



2015 Source Water Protection Collaborative Grant Application Guidance

Proposals Due: Friday, March 20, 2015

Project Activity Period: July 1, 2015 – June 30, 2016

These instructions and Grant Application Forms may be downloaded at: www.waterwise.org/ and <http://www.sourcewaterpa.org/>

NOTE: Grants will be awarded by LWVPA-CEF subject to availability of funding from federal and state sources.

About WREN

The Water Resources Education Network (WREN) is a project of the Citizen Education Fund of the League of Women Voters of Pennsylvania (LWVPA-CEF). WREN is a nonpartisan informal collaboration of organizations and public officials working for the protection and management of Pennsylvania's water resources, both surface and ground water, through grass-roots education and informed policy-making. WREN provides training and grants for local coalition building to promote community awareness and development of public policies necessary to protect Pennsylvania water resources. The WREN Project has two clean water initiatives: Watershed Protection Education to prevent nonpoint source pollution, and Source Water Protection Promotion to raise awareness about the importance of protecting public drinking water sources. Since 1992 through the WREN Project, LWVPA-CEF has awarded more than \$2 million in funding to over 395 community partnerships working to safeguard Pennsylvania water resources.

Quick Overview

The WREN Source Water Protection Program helps public water systems, local governments and community partners develop or strengthen a local coalition of stakeholders that will educate the community about drinking water sources and implement priority protective actions. The vision is to have all Pennsylvania drinking water sources adequately protected now and for the future.

NEW FOR 2015: Three tiers of grants are available! Local, Expanded Local and County grants. This means that an individual water system can form a local partnership with one or two other organizations like a Conservation District, watershed group, Coop Extension or a school, and launch public education and implement a risk reduction action. Or a couple of groundwater or surface water systems can work together and form an education team to work in their shared aquifer or watershed.

2015 Funding:

- Selected projects in Pennsylvania will be funded up to \$3,000 (Local), \$5,000 (Expanded Local) or to a maximum of \$8,000 (County)
- Minimum 15% match required - match share may be cash or in-kind services donation
- Funds must be managed by an organization with a 501(c)3 status, a government entity or a Conservation District
- Source of funding is PA DEP Source Water Protection Program through Section 1452 of the Safe Drinking Water Act of 1996. Project award funding is dependent upon the availability of federal and state funding support to the League of Women Voters of Pennsylvania Citizen Education Fund/WREN Project.

Eligible Applicants: (Three Tiers available)

- **Local Project-** Application must be submitted by a partnership (comprised of one community water system and one or two additional organizations) that form a Local Source Water Collaborative and a SWEET Team that will conduct source water protection public education and implement a priority action within the recharge or aquifer area. **Maximum funding: \$3,000/project.**
- **Expanded Local Project -** Application must be submitted by a partnership (comprised of two or more community water systems and one or two additional organizations) that form an Expanded Local Source Water Collaborative and a SWEET Team that will conduct

source water protection public education and implement a priority action within a shared aquifer recharge area or upstream/downstream watershed intake area. **Maximum funding: \$5,000/project.**

- **County Project** - Application must be submitted by a partnership comprised of two or more community water systems and two additional organizations, one of which must be a county level entity. The partnership will form a County Source Water Collaborative (with commitment of County Commissioners and/or County Planning Department, etc.) and a SWEET Team that will conduct source water protection public education and implement a priority drinking water protection action within the County. The long term goal is to encourage all Community Water Systems in the county to participate in the coalition. **Maximum funding: \$8,000/project.**
- **Eligible applicants:** Community water systems, municipalities, and other government entities including counties, municipal authorities, planning commissions, environmental advisory councils, and/or Councils of Government, watershed associations, civic groups, conservation organizations that promote local watershed efforts, educational entities such as schools, colleges or universities, and other governmental or non-governmental organizations. Grantee must be a 501(c)3 organization, government entity or a Conservation District. Otherwise applicant(s) must partner with a sponsor that meets this criteria.

Program Requirements:

- Funded project activities must begin July 1, 2015, and be completed by June 30, 2016.
- Focus is to mobilize a group that will conduct a specific on the ground project that addresses a priority risk for drinking water.
- Grantees will submit an Interim progress report (11/15/15) and a Final report (6/15/16) that includes a project evaluation and documentation of expenses incurred.
- Project leader(s) agree to attend and participate at two WREN events - a two-day Grantee Orientation Meeting June 9-10, 2015 in Carlisle, PA, **and** a two day Grantee Wrap Up Meeting in June 2016 to share Lessons Learned at minimal cost to applicant.
- Complete Project Activity Requirements - please see page 6.

Application Deadline

- Postmark hard copies by **March 20, 2015**, and email proposal without attachments to WREN Project Director: juliekwren@verizon.net

Notification:

- Selected recipients will be notified of awards by **May 15, 2015.**

How to apply:

- Complete the WREN Source Water Protection Collaborative Grant Application Cover Sheet, Budget Sheet, Partner Forms and project narrative (maximum 4 pages).
- **Mail seven (7) complete hard copy sets to:**
League of Women Voters of PA Citizen Education Fund
Attention: WREN SWP Grant Application
226 Forster Street
Harrisburg, PA 17102-3220
- **Email (in addition to mailing hard copies)** the proposal Cover sheet, Budget Sheet and Narrative (max 4 pages) to WREN Project Director Julie Kollar at juliekwren@verizon.net by 4 pm 3/20/15. Do not email attachments.

Questions:

Please review this grant guidance. Questions? Email WREN Project Director Julie Kollar at juliekwren@verizon.net or call (267) 468-0555.

Goals of WREN Source Water Protection (SWP) Collaborative Grant Program

The Pennsylvania SWP program slogan is "Safe Drinking Water Starts at the Source!"

Source water protection is a shared responsibility among community stakeholders to protect drinking water sources from contamination. The fundamental goal of WREN's SWP Program is to raise awareness and help community water suppliers, municipal officials and citizens work together to take action to reduce the risk of contamination to public drinking water sources through cooperation and source water protection partnerships.

The objectives of the **2015 WREN Source Water Protection (SWP) Collaborative Grant Program** are to:

- Provide support and funding to groups of partners that will increase communication and develop or strengthen source water protection collaboratives;
- Develop knowledge about local drinking water sources, identify groundwater or surface water potential sources of contamination identified in source water assessments or source water protection plans, implement shared action on a priority risk factor among property owners within the source water protection area(s); and assist with improving spill response coordination with emergency management;

- Build an informed citizenry that will adopt water-friendly environmental behaviors, and encourage local and county officials to implement safe drinking water measures and align land use in a manner that will protect water supply areas in Pennsylvania today and for future generations.

What is Source Water? Why is protection of source water important?

Source water is the untreated, raw water from streams, rivers, lakes, springs and underground aquifers that serve as sources of a community's municipal drinking water. Establishing a Source Water Protection Program is voluntary in Pennsylvania, and allows for local control over local water quality issues.

SAFE and RELIABLE DRINKING WATER is fundamental to the viability of communities. The Pennsylvania Municipal Planning Code (MPC §301 (b)) requires that the “comprehensive plan *shall include* a plan for the reliable supply of water, considering current and future water resources availability, uses and limitations, *including provisions adequate to protect water supply sources.*”

Drinking water sources are vulnerable to a variety of potential sources of contamination. Source Water Protection is a cost effective approach that offers an extra margin of safety beyond water treatment technology alone, making it useful to guard against multiple pollutants, including unregulated emerging contaminants. If groundwater is the source, it may be called “wellhead protection” or “watershed protection” for surface water intake areas.

Stacking multiple barriers between water consumers and water borne disease is known as the “multiple barrier approach.” A successful multiple barrier approach balances protection with water treatment.

Source water protection may include voluntary efforts like pollution prevention, education and outreach, and implementation of best management practices. It can also include regulatory measures such as creating an overlay district or ordinances that limit certain high-risk activities near water supplies. Public awareness and education are essential low-cost ways to prevent expensive contamination due to daily activities in water supply areas. Public education is the cornerstone of most successful source water protection programs. Informed citizens and local officials are the key to developing support that will make local source water protection a reality.

