



Urban/Rural Education Initiative Programs

WATERSHED FORESTRY FIELD TRIP APPLICATION

Watershed Agricultural Council
Forestry Program
www.nycwatershed.org



PROGRAM INFORMATION

The purpose of the Watershed Forestry Field Trip Program is to educate the public, especially students, about watersheds, trees and forests, and the New York City drinking water supply system. Participants learn about the NYC Watershed lands, waters, and people with a ***special focus on how trees and forests filter and protect water quality***. This application is designed to help the reviewers understand how these themes will be addressed before, during and after your proposed trip.

Maximum funding rates are adjusted annually. **Find the current maximum funding amount** at www.nycwatershed.org/fieldtrips. Please note that partial grant funding is often awarded and is intended primarily to help pay for transportation costs associated with a Field Trip. Grant funds may also be used for programming/facilitator/lodging fees but CANNOT be used for meals/food. Two rounds of grant funding are awarded each year with submission deadlines in early January and early August.

Recipients of the Watershed Forestry Field Trip grant will be required to engage their students/participants in pre- and post-trip activities, submit photos and representative student/participant work related to their trip, and complete an online post-trip survey.

Visit our Teacher Resources webpage (www.nycwatershed.org/teacher_resources) for excellent teaching resources on NYC Watershed forestry topics. Take a look at the **Watershed Forestry Education BIG Ideas** on the following page to review the core themes of our program. We encourage you to read the **Sample Application** on our webpage to understand what a strong application looks like www.nycwatershed.org/fieldtrips.

PROGRAM ELIGIBILITY

Any organization, community group, or 4-12th grade classroom in municipalities wholly or partially within the East and West of Hudson Watersheds or the 5 boroughs of NYC is eligible to apply for funding to participate in one of the four Field Trip options described below. If you're unsure of your eligibility, email education@nycwatershed.org. Student groups younger than 4th grade may be considered for funding if specific watershed forestry learning outcomes are part of the proposed trip.

HOW TO APPLY

All Submitted Applications Must:

- **Be complete:** All questions answered and the budget table filled in.
- **Be typed:** Handwritten applications will not be considered.
- **Be submitted on time:** Via e-mail and received by 5PM on the current deadline indicated on the program website: www.nycwatershed.org/fieldtrips.

All applicants will be notified of their application status within 6 weeks of the submission deadline.

For more information and to submit an application, contact:

Tyler Van Fleet, East of Hudson Forestry Program Coordinator, or
Brittany Schenck, Forestry Program Executive Assistant and West of Hudson Educator
Watershed Agricultural Council
33195 State Highway 10, Walton, NY 13856
Phone: (607) 865-7790
Email: education@nycwatershed.org

CONTACT INFORMATION

Your Name: _____

School/Organization Name: _____

Grade(s) you currently teach: _____

Subject(s) you currently teach: _____

School/Org Mailing Address: _____

Email: _____

Cell Phone: _____

1. What is a watershed?

A watershed is an area of land that drains all of its water into a single water body, like a stream, pond, lake or reservoir.

- A watershed drains surface water runoff (rain and snowmelt) and groundwater into a water body.
- Watershed boundaries are determined by the shape of the land, or topography, and water always flows downhill from higher elevation to lower elevation because of gravity.
- Every body of water has a watershed around it that drains runoff into it - from puddles and ponds to rivers, lakes and oceans.

2. What is the NYC Watershed?

The New York City Watershed is the area of land that drains its water into the drinking water reservoirs for the city. There are 2 watershed regions: The East of Hudson and West of Hudson.

- The NYC Watershed is 2,000 square miles (more than six times the size of the five boroughs!) and contains 19 reservoirs and 3 controlled lakes. A reservoir is a human made lake created by building a dam across a natural stream or river.
- The East of Hudson watershed supplies up to 10% of NYC's water and the West of Hudson watershed supplies 90% of NYC's water.
- Each day, the NYC Watershed supplies 1.3 billion gallons of fresh water to 8.5 million consumers in NYC and 1 million more consumers in towns north of the city. This volume of water would fill up the Empire State Building 4 times!

3. Forests are filters.

As water flows downhill through a watershed, the forest canopy, roots and soils slow down, filter and clean the water. Forests are the best type of environment to have in a watershed for protecting water quality.

