskill Watershed Corporation (CWC) in partnership with the
NYC Department of Environmental Protection (DEP)*

Information and Guidelines for Applicants

Contact: CWC Education Coordinator Diane Galusha: 845-586-1400, ext. 306; galusha@cwconline.org

Application Deadline: Noon Thursday, February 1, 2018

Project Period: Funded projects may not start before Sept. 1, 2018 and are to be completed by Aug. 31, 2019

Audience:

This program supports Watershed Education projects for

- Pre-K through 12th grade Students and their Teachers in the West-of-Hudson Watershed (WOH -- portions of Delaware, Greene, Ulster, Schoharie and Sullivan Counties), and in the five boroughs of New York City. *Proposals targeting audiences in the East-of-Hudson NYC Watershed, Nassau or Suffolk Counties, or in other areas outside the WOH Watershed or NYC, are not eligible for funding;* and for
- Public (adult or mixed age) Audiences, including college-age students, in the WOH Watershed.

There is a single application form for both types of audiences.

Minimum grant, Student/Teacher: \$750 **Maximum grant, Student/Teacher:** \$10,000

Minimum grant, Public Audience: None **Maximum grant, Public Audience:** \$5,000

Purposes: To support realistic and achievable educational programs and projects that increase awareness of the New York City Water Supply System, and the human and natural history of the Catskill-Delaware (also referred to as the West-of-Hudson or WOH) Watershed, which is the source of up to 90% of the City's water supply. The grant program seeks to increase communication and understanding among residents of New York City and its WOH Watershed. **Fresh water, the NYC Water Supply, and the WOH Watershed MUST be an integral part of any proposal. To be considered for funding, ALL proposals must show relevance to the Catskill-Delaware (WOH) Watershed.**

Proposals may focus on

- the critical role of communities in protecting water quality in the watershed
- the importance of water conservation
- the history and contemporary use and operation of the vast water system, or
- the cultural and biological diversity of the city's WOH Watershed.

Eligible Applicants

- Public libraries; pre-school, kindergarten, primary, secondary and high schools; academies; BOCES professional, technical or vocational programs; all education institutions under the supervision of the Regents of the State of New York; or other educational facilities supported in whole or part by municipalities, public funds or by contributions solicited from the general public
- Private educational institutions including pre-schools, kindergarten, primary, secondary and high schools, academies, museums and extension programs
- Non-profit corporations/organizations with education programs
- Municipalities with education programs

Grant Terms and Criteria for Selection

- Non-profit organizations may submit one application for a Student/Teacher Grant, and one for Public Audiences. Multiple submissions for Student/Teacher Grants will be accepted from different teachers at individual schools. Teachers are encouraged to consider projects in collaboration with colleagues from their schools, or with counterparts in other schools.
- Proposals must fulfill at least one of the Public Education Grant Program Purposes stated on Page 1.
- Preference will be given to projects that
 - promote educational partnerships and/or encourage upstate-downstate collaboration and communication
 - promote environmental stewardship or sustainability in the face of a changing climate
 - offer environmental career exploration or training
 - include matching funds or in-kind contributions
 - have a community service component
 - can be replicated or have potential to serve as a model elsewhere
 - are proposed by teachers who have participated in professional development activities related to Watershed or environmental education
 - explore the causes and impacts of flooding or climate change on WOH Watershed streams, forests and communities, or
 - inform audiences about the continuing development/operation/maintenance of NYC water/wastewater infrastructure
- All proposals must include an evaluation of outcomes in terms of the stated goals of the program or project. Evaluation plans may be quantitative or qualitative and may include pre- and post-project testing, audience surveys, observation or outside consultation. Consult *MEERA (My Environmental Education Resource Assistant)* at <http://meera.snre.umich.edu/> for guidance and information.
- Student/Teacher Grant projects shall supplement and expand upon existing school curricula and programs, and must not merely replace or restore curricula or programs that have been the subject of reduced public funding. Proposals must demonstrate how the program or project will be integrated into the existing curriculum.
- Public Education funds shall not be used to pay for capital costs of constructing stationary facilities or acquiring any interests in real property.

Proposal Submission and Evaluation; Project Reporting

Applications that are missing ANY of the required elements; or those submitted after noon on February 1, 2018 will NOT be considered for funding. Please read the instructions in these guidelines to be sure your submission is complete. Requests are evaluated by the Public Education Advisory Group (PEAG), a panel of teachers and Watershed educators from the West of Hudson Watershed and NYC. PEAG recommends proposals for funding. Such recommendations must receive the approval of the Catskill Watershed Corp. (CWC) Board of Directors and the New York City Department of Environmental Protection (DEP). Recipient organizations must enter into a contract with CWC. A Final Report, including documentation of expenditures and an evaluation of impact of the program/project on the audience, is required at the conclusion of the 12-month contract period. Failure to submit this report is grounds for denial of future requests.

