

2004 Clean Water Grant Application INSTRUCTIONS

Application Checklist:

1. Carefully read the grant guidelines.
2. Read the Frequently Asked Questions at www.boatus.com/cleanwater/grants.
3. Complete all sections of the application form.
4. **Be sure to include a detailed budget with your application.**
5. **Include proofs of any material you wish to produce with grant funds.**
6. Obtain any necessary permission from controlling authorities needed to complete grant.
7. Send your application on or before the February 2, 2004 deadline. Applications may be e-mailed before midnight on February 2, 2004 or postmarked February 2, 2004 or earlier.

Optional:

- Enclose materials such as your organization's newsletter or examples of previous projects.
- Applications with a majority of the project devoted to the focus topic will be given preferential treatment.

General Info:

- Each organization may submit only one proposal per year.
- You may request any amount of funds up to \$4000.
- Applications (including supporting materials) will not be returned to you.
- Frequently Asked Questions about the grants are available on the Foundation website.

How to Complete Your Application

- Applications can be downloaded from www.BoatUS.com/cleanwater/grants.
- Save the application in Microsoft Word, complete it, and then e-mail it directly to Joni Turken at jonit@boatus.com with **2004 Application** as the subject line. You may also print it out and type in responses to the questions, then mail to the address below.
- Receipt of your application will be acknowledged via e-mail within 2 business days. If you have not received notification after 2 days, please e-mail jonit@boatus.com to confirm your application was received.

Deadline and Return Information

**All applications must be e-mailed by MIDNIGHT or postmarked by
Monday, February 2, 2004**

Return your application to:

jonit@boatus.com

or

Joni Turken, Grants Administrator
BoatU.S. Foundation Grants
147 Old Solomon's Island Road, Suite 513
Annapolis, MD 21401

*Questions? Please read the Frequently Asked Questions
at www.boatus.com/cleanwater/grants*

2004 Clean Water Grant Application GUIDELINES

About the BoatU.S. Foundation Clean Water Grant Program

The Program is designed to fund projects that educate the boating public about actions they can take to reduce their impact on the environment while boating. We look for projects that reflect a unique and repeatable way to reach boaters with upbeat clean boating messages. We prefer projects that will extend on past our year of funding, though we will not provide funding for more than one year. You may request **up to \$4,000**. The Foundation requires that its grant represent at least 50% of a project's overall budget.

About the 2004 Focus Topic: Clean Fueling for Boaters

There are specific actions boaters can take to prevent small fuel spills while fueling their boats. The Foundation is looking for proposals that effectively educate boaters with positive and practical habits at the fuel dock. These habits might include using special containers to catch fuel that escapes through the boat's fuel overflow vent, using pads to help stop drips from reaching the water, or understanding that a fuel nozzle should never be left attended during fueling.

Do your own research and think about how boaters you know would best respond to clean fueling messages. You can also visit the Foundation website to download BoatU.S. Foundation "Help Stop the Drops" materials for ideas and background information.

Who does the program fund?

- Volunteer boating groups, clubs, and associations
- Local non-profit/tax-exempt organizations, including chapters of national organizations

Who does the program NOT fund?

- Government agencies
- National or international organizations
- For profit businesses or individuals
- Private clubs not open to the general public

What types of projects are NOT eligible?

- Capital improvement projects or general operating funds.
- Salaries, transportation, meals, lodging.
- Debt repayment or reimbursement.
- Lobbying or political action.
- Money to start an organization, or promotional or membership drives for businesses or clubs.
- Funds are not awarded to sustain or repeat projects for an applicant. Multi-year projects, or those that are likely to need additional funding in the future should be planned to become self-supporting.
- Generally, grants are not given for specialized training or equipment unless it can be shown that this training will benefit the general public.
- Occasionally purchases of equipment for educational or display purposes are funded—for instance, different types of oil absorbent pads might be bought for "show and tell" presentations—however, larger quantities of products for giveaway are not usually funded.
- Requests for Powerpoint projectors, electronic hardware/software, website design, boats, motors, or other expensive boating gear is not likely to be funded.

Got questions?

Check out our
**Frequently Asked
Questions at**
www.boatus.com/foundation

2004 Clean Water Grant APPLICATION

Organization Name	
If USCGA, list following	District # _____ Division _____ Flotilla# _____
Name and Title of Person Overseeing Project	
Organization Address for all Mailed Correspondence	
Telephone	
E-Mail Address	
Year Organization Established	
Number of Paid Staff	
Number of Volunteers	
Organization's annual budget	\$ _____
CHECK ONE: Is your organization profit or non-profit 501 (c)(3):	Profit _____ Non-Profit 501 (c) (3) _____
Organization's Web Address	

Official Representative Authorized to Sign for Your Organization: _____

Title:

First Name:

Last Name:

Address: (if different than above)

City, State, Zip:

Telephone (daytime):

Email Address:

Authorized Signature: _____

Date: _____

ABOUT YOUR ORGANIZATION

Please describe your organization in 50 words or less.

Tell us about the general nature, extent and location of your group's activities. Be sure to explain your current boating safety or environmental activities. (Please be specific, but concise.)

ABOUT YOUR PROJECT

Tell us about your proposed project. What do you hope to accomplish and who do you plan to reach? (Please use as much detail as you feel is needed to demonstrate that your proposal merits consideration for financial assistance.)

Describe the waterway and boating population that your project is intended to reach. Please mention any ongoing environmental issues or conflicts on your waterway.

If you are producing educational materials, what will be your method of distribution? (For example: Are you mailing out information? Handing flyers out at area events? Give us details.)

Who will your partners be on this project? If you will need the cooperation or permission of controlling authorities, like park management, property owners, or dock masters, have you secured their permission already?

Do you intend to support and maintain the project if it is selected to be a grant recipient? (Remember, ideally, we are looking for projects that will continue on after our initial funding period; however we will not provide more than one year of funding for your project.)

YOUR PROJECT'S BUDGET

📖 Budget Tips:

- *Be sure to read the grant guidelines to confirm that your expenses are allowable.*
- *If necessary, get prices for materials or quotes from printers before completing your budget.*
- *Include denominations of any printed materials – number of signs, brochures etc. that you will purchase with funds.*
- *Please note that BoatU.S. Foundation funds must be used for at least 50% of the overall budget.*
- *If your overall budget is more than \$4,000, specify what BoatU.S. Foundation grant funds will be used to purchase.*

Below, or on an attached page, please tell us in detail what funds will be needed to complete your project. List in-kind or matching funds if applicable.

Total Grant Amount Requested: _____

YOUR PROJECT'S BUDGET *CONTINUED*

Are there any other sources of funding to be applied to this project? Are you still pursuing these sources or are they already secured? (If yes, list the sources and amounts including in-kind services.)

Has your organization received any other grants within the past five years?
(If yes, provide a detailed list.)

Your application is now complete! Before mailing, please check to make sure you have done the following:

- Completely filled out every question
- Provided proofs of your proposed project, if applicable
- Provided a detailed budget
- Obtained permission from appropriate controlling authorities if necessary.