

Clean Rivers Team Stewardship Program Project & Application Information



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).
- 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.
- Upon receipt of the grant award money, mini-grantees have no longer than one year to complete their proposed projects and spend allocated funds. Failure to do so can result in repayment of unspent funds or refusal of the Iowa DNR to disburse remaining funds. Requests for project extensions must be approved in advance by 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:
 - § 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 river miles impacted.
 - § 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).

How will grant awards be determined?

The CRTSP mini-grants are intended to reward cleanup projects that focus on community involvement, natural resource stewardship, and environmental education. Applications will be scored, averaged, and ranked by Iowa DNR staff, using the following evaluation criteria.

CRTSP Mini-Grant Evaluation Criteria

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.

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)

Application Submission

Applications must be mailed in full to:

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