Welcome to the
Safe, Clean Water Mini-Grant Program
Informational Workshop

We will begin shortly

Insert background music

Roles for Oct 21 Workshop:
-Amy: Slides, Recording
-Clarissa: Links, Monitor Q&A, Speaker
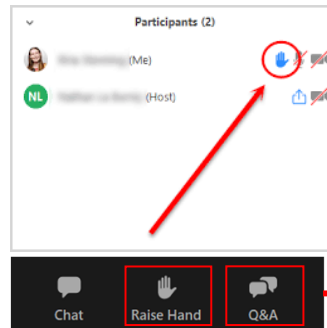-Robert and Steven: Speakers

Zoom Webinar Instructions

Join Computer Audio

Join Audio

If internet unstable, use Phone Audio

- Check your invite/email for call-in number and meeting ID

- Dial call-in number: +1 (669) 900-9128

- Enter webinar ID: 872 5001 3371
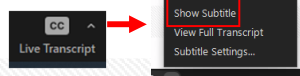- Passcode: 510057

Valley Water

Ask a Question

After we enable your mic, you have to unmute yourself before you verbally ask your question.

If only on phone:
Press *9 to raise your hand if
Press *6 to mute/unmute yourself.

Participants (2)

(Me)

(Host)

Chat   Raise Hand   Q&A

Question and Answer

Welcome
Feel free to ask the host and panelists questions

Enable Closed Captions/ Live Transcript

CC
Live Transcript

Show Subtitle
View Full Transcript
Subtitle Settings…

Type your question here…

(Clarissa) As an attendee of this webinar, you have two options to join. You can listen in using your computer audio, or you can call in using the provided number and webinar ID if your internet connection is unstable. Please note that as an attendee, your camera will not be visible.

During the webinar, we will have a dedicated question-and-answer segment. You can submit your questions throughout the presentation using the Q&A portal, and we will queue them up for the discussion. We kindly request that you use the Q&A portal instead of the chat to ensure your questions are not missed among the shared links and messages. If you prefer to ask your question verbally, you can use the "Raise Hand" feature. This will notify us, and we will call out your name and enable your microphone. You can then unmute yourself and ask your question.

For those joining via phone, please press *9 to raise your hand and *6 to mute or unmute yourself.

Agenda

- Valley Water's Mission and the Safe, Clean Water Program

- Mini-Grant Program Overview

- Best Practices and Tips

- Questions and Answers

(Amy)

See slides

Safe, Clean Water
Mini-Grant Program
Informational Workshop
October 21, 2025

Valley Water

(Amy)

Thank you for joining us today for our mini-grants informational workshop.

My name is (insert name), and I'm a (insert title) who supports the Safe, Clean Water Grants and Partnerships Program.

We are excited to share about two grant funding opportunities today. We will give tips along the way to help you develop strong applications as well as best practices to create your scope and budget.

But first, I'd like our grants team to introduce themselves…

(grants team introductions)
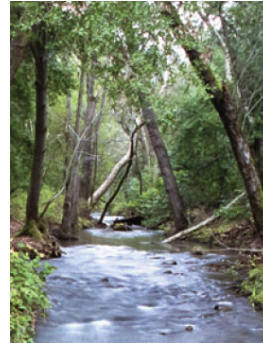
Valley Water Mission

Providing Silicon Valley safe, clean water for a healthy life, environment and economy.

Clean, Reliable Water

Flood Protection

Healthy Creeks and Ecosystems

(Amy)

For those unfamiliar with us, we are the Santa Clara Valley Water District, also known as Valley Water.
- Valley Water is a public agency that's a special district of the state of California.
- We are most known as the wholesale drinking water provider for Santa Clara County.
- But we also manage the region's waterways and flood protection activities, to create healthy creeks and ecosystems.

Valley Water's mission is to provide Silicon Valley with safe, clean water for a healthy life, environment and economy. Each of our grant funding opportunities are based on the three pillars that guide our agency's mission. These three pillars are:
- Clean, Reliable Water.
- Flood Protection.
- Healthy Creeks and Ecosystems.