CWC Watershed Education Grant Program for 2018-19

Application Instructions

You will need Adobe Reader, Version 10 or newer, to complete this application

First, SAVE the application form to your computer and NAME it.

To ATTACH a document, click on the paper clip at upper left of the application form, then ADD

□ 1. Grant Application Cover Page.

- You must be an educational institution, municipality or non-profit organization to apply. Include the organization or school's Tax ID number. Organizations must upload proof of non-profit status.
- Provide an *original* name for your project, even if you are only requesting a Special Option
- If applicable, select a Special Option from the list; *Public Audience applicants please consult Diane Galusha if you are considering a Special Option.*
- Provide the names of both the head Administrator (Principal, Superintendent, Executive Director, etc.) and the coordinating teacher or organization staff member who will implement the program/project
- List collaborating organizations, if any. Letters of agreement are required from each such organization.
- Provide the time period in which you expect to carry out the project

□ 2. Project Summary

- Fill in the Amount Requested at the top of the page.
- Identify your audience, and the approximate number of people who will be reached or will benefit both directly (as active participants) and indirectly (as recipients of information).
- The Summary Page is the only description necessary for Student/Teacher applicants seeking \$2,000 or less, and for Public Audience applicants. Use this page to show how the project will initiate, enhance or complement Watershed Education for your audience. Describe the need for the program/project; relevance to NYC Water Supply and WOH Watershed; specific activities; roles of principals/staff/consultants/presenters/collaborators; time frame, and anticipated educational outcome. If applicable, explain how previous CWC grants were used and how this request builds on earlier funded projects. You MUST include a plan to evaluate the impact of your project on the audience.
- Those applying for more than \$2,000 must complete the Summary Page and one to four ADDITIONAL pages of Project Description. (The Summary must NOT be Page 1 of the Project Description.) The Summary should give enough information about the proposed project such that a person would have a general understanding of its scope and purpose without reading the entire Project Description. You MUST include a plan for evaluating the impact of your project on your audience.

Student/Teacher Grant applicants seeking funds for Special Option(s) must detail how you will incorporate the Special Option into your Water/Watershed curriculum, how you will prepare your students for the trip, program or project, what follow-up lessons will be employed, and how you will evaluate the impact on your students. Do not waste space describing the chosen program and its attributes – we understand their value. We want to know how the Special Option program(s) will aid in the development of your students as learners and environmental stewards.

NOTE: NYC schools receiving CWC funds for overnight visits to Frost Valley YMCA that include strong forestry themes and Model Forest tours may automatically receive additional funding from the Watershed Agricultural Council to help pay for travel costs. Your proposal must explain how the visit will enhance your students' understanding of how healthy forests protect water quality, and must describe related pre- and post-visit lessons or activities. See Budget Instructions below.

□ 3. Project Description

If you are requesting more than \$2,000 you must submit one to four pages of Project Description in addition to the Summary Page. Please organize your description using the subheadings shown below, in the order listed. Up to two pages of supplementary material (illustrations, documentation about equipment, staff/consultant resumes, etc.) may be attached.

Goals and Objectives

- Statement of problem or need
- How is your organization uniquely placed to meet this need?
- What are the anticipated long-term results for the program or project? How do your anticipated results relate to the problem statement?
- How does your proposed project/program relate to the NYC Water System?
- How is your project relevant to the West-of-Hudson NYC Watershed?
- If you have received previous CWC Education Grants, will the current proposal build upon, benefit from or differ from earlier funded projects? Explain.

Methods and Activities

- How will you carry out this project or program? Give an overview of strategies and activities.
- Who will be doing what, for whom, when and why?
- Name collaborating organization(s), if any, and describe their role(s)
- How long will it take (timeline, project schedule)?
- If the project will produce a video, book or some other product, describe how it will be promoted and distributed.

Audience

- Describe the audience(s) to be served by this project or program (age/grade), and its geographic area.
- What impact do you expect this project or program will have on the audience(s)?

Evaluation

- Describe criteria and procedures/tools that will be used to measure progress and outcomes. How will you determine whether stated goals and objectives are met? You **MUST** include an evaluation plan as part of your project description.

Documentation and Outreach

- Describe how you will document your program or project. This can be done with a variety of media, including text, photographs, exhibits, videos or audio recordings.
- How might the targeted audience(s) share the outcomes of this program or project with their school, organization and/or community (the indirect audience)?

