



## **WATERSHED MINI GRANT PROGRAM**

**All proposals must be postmarked by  
December 18, 2023**

**For questions regarding this application, please contact:**

Western Pennsylvania  
Conservancy



water, land, life.

**Kelly Horrell  
Watershed Conservation Program Administrator  
Watershed Conservation Program  
724-471-7202 ext. 5100  
khorrell@paconserve.org**

**\* Copies of this application are also available online at [www.WaterLandLife.org](http://www.WaterLandLife.org) \***

# WATERSHED MINI GRANT PROGRAM

## **Purpose:**

Throughout the country, watershed groups are playing an increasingly prominent role in environmental management. With their local focus and community base, watershed groups are building consensus and expanding participation within communities across Pennsylvania. It is not uncommon for organizations to operate on an annual unrestricted budget of less than \$5,000, while at the same time implementing projects that directly benefit communities and the environment, which can cost up to \$100,000.

Currently, much of the unrestricted funding available to watershed associations is derived from membership dues and small-scale fundraising events. Unfortunately, this funding seldom covers all remaining costs for the state or federal grant-funded projects they are working to complete.

Recognizing the need for watershed improvement projects, BHE GT&S in partnership with the Western Pennsylvania Conservancy, is offering the Watershed Mini Grant Program.

Watershed Mini Grants can provide useful assistance to watershed organizations and other non profits focusing on watershed improvement projects, helping to expand their capacity to administer projects, effectively publicize and educate citizens about their work, and complete small portions of larger projects.

Grants of up to \$3,500 administered by the Western Pennsylvania Conservancy will be awarded to eligible organizations actively working to sustain and expand their efforts. The amount granted is dependent upon the proposal's category and demonstrated need. Grant proposals should address one or more of the following three categories:

- ❖ Water Quality Monitoring (\$3,500 limit)
- ❖ Organizational Promotion and Outreach (\$2,500 limit)
- ❖ Restoration Projects (\$3,500 limit)

### **Eligible Applicants:**

1. Watershed organizations and non profits with 501(c)(3) nonprofit status in Pennsylvania are eligible.  
Organizations without 501(c)(3) nonprofit status must identify a qualified nonprofit association to administer the grant's finances, if awarded.
2. Eligible watershed associations must be located in: Allegheny, Armstrong, Beaver, Bradford, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Fayette, Franklin, Greene, Indiana, Jefferson, Juniata, Lawrence, McKean, Mifflin, Potter, Tioga, Washington and Westmoreland counties.

### **Application Guidelines:**

The amount requested per application is not to exceed \$3,500. Applicants may apply for more than one category per application, or may submit multiple applications, as long as the total requested amount does not exceed \$3,500 per organization. Submitting multiple applications per project, or multiple applications for several projects, is acceptable.

### **Eligible Use of Funds and Match:**

Watershed Mini Grants for water quality monitoring and project implementation costs may be awarded in amounts up to \$3,500. Grants may not fund the purchase of computers. Grants cannot fund political activities or legal disputes.

Outreach and promotion proposals may be funded up to \$2,500.

The grant application should include a list of **specific budgetary items** for which funding is requested. Recipients are expected to use grant funds as outlined in their proposals and award letters. Projects should be completed within 12 months of signing the contract.

While a cash or non-cash match is *not* required for Watershed Mini Grant funding, preference will be given to applications that show a match. Non-cash, in-kind contributions are acceptable and may include volunteer time, donated services, or other donated items directly relating to the development of your organization, its mission, or its project(s).

If your proposal is funded, 100% of the grant award will be provided at the start of your project.

### **Grant Recipient Responsibilities:**

Upon receipt of funding, your organization is required to:

- ❖ Recognize BHE GT&S and the Western Pennsylvania Conservancy's sponsorship in your organization's newsletter or similar publication, if any.

- ❖ Recognize BHE GT&S and the Western Pennsylvania Conservancy in all media and publicity materials distributed by your organization as you promote your project.
- ❖ Prominently display BHE GT&S and the Western Pennsylvania Conservancy's name on any project-related reports, handouts, signage, and websites.
- ❖ Recognize BHE GT&S and the Western Pennsylvania Conservancy in at least one press release to local print media about the project. You are encouraged to solicit local print media to write a story about the project.

