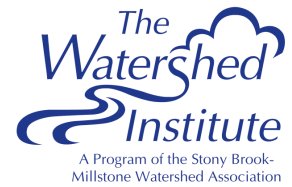


2009 Watershed Institute Grant Program Grant Proposal Requirements



**Please use this document as you develop your proposal.
Make sure to address every section below.
Incomplete proposals will not be accepted.
The Cover Page and Budget Form may be found at
<http://www.thewatershedinstitute.org/resources/twig>**

Deadline for proposal: Please submit **1 unbound hard copy**, postmarked by **August 25, 2009**. Please print double sided if possible. Electronic submission is encouraged, but not required; electronic copies may be submitted via email to Institute@thewatershed.org, by 5 p.m. August 25, with "TWIG 2009 [your organization's name]" in the subject line. No signature is required on electronically submitted Cover Page and Budget Forms; however, the name and date lines must be completed and the email must be sent by a person authorized to enter into grant agreements.

Proposal Checklist: Use this checklist to ensure the completeness of your proposal. **Incomplete proposals will not be accepted.** If any of the required items is not available (e.g. your organization does not have audited statements and has not yet filed form 990N), a statement indicating this must be included with the proposal.

- Completed and Signed Cover Page and Budget Form. Note: Cover Page and Budget Forms from the Letter of Inquiry phase will not be accepted at this time. Be sure to use the correct form.
- Narrative
- Latest Audited Financial Statement, Form 990, Form 990EZ, or Documentation of Filing Form 990N (E-postcard)
- Organizational Budget for Current Fiscal Year
- Income Statement for Current Fiscal Year (also know as Profit and Loss Statement)
- Balance Sheet (also known as Statement of Financial Position)
- List of Staff and Board Members
- One Page List of Key Accomplishments Over the Life of Organization
- Resumes of Staff and Consultants Relevant to the Proposal
- Supporting Materials if Applicable (e.g. marketing plan, letters of support, etc.)

NARRATIVE

Please address each item below, using no more than 3 pages, single-spaced, 12-point font.

1. **Project Title**
2. **Project Need**
 - a. Justify the project needed and the problem that it will address.
 - b. Explain the project's uniqueness or difference from similar projects, if there are any.
3. **Project Goals**
 - a. Detail the big picture vision for the project. What do you ultimately intend to accomplish?
4. **Project Description**
 - a. Explain the proposed activity, including the target audience and how the activity will be organized and executed.
 - b. Describe how the project meets the eligibility requirements, as detailed in the Request for Proposals.
5. **Project Methodology**
 - a. Describe in detail the project's methodology;
 - b. Include provisions for maintaining the project beyond the grant cycle.
6. **Detailed Workplan and Timeline** Include major milestones and tasks to be accomplished and the anticipated completion dates (e.g. Task 1: Form marketing committee and hold first meeting – November 2009 - January 2010). Note: Projects should not begin prior to November 2009 and must

be completed by October 31, 2010.

7. **Evaluation** Outputs and Outcomes

- a. Identify specific outputs (deliverables/products) anticipated by the completion of the project (e.g. number of monitoring sites established, rain garden designed and installed, etc.).
- b. Describe anticipated outcomes (results) of the project outputs. Describe the impact the project will have on the target population and/or community. Outcomes must be observable/measurable, for example by using percentages (e.g. 50 brochures will be distributed at events, resulting in a 2% return as new memberships).
- c. Include how success will be defined and measured.

8. **Attachments** Any attachments included must be referenced within the narrative.

PROJECT BUDGET

Use these guidelines in completing the budget section of the Grant Proposal Cover Page and Budget Form. Be as detailed and specific as possible.

NOTE: *Be sure to include grant funds requested in the left hand side of the budget and any in-kind and partner contributions on the right hand side. In-kind services should also be listed by organization under "Project Partner and In-kind Contributions".*

<u>Line Item</u>	<u>Description</u>
Salaries	List individual positions, number of hours per week, hourly wage, and the number of weeks involved to complete the project. Attach resume.
Consultants	Provide a description of each service being contracted with a justification for the requested level of funding. Please provide hourly rates and fees. Attach resume.
Travel	Travel must be project related - give a brief explanation. The Internal Revenue Service establishes standard mileage rates; visit http://www.irs.gov/newsroom/article/0,,id=200505,00.html for details.
Equipment	Equipment must be project related. Itemize and describe each item. Provide supporting material to help illustrate requested item.
Laboratory Costs	List parameters analyzed and cost per parameter.
Printing/Copying	Provide description of printing or promotional materials.
Postage	Number of pieces times the cost per piece.
Supplies	Specify supplies/materials for which funding is requested. Supplies should include expendable items only.
Workshops/Meetings	Include expected expenses of room rentals and equipment rental.
Other	List other <u>direct</u> project expenses

Please note that grant funds cannot be used for capital projects (e.g. rent, utilities, etc.); endowments; general operating support; land acquisition; entertainment; lobbying and political activities; or litigation.