

LAGUNA BEACH COUNTY WATER DISTRICT

**Water-wise Garden Mini Grant
PROGRAM**

Background

The purpose of the Water-wise Garden Mini-Grant Program is to fund innovative projects designed to encourage public acceptance, desire for, and use of water-wise landscapes.

Focus of Projects

Mini-Grant projects must focus on water conservation and increase individual and community involvement in water conservation efforts.

Who can Apply?

This Mini-Grant Program is open to nonprofit organizations, schools, and public agencies. A final report is due one year after the Mini-Grant is awarded, and a midterm progress report may be required. Copies of receipts for all expenditures using grant funds must be included with the report.

To be eligible for funding, proposed projects must be in compliance with all federal, state, and local land use, regulatory and permit requirements: and within the District's service area.

Ineligible Uses of Grant Funds

- ◆ Repayment of existing debt or preexisting tax liens or obligations
- ◆ Payment of organizational debt
- ◆ Legal Fees
- ◆ Loan or bank fees
- ◆ Subsidization of existing contracts

Amount of Awards

The minimum Mini-Grant award is \$250, and the maximum is \$2,500. An applicant may not receive more than one Mini-Grant per year. Mini-Grant applications will be kept on file for one year, after which they expire.

Deadline for Entries

There is no deadline for applications. They are accepted year-round. Proposals may be hand delivered to the offices of the Laguna Beach County Water District, 306 Third Street, or mailed to P.O. Box 987, Laguna Beach, 92652, Attention: Christopher Regan. Mini-Grant applications take approximately 6 weeks to process, depending upon when they are received.

General Conditions

All materials submitted become the property of the District and will not be returned. Funds awarded are public funds, and any information submitted or generated is subject to public disclosure requirements.

The District reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time prior to awards.

Submittal Requirements

Please submit one (1) original and one (1) complete copy of the proposal, with all relevant documents attached. All costs incurred in the preparation of a proposal are the responsibility of the applicant.

Proposal Content and Organization

Unless otherwise noted, a complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration.

- Application
- Project Narrative
- Indemnification Agreement
- Funding Agreement
- Attachments as follows
 1. Attachment A: Organizational budget for the current fiscal year
 2. Attachment B: Governing Board roster, indicating officers, addresses
 3. Attachment C: List of key project personnel
 4. Attachment D: Proof of federal nonprofit status (if applying as a nonprofit)
 5. Attachment E: Location map and Site Plan
 6. Attachment F: If project includes new plant material, provide a list of plants, shrubs, trees, and groundcovers

Project Criteria

The project must meet the following criteria:

- Must use or encourage native or drought tolerant plants, shrubs, trees, and ground covers.
- An approved irrigation system must be used.
- Site must be accessible and open to the public.
- Plants, shrubs, trees, and groundcovers must be

identified with signage.

- ❑ Plant material, irrigation system, and/or irrigation controller must be maintained as was initially proposed in this application for a period of two years.

Evaluation Process

Proposals will be reviewed and evaluated by staff members based on the Review Criteria. During the review process, staff may contact the applicant for additional information or to clarify proposal content, and may elect to interview applicants or conduct a site visit prior to making a funding recommendation. Staff recommendations will be presented to the District's Commission for approval. The Commission will make final funding approval based on staff recommendation. There is no appeal process for proposals that are not approved for funding.

Review Criteria

All submitted proposals, which are in compliance with the Mini-Grant requirements, will be reviewed according to using the following factors:

1. Project Conception - Proposal clear and comprehensible with a realistic timeline; project activities well defined and technically feasible
2. Outcomes - Objectives clearly stated, specific, realistic, and measurable
3. Organization Capacity – Organization qualified to implement project and achieve stated objectives
4. Financial Viability – Organization demonstrates sound fiscal management; project budget is realistic and cost effective
5. Impact - Project utilizes water conservation measures
6. Educational Potential - Project has educational benefits specifically relating to water conservation
7. Community Support - Project has collaborative community support and benefits customers and areas served by the District
8. Longevity - Organization has structure, support, and financial backing to maintain project

Grant Awards

All applicants will be notified of the results of the grant review process. For successful applicants, funds will be available for expenditure only after a funding agreement/ contract between the District and the grantee is signed and fully executed. The District will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing.

The District reserves the right to revoke any grant for which a contract is not executed, due to delays on the part of the grantee, within two (2) months of the award. Funded projects must be initiated within three (3) months of execution of the contract or grant funds will revert back to the District.

For more Information

For inquiries or clarification of this program, please contact Christopher Regan, Laguna Beach County Water District at (949) 494-1041.

