



# WATER EDUCATION GRANT PROGRAM

## 2017/2018 K-12<sup>TH</sup> GRADE PROGRAM GUIDELINES

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The Upper District's Water Education Grant Program awards grants of up to \$1,000 for the purpose of bringing water-related projects and programs into K-12<sup>th</sup> grade classrooms.

### Purpose

The purpose of the grant program is to fund classroom or school projects that further a better understanding of water and the important role it plays in Southern California. Through this program, water-related environmental issues, including the integral role water plays in the global community, can be examined. It supplements classroom efforts by providing additional funding for creative classroom projects.

### Who Can Apply?

Any K-12<sup>th</sup> grade educator that teaches at a licensed school within the boundaries of the Upper District is eligible to apply for a grant. If you have questions regarding a school's eligibility, please call the Upper District office at (626) 443-2297.

### Project Focus

Projects must focus on water or water-related subjects which may include:

- Examining the various properties of water, studying water quality or charting the effect of a drought on the economy.
- Integrating the project into as many disciplines as you wish: politics, social science, and/or the arts.
- Creating a video, play or other performance medium that focuses on the subject of water and is used to educate students as well as other audiences such as school assemblies or community groups.

### Grant Award Amounts

Grants of up to \$1,000 will be awarded. The number of grants awarded annually will vary based on the number of applications submitted, amounts requested, and quality/feasibility of proposed projects.

### Conditions

- ✓ Grant funding may only be used for grade(s) K-12<sup>th</sup> grade projects/programs.
- ✓ Teachers may apply individually or as a group.
- ✓ Teachers are limited to one grant award per project, per year.
- ✓ School administrators can apply on behalf of their teachers.
- ✓ A maximum of \$1,000 per grant may be awarded.
- ✓ Grant funds must be used for materials or other direct costs for a water-related project.
- ✓ Grant funds cannot be used for payment of salaries or teaching stipends.
- ✓ Grant funds cannot be used for computers, tablets, or other similar electronic devices.
- ✓ Grant recipients cannot re-apply for grants in subsequent years for the same project.
- ✓ Grant applications and all grant related documentation must be submitted by scheduled deadlines in electronic copy (sent via email, Dropbox, or flash drive).
- ✓ Final grant documentation must include: a) brief (1 page or less) written project summary (saved as an MS Word document) and b) at least 5 photos (saved in jpg format) highlighting project results. Photos must be saved individually (no slide shows) as .jpg files, and separate from the written project summary.
- ✓ Submitted receipts must add up to at least the amount of grant funding spent (receipts can show more than the amount of grant funding).
- ✓ Any unspent grant funding must be returned when final grant documentation is submitted.



## Program Steps

1. Complete a Water Education Grant Program application. Limit responses to the space provided.
2. Please state clearly on the application how receiving a grant will help make the proposed project a reality.
3. Describe the project, listing the instructional objectives and support activities. Include the benefits that students or others will experience from undertaking the proposed project.
4. Submit an itemized budget for project needs and anticipated expenses. Award amounts may be granted for any amount requested, up to a maximum of \$1,000. Funds must be spent for items specified in the application and for the specific project listed in the grant application. No changes to grant applications will be accepted after the application deadline. Applicants will be required to submit copies of all relevant receipts.

## Application Review

Submitted applications will be reviewed by staff and grants awarded using the following criteria:

- ✓ Does the proposed grant project offer a better understanding of water and the important role it plays?
- ✓ Does the proposed grant project actively engage students in the learning process and enhance the classroom experience?
- ✓ Are the proposed grant project objectives clearly defined?

**Applications accepted through May 31, 2018 or until funding is fully allotted for school year.**  
*Project/lesson must be completed and all documentation received by June 15, 2018.*

## Application Submittal

Completed applications may be submitted in electronic format either through email or mailing/dropping off a flash drive. Printed hard copies of applications will NOT be accepted.

