



## Mini-Grant Application

IOWATER is seeking proposals for a mini-grants program to help volunteers fulfill the mission of protecting and improving Iowa's water quality. Grants of up to \$1,000 are available to individual volunteers and watershed groups (including school classes, civic organizations, etc.) who meet the applicable criteria listed below. Grant money will be awarded in a two-step process – 50% of the grant will be paid at the start of the project, while the remaining 50% will be paid at the project's mid-point.

Mini-grant awards will be based on the merit of the proposed projects, and will be competitively judged by an IOWATER committee. Priority for funding will be given to those projects that show local support and participation, demonstrate a clear environmental benefit, enhance volunteer opportunities and/or improve local knowledge of local water resources.

### Mini-Grant Application Requirements

- Applicant must have completed an IOWATER Introductory or Level 1 Workshop.
- Grant recipients are limited to one grant per state fiscal year (July 1 – June 30).
- Upon approval of the grant, the applicant must sign a contract with the Iowa DNR.
- Local government (cities, counties, school districts) and service organizations with 501 (c)(3) status are eligible to receive funds. Individuals or groups lacking this status can attain eligibility by involving their local governments or non-profit groups in the handling of the funds. If such is the case, the grant application should be made by the group or unit of government that will hold the funds, and reference the non-tax exempt group or individual leading the effort.

### Mini-Grant Project Requirements

- A budget detailing how the money will be spent must accompany the application. (NOTE: salaries, foods, alcohol, and political activities cannot be paid with grant money).
- Data collected must be submitted to the IOWATER program (either to the on-line database or in paper copy to the IOWATER program).
- A Project Report must be submitted upon successful completion of the grant (see Mini-Grant Project Report on the following page).

For more information about the mini-grants, please contact Mary at:  
[Mary.Skopec@dnr.iowa.gov](mailto:Mary.Skopec@dnr.iowa.gov) or 319-335-1579

- Public dissemination of the mini-grant activities is strongly encouraged. Possible venues include press releases, poster sessions, demonstration field days and public meetings.

### **Mini-Grant Project Report** *(To be submitted upon completion of the project)*

The IOWATER Mini-Grant Project Report should include:

- A summary of the project.
- A final budget.
- Information regarding the dissemination of the project to the public (copies of press releases, fact sheets, additional reports, etc.)
- An evaluation of the project. How was the project successful? What were the challenges of the project? Recommendations or suggestions on improvements to the project.
- Photos of the project including any necessary photo releases of participants.

### **Application Checklist**

- Application Form
- Application Ranking Criteria Form
- Detailed Budget

### **Application Submission**

Paper copies or email submissions are acceptable. Applications must be sent to:

Mary Skopec – IOWATER Coordinator

109 Trowbridge Hall

Iowa City, IA 52242

(319) 335 -1579

[Mary.Skopec@dnr.iowa.gov](mailto:Mary.Skopec@dnr.iowa.gov)

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## MINI-GRANT APPLICATION

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Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Watershed Group (if applicable): \_\_\_\_\_

Organization/Individual to Receive Payment: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Phone (cell): ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Requested Grant Amount (up to \$1,000): \$ \_\_\_\_\_

Start Date of Project: \_\_\_\_\_ End Date of Project: \_\_\_\_\_  
(if the project will be on-going without defined end date, please indicate "on-going")

Other Funding Partners (indicate cash or in-kind match):

Organization: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_

Please send completed form to:

Mary Skopec

IOWATER coordinator

109 Trowbridge Hall

Iowa City, IA 52242

[Mary.Skopec@dnr.iowa.gov](mailto:Mary.Skopec@dnr.iowa.gov)

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## APPLICATION RANKING CRITERIA

Applications will be reviewed on a 50-point scoring system. Point values have been assigned to the various questions in the application as indicated below.

1. Please provide a description of your project -- what do you want to do and why? (10 pts). If you will be conducting monitoring, be sure to include details on the monitoring plan (who, what, when, where, how often)
2. Please list your goals and objectives for the project and what you will do to achieve your goal.
3. Please explain how this project will support the IOWATER mission (*to protect and improve Iowa's water quality by raising citizen awareness about Iowa's watersheds, supporting and encouraging the growth and networking of Iowa's volunteer water monitoring communities, and promoting water monitoring activities as a means of assessing and understanding Iowa's aquatic resources*) (10 pts)
4. How does the project show local support and participation, demonstrate a clear environmental benefit, enhance volunteer opportunities and/or improve local knowledge of water resources? (10 pts)
5. Extra points for creativity, uniqueness, impact, and/or success (10 pts).

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