LAGUNA BEACH COUNTY WATER DISTRICT
Water-wise Garden Mini Grant
APPLICATION

Please complete all of the following information:

Applicant Information

1. Name of Organization: _____

2. Type of Organization: Non-Profit School Public Agency

3. Mailing Address: _____

4. City, Zip Code: _____

5. Organization Phone Number: _____ 6. Fax Number: _____

7. Contact Person: _____ 8. Phone Number: _____

9. Water Account #: _____

10. Water Service Billing Address: _____

11. Fiscal Agent (if applicable): _____

12. Project Name: _____

13. Amount Requested: _____ 14. Total Project Budget \$: _____

15. Project Summary - Summarize (2-3 sentences) the specific purpose for which you are requesting funds.

Certification

I certify that the information contained in the proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant application is submitted with the full knowledge and endorsement of the governing Board of this organization, which is empowered to enforce compliance with all contract conditions. Should we receive funding from the Water-wise Garden Mini Grant Program, we agree to comply with all reporting and monitoring requirements outlined in the program guidelines.

Signature: _____

Name: _____ Date: _____

LAGUNA BEACH COUNTY WATER DISTRICT
Water-wise Garden Mini Grant
PROJECT NARRATIVE

Project Narrative

On a separate sheet of paper, please provide responses to the following items relative to your proposed project. Use no more than four pages, double-spaced, single-sided, for your project narrative, with the sections sequentially numbered and titled as indicated below:

1. Agency or Business Overview

Briefly describe the purpose and primary activities of your organization, your geographic area of operations, and the primary sources of financial support for your organization. Describe the history of the organization and likelihood of its continued existence.

2. Statement of Need

Identify the issue or need your project seeks to address.

3. Project Description

a. Describe the project for which funds are requested, including program design and relevant tasks and activities.

b. Indicate program goals and outcome objectives.

c. Present your project timeline, with an implementation schedule and anticipated starting and ending dates.

4. Project Evaluation

Indicate how program performance will be monitored and measured, and how you will determine the success of the project.

5. Project Expenses

Specify how requested funds will be used.

6. Project Income

If the funds requested do not constitute full support for your project, please list other sources of income. Indicate whether funds are committed or anticipated.

7. Cost Effectiveness

Indicate how the program performance will be monitored and measured, and how you will determine the success of the project.

LAGUNA BEACH COUNTY WATER DISTRICT
Water-wise Garden Mini Grant
INDEMNIFICATION AGREEMENT

Applicant: _____

In consideration for receiving Water-wise Garden Mini-Grant funding, I (APPLICANT) agree, to the fullest extent permitted by law, to defend, indemnify, release, and forever discharge the LAGUNA BEACH COUNTY WATER DISTRICT, its Commissioners, Directors, Officers, employees, or volunteers and hold them harmless from any and all actions, claims, expenses, damages to person or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization causes or action and liability arising out of or in connection with the above described consideration, whether there is concurrent, active or passive negligence on the part of the LAGUNA BEACH COUNTY WATER DISTRICT, its agents, employees, volunteers, officers, Commissioners, or Board of Directors.

Read Carefully

By signing this agreement, I acknowledge that I have read its contents, understood its meaning, and I agree to each of its terms.

Signature of Applicant: _____ Date: _____

LAGUNA BEACH COUNTY WATER DISTRICT

**Water-wise Garden Mini-Grant
FUNDING AGREEMENT**

Applicant: _____

The purpose of the Water-wise Garden Mini-Grant program is to fund innovative projects designed to encourage public acceptance, desire for, and use of water-wise landscapes.

Mini-Grant projects must focus on water conservation and increase individual and community involvement in water conservation efforts.

In consideration for receiving Water-wise Garden Mini-Grant funding, the **Applicant** agrees to the terms and conditions set forth in the Mini-Grant Application.

The **Applicant** understands that funding projects must be initiated within three-months (3) of execution of the contract or grant funds will revert back to the District.

The **Applicant** understands that the plant material, irrigation system, and/or irrigation controller must be maintained as was initially proposed in this application for a period of two years. Failure to meet this requirement may result in full or partial reimbursement of Mini-Grant funds to the District in an amount to be determined by the District not to exceed the total amount of funds awarded to **Applicant**.

The **Applicant** understands that a final report is due one year after the Mini-Grant is awarded, and a midterm progress report may be required. Copies of receipts for all expenditures using grant funding must be included with the report.

Read Carefully

By signing this agreement, I acknowledge that I have read the terms and conditions of the attached Mini-Grant application, understood its meaning, and agree to each of the terms.

Signature of Applicant: _____ Date: _____