- “Woods wash water” by trapping loose soil and absorbing nutrients and pollution.
- The forest canopy breaks the fall of raindrops, softening their impact and reducing soil runoff.
- Loose soil (or sediment) is the #1 fresh water pollutant in North America.

4. Your drinking water is forest-filtered.

Forests cover 70% of the NYC Watershed and these forests are our water filter. In fact, 90% of NYC's water is ONLY filtered by forests – instead of by technology.

- 9.5 million New Yorkers rely on the forest-filtered NYC water supply system for their drinking water, which is more than half the population of New York State.
- Water filtration is one of many ecosystem services that forests provide.

5. Be a forest steward.

- In order to have clean, safe drinking water we need to protect and care for our forests. This is called stewardship. Most of the NYC Watershed is privately owned by more than 36,000 families and individuals. We depend on these landowners to take good care of their land to keep NYC's drinking water clean. It's important to recognize that New York City is also in a watershed. When it rains in NYC the water runs off into storm drains and local water bodies. This urban watershed also benefits from having lots of trees and green spaces.
- Examples of forest stewardship include: Maintaining a diverse and healthy forest, reducing pollution, building trails and roads that don't erode soil into streams, removing/controlling invasive species, sustainably harvesting trees, planting native plants and trees, protecting forests along streams (also known as forest buffers), etc.
- City trees are important and need our help, too! Urban forests clean water by absorbing and filtering storm water, trapping air pollution, providing shade, wildlife habitat, and beauty, reducing heating and cooling costs, storing carbon, and more!

FIELD TRIP OPTIONS

IMPORTANT: Review our online Field Trip Guides at www.nycwatershed.org/fieldtrips. These Guides include sample itineraries and detailed cost and programming information for each Field Trip option below.

OPTION 1: Environmental Center & Reservoir Trip

Explore the NYC Watershed at an Environmental Center. Select programming from among the centers' watershed forestry-themed courses listed below. At Clearpool and Frost Valley, you will explore a WAC Model Forest, which is an outdoor living classroom that demonstrates sustainable forestry practices for water quality protection. All trips include a guided visit to the Cross River Dam & Reservoir or New Croton Dam & Reservoir (on East of Hudson trips) or the Neversink Reservoir (on West of Hudson trips). Teatown Lake Reservation hosts day trips only. All other centers host day and overnight trips.

East of Hudson	
Taconic Outdoor Education Center (day & overnight) Forest Ecology, Aquatic Ecology & Watersheds, Soil Ecology, Environmental Issues (Water Use), Energy Flow (Water & Nutrient Cycles), Maple Sugaring	Clearpool Education Center & Model Forest (day & overnight) Watershed Connections, Waste Water Treatment Plant Tour, Forest Ecology, Forest Exploration Hike, Pond Study, Wetland Ecology Hike, Maple Sugaring
Teatown Lake Reservation (day only) All About Water, Stream Study, Pond Study, Trout in the Classroom, Trees are Terrific, Exploring Ecosystems, Forest Dynamics, From the Highlands to the Hudson - Watershed Connections, Our Home in the Watershed, Maple Sugaring & Climate Change	
Fresh Air Fund's Sharpe Reservation (day & overnight) Forest Ecology, Maple Sugaring, Aquatic Ecology, Dirty Water, Tracks & Traces, Sensory Trail, Birds in our Backyards, Orienteering, Wilderness Survival	West of Hudson
	Frost Valley YMCA & Model Forest (day & overnight) Full/ Half Day Model Forest Hike, Watersheds and Wilderness, Freshwater Ecology, Forest Ecology, Maple Sugaring, Ice Cutting

OPTION 2: Trout in the Classroom (TIC) Trout Release & Reservoir Trip

TIC participants travel to Ward Pound Ridge Reservation in Westchester County April-May to release their trout into the Cross River, which flows into the Cross River Reservoir and supplies drinking water to NYC. TIC & WAC educators lead customized watershed, forestry, and water quality activities about the connection between healthy forests, trout habitat & clean drinking water. All trips include a guided visit to the Cross River Dam & Reservoir. Maximum number of participants per trip, including adults, is 112, or the capacity of 2 coach buses.

