

# 2005 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](http://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 1, 2005 deadline. Applications may be e-mailed before midnight on February 1, 2005 or postmarked February 1, 2005 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](http://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](mailto:jonit@boatus.com) with **2005 Clean Water Grant 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. If you have not received notification within 1 business day, please e-mail [jonit@boatus.com](mailto:jonit@boatus.com) to confirm your application was received.

## Deadline and Return Information

**All applications must be e-mailed by MIDNIGHT or postmarked by  
Tuesday, February 1, 2005**

**Return your application to:**

**[jonit@boatus.com](mailto:jonit@boatus.com)**

**or**

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

# 2005 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.

## 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 are not likely to be funded.

### ***Got questions?***

Check out our  
**Frequently Asked  
Questions** at  
[www.boatus.com/foundation](http://www.boatus.com/foundation)

## About the 2005 Focus Topic: Aquatic Nuisance Species

From zebra mussels, to purple loosestrife, to the now infamous snakehead fish, invasive plants and animals are all over the country, wreaking havoc in the waterbodies they infest. Boaters who trailer their boats from lake to lake or bay to bay can be part of the problem of spreading fish and plants—or they can be part of the solution. In 2005, we are looking for projects that educate boaters about practical habits that will help prevent the further spread of aquatic nuisance species.

## 2005 Clean Water Grant APPLICATION

<b>Organization Information</b>	
<i>Organization Name</i>	
<i>If USCGA, list following</i>	District # _____ Division _____ Flotilla# _____
<i>Year Organization Established</i>	
<i>Number of Paid Staff</i>	
<i>Number of Volunteers</i>	
<i>Organization's annual budget</i>	\$ _____
<i>Is your organization a non-profit 501 (c)(3):</i>	___ YES / ___ NO
<i>Organization's Web Address</i>	
<b>Project Manager</b>	
<i>Name and Title of Person Overseeing the Project</i>	
<i>Address for all Mailed Correspondence</i>	
<i>Telephone</i>	
<i>Email Address</i>	
<b>Official Representative</b>	
<i>Name and Title of Person Authorized to Sign for Your Organization</i>	
<i>Address</i>	
<i>Telephone</i>	
<i>Email Address</i>	

### **ABOUT YOUR ORGANIZATION**

Please describe your organization in 75 words or less.

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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.)

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### **ABOUT YOUR PROJECT**

Tell us about your proposed project in 75 words or less. What do you hope to accomplish and who do you plan to reach?

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In as many words as necessary, outline the steps that are necessary to complete your project within **one year's time**. (Feel free to use bullets points or an outline.)

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Describe the waterway and boating population that your project is intended to reach.

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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.)

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How do you intend to support and maintain the project in future years if it is selected to be a grant recipient in 2005? (Ideally, we are looking for projects that can continue after the initial funding period; however we will not provide more than one year of funding for your project.)

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## **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 necessary or desired.

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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.)

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

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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.

## Frequently Asked Questions 2005 Clean Water Grants



### **Q: What is the BoatU.S. Foundation for Boating Safety and Clean Water?**

**A:** For over 20 years, the BoatU.S. Foundation for Boating Safety and Clean Water has promoted safe and environmentally sensitive boating. We work with boaters, marinas, and boating-related groups to reduce accidents and fatalities on the water, while increasing stewardship of our water resources. The BoatU.S. Foundation is a national 501(C)(3) nonprofit organization with nine staff members and an overall annual budget of about \$1.4 million.

### **Q: What is the BoatU.S. Foundation Grant Program?**

**A:** In 1988, the Foundation started a Boating Safety grant program to support volunteers with community-based boating safety projects. Our environmental education support began in 1999.

Our grant-making activity is an extension of our mission. Each year, we allocate about 6% of our budget (\$80,000) to helping local groups who further our goals and help local communities.

Our grant program is funded primarily by small voluntary donations made by members of BoatU.S., the Boat Owners Association of the United States.

### **Q: What kind of groups is the Foundation looking to fund?**

**A:**

- We want to work with small, local, volunteer-based nonprofits.
- We will fund volunteer boating groups, clubs, and associations, as well as local nonprofit organizations, including local chapters of national organizations.

### **Q: What kind of groups doesn't the Foundation fund?**

**A:**

- We will not give grants to government agencies, national or international organizations, for-profit businesses or individuals, or private clubs not open to the general public.
- We have received requests in the past from nonprofits that have multi-million dollar budgets and dozens of staff members. While these nonprofits are clearly successful, our focus is more towards the small groups who couldn't do this outreach without our grant.

### **Q: What kind of projects does the Foundation fund?**

**A:** The Foundation is looking for **new and innovative** ideas to reach local recreational boaters with environmental messages. In addition, the project should be designed to get wide exposure in the local community, and should be able to be duplicated by others. Projects that will give us feedback about boater behavior are encouraged.

### **Q: My organization promotes clean water, but we don't work with boaters. Are we eligible?**

**A:** Only projects that target boaters will be considered. A major component of the project must be designing information specifically for the boater and getting it out to the boater.

### **Q: What kind of projects does the Foundation prefer to fund?**

**A:** The Foundation prefers to fund projects that use positive messages. We would like to work with groups that use positive "**do**" messages rather than negative "**don't**" messages. For instance, "Recycle here!" is

preferable to “Don’t Litter!” We also find that projects that focus on a particular issue are more effective than broad projects that try to address all “green” issues in one fell swoop.

