

COLORADO WATERSHED PROTECTION FUND GUIDANCE FOR THE PREPARATION OF A WATERSHED GRANT APPLICATION

The information below is a brief summary of what must be included in an application for funding from the Colorado Watershed Protection Fund. Proposals shall address all sections listed below. Please refer to the Colorado Watershed Protection Fund (CWPF) Program Guidance document for complete descriptions and requirements for grant application. The proposals shall be no longer than 7 pages (*minimum 11 point font and 1 inch margins*), not including the summary sheet and attachments (e.g. maps).

SUBMITTAL INFORMATION

- **Completed application packets are due by April 30 (close of business).**
- **Three copies of each application packet must be delivered to the offices of the Colorado Water Conservation Board, 1313 Sherman Street, Room 721, Denver, CO 80203 (attn: Colorado Watershed Protection Fund).**
- **Logistical questions about submitting application packets should be directed to Chris Sturm (303-866-3989 or chris.sturm@state.co.us).**
- **On the envelope containing application packets and on the cover of each of the three copies of the application packets the applicant must indicate whether the application is for a project grant or a planning grant; the two categories of grants are described below**

GRANT CATEGORIES

Two categories of grants will be available under the Colorado Watershed Protection Fund program: (1) Project Grants, and (2) Planning Grants. Recognizing that good planning is a critical aspect of any project, the goal of the Commission and Board is the implementation of on-the-ground projects to restore and protect the lands and natural resources within Colorado watersheds.

Project Grants

These grants will support projects that promote the improvement and/or protection of the condition of the watershed. This could include projects such as water quality and/or water quantity monitoring, participation in the development and/or implementation of total maximum daily loads (TMDLs), implementation of watershed-related best management practices, flood protection, channel stability, and a wide variety of other riparian, streambank and habitat restoration efforts.

Watershed restoration or protection projects can be very costly, and this grant can be used as matching money for larger grants or grants that need nonfederal match. Grants can be used in multi-objective projects when multiple partners and funding sources need to be managed. The suggested maximum for this grant type is \$50,000.

Planning Grants

Development and implementation of a successful watershed restoration or protection project requires appropriate planning. This second category of grants will support these planning efforts. Such efforts may include data collection and assessment, analysis of project alternatives, project permitting, acquisition of funding for a project, and outreach efforts to ensure the education, involvement and support of the local community. The suggested maximum amount for this type of grant is \$25,000.

1.0 BASIC APPLICANT QUALIFICATIONS – Each applicant must demonstrate that it meets the following basic qualifications for its funding applications to be considered:

- It is for a locally-based watershed protection effort and the applicant is committed to collaborative approaches, representing diverse interests within the watershed in question, with participation open to all interested persons in the watershed;
- The purpose of its grant application is to implement or plan for a project intended to restore and/or protect the water, lands and other natural resources within the watershed;
- There is broad based involvement in and/or support for the grant application, including relevant local, state, or federal governmental entities;
- The applicant is able to provide at least a 20 percent in-kind or cash match for the activities proposed; and
- For project implementation grants, there are other sources of funding contributing to the project in addition to the Colorado Watershed Protection Fund.

2.0 APPLICATION EVALUATION CRITERIA – Once an application demonstrates that the applicant watershed group meets the Basic Applicant Qualifications, the application will be evaluated with respect to the following three factors:

- How *well* does the applicant fit the qualifications test? (*Qualifications*)
- Does the applicant organization have the capability to *accomplish* the proposed work? (*Organizational Capability*)
- How effective is the proposal at accomplishing the legislative intent of “restoration and protection of land and natural resources within the watersheds in Colorado”? (*Effectiveness of Proposal*)

The degree to which an application meets the above three evaluation factors will be determined by utilizing the rating system shown on the attached table, entitled “Colorado Watershed Protection Fund Application Evaluation Criteria”.

3.0 PROJECT PROPOSAL SUMMARY SHEET – In one page or less, please provide a brief summary of the project, project location (include Latitude/longitude if possible), grant amount and project sponsor(s), including name and address of a contact person.

4.0 GENERAL PROJECT DESCRIPTION

- 4.1 Provide a brief description of the watershed, the issues in the watershed, and a brief description of the project. Describe the goals of the project and how the project will achieve those goals. Discuss the results of accomplishing the end product of the project.
- 4.2 Discuss the steps involved in completing the project, approximate costs and person-hours for each step, milestones toward project completion, a proposed schedule for project completion, and the expected end product.
- 4.3 Describe the process and timeline for involvement of the public and other interested parties.
- 4.4 Explain how the project is consistent with priorities specified in the CWPF Grant Program Guidance (i.e. whether the project will restore and/or protect the water, lands and other natural resources within the watershed).
- 4.5 Identify the waterbody or watercourse and/or land, or other natural resources related to such waterbody or watercourse for which this grant is sought (please include map(s)).
- 4.6 Provide general information about the watershed in which the project is located. Include any relevant information regarding existing water quality and/or water quantity monitoring, best management practices, flood protection, channel stability, riparian conditions, and habitat and streambank restoration.

