

**Iowa Whitewater Coalition**

**CRTSP**



**(Clean Rivers Team Stewardship Program)  
Mini-Grant Application**

*Applications are being accepted on a first-come first-served basis to all applicants that meet the application criteria until all remaining grant funds are gone. There are no deadline dates.*

Iowa Whitewater Coalition, Inc. (IWC) has established a fund for providing limited grants in support of river clean-ups throughout Iowa. This fund, referred to as the Clean Rivers Team Stewardship Program (CRTSP), will exist as long funding resources are available.

The CRTSP funds are managed by IWC and any disbursements must conform to laws governing the 501(c)(3) status of the organization.

Any community group or organization in Iowa is welcome to apply for a grant from the CRTSP for the purpose of paying expenses related to river clean-up activities. Grants are limited to a maximum of \$500. A Letter of Application may be submitted at any time. The organization must allow up to 120 days for proper evaluation, and be prepared to make a formal presentation before the IWC Board of Directors.

Funds cannot be used for salaries or related compensation. Generally funds are to be used for supplies and services necessary to execute a river clean-up. All expenditures covered by an approved grant must be fully documented, with copies of such documentation presented to the IWC prior to the disbursement of funds.

Preference will be shown to organizations that provide significant matching funds as the CRTSP fund is intended to complement an organized clean-up's efforts rather than serve as the primary funding source.

The grant itself does not imply any liability on behalf of IWC, and a submitting organization must agree to the execution of a hold harmless agreement with IWC.

All IWC CRTSP funding, grant stipulations and disbursement guidelines are enacted solely at the discretion of the IWC Board of Directors. The IWC retains the right to make any alterations to the guidelines as they see fit to best provide resources to organizations throughout the State of Iowa.

Mail completed application to:  
Iowa Whitewater Coalition  
Attention: Clean Rivers Team  
PO Box 65453  
West Des Moines, IA 50265

## **Mini-Grant Project Requirements**

- **Applications are being accepted on a first-come first-served basis to all applicants that meet the application criteria until all remaining grant funds are gone. There are no deadline dates.**
- A Project Report must be submitted to the CRTSP coordinator upon successful completion of the grant (see mini-grant project report requirements section below). Failure to do so will result in refusal by IWC to disburse funds.
- It is the responsibility of the mini-grantee to write and distribute press releases regarding their CRTSP funded cleanup to local media outlets. Two press releases are required: 1) Pre-event press release that details the plan and encourages local participation; 2) Post-event press release that includes the results (volunteer numbers, junk removed, junk recycled, and river miles cleaned) of the event and recognizes the sponsors who contributed to it. These press releases will also be sent to the CRTSP coordinator.
- It is the responsibility of the mini-grantee to distribute and collect river cleanup evaluations, which are to be completed by event participants and submitted to the CRTSP coordinator.
- Administering organizations will be required to submit copies of all project records to the CRTSP Coordinator upon completion of the project, and retain originals for a period of no less than three years after completion of the project.

## **Mini-Grant Applicant Requirements**

- A budget detailing how the money will be spent must accompany the application (**NOTE**: salaries, food, and political activities cannot be paid with grant money)
- Upon approval of the grant, the applicant must sign a contract with the Iowa Whitewater Coalition.
- Local governments (cities, counties, school districts) and service organizations with 501(c)(3) status are eligible to receive funds. Individuals and 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 Report** *(To be submitted upon completion of the project)*

- The mini-grant project report should include:
  - A general narrative of the event that includes what was planned, what happened, results, and future plans.
  - List of volunteers who were involved in the event.
  - Names of partners and sponsors who contributed to the event.
  - Detailed summaries of the event that include:
    - Number of river miles impacted
    - Itemized list of trash items removed from the river
    - Pounds of trash removed and cubic yards removed
    - Pictures of cleanup trash and participants
    - Percentage of trash that was recycled
    - Percentage and pounds of trash that was landfilled, with an accompanying list of items that were landfilled.
    - Number of volunteers from each cleanup who have participated in other cleanup events, as well as the number of volunteers who would participate in future cleanups (which will be determined through evaluations).

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# APPLICATION RANKING CRITERIA FORM

Applications will be reviewed on a 60-point scoring system. Grants must receive an average score of at least 35 points in order to be funded through CRTSP. Point values have been assigned to the various questions in the application as indicated below. Please thoroughly answer each question, but keep in mind, however, that it is possible to overwhelm grant scorers with too much information. There's a fine line between not enough and too much – when in doubt, please include as many details as possible.

Beyond the point system below, scoring committee members will take into account overall benefits of the project, qualifications of applicant, soundness of plan, and perceived likelihood of success. Priority for funding will be given to those projects that show local support and participation, demonstrate a CRTSP environmental benefit, enhance volunteer opportunities and/or improve knowledge of local water resources.

1. Please provide a narrative of your plan – what do you want to do and why do you want to do it? (10 points)
2. How does your project seek out and include a diverse mix of partnerships, participants, and sponsorships? (10 points)
3. Does your event have the potential to be self-sustaining in the future? If so, please explain how. (10 points)
4. Does your project provide educational opportunities that focus water quality, watersheds, best management practices, or other conservation efforts? Please describe all those that apply. (10 points)
5. Please explain how a cleanup might benefit your local community. (10 points)
6. Please identify your need for these funds and explain how these funds may be used in conjunction with other funds (grants, donations, etc.) to complete the project. (5 points)
7. Extra points may be awarded for creativity, uniqueness, impact, and/or success. (5 points)

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# CRTSP Mini-Grant Program APPLICATION FORM

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**Deadline for submission:**

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

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

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone (day): \_\_\_\_\_

Phone (evening): \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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Requested Grant Amount (*up to \$500*): \$\_\_\_\_\_

Start Date of Project: \_\_\_\_\_

End Date of Project: \_\_\_\_\_

Other Funding Partners (either financial or in-kind support):

Provider: \_\_\_\_\_

Amount: \_\_\_\_\_

Provider: \_\_\_\_\_

Amount: \_\_\_\_\_

Provider: \_\_\_\_\_

Amount: \_\_\_\_\_

Provider: \_\_\_\_\_

Amount: \_\_\_\_\_

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

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## **Application Checklist**

- Application Form with complete contact information
- Grant proposal narrative (1,000 words or less)
- Timeline for completion of the project
- Letters of Endorsement (not required, but encouraged)
- Budget

## **Application Submission**

Applications must be mailed in full to:

**Iowa Whitewater Coalition**  
**Attention: Clean Rivers Team**  
**PO Box 65453**  
**West Des Moines, IA 50265**

For questions, contact IWC at [IowaWhitewater@Yahoo.com](mailto:IowaWhitewater@Yahoo.com) or Peter Komendowski at 319-269-8493.

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