

WATERSHED EDUCATION GRANT PROGRAM

Round 27

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 Samantha Costa: 845-586-1400, ext. 104;
<https://cwconline.org/education-grants/>, scosta@cwconline.org

Application Deadline: Friday, February 2, 2024 by 4pm

Project period: Funded projects may not start before September 1, 2024 and are to be completed within 12 months of the contract execution date.

Purpose: To support educational programs and projects that increase awareness of the New York City Water Supply System and the Catskill-Delaware Watershed, (also known as West-of-Hudson Watershed, or “WOH”). The grant program seeks to increase communication and understanding among residents of New York City and its WOH Watershed.

The following topics MUST be integral parts of the proposal:

- 1. Fresh water;**
- 2. NYC Water Supply System; and/or**
- 3. The West-of-Hudson Watershed**

Proposals may focus on the critical role of nature and communities in protecting water quality in the watershed, the importance of water conservation, the history and contemporary use and operation of New York City’s vast water supply system, and/or the cultural and biological diversity of the city’s WOH Watershed.

Audience: This program supports Watershed Education projects for:

- 1. Students/Teachers:** Pre-K through 12th grade students and their teachers in the West-of-Hudson Watershed (also known as “WOH,” which includes portions of Delaware, Greene, Ulster, Schoharie, and Sullivan Counties), and/or in the five boroughs of New York City.
NOTE: 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.
- 2. Public Audiences** (Adult or mixed ages), including college-age students, in the WOH Watershed.

There are TWO separate applications for the grants below.

Applicants for Student/Teacher grant may request \$750-\$10,000
Applicants for Public Audience grant may request up to \$5,000

Eligibility: You must be an educational institution (public or private), municipality or non-profit organization to apply. Organizations must attach proof of non-profit status.

Grant Terms and Criteria for Selection

1. Proposals **MUST** address the topics of:
 1. **Fresh water;**
 2. **NYC Water Supply System; and/or**
 3. **The West-of-Hudson Watershed**
2. Preference will be given to projects that:
 - Include matching funds or in-kind contributions
 - Promote upstate-downstate collaboration and communication
 - Engage West of Hudson audiences
 - Offer environmental career exploration and/or training
 - Have a community service component
 - Promotes environmental stewardship or sustainability
 - Address one or more of the following priority topics:
 - Role of communities in protecting water quality in the watershed
 - Importance of water conservation
 - Cultural and biological diversity of the WOH watershed
 - Impacts of climate change on the NYC Watershed and water supply system
 - History and contemporary use and operation of New York City's vast water supply system
 - Water supply system upgrades and engineering innovation
3. Proposals **MUST** include an evaluation plan that describes the criteria, procedures, and tools that will be used to measure outcomes and help you determine whether the stated goals and objectives of your project are met. Consult *MEERA (My Environmental Education Evaluation Resource Assistant)* at <http://meera.snre.umich.edu/> for guidance and information on evaluation tools.
4. Proposals **MUST** demonstrate how the project will be integrated into the existing curriculum. Student/Teacher Grant for 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.
5. Education funds shall not be used to pay for capital costs of constructing stationary facilities or acquiring any interests in real property.
6. Non-profit organizations may submit one application for a Student/Teacher Grant, and one for Public Audiences. Multiple submissions for Student/Teacher Grants may be accepted from different teachers at the same school. Teachers are encouraged to consider projects in collaboration with colleagues from their schools or with counterparts in other schools.
7. Funds for teachers shall only be for work on projects above and beyond the daily/normal responsibilities of faculty.

Proposal Submission, Evaluation, and Project Reporting

Applications that are missing ANY of the required elements or those submitted after 4pm on February 2, 2024 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 Watershed educators from the West of Hudson Watershed and NYC DEP. PEAG recommends proposals for funding to the Catskill Watershed Corporation (CWC). Such recommendations must receive the approval of the Catskill Watershed Corp. 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 project outcomes is required at the conclusion of the 12-month contract period. **Failure to submit this report is grounds for denial of future funding requests.**

Application Instructions

You will submit your application online using a website called Formsite. Read below for a description of the information you will be asked to provide online. We recommend that you develop your Project Description responses in a separate document beforehand and then copy and paste them onto the Formsite forms when you are ready. On Formsite, you are able to Save Progress and return to your partially completed application at any time.

Grant Application Cover Page:

1. You must be an educational institution, municipality, or non-profit organization to apply. Organizations must attach proof of non-profit status.
2. Provide an *original* name for your project, even if you are requesting a Special Option and include the grant amount you are requesting.
3. Provide the name of the person who will implement the project.
4. List collaborating organizations (e.g., environmental education centers, agencies, organizations, etc.), if any. Letters of agreement are **REQUIRED** from each such organization. Please combine into one PDF and attach.
5. Provide the project date range in which you expect to carry out the project.
6. If applicable, select a Special Option from the list provided (maximum of two); *Public Audience applicants please consult Samantha Costa if you are considering a Special Option.*
7. 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). If you have a more specific target audience, please describe.