Grant Opportunity Summary

	Standard Grants	Mini-Grants	Refill Station Grants
Grant Amount	No minimum or maximum, $1.4 million available each year	Up to $10,000 per project, $100,000 available each year	$5,000 per station, $100,000 available each year
Agreement Term	Five Years	Two Years	One Year
Payment	Reimbursement based	50% upfront and remainder upon completion	50% upfront and remainder upon completion
Application Period	Cycle based (Next cycle: Coming Soon)	Year round on a rolling basis	Year round on a rolling basis

YOUR TAX DOLLARS AT WORK

Valley Water

Safe, Clean Water and Natural Flood Protection

(Amy)

You'll see an overview of each program on the table.

For Standard Grants, there is no minimum or maximum funding amount. We have up to $1.4 million per fiscal year to distribute. There is a five-year agreement term date. The funding is reimbursement-based. More information and updates will be shared through our website (valleywater.org/grants) and our mailing list.

The mini-grants are up to $10,000 per project and are meant to serve as seed funding, pilot a smaller-scale project or program, or be used as secondary funding for a larger project. Valley Water has up to $100,000 each fiscal year (July 1 to June 30) available for mini-grants. Applications are accepted on a rolling basis or until all funds are expended in the fiscal year.

Refill Station Grants has a cap of $5,000 per station with a one-year agreement term date. The funding is 50% upfront and the remainder upon completion. The opportunity is on a rolling basis or until all funds are distributed. Priority will be given to applications whose

project area serves a disadvantaged community or school-age students and children.

The grant program is funded through a voter-approved special parcel tax, called the Safe, Clean Water and Natural Flood Protection Program. The Program was originally approved by voters in 2012 and was renewed in November 2020. The renewal allows Valley Water to reinvest approximately $47 million every 15 years for local projects that deliver safe, clean water, natural flood protection, and environmental stewardship to all the communities in Santa Clara County.

Mini-Grant Program

The program is committed to providing seed funding to encourage community engagement in activities that further safe, clean drinking water and water conservation, flood protection and environmental stewardship in Santa Clara County.

valleywater.org/minigrants

Valley Water

(Steven)

Before we dive into the details of our mini-grant program, we would like to share a brief description of what the program is.

Our mini-grant program is designed to provide seed funding to encourage community engagement in activities that further safe, clean drinking water and water conservation, flood protection and environmental stewardship in Santa Clara County.

Applicant Eligibility

- Public agency, special district, or municipality
- 501(c)(3) nonprofit organization
- School, community college, or university (public, private or nonprofit)
- For-profit organizations
- Organized community group with an established structure or affiliation with a 501(c)(3) organization

Organizations must provide work and/or services in Santa Clara County.

Valley Water

9

(Steven)
Organizations must provide work and/or services in Santa Clara County.
See slides

Project Eligibility

- Safe, clean drinking water and conservation
  - *E.g. water conservation technology, enhancements or education, and pollution prevention*
- Flood protection
  - *E.g. cleanup of creek blockages and flood preparedness outreach activities*
- Environmental stewardship
  - *E.g. creek cleanups, pollution prevention, supporting native plants and species, educational programs*

Projects must be located in Santa Clara County, provide clear benefits to the county's residents, and demonstrate public access.

Valley Water

10

(Steven)

Eligible projects must have a strong connection to safe, clean drinking water, flood protection, and environmental stewardship. As you prepare to write your scope, we encourage you to think about how your project ties into one or more of the three pillars that our mission is based on.

(see slides – read examples of the type of projects under each category)

9

Mini-Grants: Sample Projects

Keep Coyote Creek Beautiful –
Hellyer County Park Mural Project

Los Altos Mountain View Community Foundation –
St. Nicholas Tree Restoration Project

(Steven)

Here are two examples of mini-grant projects that we've funded in the past. A link to a list of all the projects funded by the Grants and Partnerships Program will be added to the chat as well.

The first example is a mural project that was conducted by Keep Coyote Creek Beautiful. They worked with a local artist to install a mural on one of the restroom walls in Hellyer County Park. The mural depicts local wildlife and flora for visitors to see.