## **Applying for the Watershed Mini Grant Program**

**To apply for a grant, please do the following:**

1. **Prior** to submitting your application you are **required** to contact the Western Pennsylvania Conservancy's Kelly Horrell at 724-471-7202 ext. 5100 to discuss your organization's needs and project ideas.
2. Follow the guidelines provided in this document when preparing your application.
3. Submit one (1) complete copy of your grant application with all attachments and supporting documentation, postmarked by December 18, 2023 to:

Western Pennsylvania Conservancy  
c/o Kelly Horrell  
1067 Philadelphia Street, Suite 101  
Indiana, Pa 15701

## Application Format & Checklist

Check Box	Item No.	Item	Description
	1	<b>Executive Summary</b>	Provides background about organization, projects, goals, and objectives.
	2	<b>Project Description</b>	Provides a detailed narrative of project.
	3	<b>Budget Narrative</b>	Specific information regarding budget expenditures.
	4	<b>Project Timeline</b>	Outlines the project's timeline, including start date, expenditure dates, and expected tangible outcome dates.
	5	<b>IRS 501(c)(3) Determination*</b>	A copy of the organization's IRS 501(c)(3) determination letter or that of its pass-through agent.
	6	<b>List of Officers</b>	A list of the organization's officers and/or board members and their addresses.
	7	<b>Letters of Support</b> <i>Optional</i>	Letters from the organization's partners showing support for the proposed project. These substantiate project need and show collaboration with other organizations.
	8	<b>Other Information</b> <i>Optional</i>	Any literature or narrative describing the project.

\* A pass-through agent with 501(c)(3) status must administer funds for those organizations without.

# Application Documentation

Please provide the following:

1. **Executive Summary** — A statement of the organization's mission, goals, achievements, and current projects. (One page maximum.)
2. **Project Description** — An explanation of the proposed project. In your account, please answer the following questions: (Three pages maximum.)
  - a. Why are you seeking a Watershed Mini Grant?
  - b. How will this grant help your organization attain its goals and objectives?
  - c. What current partners do you have for this project? What additional partners do you hope to bring on board?
  - d. With what long-term plan will this grant assist your organization?
3. **Budget Narrative** — What is the project's budget? Please include specific items for which grant money is being requested.
4. **Project Timeline** — What is the project timeline? (12 month maximum)
5. **IRS 501(c)(3) Determination** — Copy of your organization's IRS 501(c)(3) tax-exempt determination letter. (In the case of those organizations without non-profit status, include a copy of your pass-through organization's tax-exempt determination letter. See *Eligible Applicants*, page 3.)
6. **List of Officers** — List of your organization's officers/board members, including their contact information.
7. **Letters of Support** (*optional*) — Letters of support showing partners' approval of proposed project and confidence in your organization.
8. **Other Information** (*optional*) — Any other literature or narrative that describes your organization or its project that you believe is relevant and important.

## 2023-2024 GRANT APPLICATION

<b>DATE:</b>	<b>PROJECT TITLE:</b>
<b>ORGANIZATION NAME:</b>	
<b>NAME OF THE TAX-EXEMPT ORGANIZATION TO WHICH FUNDS WILL BE DISTRIBUTED, IF DIFFERENT FROM THE ORGANIZATION ABOVE (PASS-THROUGH AGENT):</b>	
<b>ORGANIZATION OR PASS-THROUGH AGENT'S FEDERAL EMPLOYEE ID NUMBER OR TAX ID NUMBER:</b>	
<b>GEOGRAPHIC AREA THE PROJECT WILL AFFECT (PLEASE ATTACH MAP, IF AVAILABLE)</b>	
<b>WATERSHED:</b>	<b>COUNTY:</b>
<b>MUNICIPALITY (IES):</b>	
<b>PROVIDE A ONE-SENTENCE DESCRIPTION OF THE PROJECT:</b>	
<b>BEGINNING AND END DATES OF PROJECT:</b> (MAXIMUM OF 12 MONTHS)	<b>AMOUNT REQUESTED:</b>

## GRANT CATEGORIES

(One or more may be chosen)

<b>Water Quality Monitoring</b> (\$3500.00 limit)	\$
<b>Organizational Promotion and Outreach</b> (\$2500.00 limit)	\$
<b>Restoration Projects</b> (\$3500.00 limit)	\$

**CONTACT INFORMATION FOR ALL GRANT-RELATED CORRESPONDENCE**

<b>CONTACT NAME AND TITLE:</b>	
<b>ADDRESS:</b>	
<b>DAYTIME PHONE:</b>	<b>EVENING PHONE:</b>
<b>FAXNUMBER:</b>	<b>E-MAIL:</b>