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's Watershed Forestry Bus Tour Program 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.

Project Description Page: (500 words max for each category)

You **MUST** provide descriptions of the four project elements below. Be sure to address each. Up to two pages of supplemental material (example evaluation tools, personnel resumes, documentation about equipment, illustrations, etc.) may also be attached.

1. Goals and Objectives (What do you want to do and why?)
 - Statement of problem or need and how your organization is uniquely placed to meet this need.
 - What are the anticipated outcomes for the project? How do your anticipated results relate to the problem statement?
 - How does your program relate to 1. Fresh water; 2. The NYC Water Supply System; and 3. The West of Hudson Watershed?
 - If you have received previous CWC Education Grants, explain how the current proposal will build upon, benefit from or differ from earlier funded projects.

2. Methods and Activities (How will you carry out your project?)

Provide an overview of methods and activities.

How you will prepare students for the trip, program or project, and what follow-up lessons will be employed?

How long will it take (timeline, project schedule)?

Indicate who will be conducting each element of your proposal?

Name collaborating organization(s), if any, and describe their role(s).

If the project will produce a video, book or some other product, describe how it will be promoted and distributed.

3. Evaluation (How will you measure project outcomes?)

Proposals **MUST** include an evaluation plan that describes how you will measure outcomes and determine whether the stated goals and objectives of your project are met. A successful evaluation plan should include:

- 1) Objectives: Clearly defined audience objectives, including the specific knowledge, skills, attitudes and/or behaviors you want your audience to gain.
- 2) Methods: How you will collect and analyze data (qualitative or quantitative) from your audience, including the specific questions and/or tools (e.g., questionnaires/surveys, pre-/post-tests, observation forms, rubrics to assess student work, etc.) you will use. You may submit example evaluation tool(s) as an optional supporting document.
- 3) Discuss Results: How you will review and apply what you learn from your evaluation findings.

We strongly encourage you to include draft evaluation tools or samples of evaluation questions. Consult *MEERA (My Environmental Education Evaluation Resource Assistant)* at <http://meera.snre.umich.edu/> for guidance and information.

4. Documentation and Outreach (How will you share outcomes with a broader audience?)

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

Budget Page: (200 words max for each category)

Make sure that all elements of your project description are represented in the budget.

NOTES:

- *Food and meals are not fundable.*
- *Applications showing in-kind contributions will receive extra points during the review process.*

For each expense category, list how much you are seeking from the CWC, how much you propose to get from other funding sources, and an estimate of in-kind contributions (e.g., staff or bus driver salaries paid for by the school; printing costs absorbed by school or organization; unbilled professional services, etc.)

EXPENSE CATEGORIES

- o **Personnel:** School/Organization staff and/or outside presenters involved in the project. Include the *portion* of their salaries that will be dedicated to the project. Any administrative costs should be incorporated under School/Organization staff. Fringe benefits are limited to 25% of salary.
- o **Equipment/Supplies:** List all items and associated costs.
- o **Services:** Itemize technical, artistic, or creative services, venue rentals or other service providers that are NOT special options.
- o **Communications:** Flyers, mailings, advertising, web/social media, or other promotional costs.
- o **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 East-of-Hudson 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's Watershed Forestry Bus Tour Program 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).

Supporting documents:

- **REQUIRED** Proof of non-profit status (if applicant is an organization).
- **REQUIRED** Letter(s) of agreement from collaborating "organization(s), if applicable".
- **OPTIONAL** Example evaluation tools, personnel resumes, documentation about equipment, illustrations, etc.

Application Checklist

Before you submit your application:

- ❑ Have you met the application deadline?
- ❑ Are all applicable elements of your Project Description represented on the Budget Page?
- ❑ Are all expenses on your Budget Page included in your budget narrative?
- ❑ Have you included an evaluation plan?
- ❑ Does your proposal address at least two of the three core topics?
- ❑ Does your proposal demonstrate how the program or project will be integrated into the existing curriculum?
- ❑ If you are a non-profit organization, did you attach proof of non-profit status?
- ❑ Have you attached supporting documents (see above)?
- ❑ Have you included all of the requirements of your proposal with you application?