Another example of a mini-grant project we funded in the past was a project by Los Altos Mountain View Community Foundation. The organization worked with a local school to restore a plot of land with native plants and trees and an irrigation system. Students also participated in the process to learn about water conservation and environmental stewardship.

As you think about your project, please keep in mind how it ties back into our three pillars, which are safe, clean water and water conservation, environmental stewardship, and natural flood protection. We encourage new initiatives that relate to these pillars and encourage applications that are project-based with a set timeline.

Mini-Grants: Sample Projects

Marshmallow Minds – A Tough Trek – Salmon Migration in a Warm Planet
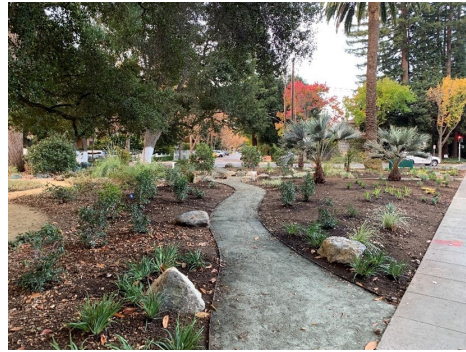
Elizabeth F. Gamble Garden – Watershed Garden

Valley Water

(Steven)

Other projects we funded include community gardens, art lessons that relate to water conservation, and educational curriculum that teach students about environmental stewardship.

As you think about your project, please keep in mind how it ties back into our three pillars, which are safe, clean water and water conservation, environmental stewardship, and natural flood protection. We encourage new initiatives that relate to these pillars and encourage applications that are project-based with a set timeline.

Application Requirements

- Online application can be viewed and accessed on our grants management portal called **Fluxx** (valleywater.fluxx.io)
- Required documents:
  - Signed IRS W-9 tax form
  - Property owner permission(s)
  - Delegation of authority documentation
  - Photo/map of proposed site