5.0 APPLICANT QUALIFICATIONS

- 5.1 Identify the lead project sponsor and all cooperators; method of cooperation, responsibilities, etc.
- 5.2 Explain how Applicant's qualifications are consistent with priorities specified in the CWPF Grant Program Guidance.
- 5.3 Describe/demonstrate local support as described in the CWPF Grant Program Guidance (i.e. broadbased involvement in and/or support for the grant application, including relevant local, state, or federal governmental entities).
- 5.4 Include a copy of the watershed group's completed watershed plan, if one exists; if such a plan has been formally adopted by relevant local, state, or federal governmental agencies, provide written documentation of such adoption.
- 5.5 Discuss the watershed group's history of working with other community organizations and with local, state, and federal governmental agencies (*this may be submitted as an attachment to the application*).

- 5.6 Specify in-kind services or cash contribution (match) amount for the activities proposed.
- 5.7 Describe other sources of funding contributing to the project in addition to the Colorado Watershed Protection Fund.

6.0 ORGANIZATIONAL CAPABILITY

- 6.1 Explain why the lead sponsor is the appropriate entity to coordinate or implement the project.
- 6.2 Describe the organizational structure and primary membership of the lead sponsor organization, its funding sources, and history of work within the watershed project area, including the number and types of members (formal or informal), and the diversity of such membership.
- 6.3 Briefly describe the organization's major accomplishments, focusing on those that pertain to the proposed project.
- 6.4 Describe the level of staffing for the project, the capabilities of the proposed staff members, and the utilization of community volunteers.

7.0 EFFECTIVENESS OF PROPOSAL

- 7.1 Describe how the project will improve the health of the watershed or improve the strength of the organization to accomplish future projects and how its success in improving watershed health or improving organizational help will be measured.
- 7.2 Discuss the budget and the schedule for the proposed project and demonstrate that they are realistic.
- 7.3 Discuss the multi-objective aspects of the project and how they relate to each other. Describe similar activities in the watershed and how this project complements but does not duplicate those activities.

8.0 EVALUATION AND MONITORING PLAN

- 8.1 Describe the project implementation strategy, including goals, objectives and tasks and how progress in accomplishing the tasks will be evaluated during the project.
- 8.2 Describe storage, management and reporting of project data.
- 8.3 Describe any scientific models used as part of the project or state that no models will be used.

8.4 Describe the organization's proposed monitoring plan for measuring the long-term performance of the project.

8.5 Describe long-term funding plans for operation and maintenance of restoration activities and for ongoing monitoring, if any.

9.0 **BUDGET** - Present the project budget.

10.0 **ATTACHMENTS** – The following documents may be attached to the application in order to support the request for funding:

- Names and brief resumes (5 lines or less) of members and officers who will work on the project and a 1-line description of the work they will do
- If the project is an implementation project, the applicant is encouraged to include a copy of the watershed plan on which the proposal is based, if such a plan exists
- Letters of support from other entities and letters of financial commitment
- Pertinent still photos
- Maps and reports from other similar or related projects

Colorado Watershed Protection Fund Application Evaluation Criteria

Rating Criterion	Maximum Points
Qualifications Evaluation	Total of 30 points
How diverse is the organization in terms of stakeholder participation and involvement?	5
Can the applicant organization show the involvement of diverse interests in planning for the long-term sustainability needs of its watershed (e.g. does it have a completed watershed plan)?	5
What is the applicant organization's history of working cooperatively in partnership with other community organizations and state and federal agencies?	5
What level of cash and in-kind match for the proposed project or planning effort can the applicant organization provide?	10
What other funding sources does the applicant organization have lined up for the proposed project or planning effort?	5
Organizational Capability	Total of 20 points
What is the applicant organization's history of accomplishments in regards to the proposed project or planning effort?	5
What <i>level</i> of staffing (volunteer or paid) does the applicant organization have available for the proposed project or planning effort?	5
How capable is the available staff of accomplishing the proposed project or planning effort?	5
Will the applicant organization utilize community volunteers in the project? If so, how many and in what capacity?	5
Effectiveness of Proposal	Total of 50 points
If the proposed project or planning effort is implemented, will it have a significant impact on improving the health of the watershed or improving the strength of the organization to accomplish future projects?	10
Is the proposal well thought out and will the proposal implementation steps really accomplish the stated goals of the proposal.	10
Can the proposed project or planning effort be accomplished given the financial and staffing resources available and proposed?	10
Is the proposed project or planning effort anticipated timeline realistic?	10
Does the project or planning effort have multiple objectives?	10