World Water Day Mini Grant Application

Purpose

To provide local schools, community organizations, and other watershed groups with funding to host community-focused World Water Day Celebrations within the Lake Champlain Basin. Funds requested can support rentals, guest speakers, event materials, and more. Only one mini grant may be awarded per local community per year.

Qualifying Recipients

- Community groups and schools located within the Lake Champlain Basin may apply for *World Water Day Event Mini Grants* on behalf of a local celebration.
- The event should encourage sharing student work about water and the watershed—either in a student work contest or exhibition. Student work can include art, poetry, essays, videography, photography, scientific posters or demonstrations, and more.
- Events should take place in March or April. Please note, the official UN designated day of celebration is March 22nd, but if another time is better for your community please explain that in the application.
- ***If applying as a school or as educator***: Staff must have been past participants in either the CBEI Watershed for Every Classroom Course OR another CBEI workshop, OR should currently be teaching about the Lake Champlain watershed.
- ***If applying as a community organization:*** Community groups must have been awarded other grant funding from the LCBP or are partners of CBEI/ LCBP/NEIWPCC.
- Only one grant will be awarded per local community per year. The planned event must be located within the Lake Champlain Watershed.

How the funds can be used

- To host/support events that (for example): celebrate water, raise awareness about lack of access to water, educate people about the importance of water, inspire action, explore sustainable management of resources, show appreciation for our shared local water and/or watershed, highlight particular subjects, such as access to clean, healthy drinking water.

- Examples of additional activities can include: paying a speaker to give a presentation at a library or school, materials and installation fees for a community art project, staff time to run learning stations at a town library, costs associated with screening a water-focused documentary.
- Funds can be used for refreshments, food, and non-alcoholic drinks.

These funds cannot be used for bussing or transportation

DEADLINE Applications are accepted on a rolling basis, with a final deadline of **January 14th**. Available funds likely will be disbursed quickly; apply sooner rather than later. Awards will be announced shortly after applications, ideally within 10 business days.

FUNDING Educators may be awarded a grant of up to $1,000. Applicants may apply for less than $1,000, but one application is permitted per local community in this grant opportunity.

REVIEW Applications will be reviewed and evaluated by the LCBP and decisions will be made by the end of January so that event can be planned.

REIMBURSEMENT Please keep all of your receipts. Attach the original receipts to the reimbursement form and remit to the LCBP following the purchase. Reimbursement checks will come from NEIWPCC in Lowell, MA, which serves as the LCBP's fiscal agent. Payment via check will be addressed to the school, school district, or community organization.

Please note: Reimbursement will be provided only for materials purchased after award is formally announced to the recipients.

FOLLOW UP Recipients of grants are encouraged to report event participation, tag the LCBP on social media, and and share 1-3 high-quality photos of the event for LCBP print, on-line social media or digital publications.

Lake Champlain Basin Program

Application for World Water Day Event Mini Grants

Please complete the following application. Email the completed application and a copy of the school/organization's W-9 to eandogrants@lcbp.org. Please add the following to the subject line: Your School/Organization Name – WWD Event Mini Grant Application

*** Please include a copy of a W-9 form for your school or organization**

Name/ Title: _____

School/ Organizational Name: _____

Mailing address, town, state (within the Lake Champlain Basin): _____

_____

Contact email address and phone (for questions, if any): _____

Grade level(s) of students sharing student work: _____

Describe your event (200 words max). What do you plan to do? When do you plan to do it? How will you involve students and the community?

_____

_____

_____

Description of event supplies required:

_____

_____

_____

Total Request (not to exceed $1,000): _____

Please note: Your application will be reviewed promptly by the LCBP. Reimbursement will not be allowed for expenses incurred before the approval date below. NEIWPCC (the fiscal agent for LCBP) will only reimburse for expenses accompanied by a receipt.

Request Date: _____

Signature (applicant) _____

Contact Phone #: _____

Approval Date: _____

Signature (LCBP) _____

LCBP WWD Event Mini Grants (NEIWPCC)

Mini Grant Supplies Reimbursement Form

Please use this form to keep track of your expenses. Submit this form, along with your receipts within 30 days of your purchase. Checks will be made payable to the school/school district/ organization.

Item:	**Amount Requested:**
	$ _____
	$ _____
	$ _____
	$ _____
	$ _____
Total:	$ _____

Check Made Payable to (School/ OrgName): _____

Mail Check To (address): _____

PRIOR APPROVAL AND RECEIPTS ARE REQUIRED

Within 30 days of purchase, email this form and scanned receipts to: eandogrants@lcbp.org. Please add the following to the subject line: Your School/Organization Name – WWD Event Mini Grant Reimbursement