

The North Bay Watershed Association

Small Grant Program Application

Due April 30, 2025

One (1) North Bay Watershed Association (NBWA) Small Grant Program ("Program") application per person/organization. Email completed applications to northbaywa@gmail.com with "2025 Watershed Grant Application" in the subject line. Applications are free and due no later than April 30, 2025. Projects must benefit or have a meaningful relation to the residents within the NBWA boundary (lands draining to the San Pablo Bay). Refer to the *Small Grant Frequently Asked Questions* for additional information. If you have any questions about the NBWA Small Grants Program, contact northbaywa@gmail.com.

Name of Project/Initiative: _____

Project Applicant/Agency/Organization: _____

Type of organization (provide proof of eligibility):

- Non-profit 501(c)(3) organizations Municipal Tribes Public/Private Educational Institution
 Other (_____)

Applicant Contact and Title: _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Category

- Environmental science
 Hydrology
 Water resources
 Ecology and conservation
 Biology
 Other (_____)

Amount Requested

- <\$2,000
 <\$5,000
 \$5-10,000
 >\$10,000

Topic of Project/Initiative Being Proposed (check all that apply):

- Education, outreach
 Community-Based Projects
 Planning, assessment, inventory, monitoring
 Implementation
 Other
 Research and Innovation

- A. **Project Location** (Include latitude, longitude and project location map when appropriate):
- B. **Amount requested:**
- C. **Project Summary** (Include goals. In less than 150 words):
- D. **Sequence of tasks to be performed:** (Not to exceed 200 words. Include start date, milestones, costs, schedules, and any work that needs to be completed before the project can begin, including securing additional funding, if applicable. Please provide an estimated end date, if applicable. Any funds provided by NBWA must be used within 2 years of award):
- E. **Submit a detailed spending plan with timelines and milestones. This will outline how and when the funds will be used.**
- F. **Project Product, Deliverables or Outcomes** (Not to exceed 150 words. NBWA's Subcommittee and Awardee will work together on how to define performance measurements for use of funds so as not to be rigid or burdensome to awardee staff. Please provide commentary on how this project/initiative will demonstrate measurable outcomes and benefits for the NBWA region (lands draining to the San Pablo Bay). Note if the project/initiative is focused on achieving goals within a set timeframe):
- G. **Additional information** (Not to exceed 200 words. Indicate all partnerships, financially or otherwise. If the project cost is greater than the NBWA grant funding and other funding is required, include where additional funding is coming from and if it is secured. Describe outreach activities concerning the proposed project and how the Small Grants Program will be acknowledged. Include design sketches, publication outlines, and letters of support from partners or others. Photos are helpful.).
- H. **Letter(s) of Support** Applicants may include letter(s) of support.

Watershed Grant Estimated Budget Worksheet

Include labor, fringe benefits, travel, equipment (over \$5,000), supplies (under \$5,000), contracts, and indirect costs. Be as specific as possible. Although match (local or non-local sources) is not required, “in-kind” expenses or cash contributions can indicate the cost-effectiveness and community support.

Expense/Item	Grant Request, dollars	Local Match (Cash & in-kind, dollars)	Other Funding Sources*, dollars	TOTAL, dollars
Labor				
Fringe				
Travel				
Equipment				
Supplies				
Contracts				
Indirect				
Other				
TOTAL				

List Other Funding Sources: _____

Grant Request: \$ _____

Total Project Cost: \$ _____

Has your organization applied to NBWA’s grant program before? **Yes** or **No**

If yes, when was the last year you applied? _____

Name of project? _____

Has your organization received a NBWA grant program award before? **Yes** or **No**

If yes, when was the last year your organization received funds? _____

What was the amount \$ _____

NOTE: The NBWA reserves the right to feature information and images regarding grant awardees and their associated projects on its official website and social media platforms. By accepting a grant, recipients acknowledge and agree that such details may be publicly shared for promotional, informational, and transparency purposes. If you have any concerns regarding this policy, please contact the NBWA directly.

NBWA USE ONLY

SCORING CRITERIA TO BE USED BY NBWA

Listed below are the scoring criteria that NBWA will use to evaluate each grant application:

Yes	No	Scholarship Application Requirements
		Applicant project is within North Bay Watershed boundaries?
		Applicant qualifies as an Eligible Recipients as outlined in the FAQ?
		Application received by 5:00 p.m. on date of deadline?
		Application submitted electronically with proper subject line?
		Project enhances or creates opportunities to advance the mission of the NBWA?
		Fulfilled four of five application requirements above

Application Components	Eligible Points	Points Awarded	Weight	Weighted Score*
1. Followed application instructions	(0-3)		x 1	3
2. Planning is advanced enough that it can begin by XX/XX/XXXX (Is there a deadline to start?)	(0-5)		x 1	5
3. Other funding is required and secured	(0-5)		x 1	5
4. Would enhance or create opportunities to advance the mission of the NBWA	(0-8)		x 1	8
5. Provide maximum regional benefit	(0-11)		x 1	11
6. Project demonstrates measurable benefits for the region, disadvantaged communities, and/or the environment	(0-3)		x 3	9
7. Provided letter of support (Does this apply for the Grant? If not, delete G. above)	(0-3)		x 1	3
8. 10. Quality of attachments	(0-2)		x 1	2
9. 11. Overall quality of application	(0-3)		x 3	9
			Total	/55

*Weighted Score = Points Awarded value multiplied by the Weight value