Application resources can be found on valleywater.org/grant-resources

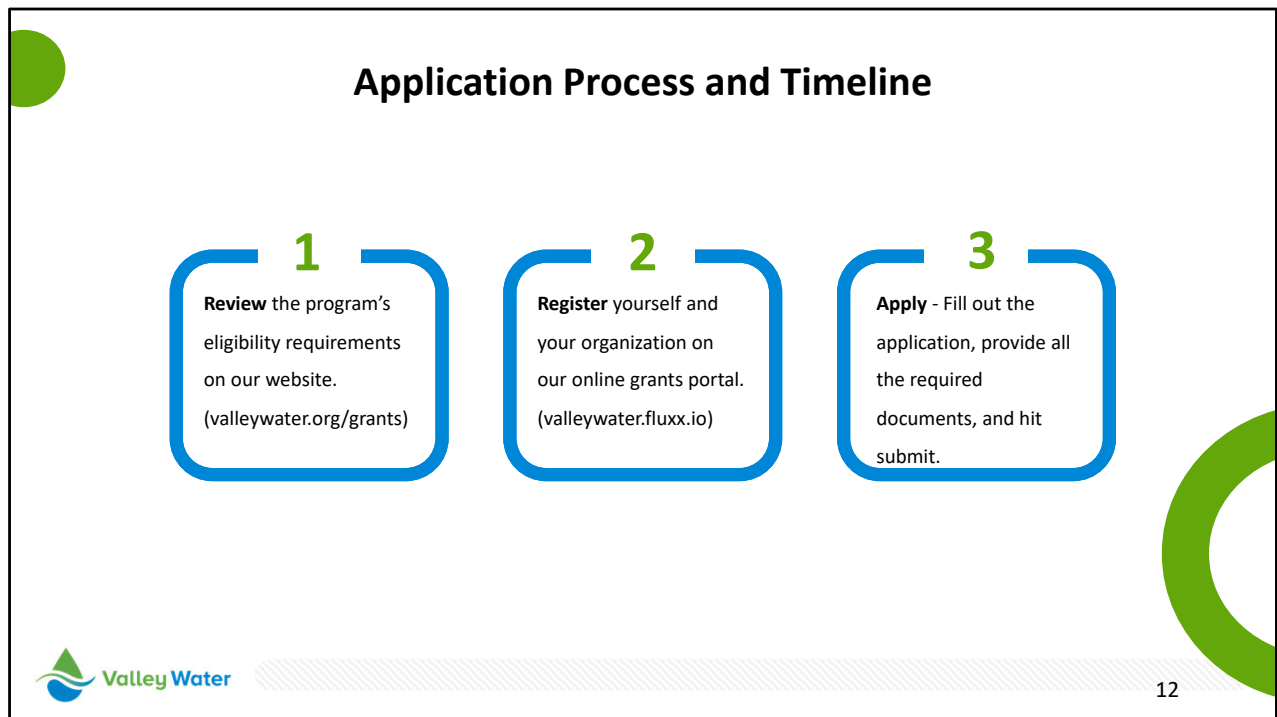**Valley Water**

11

(Clarissa)

To view and access the applications for both programs, we have a dedicated grants portal called Fluxx, which you can access from our website or the website listed on the slide. This grants portal serves as the central hub for all of your grant applications and related documentation. We also released an updated mini-grant guideline document and resources that are accessible on our grant website. We invite you to check those resources out to help you with your application.

We'd like to emphasize that we are only accepting applications through our online grants portal. We will not be accepting any hard copy or emailed applications.

You can get started today by registering yourself and your organization on Fluxx. You would need to create an account with Fluxx in order to view the online applications. If you have any questions or encounter any difficulties during the application process, please feel free to reach out us and we will gladly assist you. We also have a pre-recorded demonstration video on navigating our Fluxx portal that is posted on our website for those of you who may be unfamiliar with Fluxx.

There are a few important documents that you need to include when submitting your application for both programs. These documents ensure that we have all the necessary information and permissions to proceed with our compliance checks and to move forward with the grant process.

- We require a signed IRS W-9 tax form. This form provides us with your organization's tax identification number and verifies your organization's status.
- Additionally, we request site permissions from the property owner. This permission letter demonstrates that your organization has the authorization to implement the proposed project on the specified site. Some common examples of site permissions include lease agreements, property owner consent letters, or permits from relevant authorities. We may require additional verification to show that the person signing the letter has the authority to grant the permissions for the project.
- We also need a delegation of authority letter. This letter serves as confirmation that the individual signing the application on behalf of your organization has the authority to do so. This can look like a board resolution, meeting minutes, or organizational policy. These documents help ensure that there is a clear paper trail of authority to apply for and carry out the grant.
- We would also like to see a map or photo of the site you are proposing to conduct activities on.

Application Process and Timeline

1
Review the program's eligibility requirements on our website. (valleywater.org/grants)

2
Register yourself and your organization on our online grants portal. (valleywater.fluxx.io)

3
Apply - Fill out the application, provide all the required documents, and hit submit.

Valley Water

12

(Clarissa)

