



Grants & Partnerships Program

PRIORITY F Support public health and public safety for our community



Agreement Number:
R-2411-02875 |

▼ Table of Contents

Organization Information
Project information
Project Budget
Documents

▼ Organization Information

Grantee*

Primary Contact*

Authorized Signatory who will sign the grant agreement*

An authorized signatory is a person in your organization who is allowed to sign legal documents like contracts and bills. Please add proof in the Documents section that shows who is allowed to sign (this is also called Delegation of Authority). If your authorized signatory is not listed, please contact grants@valleywater.org.

▼ Project information

1. Project Title*

2. Project site name:*

3. Project Goals

Valley Water's mission is to provide Silicon Valley with safe, clean water for a healthy life, environment, and economy. The Safe, Clean Water Grants and Partnership Program provides grant funding for projects related to safe, clean drinking water, flood protection, and environmental stewardship. Which of these goals does your project support? (check all that apply)*

Examples of safe, clean drinking water and water conservation include water conservation technology, enhancements or education, and pollution prevention.

Examples of flood protection include cleanup of creek blockages and flood preparedness outreach.

Examples of environmental stewardship include creek cleanups, pollution prevention, supporting native plants and species, and educational programs.

4. Project Summary:

Briefly describe your proposed project. What will your project accomplish and what work will be done? How does your project support the goals selected in the previous question? *

Is it a physical site, online, or both? *

5. Community Served:

Describe the communities or groups that will participate in the project. Which communities will benefit and how?*

6. Public Access:

How and when can the public access your project? Are there fees to participate or interact with your project? What days and times will the project be open to the public?*

7. Project Scope

Divide the steps of your project into four main tasks: Planning and Design, Outreach and Community Participation, Implementation, and Evaluation and Closeout. For each task, clearly explain what you will do (actions) and what you hope to achieve (deliverables). Your deliverables should be clear and measurable, as you'll need to list them in your final project fact sheet. Please note that all items outlined in the scope must be completed within the grant period, which is two years from the date the agreement is executed.

Actions:

These are the specific steps you'll take to complete the task.

Deliverables:

These are the clear and measurable outcomes you expect from your actions.

Task 1: Planning and Design**Please briefly describe the actions you will need to do to achieve this task.***

What steps are needed to plan and design your project? What work should be completed before the project can start? Examples include research, design, insurance costs, getting permits and permissions, or finding guest speakers.

Please list your deliverables for this task.*

Deliverables are the results or outcomes of this task. They will be different for each project. Examples include a project plan, site permits, lesson plans, a list of confirmed guest speakers, a garden plan, or a pre-event survey.

Deliverables

Task 2: Outreach and Community Participation**Please briefly describe the actions you will need to do to achieve this task.***

What steps are needed to reach and engage the community? How will you encourage participation? Examples include making flyers, posters, webpages, social media posts, or newsletters.

Please list your deliverables for this task.*

Deliverables are the results or outcomes of this task. They will be different for each project. Examples include an outreach plan, a list of community members contacted by email, copies of flyers or newsletters, an RSVP list, or video files.

Deliverables

Task 3: Implementation**Please briefly describe the actions you will need to do to achieve this task.***

Implementation means putting your plans into action. What will you do to complete your project? Examples include organizing an event, giving a presentation, painting, picking up trash, leading a tour, educating students, or gardening.

Please list your deliverables for this task.*

Deliverables are the results or outcomes of this task. They will be different for each project. Examples include sign-in sheets, photos, a mural, a research report, student projects, pounds of trash removed, or a list of participants.

Deliverables

The following must be submitted at the time of project completion and closeout:

- Final Project Fact Sheet;
- Signed Final Payment Request Form;
- Certificate of Insurance (if required);
- Documentation of the completed deliverables for each task.

Task 4: Evaluation and Closeout**Please briefly describe the actions you will need to do to achieve this task.***

How will you manage the work needed for the grant? How will you know if the project is successful? Examples include getting insurance, monitoring project tasks, collecting a post-event survey, and gathering information for the Final Project Fact Sheet. .

Please list your deliverables for this task.*

Deliverables are the results or outcomes of this task. They will be different for each project. Examples include learning assessments, lessons-learned summaries, participant surveys, testimonials, before-and-after photos or videos, and the Final Project Fact sheet.

Deliverables

8. Project Maintenance

Will your site or project require maintenance after completion? If so, please describe your maintenance plan. Who will be responsible for maintaining the project and site? What maintenance activities will they do and for how long? :

Project Budget

Provide the estimated costs for each project task. The cost of insurance can be included in Task 4, Evaluation and Closeout. The total grant request cannot exceed \$10,000.

Requested Grant Amount* \$0.00

The Grantee Contribution includes in-kind (goods or services) and monetary contributions from other organizations or agencies. Please list other organizations or agencies that are contributing to this project. Please note that your project is not eligible for a grant if it is part of another Valley Water program (for example, Adopt-A-Creek, event sponsorships, rebates). :

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			

Acknowledgement

By submitting this application, I acknowledge and agree to the following terms:

1. I understand that no work related to this grant may commence until a formal agreement has been executed. There will be no amendments or retroactive start dates permitted.
2. I confirm that all necessary site permissions and required documentations will be submitted to Valley Water for review prior to executing the grant agreement and commencing any work.
3. I acknowledge that adherence to all applicable regulations and guidelines is essential throughout the duration of the project.
4. I affirm that the information provided in this application is accurate and complete to the best of my knowledge.
5. I have read the Mini-Grant Program Guidelines (click to download PDF).

Please check the box to indicate your agreement with these terms* No

Documents

Please upload the following documents. If you need to delete an uploaded document, click the delete button (red circle with dash) then save your application.

Please upload images in PNG or JPEG format and other documents in PDF format.

W-9 Form

Delegation of Authority

Please click here for more information on Delegation of Authority

UPLOADED DOCUMENTS