



2019 Watershed Mini Grant Program PROPOSAL MATERIALS

In order to be considered for a Dominion Energy Watershed Mini Grant, proposals must include the following:

1. **Proposal Cover Page** – Please include the Cover Page as your first page in the application.
2. **Proposal Checklist** – Include a copy of the completed Proposal Checklist page.
3. **Summary** – Should include a history of the organization and its mission, vision and goals. Please provide a description of the organization's programs/projects and significant accomplishments. Include a brief statement of the project/program for which funding is being sought and its intended outcomes. (1 page maximum)
4. **Project Description** – Please provide a detailed description of the project/program for which funding is being sought. (2 page maximum)

Please include:

- Project/program goals and objectives
 - Partners involved or those you hope to involve
 - How this project/program fits with your mission
 - Sustainability of the project/program after the grant period (if applicable)
 - Project timeline including start and end dates
 - Target audience (if applicable)
 - Long term watershed benefits
5. **Project/Program Budget and Narrative** – Please provide a line item budget of how grant funds will be expended and a detailed budget narrative. For Spotlight applications please include where matching funds are coming from.
 6. **IRS Determination Letter** – Include the most recent copy of your organization's IRS Determination Letter or your Fiscal Sponsor's letter if your organization is not a registered 501(c)(3) qualified nonprofit.
 7. **Bio of Key Personnel** – Please provide a short bio on the organization's key personnel or person(s) conducting the program for which funding is requested.
 8. **Board List** – Please include a listing of your organization's Board with company affiliations.
 9. **Letters of Support and other Organization Material (Optional)** – If you wish you may include letters of support from key partners. You may also include your organization's annual report, brochures, flyers or other materials that may provide decision makers with additional information about your organization.



Western Reserve
Land Conservancy

land • people • community

**2019 Watershed Mini Grant Program
PROPOSAL COVER PAGE**

Applicant Information		
Date:	Organization Name:	
Contact Person (name, title):		
Phone:	Email:	
Contact Address::		
City:	State:	ZIP Code:
County:	Watershed:	
Is your organization Tax Exempt: Yes or No*	Federal Tax ID Number:	
*If No, do you have a Fiscal Sponsor? Name and Federal Tax ID Number of Fiscal Sponsor:		
Proposal Category (may apply for one (1) category)		
Project Title:		
Marketing, Promotions and Outreach (\$1,500 maximum)	\$	
Healthy Watershed Project (\$2,500 maximum)	\$	
One sentence describing your project:		
Watershed impacted by grant funding:		
Spotlight Project (only one (1) will be awarded)		
Project Title:		
Amount Requested (\$5,000 maximum)	\$	
One sentence describing the project and its impact on water quality:		
Watershed impacted by grant funding:		
Land Conservancy staff member you discussed your project with, if applicable:		
Signature of authorized organization representative:		



**2019 Watershed Mini Grant Program
PROPOSAL CHECKLIST**

Please include this page along with your proposal materials.

Check Box	Proposal Requirement	Description
	Initial Contact	I called Western Reserve Land Conservancy to discuss my organization and our proposed idea or project/program. N/A for returning applicants.
	Summary	Organization's mission, vision, goals, projects/programs, significant accomplishments and a brief statement of the proposed project and its intended goals. (1 page maximum)
	Project Description	Please provide a detailed description of the project/program for which funding is being sought. (2 page maximum)
	Budget and Narrative	Line item budget and narrative of grant expenditures, <i>please include matching funds explanations for Spotlight applications</i>
	IRS Determination Letter	Your organization's most recent or your Fiscal Sponsors
	Bio of Key Personnel	Short bio of organization's Key Personnel or person(s) conducting the funded program
	Board List	Listing of your board with company affiliations
	Letters of Support and other materials	Optional - may include support letters and other organization material