OPTION 3: Trees for Tribs Tree Planting & Reservoir Trip

Be an active steward of your watershed and help improve water quality by planting trees along tributaries (streams) that flow into NYC drinking water reservoirs! Trees for Tribs tree planting trips are day trips that take place April-May at sites across the East of Hudson Watershed region in Westchester and Putnam counties. In addition to planting trees, WAC educators lead customized watershed, forestry, and water quality activities. All trips include a guided visit to the nearby Cross River Dam & Reservoir or New Croton Dam & Reservoir. Student groups must be 6th grade or higher. Maximum number of participants per trip, including adults, is 56, or the capacity of 1 coach bus.

OPTION 4: Adult Professional Development Trip

Witness the source of your drinking water and explore how well-managed forests protect water quality and support community vitality in the NYC Watershed. All trips include a guided visit to a NYC-DEP drinking water reservoir. We strongly recommend visiting a WAC Model Forest, which is an outdoor living classroom that demonstrates sustainable forestry practices for water quality protection. Other environmental or cultural sites may be included depending on group interests. Visit the Catskill Watershed Corporation's Field Trips webpage for a list of excellent destination options throughout the Watershed regions and NYC.

APPLICANT INFORMATION

I am a: School / Youth Organization

Adult group/Organization

Other: _____

I am a: New Applicant - you have NEVER applied for WAC funding before

Repeat Applicant - you have applied for WAC funding before and ...

>> You have received funding in the past

>> You have NOT received funding in the past

I am applying for Field Trip option (*choose one option only*)

Option 1: Environmental Center & Reservoir Trip

Option 2: Trout in the Classroom Trout Release & Reservoir Trip

Option 3: Trees for Tribs Tree Planting & Reservoir Trip

Option 4: Adult Professional Development Trip

PROFESSIONAL INFORMATION

IMPORTANT: Please adhere to the maximum word limits for all questions below. Exceeding a word limit will result in a loss of points during the application review process.

How did you learn about the Watershed Forestry Field Trip Program and do you have any suggestions for how/where we should promote the program? **(100 words max.)**

Have you ever attended the Watershed Forestry
Institute for Teachers*?

Yes, what year(s)?

No

**The Watershed Forestry Institute for Teachers is a summer professional development program from the Watershed Agricultural Council that immerses 4th -12th grade teachers in a hands-on study of the New York City Watershed, forestry and water quality sciences.*

Please share any environmental professional development and/or teaching resources you have engaged with recently that you would recommend. This helps us stay informed and allows us to share your recommendations with other educators. **(200 words max.)**

FIELD TRIP OPTION

Check your preferred Field Trip option below and complete all required information for your selected option.

Option 1: Environmental Center & Reservoir Trip

Check your preferred Environmental Center destination. Next to each destination we have also listed the NYC-DEP drinking water reservoir that you will visit as part of your trip.

East of Hudson

Taconic Outdoor Education Center + Cross River Reservoir

Fresh Air Fund's Sharpe Reservation + Cross River Reservoir

Teatown Lake Reservation + New Croton Reservoir

Clearpool Education Center + Model Forest

West of Hudson

Frost Valley YMCA & Model Forest + Neversink Reservoir

Option 2: Trout in the Classroom Trout Release & Reservoir Trip

Applicants coordinate with Trout in the Classroom NY & WAC to schedule a visit to Ward Pound Ridge Reservation in April or May. Trips include a guided visit to the Cross River Dam & Reservoir. Check that you meet all trip requirements and check if you plan to visit Ward Pound Ridge Reservation or a different trout release location that you have arranged.

Total group size, including adults, is no more than 112 individuals (the capacity of 2 coach buses).

The trip will be scheduled during April or May.

Trip to Ward Pound Ridge Reservation and the Cross River Reservoir.

OR

I have arranged a different location:

Option 3: Trees for Tribes Tree Planting & Reservoir Trip

Trips typically go to Hilltop Hanover Farm and include a guided visit to the Cross River Dam & Reservoir. Check that you meet all trip requirements.

Participants are 6th grade or higher

Total group size, including adults, is no more than 56 individuals (the capacity of 1 coach bus).

The trip will be scheduled during late April or early May.

Option 4: Adult Professional Development Trip

All trips must visit a NYC-DEP drinking water reservoir. We strongly recommend visiting a WAC Model Forest. Check your preferred destinations.