□ 4. Budget

Make sure that program elements mentioned in the Summary and/or in the Project Description are represented in the Budget. *Note: Food and meals are not fundable.*

For each Expense Category, list how much you are seeking from the CWC; how much you propose to get from Other Funding Sources, and how much you expect to show as In-Kind Contributions (eg: staff or bus driver salaries paid for by the school; copy costs absorbed by school/organization; unbilled professional services.)

EXPENSE CATEGORIES

- **Personnel:** Teachers, staff members or consultants involved in the project. Include the *portion* of their salaries that will be dedicated to the project. Fringe benefits are limited to 25% of salary.
- **Equipment/Supplies:** List items; if you need more space, elaborate in the Project Description narrative. Attach image/description for items costing more than \$500.
- **Services:** Itemize technical, artistic or creative services, venue rentals or other service providers that are NOT Special Options
- **Communications:** Flyers, mailings, advertising, web/social media or other promotional costs
- **Travel:** Eligible costs include bus or van rental for trips to West-of-Hudson (WOH) Environmental Education Centers; WOH and NYC field trip sites, and EOH or WOH trout release trips for *new* Trout in the Classroom participants; or vehicle mileage or mass transit costs incurred by personnel in delivery of services.
***NOTE:** NYC schools seeking CWC funds for overnight visits to Frost Valley YMCA that include strong forestry themes and a Model Forest tour may automatically receive additional funding from the Watershed Agricultural Council to help pay for travel costs. Include your estimated travel costs in the “Funds from Other Sources” column on the Travel line of the CWC Budget sheet.*
- **Special Options:** Contact the vendor(s) to determine the cost of the program(s) you are interested in before filling in the Budget. List each Special Option separately (maximum two).
- **Administration:** Expenses incurred in organizing the project and completing the Final Report may not exceed 15% of project cost and cannot include the cost of preparing your proposal.

□ 5. Supporting documents

- ✓ Proof of non-profit status (if applicant is an organization)
- ✓ Letter(s) of agreement from collaborating organization(s), if applicable. Letters are not required from Special Option providers, nor do we require or expect general letters of support.
- ✓ Brief resume(s) or description of principal staff involved in the proposed project
- ✓ Image/description of equipment costing more than \$500

Application Checklist

Before you submit your application:

- Are all elements of the project that are mentioned in the Summary and/or Project Description (if applicable) represented on the budget sheet?
- Are all items on the Budget Sheet reflected/described in the Summary and/or Project description?
- Have you included an evaluation plan?
- Have you attached
 - Additional Project Description if you're requesting more than \$2,000?
 - Supporting documents (see above)?

TO SUBMIT YOUR COMPLETED APPLICATION,
attach it in an email to galusha@cwconline.org

2018-19 SPECIAL OPTIONS

FROST VALLEY YMCA ENVIRONMENTAL EDUCATION CENTER

Claryville, Ulster County, www.frostvalley.org, btillman@frostvalley.org

845-985-2291 Ext. 213

Frost Valley offers 12 science- and water-related programs including pond and stream ecology; wildlife, wilderness, or geology hikes; a Model Forest tour; water quality testing and acid rain study for students from elementary through high school level, and a new offering, "Energy Quest." (*CWC does not pay for Frost Valley's team-building or recreation programs.*)

A three-day, two-night stay ranges from \$163-\$199/person (students and chaperones) depending on time of year and includes room, board, six educational day programs and two evening programs. One-day trip with one or two water- and science-related programs is \$11 per student per program; add \$8 per person for lunch. There are two-day, one-night options (\$137-\$168) as well as longer stays available. Scholarship assistance is available through an application process. Additional evening programs, and service learning opportunities, may be selected. Call for rates.

Also available: One-day Model Forest tour with two related programs to help students understand the relationship between water quality and working forest landscapes: \$22 /person; \$30 with lunch.

NYC schools receiving CWC grants for overnight visits to Frost Valley YMCA that include strong forestry themes and Model Forest tours may automatically receive additional funding from the Watershed Agricultural Council to help pay for travel costs. *See Guidelines/Instructions for details.* For a description of the Model Forest:

<http://frostvalley.org/environmental-science/model-forest/>

THE ASHOKAN CENTER

Olivebridge, Ulster County; www.ashokancenter.org, rachel.roozen@ashokancenter.org

845-657-8333

The Ashokan Center offers immersive, place-based programs that capitalize on its historic 385-acre campus along the Esopus Creek and the campus' immediate proximity to the Ashokan Reservoir. From elementary through high school, students come to Ashokan to be outside, in nature, and experiencing the process of science and history. They collect data, record their observations in field journals, and consider questions of environmental conservation and our use of natural resources. Programs include: Water Quality Assessment, Aquatic Ecology, Native Plants & Pollinators, Stewardship Service Learning, Forest Ecology, Animal Tracks and Traces, Hike to Cathedral Gorge, 19th Century Writers Cabin, and others. Ashokan programs are aligned with the NYS, Common Core and Next Generation Science standards.

