

Pilot Water Conservation Innovation Grant

Application Information and Guidelines

Starting this year, Water Services is looking for applicants and projects to help them further conservation efforts by testing new technologies. The Water Conservation Innovation Grant Program was created to foster projects that provide community sustainability and further water conservation efforts. This Grant is funded through Water Services Fees. Annual funding for the grant is subject to availability. Grant applications will be accepted once per year.

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Water Conservation Innovation Grant

For projects that enhance and promote water conservation through the Innovation of new technologies

The Sustainability Commission in partnership with the Flagstaff Sustainability Program invites all eligible applicants to apply for this competitive award.

Grant Application Deadlines

Completed applications must be submitted by September 30th of the calendar year.

Overview

The Water Conservation Innovation Grant Program was created to foster projects that provide community sustainability and further water conservation efforts through testing new technologies. The Water Conservation Innovation Grant is funded through Water Services Fees. Annual funding for the grant is subject to availability. Grant applications will be accepted once per year. Individuals, groups of individuals, community groups, educational groups, and not-for-profit organizations (501 C-3) whose projects are within Flagstaff city limits are eligible for awards up to \$3,000.

Each year, the Sustainability Commission invites local community groups and residents to apply for funding. Successful projects will further water conservation goals, include education and outreach to the broader community, and will involve volunteer engagement or building community partnerships.

Grants Available

Grants of up to \$3,000 per project are available. Grants are awarded through a competitive process. Projects with multiple funding sources are encouraged.

Water Conservation Innovation Project Guidelines

Eligible Applicants:

1. Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations (501C-3), and locally-owned businesses within Flagstaff city limits are eligible to apply. Successful applicants are eligible for one grant award every other fiscal year.
2. A maximum of one project will be funded per organization.
3. Applicants must disclose any conflicts of interest.
4. Applicants agree to present a 5-minute overview of their project in person or over videoconference to the Sustainability Commission for consideration. The Commission meets on the fourth Thursday of each month from 4:30-6:30pm at City Hall (211 W. Aspen Avenue) or over Microsoft Teams. Time and date for presentations TBD.

Grants will NOT be awarded to:

- Political or partisan groups, exclusive clubs or associations.
- Applicants who have failed to successfully carry out a previous grant project, unless appropriate justification is made.
- Applicants that discriminate based on race, color, religion, gender, age, citizenship, non-disqualifying disability, national origin, or sexual orientation.

Eligible Projects:

1. Applicants must clearly demonstrate their project aligns with the prescriptive projects outlined for the Water Conservation Innovation Grant.
2. Applicants must demonstrate that their project aligns with the Grant's Project Objectives and Requirements.
3. Projects can be an improvement or expansion of an existing project.
4. Applicants are required to abide by all City, State, and Federal laws and regulations.
5. All application materials will be considered public information.

Grant funding CANNOT be used for the following:

- To pay compensation, salaries, commissions, fees, prizes, premiums, or similar expenses with more than 50% of funds awarded
- To purchase land or buildings
- To match or augment City-funded projects

Exceptions to this policy may be made solely at the discretion of the Sustainability Commission.

Grant Awardees Agree to:

1. Meet with the Commission grant liaison or City staff within the first month of the project start date to review the project timeline and goals;
2. Finish the project within a 12-month timeframe;
3. Provide a final report 30 days following the completed project, including photo or video documentation of project (a final report template will be provided);
4. Provide documentation of expenses, for example, scanned copies of all expense receipts (in PDF format);
5. Provide a 5-minute (maximum) project completion presentation to the Sustainability Commission during a meeting in the following year after submitting the final report. Presentations must highlight project accomplishments, new partnerships, project sustainability, and challenges/difficulties faced. Photos are encouraged.

Grant Evaluation Criteria:

Each grant will be evaluated on the following Evaluation Criteria:

1. Application clarity and completion: Does the applicant answer all application questions clearly and completely? Are all necessary appendices included?
2. Feasibility of budget and timeline: Is the project reasonable to complete within a 12-month period and with the requested funding? Are other funding sources discussed?
3. Conformity with Project Objectives: Does the project meet a minimum of 2 of the 3 Project Objectives described in this packet?
4. Conformity with all Project Requirements
5. Project rationale: Does the applicant describe how the project will benefit the neighborhood?
6. Project longevity: Does the applicant describe the lasting impact of the project on the neighborhood? Is the project sustainable over time?

Water Conservation Innovation Project Objectives

Water Conservation Project Objectives

All projects should align with at least 2 of the following 3 objectives. The best projects will align with all 3 objectives. In the application, applicants must describe how each objective relates to the activities of the project.

- Volunteer engagement or management.
- Building community partnerships.
- Involve in a meaningful way historically underserved communities, diverse groups, or vulnerable populations.