East of Hudson

Clearpool Education Center & Model Forest + Cross River Reservoir

Other:

West of Hudson

Frost Valley YMCA & Model Forest + Neversink Reservoir

Agroforestry Resource Center & Siuslaw Model Forest + Ashokan OR Schoharie Reservoir

Other:

FIELD TRIP DETAILS

Proposed trip date(s) or best estimate: _____

Estimated number of participants: _____

Students

Grade level(s) _____

Adult educators/chaperones _____

OR

Adult Professional Development trip participants _____

Will your trip have an
overnight component?:

Yes, how many nights: _____
No

PROGRAM DESCRIPTION

IMPORTANT: Funding priority goes to applications that address ALL 3 program themes:

Theme 1: Watershed form and function (e.g. what is a watershed, what defines a watershed and how does it function, what is the connection between watersheds and water quality, etc.)

Theme 2: Watershed trees and forests (e.g. what are forest ecosystems, how do trees & forests filter and protect water quality [in upstate drinking water watersheds and in downstate suburban/urban watersheds], what other benefits do trees & forests provide, etc.)

Theme 3: The New York City water supply system (e.g. what are the different parts of the system, the history of its construction, how can we conserve water and help care for our drinking water watersheds, etc.)

If funded, WAC staff will help you develop a detailed teaching plan for the trip, but you should have some specific ideas about how you will integrate these 3 themes into your teaching before, during, and after the trip. Visit our **Teacher Resources webpage** www.nycwatershed.org/teacher_resources for resources on these topics.

OVERALL PURPOSE

Why do you want to go on a Watershed Forestry Field Trip? Explain how your proposed trip integrates with and enhances your overall unit/curriculum/program. **(300 word max)**

BEFORE THE TRIP

Describe how you will address the 3 program themes before the proposed trip in order to help prepare your students/participants for significant learning on the trip. Include any specific lessons, activities and/or resources you plan to use. **(150 words max for each theme below)**

THEME 1: Watershed form and function

THEME 2: Watershed trees and forests

THEME 3: New York City water supply system

DURING THE TRIP

Describe the specific activities, courses, and/or experiences you would like your students/participants to have during the trip that will address the 3 program themes.

- For *Environmental Center* trips, include the Reservoir visit and specific courses that interest you.
- For *Trout in the Classroom* or *Trees for Tribs* trips, include the Reservoir visit and the specific components of the trip. Some components are standard while others may be customized. See the Field Trip Guides at www.nycwatershed.org/fieldtrips for more details about the programming and to see example itineraries. **(150 words max for each theme below)**

THEME 1: Watershed form and function

THEME 2: Watershed trees and forests

THEME 3: New York City water supply system

AFTER THE TRIP

Describe how you will address the 3 program themes after the proposed trip in order to help your students/participants synthesize and apply their learning from the trip. Include any specific lessons, activities and/or resources you plan to use. **(150 words max for each theme below)**

THEME 1: Watershed form and function

THEME 2: Watershed trees and forests

THEME 3: New York City water supply system

BUDGET INFORMATION

Maximum funding rates are adjusted annually. **Find the current maximum funding amount and our online Field Trip Guides for cost information for each Field Trip option: www.nycwatershed.org/fieldtrips.** Review the Sample Field Trip Application on our website for guidance on how to complete your budget information. You may also email education@nycwatershed.org for budgeting assistance.

In the Budget Table below, estimate the cost of each component of your Field Trip (column A) and then indicate how much grant funding you are requesting for each component (column B). Please note:

- Grant funds may ONLY be used for transportation and program/facilitator/lodging fees.
- Grant funds CANNOT be used for meals/food.
- You may leave some components blank if they do not apply to your proposed trip.

BUDGET TABLE

	A	B
Field Trip Component	Total Estimated Cost	Grant Funds Being Requested
Transportation (bus, train, etc)	\$	\$
Program/Facilitator/Lodging Fees	\$	\$
BUDGET TOTAL <i>(add down column)</i>	\$ <i>(Total estimated cost of trip)</i>	\$ <i>(Total amount of funding being requested from WAC)</i>

Are you a Title I School?

Yes

No

N/A

How much WAC grant funding are you requesting?

