



Cynthia Krieg Watershed Stewardship Fund Proposal Form: Innovation Grant

PROPOSALS ARE DUE ON WEDNESDAY, OCTOBER 17, 2012.

- All documents mentioned below can be downloaded at www.minnehahacreek.org
- **Send 1 electronic copy** to lyetka@minnehahacreek.org.
- Depending on the type of project a MCWD permit and maintenance agreement for recordation in the appropriate County may be required. MCWD will assist you with this.

Mail:
Minnehaha Creek Watershed District
c/o Leslie Yetka
18202 Minnetonka Blvd
Deephaven, MN 55391

Email:
lyetka@minnehahacreek.org

Overview:

The Cynthia Krieg Watershed Stewardship Fund was established by the MCWD in 2000 in memory of Cynthia Krieg, whose life exemplified dedication to community service and natural resource protection. This fund encourages and supports community service initiatives to protect water quality and promote public awareness of nonpoint source pollution abatement through projects that demonstrate either a strong educational or innovative component. The MCWD wishes to partner with local community groups and government agencies to engage citizens in water quality protection.

Innovation Grants must use new and innovative techniques for stormwater management, water quality improvement, or habitat enhancement.

You should only submit a full proposal if your organization's pre-proposal was reviewed and your project concept was approved by MCWD staff. During that process you should have pre-determined if your organization and project activities are eligible for grant funds.

Leslie Yetka, Education Manager
Minnehaha Creek Watershed District
18202 Minnetonka Blvd.
Deephaven, MN 55391
Direct: 952-641-4524
Fax: 952-471-0682
lyetka@minnehahacreek.org

Selection Criteria

Below is a list of selection criteria used as guidance for assessing grant applications. The % weight of each section as listed in the selection criteria is listed behind the subject title.

- 30% Project demonstrates either direct or indirect impact on water quality protection within the Minnehaha Creek Watershed District. Goals, purpose, and impacts are clearly stated and compelling.
- 30% Project has a strong innovation component, which clearly demonstrates how the project is innovative, and a specific method is described. Has a plan for disseminating results and links to other environmental issues.
- 15% Project encourages community involvement and engages the local citizens through community service or in the planning and/or implementation process.
- 5% Effectiveness of the project is measurable and the evaluation will provide meaningful information that can be used in future projects and throughout the project.
- 5% Timeline is realistic given the scope of the project.
- 5% Personnel and partnerships demonstrate a high level of support through other organizations and incorporate cooperation.
- 10% Budget is appropriate for the proposed project.

A COMPLETE Application Contains:

- All seven (7) items listed in the narrative guide must be addressed and should be presented in the same order as below (I. – VII.).
- Application narratives can be no longer than five (5) pages in 12-point font, with at least one-inch margins (not including supporting documents)
- Your application is to be done on your organization's letterhead, if possible.

Included in the appendix (which will not count towards the five-page application page limit) must be:

- Budget
- Maps
- Proof of non-profit status
- Letters of support and other funders (when applicable)

Publicity and Acknowledgement Requirements

- The MCWD will help you advertise your project or program. Information must be sent six weeks before your event so we can post it on our web site and send it via our list serve.
- All projects, publications, and publicity generated or developed as part of this project must include public acknowledgement of the MCWD as a partner and funder.
- Acknowledgement language shall read: "Funding provided by the Minnehaha Creek Watershed District" or "Funding provided by the Cynthia Krieg Watershed Stewardship Fund of the Minnehaha Creek Watershed District."
- The MCWD logo is available for use on funded projects. Contact Leslie Yetka. All signage paid for with grant funding must be approved by the MCWD Education Manager.

Narrative guide

I. Title Page with Executive Summary

Applicant: Organization Name
Street Address
City, State, Zip Code

***You must be a state registered association or group. Submit proof of state registration. Grants are not available to individual watershed property owners.**

Contact: Name, Title, Phone Number, Email Address

Grant Type: Innovation

Name: Project Name

Summary: *(50 words or less)* Include a brief executive summary paragraph that summarizes the main goals and activities of your project.
Indicate the total amount you are requesting from MCWD (up to \$25,000), along with any match.

Location: Include the PIN or PID numbers for project location(s), the PIN or PID can be found through the Hennepin County or Carver County property information pages, links to both are available at: http://www.minnehahacreek.org/search_district.php

Supporting document: Provide a one-page map 8-1/2" x 11" showing specifically the location of the work and indicating what will take place at each location. Note: The project must take place within MCWD or serve citizens of MCWD.

Partners: For each partner:

- Provide organization name
- Contact person and associated contact information (phone number and email address).
- Expected contribution to the project
- **Supporting document:** Include a "letter of commitment" or a copy of an email showing you have started discussions with said partner(s).