Ashokan offers overnight programs that range in price from \$185 (one night) to \$444 (4 nights) per person including meals, lodging, programs, and nursing services. Evening programs are available for an additional fee.

Day trip prices are \$85-\$100/instructor. Lunch can be purchased for \$10/person. (*CWC does not pay for Ashokan's colonial living history programs.*)

TROUT IN THE CLASSROOM, A PROGRAM OF TROUT UNLIMITED, IN PARTNERSHIP WITH NYC DEP

www.troutintheclassroom.org, lgenovesi@tu.org, 917-832-0857

Raise trout from eggs to fingerlings in a classroom tank, while learning about the NYC watersheds and water supply system. Students monitor fish development and water quality, then plan a trip to a watershed stream to release the trout. A high level of commitment is required all year long, from tank set-up in September through release of trout in the spring. \$1,300 purchases a 55-gallon tank and all the required equipment (chiller, water conditioners, filter, pump from That Pet Place, and optional teaching aids etc.)

Year-long support is available from the NYC and Watersheds TIC Coordinator who coordinates the Fall TIC Teacher Training and trout egg pick-up in October, as well as permits and licenses for spring trout releases. **First-time applicants:** Be sure to fill in the Travel line on the CWC grant budget page to request additional funds to travel to a trout release site in the spring. This project is suitable for students in all grades!

ARM-OF-THE-SEA THEATER

Contact Patrick Wadden, Managing Director; bookings@armofthesea.org 845-246-7873
<https://www.armofthesea.org>

NYC schools may not apply for in-school shows. Instead, they will be notified of large venue, multi-school NYC performance dates.

Both shows feature hand-painted sets, dozens of mask and puppet characters, and live music. Study guides and post-performance discussion are included with each in-school performance. Space requirements: 35'W X 25'D X 13'H. Please make sure your venue can accommodate these large-scale shows. The floor of a gym or cafeteria generally works best. Arm-of-the-Sea provides all its own equipment, including sound system and lights.

City That Drinks The Mountain Sky- Part Two This extravagant new puppet show combines visual storytelling and live music in a feisty exploration of New York City's water supply system in the Catskill Mountains. Audiences will encounter engineers grappling with aging infrastructure; witness the effects of climate change on watershed reservoirs; catch mountain forests in the act of keeping water clean; meet watershed stewards of every size and shape, and gain new appreciation for this world-famous drinking water supply!

The Rejuvenary River Circus. A story about the life of a river; an allegory involving a water carrier who travels between Mountain Peaks and the Deep Blue Sea, the creatures he encounters, and the girl who helps restore the River to health. View short video clip: <https://vimeo.com/55090390>

WOH Watershed Schools ONLY: \$1,500 for one show; \$1,700 for two shows at same location

WATER QUALITY TEACHING AIDS

Groundwater Contamination Kit

Available from Lab-Aids, Inc. <http://www.lab-aids.com>, 800-381-8003

- Trouble in Fruitvale: \$435 (includes teacher's manual)
<https://store.lab-aids.com/kits-and-modules/details/Groundwater-Contamination-Trouble-in-Fruitvale-sepup>

Explore earth science concepts such as the water cycle, map interpretation, and groundwater pollution in the fictional city of Fruitvale. Students design and carry out a plan for testing water to determine the contamination's source, severity, extent, and rate of travel. The data is used to analyze the risk to Fruitvale's water supply. Students then explore clean-up options and hold a town meeting to decide which option to use. Materials come in a storage box; initial setup enough for use by 35 students.

Enviroscape Models

Available from EnviroScape, www.enviroscapes.com, learn@enviroscapes.com, 703-631-8810, x12

- Watershed/Non-Point Source Model: \$795
<http://www.enviroscapes.com/watershed-nonpoint-source-model.html>

This unit includes nonpoint source landscape and user's guide. Two waterways flow into a larger water body, which is representative of a lake, river, bay or ocean. The unit comes with a kit containing everything you need to demonstrate the movement of water through a watershed and the pollution that runoff may cause.

- Drinking Water and Wastewater Treatment Model: \$987
<http://www.enviroscapes.com/drinking-water-wastewater-treatment-model.html>

This unit shows where drinking water (residential and commercial, rural and urban) comes from and how it is delivered to us; what happens to water and waste after we use it (how sewage/wastewater is treated); and what biosolids are and how they are being used or disposed.

Your grant request should include cost of model(s) plus any accessories and shipping.