(Should match the amount in the Budget Table above)

Explain why you need funding from the Watershed Forestry Field Trip Program. **(50 words max.)**

Show your calculations for the estimated cost of each Field Trip component in column A above. (Example: 1 bus at \$1,400/bus = \$1,400; 55 students complete a 1.5 hour program at Teatown Lake Reservation at \$9/student = \$495)

List who will be responsible for the budget and reporting requirements of the grant program. If this is not the same person as the applicant, please explain why it is a different person and how you will work together to manage the budget and reporting.

PROGRAM REQUIREMENTS

Please check the boxes next to each statement below to indicate that you understand and agree to the program requirements.

I UNDERSTAND THAT I AM REQUIRED TO OBTAIN ADMINISTRATIVE SUPPORT FOR PARTICIPATION IN THE FIELD TRIP PROGRAM. I AGREE TO PRINT THE ATTACHED ADMINISTRATOR SUPPORT FORM, DISCUSS THE PROGRAM WITH MY ADMINISTRATOR, OBTAIN THEIR SIGNATURE ON THE FORM AND SUBMIT THE FORM WITH THIS APPLICATION.

I UNDERSTAND THAT, IF FUNDED, I WILL BE REQUIRED TO COMPLETE A W-9 TAX IDENTIFICATION NUMBER FORM AND MAY NEED TO OBTAIN PROOF OF ADEQUATE INSURANCE FOR THE FIELD TRIP. (Note: The proof of insurance and W-9 form DO NOT need to be submitted with this application and public school participants are not required to submit proof of insurance.)

I UNDERSTAND THAT, IF FUNDED, I WILL BE REQUIRED TO MEET WITH A FIELD TRIP PROGRAM STAFF PERSON EITHER AT MY SCHOOL/OFFICE OR VIRTUALLY TO REVIEW PROGRAM DETAILS AND SUBMIT THE REQUIRED PAPERWORK.

HOW TO SUBMIT AN APPLICATION

All Submitted Applications Must:

- **Be complete:** All questions answered and the budget table filled in.
- **Be typed:** Handwritten applications will not be considered.
- **Be submitted on time:** Via e-mail or fax and received by 5PM on the current deadline indicated on the program website: www.nycwatershed.org/fieldtrips

All applicants will be notified of their application status within 6 weeks of the submission deadline.

For more information and to submit an application, contact:

Tyler Van Fleet, East of Hudson Forestry Program Coordinator, or
Brittany Schenck, Forestry Program Executive Assistant and West of Hudson Educator
Watershed Agricultural Council
33195 State Highway 10, Walton, NY 13856
Phone: (607) 865-7790
Fax: (607) 865-4932
Email: education@nycwatershed.org

The Watershed Forestry Field Trip Program is a program of the Watershed Agricultural Council.

Watershed Agricultural Council
Forestry Program
www.nycwatershed.org



The Watershed Agricultural Council is funded by the NYC DEP, US Forest Service and other sources.
EOE/EOF. ©2024

FOR OFFICE USE ONLY

UREI Working Group Approval

YES

NO

Approval Date:

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Initiatives

33195 State Highway 10, Walton, New York 13856

phone: 607-865-7790

fax: 607-865-4932

www.nycwatershed.org



Administrative Support Form

Watershed Forestry Field Trip Program

Dear Administrator,

We are excited that a teacher/staff person in your school/organization is applying for a Watershed Forestry Field Trip Grant from the Watershed Agricultural Council (WAC).

Our grants help fund field trips to New York City's world-famous Watershed, which supplies clean, safe drinking water to over half the population of New York State. Our field trips are a powerful way for students to investigate how forest ecosystems clean and protect water quality and to learn how they can help care for their environment. To learn more, visit www.nycwatershed.org/fieldtrips.

If your school/organization is awarded a grant, the applying teacher/staff person will be expected to:

1. Meet with WAC staff to review program details. Administrators are encouraged to attend!
2. Work with WAC staff to integrate watershed forestry themes into their existing curriculum.
3. Complete a W9 tax identification number form and, if you're a non-public school participant, provide proof of adequate insurance.
4. Complete a post-tour survey, submit photos and student work examples.

We encourage you to read through the application your teacher/staff person has submitted. Signing this form serves as a statement of your support of the application, which is required for it to be considered for acceptance. Questions may be directed to Tyler Van Fleet, East of Hudson Forestry Program Coordinator at education@nycwatershed.org. Thank you!

Additional Comments (Optional):

Print Name: _____

Title: _____

Signature: _____

Date: _____