Water Conservation Project Requirements

All projects are required to meet the following requirements *in addition to* the overall project objectives listed above. Applicants must describe how each requirement relates to the activities of the project.

- Supports the Water Conservation Strategic Plan by following one of the outlined Prescriptive Projects
- Tracks water usage before and after the project
- Reduces Water Consumption

Prescriptive Projects

Water Services is looking for applicants and projects to help them test new technologies and what their potential water savings would be.

1. Replace irrigation controller with a WaterSense labeled irrigation controller
 - Applicant will replace one or more conventional irrigation controllers with a controller that is WaterSense certified. Water use trends before and after will be monitored.
2. Install a home water usage monitoring device such as [Flo](#) or [Flume](#)
 - Applicant will install one or more water usage monitoring devices. These devices provide accurate water use data for various uses across a home or business and can detect leaks. This data is much more specific than a monthly read.
3. Replace a traditional lawn area with [Pearl's Premium](#)
 - Pearl's Premium is a low-water use turf mix that has not been tested in Flagstaff. Water Conservation would like to know if it grows well at high elevation. If so, it may be suggested for use in City applications. Applicant would agree to replace some or all of an existing lawn with this product and assess its suitability.

4. Install a graywater toilet tank sink such as [SinkPositive](#)
 - Applicant will install one or more toilet tank sinks. Water use trends before and after will be evaluated. Customer does not need to remove other sinks in the lavatory.
5. Propose to test out another piece of water saving technology or an innovative water saving technique.

All projects should demonstrate in their application how much water they estimate will be saved by the project, how they will track water saved, and in-depth details and a plan on how they will carry out one of the prescriptive projects above.

Support for Grant Writing

The Sustainability Commission provides the following opportunities for support in the grant writing process. We strive for equity and inclusion.

Application Materials Information + Checklist

- The final pages of this application packet include detailed information about the application materials required for submission. This includes templates for required attachments, such as the budget table.
- Appendix A includes Grant Writing Tips for Success.
- Appendix B includes an application checklist – applicants should use the checklist to make sure their application is complete before submission.
- The Commission provides information about how all grants will be scored. Applicants are encouraged to review the Evaluation Criteria on Page 3 and make sure their application addresses each criteria.

Online Resources

- All grant application materials, after they are reviewed by the commission, are public. Past grant proposals are available on the [Commission's website](#). Reviewing other grants can be very helpful to see how they are structured, especially for those who have never written a proposal before. Please note the guidelines have had edits since these applications were submitted, and some criteria may look different.
- All awardees are required to submit an end-of-project report. Past years' reports are uploaded on the Commission's website.
- Review these [7 steps for mastering grant writing](#).

Sustainability Commission's Grant Writing Workshop

- In September, the Sustainability Commission hosts a Grant Writing workshop. Details can be found on the [Commission's website](#).

Questions about your application?

- We welcome 1-1 conversations about your application so that we may answer any questions you may have. Please email marissa.molloy@flagstaffaz.gov or call 928-213-2152 with any inquiries.

Application Submission and Review

How to submit your application:

1. Complete applications must be submitted by the closing date and time: September 30th by 5:00pm. Applications will not be accepted after this time.
2. Applications are to be submitted via the Survey Monkey link, available on the [Neighborhood Sustainability Grant webpage](#).
3. **We strongly recommend that you review the required application materials in this packet and complete and save a copy of all questions / organize all additional documents to upload before beginning the Survey Monkey application.** You may copy and paste your responses into the required fields. This will avoid the potential for lost information due to connectivity issues.
4. An Application Checklist is provided in the following pages to assist with your application preparation.

Application Review Process

1. The Commission will evaluate each proposal based on the Evaluation Criteria on Page 3.
2. The Commission reviews all grant applications for the Neighborhood Sustainability Grant and the Water Conservation Innovation Grant. Water Conservation projects are reviewed in the November/December meeting.
3. All applicants are required to attend and present at the corresponding Sustainability Commission meeting. Meetings are the fourth Thursday of the month, from 4:30-6:30. Applicants have a maximum of 5 minutes to provide an overview of their project.
4. The Commission awards up to \$3,000 per project, based on evaluation of the application, project presentation, and questions answered by the applicant.
5. The Commission and the City reserve the right, solely at its discretion, to:
 - Refuse any application or any grant, in whole or in part, for any reason.
 - Require additional information from the applicant prior to making a decision.
6. If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.
7. The City of Flagstaff reserves the right to remove any physical installations or improvements on public land at any time without compensation to the grantee or the artists/contractors involved in the project.
8. Successful applicants must submit a W-9 tax form ([click here](#) to download the form) to Sustainability@flagstaffaz.gov. Once submitted, applicants will receive grant funds in the form of a check between six and eight weeks.

