

Watershed Forestry Bus Tour Program Application

Eligibility: Any organization, community group, professional association, 4th through 12th grade classroom or other interested entity within the five boroughs of New York City and upstate watershed regions (Catskill/Delaware and Croton) is eligible to apply for up to \$3,000 in funding to visit the upstate watershed regions. For one-day watershed tours that do not visit an environmental education facility, only one bus will be funded through this grants program.

Please note that applications are due January 15, 2010. The funds awarded in this round will apply to trips in the spring and fall of 2010. After this round, the Bus Tour Application will be switching to a once yearly deadline with applications due November 1. Please follow all instructions listed on pages five and six when filling out this application. Incomplete applications will not be considered.

I am an: Organization School Other _____

I am a: New Applicant Repeat Applicant

Contact Information:

Contact Person: _____

Organization/School Name: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Telephone: _____ Evening/Cell Phone: _____

Fax Number: _____ Email: _____

Tour Information:

Proposed Tour Date: _____

Location of Tour:

Frost Valley YMCA

The Ashokan Center

Clearpool Education Center

Taconic Outdoor Ed. Center

One-Day East of Hudson

One-Day West of Hudson

Other, please explain _____

Anticipated Audience Youth - Grade: _____

Adults - Primary Field(s) _____

Will the trip have an overnight component? Yes No

Estimated Number of Participants: _____

Funding Information:

Bus Tour Program Funding Requested (up to \$3,000): _____

Matching Funds (must meet or exceed amount of Bus Tour Funding): _____

Intro: The purpose of the Bus Tour Program is to raise awareness about the New York City water supply system from source to consumption. Participants are educated about the role and importance of a healthy, well-managed working forest in protecting water quality and supporting economic viability. The following questions are designed to help the evaluating committee learn about how these themes are addressed before, during and after the proposed tour. If you are applying for a professional development tour, please answer these questions to the best of your ability.

Please briefly describe why you are seeking funding from the Watershed Forestry Bus Tour Program. _____

Please describe, in depth, the water and forest themed activities that participants will partake in prior to the proposed tour. This can include in class lessons, field trips, guest lectures or other similar projects: _____

How will these activities be incorporated during the tour? If you are visiting an environmental education facility, please describe the specific water and forestry activities you will be taking part in and how they relate to proposed pre and tour activities.

Please describe, in depth, the water and forestry themed activities that participants will partake in after their proposed tour. How will the lessons learned during the tour be incorporated into these activities? _____

If you have applied to the Watershed Forestry Bus Tour Program previously, please describe how your program has grown or changed based on your previous participation. _____

Is there any service learning component to your curriculum? Yes No
Please describe project and include evidence of support for the project: _____

Have you ever attended the Watershed Forestry Institute for Teachers? Yes No

Are you a Title I School? Yes No

Please describe your goals and expectations for the tour and any additional information you think may be important to the evaluation committee. _____

Budget Page:

The Watershed Forestry Bus Tour Program is a matching grants program, based upon a 1:1 match requirement. That means for every \$1 in grant money, \$1 must be matched by the recipient in the form of in-kind services, cash expenditures, or other non-federal funds.

Budget Information

Items acceptable for Grant Funding Include:

- Travel Expenses (bus rental)
- Lodging and facility fees
- Program fees
- Meals during the tour

Items acceptable for matching funds include:

- Travel Expenses (bus rental)
- Lodging and facility fees
- Program fees
- Meals during the tour
- Staff/in-kind time used in planning the tour
- Communication (phone calls, e-mails, mailings) used in planning the tour
- Supplies related to tour

| | A | B | A + B |
|------------------------|-----------------------|-----------------------|--------------|
| Expense Category | Bus Tour Contribution | Matching Contribution | TOTAL BUDGET |
| Bus Rental | | | |
| Board/Lodge | | | |
| Program Fees | | | |
| Food/Meals | | | |
| In-Kind Time | N/A | | |
| Equipment/Supplies | N/A | | |
| Other – Please Explain | | | |
| TOTAL BUDGET | | | |

Please describe how the Bus Tour funds will be used (transportation, program fees, etc). _____

Please describe where the source(s) matching funds will come from. _____

Please describe who will manage your budget and how it will be managed. _____

Do you understand and agree to actively manage your budget? Yes No

Watershed Forestry Bus Tour Program Application Requirements and Additional Information

Applications are available online at www.nycwatershed.org/edu_tours.html or by contacting the Bus Tour Coordinator (Common Ground Educational Consulting at (845) 586-1600 or by email at jolenych@catskill.net). Fully completed applications are due by November 1st with applicants learning their status within one month.

1. Participation in the Program is highly competitive and will be limited, with 40% of funding allocated to new groups, 40% to repeat applicants and 20% to professional development opportunities (primarily adult audiences). All applications will be assigned to one of these categories as part of the review and selection process.
2. After applications are received, the Urban/Rural School-Based Education Working Group meets to evaluate the applications using the following criteria:
 - a. Completeness of application (including application form, budget page, proof of matching funds and supporting documentation)
 - b. Relevant pre- and post-tour activities
 - c. How the New York City water supply watershed will be studied and where the study will fit into the planned tour
 - d. How forest ecosystems and their relation to water quality will be studied and where the study will fit into the planned tour
 - e. Commitment to budget management and field trip logistics
 - f. Additional points may be awarded in the following categories:
 - i. Prior participation in Watershed Forestry Institute for Teachers
 - ii. Economic and financial need
 - iii. Communication
 - iv. Tours that involve service or stewardship projects
 - v. Teacher participation and track record in other watershed programs
3. All applicants will be notified of their status by e-mail and mail within four weeks of the January 15th deadline. Recipients will have one year from the date of notification to complete their tour using grant funding. Any previous grants must be successfully completed before being eligible to apply to the Program again.
4. Once funding has been awarded, each new grant recipient is required to meet the Bus Tour Coordinator for an orientation to the award process, to discuss details of the proposed tour, and to review a pre-tour packet of informational materials.
5. Watershed Forestry Bus Tour Grant Funds are based upon a 1:1 match requirement. That means for every \$1 in grant money, \$1 must be matched by the recipient in the form of in-kind services, cash expenditures, or other outside, non-federal funds.
6. Grant funds are awarded in two payments, with the first payment being a cash advance of half of the awarded funds. The second half of the funds will be paid upon grant completion that includes submission of a detailed final performance report along with paid receipts, proof of matching funds, and examples of student work.

Additional Information:

- It is the responsibility of the grant recipient to oversee and coordinate all downstate logistics, such as: implementing pre and post tour lesson plans and/or activities, promoting and publicizing the bus tour, recruiting and organizing participants, arranging for transportation (chartering a bus), arranging overnight accommodations (if applicable), scheduling a pick-up and drop-off location for the tour group, and communicating directly with Common Ground Educational Consulting to develop an appropriate bus tour itinerary.

- It is not the responsibility of the grant recipient to arrange watershed site visits or recruit upstate guest speakers – these logistics will be handled by Common Ground Educational Consulting, based on the needs and interests of each tour group. Upon request, Common Ground Educational Consulting will provide grant recipients with a list of appropriate lodgings to support potential overnight accommodation.

Please return the completed application by mail or fax no later than January 15, 2010. The application should be returned to:

**Jessica Olenych
Common Ground Educational Consulting
PO Box 121
Arkville, NY 12406
(845) 586-1600 (phone)
(845) 586-4460 (fax)
E-mail: jolenych@catskill.net**

Accepted applicants will be notified on or before February 15.



A Project of the USDA Forest Service · Watershed Agricultural Council
New York City Department of Environmental Protection
Common Ground Educational Consulting

