

WRIA 9 STEWARDSHIP, ENGAGEMENT & LEARNING SMALL GRANT PROGRAM (SEaL grants)

2021 Request for Proposals

Green/Duwamish and Central Puget Sound Watershed

Water Resource Inventory Area (WRIA) 9

Partners in the Green/Duwamish Watershed want to know...

Does your organization support

- Programs that integrate watershed science and salmon into problem-based learning?
- Diverse outreach programs that promote awareness of salmon recovery and encourage environmental stewardship?
- Skill-building, empowerment or community-building around the environment related to salmon or watershed health?

If so, we invite you to apply by March 15th, 2021!

Long-term salmon recovery succeeds with community support. Environmental engagement and learning that raises awareness, builds support, and encourages stewardship are fundamental to protecting and restoring the habitats that salmon depend on. These efforts can also provide an important entry point for careers in the environmental field.

We want to fund existing or new programs that support watershed conservation and restoration efforts in the Green Duwamish and Central Puget Sound watersheds with meaningful, focused outreach, learning opportunities, and/or environmental stewardship that aims to instill a sense of place, encourage appreciation of natural resources, and promote environmental literacy. Programs should clearly identify methods and tools to be employed, describe specific metrics used to gauge success, outline evaluative and assessment approaches, and prioritize focus areas of shoreline stewardship, riparian revegetation, and/or stormwater management.

About the grant

Each year, the [WRIA 9 Watershed Ecosystem Forum](#) grants a portion (up to 5%) of King County Flood Control District Cooperative Watershed Management (CWM) funding to projects that inform, engage, and foster stewardship of the environment in communities along the Green/Duwamish River. Projects

must meet the \$7,500 minimum grant award, with no maximum award. We anticipate \$100,000 available annually to this small grant program.

The goal is to support new or expand existing outreach and stewardship programs that will serve the communities within the watershed in the long term. Once awarded funding, recipients will not have to compete for additional funding for up to 3 years, to better direct their capacity toward the program deliverables rather than annual fundraising. Instead, we will work together to update scopes and budgets yearly and negotiate and sign annual agreements. Project sponsors¹ must stay in good standing with annual reporting requirements and achievement of stated deliverables.

Eligibility and Guidelines

Each grant applicant will be asked to meet with WRIA 9 staff and advisors to review their proposal, discuss project parameters and, if awarded funding, finalize agreement language. Annually, recipients will also be required to complete a report (this can be a presentation PPT or narrative form) in addition to standard reporting for Cooperative Watershed Management grant funding. A template for reporting will be provided for both reporting options. For a list of grant writing resources, please see page 7 of this document.

Who Can Apply

- Private non-profit corporations (501(c)3 status)
- Tribes
- Local governments (City, County)
- Conservation Districts
- Schools

If you do not have an organization that can receive funding through this grant, please get in touch with Suzanna (contact information below) to explore options for fiscal sponsorship through one of our partners. Fiscal sponsorship refers to the practice of non-profit organizations offering their legal and tax-exempt status to groups—typically for projects—engaged in activities related to the sponsoring organization's mission.

Prerequisites

- Demonstrate a high certainty of success within the stated funding limits
- Project/program deliverables must be fully completed with the grant award or in combination with other funds being sought or in hand.
- No elements supported by this award can be required as mitigation (e.g. permit requirements)

¹ Project sponsors are those proposing projects/programs in response to this call for proposals.

- Project must be within WRIA 9 and demonstrate consistency with the [WRIA 9](#) Salmon Habitat Plan and/or the [Re-Green the Green Riparian Revegetation Strategy](#).
- Agreement deliverables must be completed within three years of award.
- The project budget is realistic and accurately represents the project's expenses and revenue.
- Project must fully meet all [CWM Policies](#).

Each proposal must include

- Specific plan of action including project activities, locations and participants (K-12 applicants should include grade levels)
- Anticipated outcomes that **protect salmon and promote a healthy watershed**
- Evaluation methods, to include demographic information of both participants and program audience (those affected by the program in some way)
- Plans to sustain the program and share results with WRIA 9

How to Apply

If you are interested in applying for this grant, please submit your grant application and all supporting materials via this online form:

<https://app.smartsheet.com/b/form/cf68176fc7274d0aaf08b917f78ce132> by close of business on **Monday, March 15th 2021**.

PLEASE NOTE: Proposals must be less than 30MB (megabytes). If your materials are over the limit or cannot be uploaded, please get in touch with Suzanna Smith at 206-477-4641 or susmith@kingcounty.gov.

Proposal Elements: Project sponsors must complete the King County Flood Control District 2021 Cooperative Watershed Management [Grant Application](#) and provide all supporting documentation detailed below to complete their application. See "How to Apply" above on submitting your application.

Grant Applications are due by 5 pm on Monday, March 15, 2021.

The following FOUR elements are required to complete your application:

1. Brief (<1 page) cover letter describing:
 - a. An overview of your approach (2 – 3 sentences);
 - b. A brief overview of your organization or community
 - c. Project's scalability (how can this project be phased, or reduced or expanded in scope);

- d. Any project attributes you would like to highlight for the review team.
2. Completed [Cooperative Watershed Management \(CWM\) Grant application**](#)
3. [CWM Budget Table](#)
4. Letters of support from partners

****Please note: CWM applications are generic and do not provide specific guidance for THIS grant program. Use the scoring criteria provided here as you complete your CWM grant application.**

Budget Items and Restrictions

Up to \$100,000 is available for funding in 2021. It is anticipated that \$100,000 will be available annually. We encourage you to include up to a 3-year budget in your proposal, as applicable.

