CCG/SFPUC Urban Watershed Stewardship Grant Application

Submit **one original and ten (10) double-sided copies** of the application and attachments to the CCG Office, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 362, San Francisco, CA, 94102, Attention: Lanita Henriquez, Program Manager.

The application and copies must be received by NO Later than 5:00 P.M. on Friday, March 29, 2013.

Project Identification Information	
Project Name: **Project Type:**	
Project Address:	
Brief Project Description:	
Supervisorial District:	**Neighborhood:**

Applicant Contact Information			
Applicant:			
Contact Person:			
Mailing Address:		**Zip Code**:	
Day/Work Phone:		**E-Mail Address**	
Nonprofit:			
Sponsor Contact:			
Mailing Address:		**Zip Code:**	
Day/Work Phone:		**E-Mail Address**	

Project Funding Request Amounts	
Project Funding Level & requested amount: ☐ **Medium** ☐ **Large**	$
TOTAL value of neighborhood match (neighborhood's contribution):	$

Supplemental Information	
Is this project referenced in a neighborhood plan (yes/no)? (The answer to this question does not affect the award decision.)	☐ **YES** ☐ **NO**
If yes, which plan?	
Does your organization have a current CCG award?	☐ **YES** ☐ **NO**
If yes, what is the project?	

The signatory declares that s/he is authorized to sign on behalf of the applying group and the information enclosed fairly represents the goals, scope and details of the project, including the neighborhood match, and assures that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print): _____ **Signature:** _____

Address/Zip: _____ **Day Phone:** _____

Project Description

Please attach a detailed project description answering the following questions. You may refer to the Evaluation Criteria in the WSG Application Guidelines for additional information on how these answers will be evaluated. Be sure to include photos and a map of the proposed project site.

1. **Projects must include at least one of the following elements:**

- Rainwater harvesting and use (this may range from a series of linked rain barrels to large-scale cisterns).
- Installation of stormwater management facilities such as rain gardens, wetlands, permeable paving, flow-through planters, or others.
- Removal of impermeable surfaces and replacement with plantings (plantings must consist of climate-appropriate vegetation or edibles).

2. **Projects must include interpretive signs to educate passersby about the stormwater management function of the project. The signs should include the names and logos of the project partners, including the SFPUC and CCG.**

3. **Please answer the following questions:**
   - Are you harvesting rainwater? If yes, approximately how much? Where will you gather it from? Where will you store it? What will you use it for?
   - Are you creating a stormwater management facility, such as a rain garden? If yes, approximately how large will the facility be? How large is the contributing area (the area draining to the stormwater facility)?
   - Are you removing impervious surfaces? If yes, what is the estimated total square footage to be removed? What will you replace it with?
   - Please describe how your project will improve stormwater management on your site or in your watershed and list any other benefits that your project will provide.
   - Is your project physically and/or visually accessible to the public?
   - Will neighborhood residents be involved in the planning, design, implementation, or maintenance of the project?
   - Please describe your project team. With the exception of simple sidewalk landscaping projects, project teams must include a landscape architect or engineer capable of assessing stormwater flows on site and designing the proposed project to manage flows.

4. **Please provide a conceptual drawing showing your proposal.**

5. **Please describe in detail how your organization will maintain the proposed project over the life-time of the project.** Include a detailed maintenance plan and schedule with responsibilities and frequencies assigned for each task.

Work Plan/Project Timeline

- List in chronological order specific activities you will take to complete this project.
- Next to each step, identify who will be responsible for carrying out the step or activity.
- Estimate the date the step will be completed (month and year). Feel free to attach additional information as needed.

Activity	Responsible Person/Group	Date Done

Project Budget

If you have more line items than the grid provides for, use another sheet of paper.

Expenses **(describe items)**	**Request**	**Community/Neighborhood Match**			***Total Budget***
		Volunteer Match	**In-Kind Match** **(Donated supplies, services or other non-cash donations)**	**Cash Match**	
Grand Total					

City Department(s) and/or Other Source of Funding
List the City Department(s) and/or Other Sources from which your organization has obtained funds for the proposed project**.**

City Department	Project	Year_	$ Requested	$ Received
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____

Permits/Permission
List the governmental permits that must be secured for the project(s). Attach proof of project approval/permission for projects located on City-owned property from Department Head and/or Department Commission.

_____ _____
_____ _____
_____ _____
_____ _____

List name(s), address(es) and telephone number(s) of any private property owner who owns property on which the project will take place. Attach proof of project approval/permission from private property owner(s).

Name	Address	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organization Information

Applicant/Fiscal Sponsor - attach a copy of:

1. Federal tax exemption letter
2. List of Board of Directors
3. FY 2012/2013 or CY 2013 organization budget
4. Most recent statement of Revenues & Expenses
5. Describe the history, purpose and activities of the nonprofit organization.
6. Evidence of past performance (newsletter articles, photos, awards, etc.)
7. Recent letters of support for the project from current residents, local merchants or other community organizations within the project area.
8. MOU between the fiscal and the sponsored group outlining the responsibilities of both parties (if applicable).

Sponsored Group – attach a copy of:

1. Description of the history, purpose and activities of the neighborhood group.
2. Evidence of past performance (newsletter articles, photos, awards, etc.)

Other

For applicants applying in the Large Funding Category ($30,001 to $100,000), please provide a list of projects that have been completed by your organization in the last three years that demonstrate your ability to complete a large-scale physical improvement project, involving a more complex budget, timeline, and community outreach component.

Project Description	Neighborhood Served	Date Completed

CCG/SFPUC WSG Match Pledge Form For:

_____

(Name of Project)

The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, or services as described below for the above project. (Make additional copies if necessary.)

Name (Please Print)	**Signature**	**Item or Number of Hours Pledged**	**Value**	**Kinds of Activities**