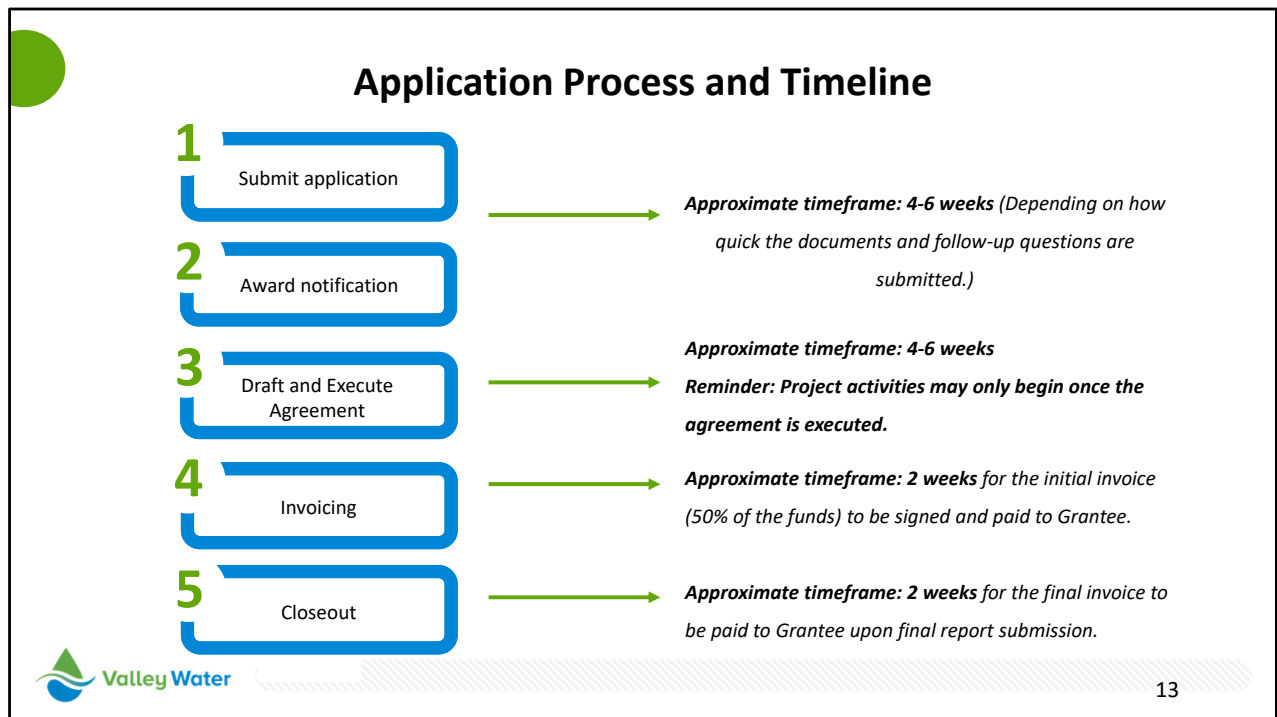We'd like to go through a step-by-step guide to help get you familiar with the application process.

Step one, check our website to see if any of our grant funding opportunities fit with your organization and your proposed project. We also have a variety of resources available to help you determine what you need and how to obtain them.

Step two, go into the Fluxx portal and register yourself and your organization to access the online application.

Step three, fill out the online application on Fluxx, upload all the required documents, and hit submit. Grants staff will then review your application and reach out to you for any additional feedback or questions.

As a reminder, grant staff is here to work with you on submitting a strong application and facilitating the grant process. You can always reach out to us or schedule a meeting via the

Calendly link posted on our website.

Application Process and Timeline

1. Submit application
→ *Approximate timeframe: 4-6 weeks (Depending on how quick the documents and follow-up questions are submitted.)*

2. Award notification

3. Draft and Execute Agreement
→ *Approximate timeframe: 4-6 weeks*
Reminder: Project activities may only begin once the agreement is executed.

4. Invoicing
→ *Approximate timeframe: 2 weeks for the initial invoice (50% of the funds) to be signed and paid to Grantee.*

5. Closeout
→ *Approximate timeframe: 2 weeks for the final invoice to be paid to Grantee upon final report submission.*

Valley Water

13

(Clarissa)

Here is an overview of the mini-grant application process and timeline.

Once you submit your application on Fluxx, grants staff will review it and may request a meeting with you to clarify any questions. Simultaneously, we will submit your proposal to our CEQA staff for their environmental review. This step ensures compliance with the California Environmental Quality Act.

If your application is selected for funding, we will typically notify you within 4-6 weeks after submission. After the award notification, we will work closely with you to draft the agreement, make revisions to the scope and budget, and finalize the agreement. During this time, we may also request any necessary insurance documentation. The project activities may only begin once the agreement is executed, meaning both partis have signed the agreement.

Once the agreement is executed, we will release 50% of the grant funding (up to $5,000). Upon project completion, you will submit a final report. Our team will review it and upon approval, release the remaining 50% of the funds.

