# Planning Grant Application

Note: Some questions may not apply to your project. Answers you provide will help the MWMO understand your project better. The space where you enter your responses will expand as you type.

Application Date:

Project Name:

**Is your project inside the MWMO boundaries?**  Yes  No

(For a map of MWMO boundaries, visit: <http://mwmo.org/learn/find-your-watershed/>)

## Applicant Information

## Federal Employer Identification Number (FEIN):

**Are you one of the following eligible applicants?**  Yes  No

Nonprofit organization

Recognized neighborhood group

Business or professional association

School

Local government agency

Other (please describe): Click here to enter text.

Refer to [*Stewardship Fund Grants Eligibility Requirements*](http://mwmo.org/grants/stewardship-fund-grants/eligibility/) for more information and full eligibility requirements.

1. **Provide eligible applicant name & contact information:** (The person that would handle the contractual and financial aspects of the grant)

**Organization:**

**Contact Person:**

**Address:**

**Phone:**

**Email:**

**Summary of role or qualifications to act on behalf of the organization:**

1. **Provide project manager name & contact information:** (The person that will be following the project status and will be the main contact for MWMO staff to get project updates)

**Organization:**

**Contact Person:**

**Address:**

**Phone:**

**Email:**

**Summary of role or qualifications to act on behalf of the organization:**

## Project Narrative:

1. **Provide an overview of your project.**
2. **Describe any initial planning or site investigation work that has been completed already and will benefit this planning project.** Examples include development of conceptual site plans, soil infiltration testing, and evaluation of any past contamination. Please include any known information regarding the history of land use at the project location.

1. **List any project partners and describe their role in the project**.

## Project Location:

1. **Provide the address or description of the area where the project will be located.** Attach location map with specific area of work denoted. Please feel free to include a link to an online map of the location if available.
2. **Are you the property owner?**  Yes  No

*If no, please attach a letter that includes permission, interest, and commitment from the property owner for the work being completed on the property. A signature from the individual who has the power to grant permission for the proposed activities is required on the letter.*

Project Funding:

Information about project budgeting is available in the [*Budget Form Directions*](http://cdn.mwmo.org/wp-content/uploads/2016/03/Budget_Form_Instructions_2015.pdf). Please note that Planning Grants require a 25 percent match contribution.

1. **List amount of MWMO grant funds requested (The MWMO anticipates a requested grant amount of $10,000–$15,000 on average, with a maximum grant award of up to $20,000):**

$

1. **Complete the** [**Stewardship Fund Budget Form**](http://cdn.mwmo.org/wp-content/uploads/2016/03/SF-BudgetForm.xls) **and attach with your application.** If you have questions, please refer to the [*Budget Form Directions*](http://www.mwmo.org/Budget_Form_Instructions_2015.pdf) document, or contact MWMO staff.
2. **List and describe the match contribution that will be used toward the total project budget.** Describe the status of matching funds (planned, pending, or secured) and note whether it is cash or in-kind match.

## Project Timeline:

1. **Complete the following table to describe the project timeline:**

|  |  |  |
| --- | --- | --- |
| Start Date | End Date | Major Activity |
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## Demonstration of Public Value:

1. **Community input on the project will make your grant more competitive. If community input has been received for your project, please describe the process and outcomes.**
2. **Describe specific public education or outreach opportunities the project will create and the intended audience.**
3. **Describe how the project will be evaluated for effectiveness or success.**
4. **How did you hear about the MWMO Stewardship Fund?**

Previous grantee

Partner organization

MWMO staff

MWMO website

MWMO e-newsletter

MWMO social media

Other, please note:

1. **Additional project information attached (check all that apply):**

Site photographs

Site plan

Feasibility studies

Soil borings and/or soil infiltration testing results

Phase I or Phase II site investigations

Plan describing water flow on the site

Stormwater management calculations

Technical drawings

Planting plan and plant lists

Cost estimates, quotes, or bids for project components

Permits or other approvals

Other (please specify):

# **Submittal Checklist**

Application (Word or pdf)

Budget (Excel or pdf)

Location map(s)

Letters of support

Letter from property owner (if needed)

Additional project information, as applicable

Please submit the application electronically to the contact listed on our website: [*https://www.mwmo.org/get-involved/stewardship-fund-grants/planning-grants/*](https://www.mwmo.org/get-involved/stewardship-fund-grants/planning-grants/)

Please use the subject line “Stewardship Fund – Planning Grant Application” in your email.

Thank you for taking the time to fill out this application. If you have questions about the Stewardship Fund program, or the application, please contact us.