Previous: Has this organization previously been a recipient of a Cynthia Krieg grant(s)? If yes, what was/were the amount(s) and what is/are the status of the past project(s) (ex. not yet started, in progress, complete, or date of final report submission(s)? All previously funded projects are listed on our website at <http://www.minnehahacreek.org/grants/cynthia-krieg-watershed-stewardship-fund/past-projects>.

Permits: If the answer is "no" to all of the following questions please note "No permit needed for the proposed project." If the answer is yes to one or more of the following questions please note "A permit may be needed for "grading of 5,000 square feet or more... etc."

Would the proposed project involve:

- grading of 5,000 square feet or more?
- stockpiling or excavating more than 50 cubic yards of material?
- draining, filling, excavating or altering a wetland?
- dredging in the beds, banks, or shores of any protected water or wetland?
- improving a shoreline or streambank?
- installing a sandblanket?
- placing roads, highways, or utilities in the bed of a protected water or wetland?
- constructing a bridge or related crossing of a water, waterway or wetland?
- placing a culvert or similar structure in the bed or channel of a protected water or wetland?

- placing fill of any type in a 100 year floodplain associated with a lake, river, stream, wetland, or other water basin?
- increasing the area of impervious surface or changing land contours to alter the drainage ways, increase peak runoff rates, or affect the quality of stormwater flows?

II. Project Description, Goals and Activities (30%)

Organization: *(200 words or less)* Describe your organization.

It may be helpful to describe projects you have done as some of the review team members may not be familiar with your organization.

Project: *(500 words or less)* Provide a brief description of the proposed project.

- including why the project is being done (purpose of the project)
- what impact of the project will have on water quality and water quality protection in MCWD

Goals: *(Please list up to 5 goals)*

Goal 1: List the primary goals for your project related to water quality protection.

Example: To educate people in the neighborhood about environmental friendly yard care.

Activities: After each goal, describe the activities you will undertake to reach the goal.

Example: We will hold a workshop on environmental friendly yard care and put an article in our neighborhood newsletter.

Measureable Outcome: List the expected outcome of the goal (how will you measure the success of your activities).

Example: The workshop has at least 15 people in attendance and the newsletter goes out to all 300 neighbors.

III. Innovation Component (30%)

Innovation: Are there new and different techniques being incorporated into the project? What makes this project/method innovative?

Please note: we do not consider standard rain garden installations to be innovative

Outreach: How will you engage citizens and disseminate the results of your project, during and after completion.

IV. Community Involvement Component (15%)

Community: Specifically, list the names of community groups and/or local citizens you will encourage to take part in your project. Explain:

- How will they be encouraged to become involved?
- Will they be involved in planning and implementing the project?
 - If yes, how will they be involved in the planning and implementation of the project?
- Why will they want to be part of or participate in this project?

V. Evaluation (5%)

Success: Explain how the effectiveness and success of the project will be measured. (The required final report is not the same as your project evaluation; however, you will be asked to include your project evaluation in the final report.)

VI. Key Personnel (5%)

Personnel: For all personnel provide the following:

- Who will lead the project and implement activities?
 - What are their qualifications?
- List any sub-contractors who will be working on this project and their expertise in participating.
 - What role will they play in implementing the project?

VII. Project Timeline and Budget (15%)

Timeline: Please provide a brief project timeline listing major project activities and when they will occur. Please ensure these align with the times listed in the "Budget Spreadsheet Sample".

Project Start Date		Note: this date must be after the Grant Agreement is executed, which will be at the end of January or early February
Project Item	Start Date	End Date
Permit acquisition		Note: If the project requires any permits, please make note of the expected time line for this.
Goal 1		
Activity A		
Activity B		
Activity C		
Goal 2		
Activity A		
Activity B		
Activity C		
Completion Date		Note: Final Reports are expected to be completed within a month of the Completion Date.
Final Report Submission Date		Note: The last 10% of funds are not disbursed until the Final Report has been received and deemed complete by staff.

Budget: Provide a detailed and reasonable budget that lists each item for which you request funding. If you have other sources of funding, describe them here. If funding is pending, please indicate when you will know for sure if you have received the funding. In addition, if funding is pending please note in parentheses behind the matching organization name in the spreadsheet. Use the sample Excel spreadsheet format found online at our website <http://www.minnehahacreek.org/grants/cynthia-krieg-watershed-stewardship-fund/applications-and-review-process>

Signature: _____ **Date** _____

(you do not need to provide a signature on the electronic submittal)

You are strongly encouraged to seek assistance from the Education Manager while preparing your application.