Budget items may include but are not limited to:

- supplies and materials,
- equipment specifically related to the proposed project, and
- staff training
- translation services
- project specific administration costs

The Education, Outreach and Stewardship Grants program will NOT cover:

- Support for capital and/or land acquisition
- Long-term research projects
- General operating grants

Proposal Evaluation

A panel of representatives that includes members of WRIA 9 committees and partner organizations, serving as subject matter experts, will review, score and rank applications. The review panel will consider whether the proposal:

- Structures proposal to include **principles of equity, social justice and environmental justice**

- Focuses on **specific short- and long-term objectives with measurable results** to improve the environment with meaningful focused outreach, learning opportunities, and/or environmental stewardship
- Represents **innovative and promising ideas** to meet stated objectives
- Demonstrates **careful planning and strong likelihood of success**, including plans to **sustain the program over time**
- Includes plans to **evaluate and share results** on effectiveness of the program

Grant Round Timeline

- **January – February 2021** - Applicant outreach and application workshops (to be announced)
- **March 15, 2021** - Applications due to WRIA 9 staff at susmith@kingcounty.gov.
- **March 16 - April 12, 2021** – Initial review and screening of projects by WRIA 9 staff; Review team evaluates, scores and ranks projects.
- **April 21, 2021** – Final project review and decision to recommend for approval by the WRIA 9 Implementation & Technical Committee.
- **May 13, 2021** – Final project list decision for approval by the WRIA 9 Watershed Ecosystem Forum.
- **May 21, 2021** – Project sponsors will be notified of their status for funding.
- **July –November 2021 (meeting schedule tentative)** – Flood Control District makes a funding decision on the final project list.
- **Following Flood Control District meeting** – Project sponsors will be contacted by the King County grant administrator, Kim Harper. Funding is available after FCD approval and following a signed grant agreement.

Review Process: Applications received on or before **Monday March 15, 2021** will be assessed for completeness and eligibility. Staff will follow up directly with applicants on incomplete or missing information. Project sponsors will have until Friday March 22nd at 5 PM to complete applications in full.

A review team consisting of outreach experts and WRIA 9 staff and partners will convene and independently evaluate and score proposals using the criteria outlined below. Scores will be summed, and projects ranked in order of score – highest to lowest.

The ranked list will be presented to the full WRIA 9 Implementation & Technical Committee (ITC) for review. The ITC will review the proposed list and either:

- Recommend the project list, as ranked, to the Watershed Ecosystem Forum (WEF).
- Or, recommend an alternative ranking to the WEF with justification for the re-ranking.

The WRIA 9 Watershed Ecosystem Forum (WEF) will approve a final project list as part of their May 9th meeting. The list will then be presented to the Flood Control District for final approval. Following the approval from the Flood Control District, project sponsors will be notified, and agreements will be initiated.

Evaluation Criteria and Scoring

The following criteria will be used to guide the scoring for your proposal. Total points available: 100 pts.

Project technical merit (55 pts; 35 point minimum required to be considered for funding):	Max points 55
States specific, short- and long-term objectives to improve the environment with meaningful focused outreach, learning opportunities, and/or environmental stewardship Represents innovative and promising ideas to meet proposal's stated objectives Includes plans to evaluate and share results on effectiveness of the program Includes salmon habitat, stewardship, and/or water quality improvements that will result	0 - 55
Certainty of Success (20 pts; 10 point minimum required):	MAX points 20
Demonstrates careful planning and strong likelihood of success, including plans to sustain the program over time	0 - 15
Proposal describes your organization's capacity and experience implementing similar projects.	0 - 5
Community Support (25 pts; 5 point minimum required):	MAX points 25
Structures proposal to include principles of equity, social justice and environmental justice; Proposal demonstrates alignment with King County Equity and Social Justice pro-equity agenda , with attention to underserved communities	0 - 20
Proposal shows strong, documented community support	0 - 5
	TOTAL POINTS 100

Questions/Contact Information: For any questions, please contact Suzanna Smith at susmith@kingcounty.gov or by phone at 206-477-4641.

This information is available in alternative formats on request at 206-684-1280 (voice) or 711 (TTY).

Grant Writing Resources

Online Guides

- [Nonprofit Guide for Grant Writing](http://www.npguides.org/) (http://www.npguides.org/)
- [UW Education Grant Writing Guide](https://education.uw.edu/faculty-and-research/ors/grant-proposal-guide-grantwriting-resources-0/) (https://education.uw.edu/faculty-and-research/ors/grant-proposal-guide-grantwriting-resources-0/)
- [Association of College and Research Libraries - Guides and Resources](https://crln.acrl.org/index.php/crlnews/article/view/8438/8664) (https://crln.acrl.org/index.php/crlnews/article/view/8438/8664)
- [Grant Resource Podcasts](https://learning.candid.org/training/search/format/on-demand/) (https://learning.candid.org/training/search/format/on-demand/)

Books

- Renee Bourque and Susan Howlett, *Getting Funded* (Word & Raby)
- [Ellen Karsh](#) and Arlen Sue Fox, *The Only Grant Writing Book You Will Ever Need*
- Larissa Golden Brown and Martin John Brown, *Demystifying Grant Seeking: What You REALLY Need to Do to Get Grants*
- Beverly A. Browning, *Grant Writing for Dummies* (Hoboken, N.J., 2001).
- Cheryl Carter New and James Aaron Quick, *Grantseeker's Toolkit: A Comprehensive Guide to Finding Funding*.

Local Resources

- [King County Library Philanthropy Resources](https://kcls.org/philanthropy/) (https://kcls.org/philanthropy/)
- [Puget Sound Grant Writers Association](https://www.grantwriters.org/) (https://www.grantwriters.org/)