- Email completed pdf or send Dropbox link to: [Elena@usgvmwd.org](mailto:Elena@usgvmwd.org) (type "WEGP" in the subject line).
- Mail or drop off saved pdfs on a flash drive to: Upper District, 602 E. Huntington Dr., Suite B, Monrovia, CA 91016, Attn.: Elena - WEGP

***Applications \*MUST\* include a working email address for the contact person.***

If you do not receive an email confirming receipt of your application within 7 working days after submittal, please contact the Upper District by email at [Elena@usgvmwd.org](mailto:Elena@usgvmwd.org) or via phone at (626) 443-2297. Please retain a copy of your application for your records.

*The Upper District is not responsible for lost or missing applications, or for any delays in the delivery of applications. Applications received after the submittal deadline will be disqualified.*

## Timeline

- June 15, 2018 - Project/lesson must be completed and all documentation must be received (not postmarked) by 4:00 pm and be provided in electronic format (via email, Dropbox, or flash drive). **Printed hard copies will not be accepted.** Documentation must include:
- Brief written project summary (MS Word document)
  - Photos (jpg format) highlighting project results submitted. Photos must be saved individually (no slide shows), and separate from the written project summary (not embedded into the written document).
  - Receipts and/or for items purchased with grant funding.
  - Any unspent grant funding.

## For Questions

Please contact Elena Layugan at (626) 443-2297 or visit <http://upperdistrict.org/educate> and scroll down to see information about the Water Education Grant Program.



# WATER EDUCATION GRANT PROGRAM

## 2017/2018 K- 12<sup>TH</sup> GRADE PROGRAM APPLICATION

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**PLEASE TYPE, do not handwrite, responses.** Incomplete applications will not be considered. Completed applications must be saved as a pdf document and submitted via email or via a Dropbox link sent, to [Elena@usgvmwd.org](mailto:Elena@usgvmwd.org). Type WEGP in the email subject line. Completed applications may also be placed on a flash drive and mailed/delivered to: Upper District, 602 E. Huntington Dr., Suite B, Monrovia, CA 91016, Attn.: Elena - WEGP. **Applications MUST include a working email address** for the contact person. If you do not receive an email confirming receipt of your application within 7 working days after submittal, please contact Elena by email at [Elena@usgvmwd.org](mailto:Elena@usgvmwd.org) or via phone at (626) 443-2297. Upper District is not responsible for lost or missing applications, or for any delays in the delivery of applications. **Applications accepted through May 31, 2018 or until funding is fully allotted for school year. Project/lesson must be completed and all documentation received by June 15, 2018.**

Contact Person's Name \_\_\_\_\_ Date \_\_\_\_\_

School Name \_\_\_\_\_ School District \_\_\_\_\_

School Physical Address \_\_\_\_\_

School Mailing Address \_\_\_\_\_

School Phone # \_\_\_\_\_ School Fax # \_\_\_\_\_

Contact Person's Email \_\_\_\_\_ Contact Person's Phone # \_\_\_\_\_

Project Title \_\_\_\_\_

Approx. #of Students Involved w/ Project \_\_\_\_\_ Grade Level(s) Involved w/ Project \_\_\_\_\_

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### Description of Project

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### Project Objectives

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### Benefit to Students and Others

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### Budget

Please list projected expenses in detail. Awarded funds are to be spent only on the specific items listed in this application. Copies of receipts for all items purchased with grant funds must be submitted with final report.

Item	Projected Cost

Total Amount Requested (Max. \$1,000): \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

By completing and submitting this application, the applicant acknowledges that they fully understand and accept that grant awardees will be required to:

- a) Sign a grant award agreement, and also have the principal of the school where the funding will be used sign the grant agreement, in order to receive the awarded grant funding;
- b) Spend any/all awarded grant funds only on the project as specified within the completed grant application.
- c) Submit all documentation as described within this document by the listed project deadline; and
- d) Return any unused grant funds to the Upper District by the listed project deadline.