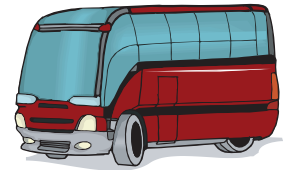




Watershed Forestry Bus Tour
Grant Application
Watershed Agricultural Council



Contact Information

Contact Person

I am an: Organization School

I am a: New Applicant Repeat Applicant

Organization/School

Preferred Mailing Address

Town State Zip

Daytime Telephone Evening/Cell Telephone

E-Mail Fax Number

Tour Information

Proposed Tour Date(s)

Anticipated Audience: Please indicate area of interest:
 Youth Catskill/Delaware(West of Hudson)
 Adults Croton(East of Hudson)
 Educators Undecided
 Policy Makers

Will the trip have an overnight component? Yes No

Destination (if known)

For trip ideas, please visit: www.nycwatershed.org/edu_tours.html
 and browse the various trip itineraries.

Funding

Grant funding amount requested (up to \$3,000): _____

Budget page and narrative MUST be completed with application.

Please keep in mind that Watershed Forestry Bus Tour funding is a competitive awards process. It is your responsibility to submit a complete application package, and it's in your best interest to make sure your proposal contains a well-prepared justification for why you are applying for a Watershed Forestry Bus Tour Grant. Applications that clearly demonstrate how the proposed bus tour relates to an existing/ongoing environmental education program or forestry/water quality curriculum will be ranked as a higher funding priority.

Mailing Information

Return to: Common Ground Educational Consulting
 PO Box 121
 Arkville, NY 12406

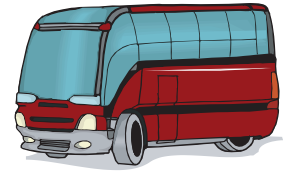
Questions? Call: (845) 586-1600 or
 email: jolenych@catskill.net

Website: www.nycwatershed.org/edu_tours.html

Complete application packages must be postmarked or faxed by the January 1 or July 1 deadline to be considered eligible for funding. We can no longer accept electronic submissions. Common Ground Educational Consulting reserves the right to deny any proposal submitted, and to request additional information as needed to meet grant requirements. Applicants will be notified when their application is received and when to expect a reply regarding its approval status.



Watershed Forestry Bus Tour
Budget Page
Watershed Agricultural Council



Funding

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			

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:

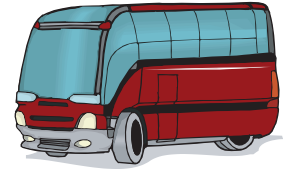
- Travel Expenses (bus rental)
- Lodging and facility fees
- Program fees
- Meals during the tour
- Staff/in-kind time used in planning the tour
- Communication (phone calls, e-mails, mailings) used in planning the tour
- Supplies related to tour



Watershed Forestry Bus Tour

Additional Information

Watershed Agricultural Council



Requirements

A complete application package must include the following three items:

1. A completed application form (attached). The one page application will give background information on your group. Please fill out all information to the best of your knowledge. Please provide a phone number where you can be reached during the day and evening hours and a valid, legible e-mail address.
2. A signed cover letter on business stationery that summarizes the goals and objectives of the proposed bus tour and clearly explains the benefits to your audience; including connections to your curriculum or the mission of your organization. The letter will describe why you are applying for a grant, what types of watershed projects you would like to visit during your bus tour (browse online at www.nycwatershed.org/edu_tours.html for ideas), and the educational programs you are planning with your audience before and after the bus tour. All bus tours must include a forestry and/or water quality component, so please keep this in mind when developing your proposal. Successful applicants will clearly explain how the bus tour will further the educational goals/programs of their organization and contribute to the learning experience of their target audience.
3. A completed budget page (attached) that clearly outlines your anticipated expenses and matching funds. Please also include a narrative of this budget in your cover letter. The Bus Tour Grants Program requires a 50/50 match; meaning for every dollar you request, one dollar must be matched from another source. If you plan on visiting an environmental education center, lodging, meals and program fees will be one item

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 upstate (chartering a bus), arranging overnight accommodations (if applicable), scheduling a downstate 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 accommodations.
- Once funding has been awarded, Common Ground Educational Consulting will schedule an orientation meeting at the grant recipient's site to further discuss the grant, tour logistics, and required grant paperwork. After the paperwork has been completed, the grant recipient shall receive a check for half of the grant amount. When the tour has been completed, the grant recipient will send in their final report along with receipts from the tour. These receipts will account for funds provided by the grant as well as all matching funds.
- It is the responsibility of the grant recipient to complete a final report within the grant period (one year). The final report will consist of a cover letter describing specific educational pre and post trip activities. It should also include several photos of the group during the tour, or with other materials produced by the group (art work, poems, etc).

Watershed Forestry Bus Tours are made possible by the following:

