

**Request for proposals**

**Cobbs Creek Watershed Community Mini-grant Program**

**Mini-grant background**

Cobbs Creek [Watershed](https://oceanservice.noaa.gov/facts/watershed.html) is home to diverse communities, recreational opportunities, and natural and cultural resources for residents to enjoy. Increasing neighbors' relationship with their watershed builds stronger and more resilient communities and a cleaner environment. A healthy watershed offers opportunities for residents to connect to its natural resources, leading to better community health outcomes including increased mental, physical and emotional wellbeing. Trail walks, nature tours, greening and planting activities, clean-ups, park events, and programming all support the improvement and connection to an active healthy watershed.

The Cobbs Creek Watershed Community Mini-grant Program aims to connect residents to the green space and natural surroundings in their neighborhoods. Proposed projects should engage the public through outreach, education, events, stewardship, or beautification related to Cobbs Creek, Cobbs Creek Park, or the larger watershed.

This initiative is funded by the National Fish and Wildlife Foundation and US Fish and Wildlife Service. Awardees can apply for grants of $1,000 or $2,000 to support projects located in Cobbs Creek Watershed. Examples of watershed projects include but are not limited to educational programming, stewardship activities, greening and restoration efforts, active recreation, community events, nature workshops, and more. Expenses could include project materials and supplies, event costs, promotional costs, stipends, staff time, or other needs.

**Mini-grant Submission Requirements and Guidelines**

Application Criteria

* The strongest proposals will demonstrate projects that benefit the public, involve the community, are feasible, and introduce new programming and/or engagement that could result in sustainable efforts benefiting the Cobbs Creek Watershed.
* Organizations, educators, civic clubs, and individual residents are welcome to apply.
* Preference will be given to applicants located inside of Cobbs Creek Watershed or in adjacent communities. Projects should directly take place or impact the watershed geography. *The rough boundaries of Cobbs Creek Watershed can be found* [*online at https://tinyurl.com/cobbswatershed*](https://tinyurl.com/cobbswatershed)*, or seen attached to the bottom of the application.*
* Proposals that work to connect people to the watershed may include organizations or programming activities not located directly in the watershed, but the content of the programming must connect with the watershed. All project installations must be located inside of Cobbs Creek watershed.
* Mini-grant programming and activities must either be located on public property or be open for the public to use. Proposed projects cannot be used for financial gain by charging for use or demanding a purchase.

**Applying to the Cobbs Creek Watershed Mini-grant program**

Clean Air Council is available to discuss proposals before July 24th, 2024 including questions about activities/programming, budget, and location of projects. To schedule a date and time to meet contact [cobbscreek@cleanair.org](mailto:cobbscreek@cleanair.org). All applications are due by Wednesday, July 31st at 11:59pm.

There are two ways to submit applications.

1. Complete the application online at [tinyurl.com/cobbswatershed](https://tinyurl.com/cobbswatershed)
2. Email your application questions and attachments to [CobbsCreek@cleanair.org](mailto:CobbsCreek@cleanair.org).

**Report Requirements and Timeline**

Midway through your project the Council will meet with you to hear about your progress, any challenges you might be experiencing, and if there is any support needed to complete the project. Projects must be completed no later than August 31st, 2025. Within one month of completion of the project grantees will submit the following:

* A project summary of how the funds were used and what the community benefits were
* Photos of the project
* Project receipts for services and supplies purchased

**Grant timeline**

* Application deadline: Wednesday, July 31st 2024  
  Award Announcement: Summer 2024
* Interim check-in: Winter 2024 or at the halfway point of the project
* Grant reporting deadline: August 31st, 2025

**Application Questions**

1. Applicant name and any associated organization(s)
   1. First name, Last name, Phone, Email, Address
2. Project location including address or focus area. Do you have permission/authorization from the property owner to implement this project? (100 words)
3. Please provide a brief description of your project and how you will accomplish it. Include why this project is needed. (500 words)
4. Explain your relationship to the project area and how community members have informed or been involved with your project? (100 words)
5. What is the public benefit of this project and who is the audience you hope to engage? How many people does your project expect to reach? (100 words)
6. How does your project connect to and improve Cobbs Creek Watershed? (100 words)
7. Provide a short timeline for your project with dates for major milestones.(100 words)
8. Briefly describe how funds will be used for your project. Budgets of $1,000 and $2,000 will be accepted for consideration. Attach a budget for your project including line items and their costs.
9. Upload any pictures of your proposed project (if applicable).

|  |  |
| --- | --- |
| **Budget description** | **Cost** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| Total | $ |

**Thank You for Your Proposal**

The selection committee will follow up with any questions we have about your application. Awardees will be announced sometime in Summer 2024.

