



Application Checklist

This check list is intended to assist applicant submit a complete application. Please submit the application in the order of this checklist and refer to the CCG Guidelines for project eligibility, evaluation criteria, and requirements. **Do not include this checklist in the submission.**

- Project Information Form
- Proposal Narrative (maximum 8 pages)
- Work Plan Form (1 page, plus additional sheets if necessary)
 - Includes installation of official signage describing project and acknowledging CCG, SF Public Utilities Commission and fiscal sponsor (if applicable)
- Project Budget Form (1 page, plus additional sheets if necessary)
- 5-year maintenance plan (with responsible party listed)
- Site diagrams, designs, or drawings (required if a public art project)
- Site photos and map
- If an art project, Artist(s) Bio and history of past work
- Capacity Documentation
- Letter from property owner(s) or authorizing City Department approving the project on their property
- Letters of Support (4 total) on letterhead

Required Supplemental Materials

- MOU between the fiscal sponsor and sponsored group (if applicable)
- 501 (c) 3 Letter of Determination
- Organization List of Board of Directors
- Current Organizational FY/CY budget
- Most recent statement of revenues and expenses



Instructions:

Submit (2) single-sided hardcopies and one electronic PDF copy on a USB flash drive of the completed application to:

**The City Administrator's Office
1 Carlton B. Goodlet Place, Room 362, San Francisco CA 94102
Attention: Lanita Henriquez, CCG Director**

Deadline: 5:00 pm March 24, 2017

Late submissions or additional supplemental material will not be accepted.

Contact Information

Applicant: _____
Contact's Name: _____
Contact's Address: _____
City/State/Zip: _____
Contact's Phone #: _____
Contact's Email: _____

(If Applicable)

Fiscal Sponsor: _____
Fiscal Contact's Name: _____
Fiscal Address: _____
City/State/Zip: _____
Fiscal Contact Phone #: _____
Fiscal Contact Email: _____

Project Information

Project Name: _____
Project Address: _____
(must include zip code) _____
Project Neighborhood: _____
Project District: _____

Funding Level

Mid-Scale Requested Amount \$ _____
 Large Scale Requested Amount \$ _____



Project Type (please check all that apply)

- Impervious Surface Removal Rainwater Harvesting Landscaping
 Community Garden
 Other Green Infrastructure _____

Mid- and Large Scale Project – Capacity Documentation

Please provide a list of projects that have been completed by your organization in the last three years that demonstrate your organization's ability to complete a large-scale physical improvement project, involving a more complex budget, timeline, and community outreach component. (Attach documentation)

Supplemental Materials Required

- 5-year maintenance plan (with responsible party listed)
- Site diagrams, designs, or drawings (required if a public art project)
- Site photos and map
- If an art project, Artist(s) Bio and history of past work
- Capacity Documentation (for mid- and large scale projects)
- Consent letters from property owners or authorizing City department
- Letters of Support (4 total)
- Memorandum of Understanding (MOU) between the fiscal sponsor and sponsored group, if this is a sponsored project.
- 501(c) 3 documentation for your organization or fiscal sponsor
- List of Board members for your organization and fiscal sponsor
- Current organizational budget for your organization and fiscal sponsor
- Current Statement of Revenues and Expenses for your organization and fiscal sponsor

Permits

List the governmental permits required for the project(s).

Issuing Department	Type of Permit
_____	_____
_____	_____
_____	_____
_____	_____



Proposal Narrative

Proposal Narrative Instructions: For each section, succinctly and completely answer each of the listed questions. The completed narrative should not exceed eight (8) pages typed in 12 point Arial or Times New Roman Font. Each page should be numbered, have 1-inch margins and include the applicant's name and the project name in the top left corner of the document's Header. Answer each question in complete sentences using as much relevant information as space allows, **while keeping in mind the Evaluation Criteria outlined in the WSG Guidelines.** Attach photos, diagrams, drawings, and maps of the project site.

Please answer the following questions:

1. Are you harvesting rainwater? If yes, approximately how much? Where will you gather it from? Where will you store it? What will you use it for? Where will the rainwater overflow to when the cistern or rain barrel is full?
2. Are you creating a stormwater management facility (i.e. green infrastructure, such as a bioretention planter or permeable pavement? If yes, approximately how large will the facility be? How large is the contributing area/drainage management area (the area draining to the stormwater facility)? Where will the water overflow to when the green infrastructure is at maximum capacity?
3. Are you removing impervious surfaces? If yes, what is the estimated total square footage to be removed? What will you replace it with?
4. Please describe how your project will improve stormwater management on your site or in your watershed and list any other benefits that your project will provide.
5. Is your project physically and/or visually accessible to the public?
6. Will neighborhood residents be involved in the planning, design, implementation, and/or maintenance of the project?

Please describe your project team:

With the exception of simple sidewalk landscaping projects, project teams must include a landscape architect or a civil engineer capable of assessing stormwater flows on site and designing the proposed project to manage flows. Project components must be built to SFPUC and other CCSF standards.



Urban Watershed Stewardship Grant
Application

Work Plan Form

Follow directions at top of each column. Complete a row for all milestones (i.e. hiring staff, purchasing equipment, holding events). Add additional sheets as necessary.

List the major or milestone activities your team must complete by the end of your project period.	In chronological order, list the start date for each activity	In chronological order, list the end date for each activity	List the position that will lead the activity and their role in that process	List the cost of each activity. This should correlate to items in the budget section.
Activity	Start date	End date	Lead position	Cost



Budget Guidelines

Proposal Budget Instructions (do not include this page when submitting an application)

Complete the budget form on the next page for the proposed project.

Match Requirements

For every dollar requested the applicant must provide at least a 35% match for mid-scale projects and 25% match for large scale projects. The level of match shall be considered as a proportion of total project cost and applicants must keep detailed records of all expended match dollars.

The following are requirements for eligible match.

- The amount and type of match must be appropriate to the needs of the proposed project.
- The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the project.
- All volunteer labor is valued at \$15.00/hr. Time spent on fundraising, designing or organizing can be counted after an award is granted.
- At least 10% of the applicant's match must come directly from the group itself as volunteer labor, rather than from other sources of funding.

Budget items eligible for funding:

- Staff costs are ONLY for those working on the project.
- Equipment, supplies and materials are ONLY for items required to execute the project.
- Community outreach materials (posters, flyers, etc.) as they relate to the proposed project.
- Administrative costs are NOT to exceed 10% of the requested project budget.
- Fiscal Sponsor fee is NOT to exceed 15% of the requested project budget.
- Design costs are NOT to exceed 20% of the requested project budget.

Budget items NOT eligible for funding:

- Food and beverages.
- Travel expenses.
- Expenses incurred prior to the signing of the grant contract.
- Previous financial commitments made as part of an organization's regular operation or as part of another program.
- Awardees CANNOT use grant funding to support ongoing or existing programs, unless there is a clear, documented expansion of services.



Project Budget Form

Applicant Name: _____

Funding Category: (Check One)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="text-align: center;">Mid-Scale</td> </tr> <tr> <td></td> <td style="text-align: center;">Large Scale</td> </tr> </table>		Mid-Scale		Large Scale	Total Project Cost: _____ Total WSG Request: _____ Total Amount of Match: _____
	Mid-Scale					
	Large Scale					

Match = _____ **%** of total WSG Request

Project Expenses	Total Project Cost	WSG Request	Project Match	Is Match In-kind or Cash?	Is Match Committed or Pending?
Total Expenses	\$	\$	\$	\$	\$

Note: If project match is pending, explain on separate sheet of paper.