**Q: What is a focus topic?**

**A:** A focus topic is an issue we believe boaters need more education on. This year’s Clean Water Grant focus topic is preventing the spread of aquatic nuisance species, the non-indigenous plants and fish that are posing a threat to the waterways they are invading.

**Q: What happens if I propose a project on another subject?**

**A:** All applications that educate boaters about reducing their impact on the environment while boating will be considered. Applications with a majority of the project devoted to the focus topic will be given preferential treatment.

**Q: Is there a place where I can get ideas for possible projects?**

**A:** Yes. A list of funded projects from past years can be seen by visiting the Clean Water Grants page of the BoatU.S. Foundation web site (<http://www.boatus.com/cleanwater/grants/>). Please use this list as a starting point, but remember that we are looking for innovation, not duplication of a past project in a new location.

**Q: Are there limits on funds?**

**A:** You may request any amount up to \$4,000. We find that proposals that do not request the full \$4,000 tend to be more successful.

**Q: If I apply, do I automatically receive a grant?**

**A:** No. Each year about 100 organizations apply for this limited funding. As a result, it is a highly competitive grant application process.

**Q: If my grant proposal is accepted, will I receive all the funds I asked for?**

**A:** Not necessarily. Although you are free to request the maximum \$4,000 available under the grant, in order to increase the number of grants funded each year, the Grant Committee may choose to fund parts of your grant, or specific items listed in your budget.

**Q: Are there any expenses that are NOT allowable under the grant guidelines?**

**A:** Yes. Please review the list in the grant guidelines carefully.

**Q: What’s the timetable?**

**A:**

- The Boating Safety Grant applications must be sent by email or postmarked by midnight November 1, 2005. Applications will be reviewed, and final decisions will be announced by January 15, 2005. If your group receives a grant, you will be expected to complete all grant related work by December 31, 2005.
- The Clean Water Grant applications must be sent by email or postmarked by midnight February 2, 2005. Applications will be reviewed, and final decisions will be announced by April 1, 2005. If your group receives a grant, you will be expected to complete all grant related work by March 30, 2005.

**Q: Does “postmarked” mean the Foundation has to receive the application by February 1, 2005?**

**A:** No, it means you must have mailed it *on or before* February 1, 2005 and the postmark will reflect that.

**Q: Does the Grant Administrator decide whether or not I get funding?**

**A:** No. The Grant Administrator oversees the grants themselves, but does not decide who is accepted. The Grant Administrator is there to answer questions from applicants and will handle your application when you apply. The Grant Administrator is also the person you will work with if you do receive funding for a grant.

**Q: Who decides what groups will get funded then?**

**A:** Grant applications are carefully reviewed by a committee of about 12 people, made up of staff from the BoatU.S. Foundation and BoatU.S.

**Q: We've submitted a grant application, what happens next?**

**A:** About 10 weeks after the grant deadline, you will receive notification of whether or not your group was accepted for funding. In an effort to make the grant process as paperless as possible, you may receive notification by e-mail. *All groups will be notified.*

**Q: We were accepted! Now what?**

**A:** Congratulations! If your grant application is successful, you will be sent a contract, which you must sign and return. Over the year, the following will be expected from you:

- You will need to provide us proofs of your project for approval before you have anything printed.
- You will stay in close communication with the Grant Administrator.
- You must provide a short six month written report including fund allocations.
- At the end of the year, you will provide a final 12 month written report, copies of your products (if applicable), and an expense sheet detailing your purchases. Remember to save all receipts. Any surplus funds must be returned to the Foundation unless you receive prior approval to spend the funds on something other than what was listed in your budget.

**Q: We were not accepted. What did we do wrong?**

**A:** Because the grants are competitive, only a portion of those who apply will receive funding. If you would like guidance on why your proposal was not funded, you may e-mail or call the Grant Administrator.

**Q: Are matching funds required?**

**A:** No, matching funds are not required. The Foundation requires that its grant represent at least 50% of a project's budget. Proposals that include in-kind donations of product and/or time are encouraged. You must include a detailed budget at the time you submit your proposal for it to be considered for funding.

**Q: What are matching funds and in-kind donations?**

**A:** Matching funds is the money your organization is putting into a project. An in kind donation is the goods or services that your organization will add to the grant, like graphic design skills, products, or staff time spent distributing brochures, etc.

**Q: What is a "proof" and why does the Foundation want to see it?**

**A:**

- A proof is a draft of your project before it is printed. With your application, we'd like to see a proof that is as close to the final design of your project as possible so we can visualize your project and we know what it will say.
- Once you receive a grant, we must then approve a final proof before printing. We have a lot of experience educating boaters, so we want to help make sure the information you are conveying is accurate and complete.

**Q: The application says I should get permissions from “controlling authorities?” What does that mean?**

**A:** If your project will require the cooperation or permission of others, we'll like you to obtain that before you apply. For instance, if you want to hang signs at a marina or a park, get the permission of the property owner or manager, or the agency that oversees the park. You may also need permission to hold public events, distribute brochures in a state or national park, post signs at public launch ramps, etc.

**Q: Still have questions?**

**A:** We suggest that you read these questions and answers thoroughly and print out a copy of the application and read it before beginning the application. If something is unclear, please contact the grant administrator.

If you have questions for the Boating Safety Grants, contact Shannon Barrett at [sbarrett@boat.us](mailto:sbarrett@boat.us) or 410-897-0943.

If you have questions for the Clean Water Grants, contact Joni Turken at [jonit@boat.us](mailto:jonit@boat.us) or 410-897-0514.