**HIT SUBMIT, TO SEND YOUR COMPLETED APPLICATION
in an email to scosta@cwconline.org**

SPECIAL OPTIONS, For 2024-2025

Round 27

ARM-OF-THE-SEA THEATER

Contact: Patrick Wadden, Managing Director, 845-380-6559, bookings@armofthesea.org,
<https://www.armofthesea.org>

City That Drinks The Mountain Sky

This extravagant theatrical production combines visual storytelling and live music in a lively 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; see how mountain forests keep the water clean; meet watershed stewards of every size and shape and gain new appreciation for this world-famous drinking water supply!

View short video clip: <https://vimeo.com/254416133>

The Rejuvenary River Circus

A story about the life of a river; an allegory involving a Malakai, the water carrier who travels between Mountain Peaks and the Deep Blue Sea, the creatures he encounters, and a young woman who helps restore the river to health.

View short video clip: <https://vimeo.com/55090390>

Arm-of-the-Sea fuses visual storytelling with live music in large-scale works of mask and puppet theater. For 40 years, the company has channeled the evocative power of the arts to illuminate relations between humans and the life-support networks of this blue-ocean planet. 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.

WOH Watershed Schools ONLY: \$1,750 for one show; \$2,150 for two shows at same location.

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

THE ASHOKAN CENTER

Olivebridge, N.Y., www.ashokancenter.org, info@ashokancenter.org
845-657-8333 Ext. 27

The Ashokan Center offers watershed, science, and place-based programs within its 385-acre campus along the Esopus Creek and its immediate proximity to the Ashokan Reservoir. From elementary through high school, students come to the Ashokan Center to experience living history classes, inquiry-based science classes, team building, social emotional learning, as well as music and art. For our science-based classes, students collect data, record their observations in field journals, and consider questions of environmental conservation and our use of natural resources. These classes and programs include *Pond and Stream Investigations*, *Hydrology Lab*, *Forest Ecology*, *Animal Tracks and Traces*, *Hike to Cathedral Gorge*, *Explore and Draw Nature Journaling*, and others. Ashokan programs are aligned with the NYS Learning Standards including NYSSLS. Ashokan offers overnight programs ranging from one to four nights, with prices between \$220 (one night) to \$535 (4 nights) per person including meals, lodging, and programs. Nursing services, evening guest presenters, and overnight bunk chaperones may be added on by request for additional costs. Day trip prices are \$110/hour per instructor. (CWC does **NOT** pay for Ashokan's colonial living history programs.)

FROST VALLEY YMCA ENVIRONMENTAL EDUCATION CENTER

Claryville, Ulster County, www.frostvalley.org, elarson@frostvalley.org 845-985-2291
Ext. 221

Frost Valley offers 9 science and water related programs including pond and stream ecology; wildlife, wilderness, or geology nature hikes; a Model Forest tour (which demonstrates sustainable forestry practices that protect water quality); water quality testing and acid rain study for students from elementary through high school level. (CWC does not pay for Frost Valley's team building or recreation programs.)

NOTE: 2023-24 Rates

A three-day, two-night stay costs \$265/person (students and chaperones) and includes room, board, six educational day programs and two evening programs. There may be opportunities for two-day, one-night options (\$215 per person). One-day trips with one or two water- and science-related programs are \$15 per person per program and adding lunch may be an option for \$10 per person. 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 and lunch: \$40 per person; \$30 per person if providing their own lunch.

All trips are based on availability and day trips and 1-night trips are very limited at this time.

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For a description of the Model Forest: <http://frostvalley.org/environmental—science/model—forest>

TROUT IN THE CLASSROOM, A PARTNERSHIP PROGRAM BETWEEN NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION AND TROUT UNLIMITED

www.troutintheclassroom.org, nalexander@dep.nyc.gov, 718-595-5101

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. \$1,500 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. This project is suitable for students in all grades.

NOTE: First-time applicants: Be sure to fill in the Travel line on the CWC grant budget page to request CWC funds to cover transportation costs to East of Hudson or West of Hudson trout release sites in the spring.

WATER QUALITY TEACHING AIDS

Groundwater Contamination Kit

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

- Trouble in Fruitvale: \$605 (includes teacher's manual and shipping)

[https://store.lab-aids.com/kits-and-modules/groundwater-contamination-trouble-in-fruitvale-developed-by-sepup?objectID=1153&index=kits and modules&queryID=6728d94d892440f449e23c928156f7b5](https://store.lab-aids.com/kits-and-modules/groundwater-contamination-trouble-in-fruitvale-developed-by-sepup?objectID=1153&index=kits%20and%20modules&queryID=6728d94d892440f449e23c928156f7b5)

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 and Non-Point Source Model: \$989 - \$1,538

<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 reservoir, 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: \$1,189 - \$1,738

<https://www.enviroscapes.com/product/drinking-water-wastewater-treatment-education-model/hands-on-models>

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 required accessories and shipping.