



FREQUENTLY ASKED QUESTIONS

Valley Water Refill Station Grants

Note: This is the FAQ for the Valley Water Refill Station Grants. For the Mini-Grants FAQ, please visit www.valleywater.org/minigrants.

1. Am I required to use a certain water refill station type or model?

It's entirely up to the grantee which model and brand are used. Grantees are awarded \$5,000 to use towards the purchase, installation, and maintenance of one refill station. How those funds are dedicated toward those things and whether you supplement this grant with other funds for those things is up to you. Please see the other resources below for a few samples of popular refill stations.

2. When am I expected to install the refill station?

If awarded, grantees will have one year from the effective Agreement date to install their selected refill station. Grantees will have the flexibility within that one year to install the station when it's best for them. For example, schools may schedule installation during a break when classes are not in session.

In the event the grantee is unable to complete the project within the one-year term of the Agreement effective date, the grantee will need to return any received funds back to Valley Water.

3. Can I apply for more than one water refill station for my facility?

You may submit an additional application for a second refill station. However, Valley Water is committed to having diversity in its grantees and project locations and cannot guarantee there will be adequate funding to award more than one refill station grant per grantee. Priority will be given to those who do not currently have a refill station at their facility and to applicants with sites serving economically disadvantaged communities or school-age children and students.

4. Are there requirements related to the installation of the water refill station?

Grantees are required to follow all labor laws and ensure a licensed contractor is used for installation. Documented permission to install a refill station from the site owner or governing entity must also be submitted prior to installation.

5. What is the award timeline for Valley Water Refill Station grants?

Once an application is submitted, the review and approval process is expected to take approximately two to four weeks. If the grant is awarded, it will take an additional four to six weeks to draft, sign and execute the Grant Agreement before the initial funds can be distributed.

6. Can I apply for a grant to help cover the cost of the purchase, installation, and maintenance of an existing water refill station?

This grant program is only for new installations.

7. Is the payment of the Valley Water Refill Station grants reimbursement-based?

No, these funds are not reimbursement-based. The initial 50% of the grant award amount is provided upfront upon executing the agreement, and the remaining 50% is provided upon

completion of the project and final deliverables are submitted.

8. Before submitting the application, can we contact you to review the project?

Yes, Valley Water staff is available to provide technical assistance on the application process and answer specific questions about the online application system or process.

9. Can I submit a hard copy application via mail, fax or email?

No, applicants must apply online through the Fluxx online grants management system at valleywater.fluxx.io. For assistance with using Fluxx, please contact the grants staff at grants@valleywater.org. Applications submitted outside of Fluxx will not be accepted.

10. What is considered a disadvantaged community?

Disadvantaged communities include any of the following:

- a. Low Income Households – Below 80% of the Area Median Income (AMI) for Santa Clara County
- b. Low Income Census Tracts – Census tracts where aggregated household incomes are less than 80% of the AMI for Santa Clara County. See [Santa Clara County Low Income Census Tracts \(Poverty Zone\)](#).
- c. An area defined by the California Environmental Protection Agency. See [CalEPA Proposed SB 535 Disadvantaged Communities](#).

11. If I want to apply for a grant for my school, can I apply as the student?

Yes, you may apply as the student, as long as you list the affiliated school as the organization name on your application and provide the necessary documentation, such as the Property Owner Consent Letter. Depending on the structure of your school system, this may come from the school's admin team or from the school district it is a part of (if applicable). The principal should also be listed as a contact. If you need further assistance identifying the best route to apply for a refill station grant, feel free to contact us at grants@valleywater.org.

12. Can a refill station be installed in a location where there is only public access during business hours?

Yes, the refill station must be accessible to the public and open to members of the public generally during hours specified by the Grantee.

13. Can an applicant be the lease holder of a facility (and not the property owner)?

Typically, the owner or leaseholder of the facility will get permission from the property owner and will directly apply for a grant. However, we do acknowledge that there may be instances or circumstances where an organization might apply on behalf of another organization. In this case, we would need more information regarding the relationship that these organizations have with each other, such as any established agreements in place, who has the property rights, and who will be responsible for maintaining the station beyond the expenditures of the grant. We encourage you to email us directly (grants@valleywater.org) or schedule a time to meet via [this Calendly link](#) if you have further questions.



Grants & Partnerships Program

PRIORITY F Support public health and public safety for our community



Definitions of commonly used terms:

Agreement: A contract between Valley Water and the Grantee specifying the payment of funds by Valley Water's Clean, Safe Creeks and Natural Flood Protection Special Tax for the performance of the Project Scope within the Project Period by the Grantee. No funds shall be dispersed until an Agreement is executed. An Agreement is executed once it has been signed by the Grantee and Valley Water. The work done by the Grantee under the Project Scope must be performed during the term identified in the Agreement.

Application: The form and supporting documents that comprise an applicant's submission to this Program.

CEQA: The California Environmental Quality Act, *Public Resources Code*, Section 21000 et. seq.; Title 14, *California Code of Regulations* Section 15000 et. seq., requires state and local public agencies to identify the environmental effects of proposed activities, determine if impacts will be significant, and identify mitigation measures to reduce or eliminate environmental damage.

Fiscal Sponsor: The organization that provides fiscal oversight, financial management, and other administrative services to help support the Project.

Grantee: An agency or organization receiving funding from this Program.

Primary Contact: The individual identified within an organization whose duties include, but are not limited to, handling communications between the Grantee's organization and Valley Water.

Primary Signatory: The individual who is authorized to sign legal agreements, invoices, and other matters pertaining to the Project on behalf of the Grantee organization. Written documentation that identifies the Primary Signatory must be made available to Valley Water.

Project: The planned activity, or development to be accomplished with Valley Water grant funds. If the activity is part of a larger effort, clear delineation must be shown for the scope, schedule, and budget of what Valley Water is funding.

Program: Valley Water Refill Station Grant Program

Safe, Clean Water: Safe, Clean Water and Natural Flood Protection Program

Valley Water: Santa Clara Valley Water District