We strive to ensure a smooth process, and our goal is to support you throughout the journey of your mini-grant project.

Insurance and Environmental Compliance

- Insurance costs are now eligible costs that can be funded by mini-grant funding.
- Insurance may be waived or modified on a case-by-case basis.
- Projects will be reviewed in accordance with the California Environmental Quality Act (CEQA).
- CEQA is complete when a Valley Water environmental planner completes a CEQA review checklist.

Valley Water

14

(Clarissa)

- We require that each project must be insured for the entire term of the agreement. All insurance endorsements must receive approval before finalizing the agreement. This ensures that the necessary coverage is in place and provides the necessary protection for both parties involved.
- Grantees are expected to comply with the insurance requirements and maintain coverage for the following insurance policies: general liability, auto liability, and worker's compensation, as applicable to the project.
- We understand that different types of projects may require unique insurance needs, and we aim to work collaboratively to adjust or waive insurance requirements as needed on a case-by-case basis.
- In addition to insurance coverage, Valley Water must comply with the California Environmental Quality Act, a.k.a. CEQA.
    - As a public agency we are required to have a CEQA review for all projects, even grant projects.
- CEQA requires Valley Water to analyze a project's potential environmental impact.
    - Our internal Environmental Planning Unit handles this review. Applicants do not need have a completed CEQA review prior to submitting their application.
- CEQA is complete once the Environmental Planning Unit provides signed documentation

of compliance. However, as part of our process, we may have additional inquiries or requests for the applicant/grantee to ensure compliance with CEQA requirements.

Please be reminded that only a CEQA planner can determine the CEQA review required and not grants staff.

Grants and Partnerships Program

Next Steps:
- Visit our grants portal on our website to register and access the application forms.

Other resources that can be found on valleywater.org/grant-resources:
- Frequently Asked Questions
- Award timeline and process
- Eligibility and application requirements
- Fluxx user guide
- Mini-Grant Guidelines

Valley Water

(Clarissa)

We strongly encourage you to take the next step and apply for funding through our grant programs. You can begin today by visiting our grants portal on our website and register your organization in the Fluxx grants management system.
In addition, we have valuable resources available on our website to support you in the application process. We recommend exploring our mini-grant and refill station websites for more information, Frequently Asked Questions, and other resources to guide you throughout the process.

(Add Calendly link to the chat)

Maximize Your Mini-Grant Application:
Best Practices and Tips

Valley Water

(Robert)
Now that we covered the overview of the mini-grant program, we will now be going over how to craft your scope and budget for your mini-grant application.

Overview of the Scope and Budget

SCOPE
- Identifies the project's objectives and deliverables.
- Defines key tasks and milestones.
- Highlights the project's purpose and impact.

BUDGET
- Summary of major expense categories and funding sources.
- Includes cash expenses and in-kind contributions.

Valley Water

4

(Robert)
First, we would like to provide you with an overview of the scope and budget.

The scope outlines three important things about your project. The scope:
- Identifies the project's objectives and deliverables.
- Defines key tasks and milestones.
- Highlights the project's purpose and impact.

The budget is a summary of the major expense categories and funding sources that ensure success to completing the project. It includes both cash expenses and in-kind contributions. The budget directly aligns with what is listed in your agreement.

(Robert)

Now that we covered the overview of what is in the scope, we'll dive deeper into what makes up a task and how they can be categorized.
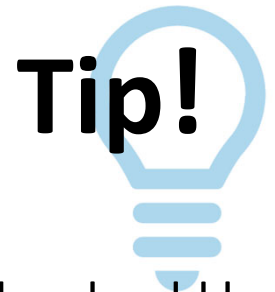
As mentioned, the tasks represents the activities, deliverables, and the timeline that are needed to ensure project success.

Anatomy of a Task

SCOPE

Tasks
Activities that will be done to meet the project objectives. Describes the <u>activity</u>, <u>deliverable</u>, and <u>timeline</u>.

Tip!

Deliverables should be *realistic, achievable,* and *measurable.*

Valley Water

6

(Robert)
Tip (see screen).

