



## Prior Lake-Spring Lake Watershed District Watershed Education Grant Application

*Please print or type*

Applicant:	_____	School:	_____
Mailing Address:	_____	Principal:	_____
	_____	Principal's	_____
	_____	Signature:	_____
	_____		_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____
Amount Requested:	_____	Date:	_____

Project Title: \_\_\_\_\_

*Please describe your proposal, specifying the activity or activities to be supported by the grant funds and detailing proposed expenses. Please be sure to address the following questions, using no more than two pages. You may attach other supporting documentation.*

1. Describe your proposal and the classroom, laboratory, or field activities that will be conducted as a result of the grant.
2. How does the proposal relate to watershed education? What resources, new or existing, are you planning to use?
3. What is your timeline?
4. Who will be involved in implementing this proposal?
5. Who are the students who will be impacted by this proposal?
6. How will you measure your success?
7. How do you plan to share your results?

Submit Completed Application and any Supporting Materials to:

Mike Kinney, District Administrator  
Prior Lake-Spring Lake Watershed District  
14070 Commerce Ave NE, Suite 300  
Prior Lake, MN 55372  
952-447-4166 (phone); 952-447-4167 (fax); info@plslwd.org

## Application Guidelines

- The maximum grant is \$1,000; there is no minimum and no match required (although match is encouraged). Grants are awarded for no more than \$1,000 per applicant per calendar year.
- Applications are accepted throughout the year and awards are made until funds are exhausted. The PLSLWD Board of Managers meets the second Tuesday of every month, and will make awards based on that month's recommendations from District staff.
- Only complete applications with all required signatures are considered. Applicants may attach additional information they believe will enhance their application. A proposed budget must be included with the application.
- If the grant is awarded then you will receive a **Letter of Understanding** that must be executed by the school's principal (or district official if required by the district). The **Letter of Understanding** will indicate that the grant is a contract between the Prior Lake-Spring Lake Watershed District and the school (or district if required by the district) for educational activities. If the grant is used to for educator seminars or other continuing education, the **Letter of Understanding** must state how the knowledge and skills gained will be used to provide specific new or enhanced educational opportunities.
- Grants will be made on a reimbursement basis. Financial reporting requirements are noted in the **Letter of Understanding**. A final project report, including a final accounting, is required for every approved grant before final reimbursement.
- The District reserves the right to designate which items in the proposal they will not fund. This will be specified in the **Letter of Understanding**.
- Grantees must submit a final report on the outcome of the implementation of the activity or activities supported by the grant. The report should describe the actual implementation of the proposal, number of students participating or affected by the activity, and an assessment of how well the outcome matched the goals and objectives outlined in the application. The report should also describe any continuing impacts of the activity.

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