Water Conservation Innovation Grant Application

All application materials are described in detail here. **We strongly recommend that you complete this application in an offline program and save a copy for yourself.** You can then copy/paste your responses into the SurveyMonkey application link.

Summary of Project Information:

Project Title:

Contact Person:

Organization (if any):

Contact Address:

Email Address:

Telephone Number:

Project Physical Address:

Tax ID# (if an organization):

Total Grant Amount Requested (not to exceed \$3,000)

Project Narrative:

Be concise and clearly describe the proposed project.

- Include a project rationale: describe how the project will benefit the neighborhood.
- Include the geographic area/neighborhoods/communities affected.

Project Requirements:

You will be asked how your project activities will fulfill the Project Requirements.

- Describe which prescriptive project will be completed
- Estimate how much water will be saved
- Explain how you will track water used

Community Partners:

List the individual(s), community groups, or not-for-profit organizations affiliated with the project and describe the responsibilities of each.

- Describe which of the cooperating organization(s) have already agreed to participate in the project and provide contact information for a person from each organization.
- For some projects it may be appropriate to list organizations that you anticipate cooperating with but do not yet have a commitment from. (3 partners requested)

Previous Experience / Expected Challenges:

Briefly describe any expected challenges and how you anticipate overcoming these, including through previous experience. This should be one short paragraph.

Project Milestones and Timeline

Provide a list of project milestones with an approximate timeline for the next 12+ months. Include details necessary to accomplish each milestone.

Project Sustainability

Describe how/whether the project might be maintained beyond the life of this grant and include these efforts in the project milestones. Will the project have a lasting impact on the community?

Other Project Details:

If appropriate, describe the current use of site and relevant ownership details.

Optional Upload:

Upload a map or photo of the site (limit 16MB).

Detailed Budget and Budget Narrative:

Provide the total project budget in detail, specifying which aspects of the project are to be funded by the Neighborhood Sustainability Grant and include any additional funding sources.

- The narrative should provide a general overview of how the grant funds would be used.
- Applicants should provide specific dollar amounts or, when appropriate, dollar estimates for materials needed.
- Optional: Follow the budget template provided on the following page and upload the saved file into the SurveyMonkey application. Type “see attachment” in the comment box if using this option.

Community References:

Include at least two independent references with the following information for each:

- Name
- Affiliation
- Occupation
- Phone
- Email

Optional: Letter(s) of Support:

Letters of support are optional. If your application includes letters of support, please compile your letters into one PDF and upload (file size limited to 16MB). Use the following file name: Your Name_Your Project Title Abbreviated_Sustainability Grant_Month Year.

The online application will ask you to read the following statement and provide an electronic signature:

I have read and understood the information regarding my application for a Neighborhood Sustainability Grant and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and supervise the spending of the grant money and when projects do not proceed within the stated timetable, the City of Flagstaff reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in promotion and publicity of the project.

Appendix A: Tips for Success

- Read and follow the grant proposal directions carefully and give yourself time for questions. Many applicants need assistance, but do not leave themselves enough time.
- Review the Evaluation Criteria (this is how you will be scored) and Grant Application Checklist (this lists all of your application materials) before submission.
- Apply early and plan your project accordingly. The grant and project processes may take time, especially if you are proposing a project on city property. For example, a contract may be needed for some projects.
- Ensure your included budget is clear and follows allowable items. For example, ensure that no more than half of your proposed grant is used for artist fees/contractors.
- Be concise and organized. Commissioners and staff read many applications.
- Contact the Flagstaff Sustainability Program with questions.

Appendix B: Checklist of Required Application Materials:

All application materials are described in detail above. Review this checklist before you submit. If you cannot check off the item, take a few notes about what is missing.

- Summary of Project Information

Notes: _____

- Project Narrative

Notes: _____

- Project Objectives

Notes: _____

- Community partner information

Notes: _____

- Previous experience / expected challenges

Notes: _____

- Project milestones and timeline

Notes: _____

- Project sustainability

Notes: _____

- Other project details

Notes: _____

- Optional map or photos

Notes: _____

- Detailed budget and budget narrative

Notes: _____

- Community references

Notes: _____

- Optional letters of support

Notes: _____

Appendix C: Optional Budget Table

Copy/fill out and save as a separate document. Upload to your online application.

BUDGET ITEM DESCRIPTION	COMPUTATION		Quantity Type	TOTAL COST
	\$/Unit	Quantity		
Supplies and Materials				
Equipment				
Other				
TOTAL FUNDS REQUESTED				
List additional funding sources below.				
TOTAL ESTIMATED PROJECT COSTS				