Anatomy of a Task

SCOPE

Tasks
Activities that will be done to meet the project objectives. Describes the <u>activity</u>, <u>deliverable</u>, and <u>timeline</u>.

Tasks can be organized into this scope framework:

Planning/Design

Outreach and Community Participation

Implementation

Evaluation and Closeout

(Robert)

As mentioned earlier, the tasks in your scope can be organized into this framework. In the next few slides, we will be talking more about what each task is and what can include.

Best Practices: Tasks

For each task:
-Describe who is doing what.
-List the deliverable – *what are the outcomes of the task?*
-What is the connection to the mission of the grants program?

Tasks can be organized into this scope framework:

Planning/Design

Outreach

Implementation

Evaluation

Valley Water

12

(Robert)
See slides

Anatomy of a Task (with examples)

	Tasks	Deliverables
1 Planning/Design	*Staff will conduct site surveys to conduct soil health and retrieve permits.*	*Survey results, photos, copies of permits, etc.*
2 Outreach and Community Participation	*Staff and volunteers will organize workshops and publish social media posts to promote the project.*	*Copies of workshop, links to social media, key numbers of participants.*
3 Implementation	*Staff and volunteers will build and raise garden beds and prepare soil planting for approx. 30 species of native plants.*	*Photos, native plant list, numbers of garden beds, and participants.*
4 Evaluation and Closeout	*Staff will conduct a survey to assess community satisfaction and usage of the garden.*	*Survey results.*

Valley Water

27

(Robert)

This is an example of how the tasks and deliverables could look like for a project focused on creating a community garden.

How the Scope and Budget are Connected

SCOPE

BUDGET

Task Name	Grantee Contribution	Grant Request	Total Cost
Planning and Design	$0.00	$0.00	$0.00
Outreach and Community Participation	$0.00	$0.00	$0.00
Implementation	$0.00	$0.00	$0.00
Evaluation and Closeout	$0.00	$0.00	$0.00
TOTAL			

Valley Water

29

(Robert)
The budget section will look like this on the online application.
See slides

Important Reminders for Budget and Scope

SCOPE

BUDGET

- No projects with advocacy or political components.
- Projects must be accessible by the public.
- Deliverables must be realistic, achievable, and demonstrable.
- Insurance costs can be included in the budget.
- Budget costs must be project-based.
- Providing any permission letters, emails, or documentation of support is helpful.

Valley Water

38

(Robert)

As you prepare your scope and budget, it is important to keep in mind some of the do's and don'ts that are required for our mini-grant program.
We specifically require that:
- Projects do not contain any advocacy, lobbying efforts, or any other political component.
- Deliverables must be realistic, achievable, and demonstrable.
- Insurance and general overhead costs can not be included in the budget.

Feedback Survey

2025-10-29 Mini-Grant Workshop Survey

Scan to take the survey

Valley Water

Link to Survey

https://forms.office.com/g/4wjrHY1FiY

(Robert)
(put link in chat)

Valley Water Year-Round Grant Opportunity

Refill Station Grant Program

Program is designed to provide funding for the **purchase and installation of water bottle refill stations to expand drinking water access** throughout Santa Clara County.

- Grant Amount: Up to **$5,000 per refill station.**
- Application Deadline: Apply any time

Interested in learning more?

Visit us at **valleywater.org/grants** or contact us at grants@valleywater.org or (408) 630 – 2080.

(Robert)
See slides

Contact Us

📞 (408) 630-2080

✉ grants@valleywater.org

💻 valleywater.org/grants

Valley Water

(Robert)
We are here to support you throughout the grant application process, so please don't hesitate to reach out if you have any questions. For the quickest response, we recommend contacting us via email or phone, as our staff regularly checks voicemail and email.

Additionally, if you have specific questions or need personalized assistance for your project, feel free to schedule a meeting with us on our website. We're dedicated to helping you and ensuring that your project is successful.

Questions?

(Robert)

Now, we can open it up for any questions that folks may have.

(If no questions) We thank you for your time today and joining us for this informational workshop.