

San Jose Parks Foundation

Clean and Healthy Guadalupe and Coyote Watershed Grant Application Guidelines

The San Jose Parks Foundation invites not-for-profit groups to apply for grants to complete projects in the Coyote Creek and/or Guadalupe River watersheds that will result in cleaner and healthier waterways. The Foundation will grant up to \$184,000 per year from 2016-2021 for projects that mitigate the impacts of municipal stormwater pollution and/or trash on Coyote Creek and the Guadalupe River as stipulated in the Consent Decree of *San Francisco Baykeeper v. City of San Jose* approved by the United States District Court on August 11, 2016. The first funding cycle (Year One) will be abbreviated; project activity must occur between December 1, 2016 and June 30, 2017. The proposal may be part of a multiyear strategy for environmental cleanup, but Year One grant funding will be awarded for discrete projects that must conclude by June 30, 2017. Multiyear proposals may be considered in subsequent funding cycles.

Potential grantees must demonstrate that the project will serve at least one of three objectives:

1. Mitigate the impact of trash and bacteria discharges in Coyote Creek or the Guadalupe River;
2. Improve water quality in Coyote Creek or the Guadalupe River;
3. Restore habitat on Coyote Creek or the Guadalupe River.

Proposals that serve more than one of the above objectives are welcome.

Eligible Applicants: Eligible applicants must be not-for-profit groups. This includes groups with 501(c)(3) tax status and groups such as community groups, schools or volunteer groups that are not for profit but do not have such tax status. Governmental entities and individuals are not eligible for funding.

The funds provided should not replace funding from the City or other funding sources for any current or planned watershed health projects. Groups formally affiliated with the City of San Jose or other funding sources can be considered if the proposed work is clearly additional to current or planned watershed health projects already funded. Please contact SFPF for additional guidance.

Funding Limits: Year One grants will be for a minimum of \$2500 and a maximum of \$30,000; there may be multiple grantees at each level, as well as multiple grantees at levels in between \$2500 and \$30,000. The San Jose Parks Foundation reserves the right to increase grant awards based on the number and quality of the applicants. The San Jose Parks Foundation will only consider two project proposals per applicant in Year One. Applicants that receive grant funding during Year One must document and report the results of their project to the San Jose Parks Foundation by July 14, 2017. Grants will be distributed on a reimbursement basis; supporting documentation to demonstrate work completed will be required of all reimbursement requests.

Evaluation Criteria: The following criteria that will be used to judge all applications. Points will be awarded for:

1. The strength of the basic idea of the proposal
2. The long-term strategy/durability of the project/solution
3. Projects with viable educational components
4. Projects that bring matching funds or proven project partners
5. Projects that demonstrate significant community involvement
6. Projects that describe measurable objectives for judging the project's success and show how the project will meet such objectives.

Application Deadline: 5 pm on **November 18, 2016:**

All materials should be submitted in the format of a single PDF file to the following email address:

cleanwater@sanjoseparks.org

The San Jose Parks Foundation will not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, actual or perceived gender identity, marital status, family status, national origin, ancestry, age, disability, political affiliation or belief.

Application Checklist: No application should be more than five (5) pages long and the font on each page should be no smaller than 11-point font.

A complete application package will include:

1. A project narrative of up to **three pages** describing:
 - a. A brief history of the organization applying
 - b. The activities the grant will fund
 - c. The ways in which the proposal meets grant criteria
 - d. A description of how the applicant will obtain all the necessary permissions and authorizations to do the work proposed.

When describing how the proposal meets the grant criteria, please include the following:

- a. For long-term strategy/durability, please include how Coyote Creek and/or Guadalupe River will benefit beyond the immediate time frame of the activity funded in the grant.
- b. For educational components, please describe the nature of the component and how it will prove effective in achieving the goals of the grant program.
- c. For community involvement, please describe the grantee's proven success recruiting/coordinating/leading groups of volunteers and/or the grantee's experience outreaching to community groups/students/businesses/members.

2. A **one-page** Project Budget and Estimated Schedule of work, along with signature by an authorized agent of the entity with phone and email contact information.

3. A **one-page** Organizational Budget (if applicable)
4. If the applicant has 501(c)(3) tax status, the letter determining tax status by the IRS should be included.
5. Projects that bring matching funds or proven project partners should submit a letter documenting the proof of said funds or partners.

Application checklist summary: A complete package will include:

- a. Up to three-page narrative
- b. One-page Project Budget and Estimated Schedule
- c. One-page Organizational Budget (if applicable)

If applicable, applications may also include the following two items (these items will not count towards the five-page limit):

- d. Letter proving project partners and/or matching funds
- e. 501(c)(3) IRS determination letter

Submit your completed application(s) to:

cleanwater@sanjoseparks.org