Source Water Protection (SWP) Benefits

As the adage goes, “*An ounce of prevention is worth a pound of cure.*” Water contamination events are extremely disruptive and costly as recent events in some major American cities have shown. Many water systems do not own their water supply lands. As a result, these areas are vulnerable to landowner activities and inappropriate land use decisions that do not align with long-term sustainability of vital community water supplies.

Maintaining and improving source water quality is a prudent economical approach that delivers multiple benefits. Source water protection benefits include:

- **Improved Public Health Protection** – provides the first line of defense in a **multiple barrier approach**. Reduces risk to public health by keeping harmful contaminants out of the water supply, minimizing exposure to pollutants, such as metals, fertilizers, pesticides, volatile organic compounds, pathogens carrying water-borne disease and emerging contaminants. Protection is especially important for sensitive populations like infants, expectant mothers, immuno-compromised individuals, and the large elderly population in PA.
- **Reduced Financial Investment for Water Treatment** – Cleaner water is less expensive to treat and reduces system operation costs, energy costs, water treatment technology costs, chemical treatment costs, water monitoring and testing costs, and overall system maintenance costs. Cleaner water also reduces treatment technical complexity and associated personnel costs over the long term.
- **Economic Benefit** – Communities and consumers bear the economic burden when drinking water sources are contaminated. Source Water Protection avoids the costs of contamination, monitoring, remediation, legal expenses, and costs of alternative water supplies. Other economic benefits include the avoidance of related health care costs and loss of productivity and work time. Safe and plentiful water enhances the community's ability to attract economic development and tourism revenues to maintain a healthy economy. Other costs that can be avoided include decreased property values, loss

of tax base and loss of citizen confidence in drinking water, public utilities and community leaders. EPA has established that costs of protection are very low compared to the high costs of remediation. The cost of a single contamination event can run into the millions of dollars.

- **Sustainability and increased certainty** – High quality water supplies support quality of life for Pennsylvania citizens. Protected water supply sources sustain local ecosystems that produce drinking water and assure quality of life for future generations and wildlife habitat. Protection improves community confidence, provides more consistent influent water quality, and reduces emerging contaminants in source waters. Source water protection engages stakeholders across sectors and improves coordination in the event of a spill or drinking water emergency, thus planning for your community's future.

For more Information about Source Water Protection

WREN Source Water Protection Website - packed with guides, examples, resources, videos, success stories, and a blog	www.sourcewaterpa.org
WREN main Website – includes listing of all WREN funded projects, work products, event calendar and archive of Water Policy News	www.waterwisepa.org
Examples of WREN funded Watershed and Source Water Protection Education projects listed by County over the years	https://sites.google.com/site/waterwisepa/our-projects
Hundreds of community water educational resources available at WREN On-Line Resource Page	https://sites.google.com/site/waterwisepa/additional-resources
Sign up for WREN's free online Water Policy News to stay informed	www.waterwisepa.org or www.sourcewaterpa.org
League of Women Voters of Pennsylvania Website - contains Marcellus Shale study guides, etc.	www.palwv.org
PA DEP homepage	http://www.depweb.state.pa.us
PA DEP Bureau of Safe Drinking Water webpage	http://www.portal.state.pa.us/portal/server.pt/community/drinking_water_management/10543
PA DEP Source Water Protection Website	http://www.dep.state.pa.us/dep/deputate/watermgt/wc/Subjects/SrceProt/SourceAssessment/ault.htm
Pennsylvania Rural Water Association website (a SWP partner)	www.prwa.com
EPA Source Water Protection Website	http://water.epa.gov/infrastructure/drinkingwater/sourcewater/protection/
National Source Water Collaborative Website	http://www.sourcewatercollaborative.org/
National Source Water Collaborative released a new SourceWater Collaborative Toolkit - fall 2014	How to Build and Maintain Effective Partnerships to Protect Sources of Drinking Water
Examples of Pennsylvania Source Water Protection Collaborative websites	
Berks County Water & Sewer Association	http://www.albright.edu/localgov/bcwsa/information-center.html
Columbia-Montour Coalition for Source Water Protection	http://www.columbiamontourswp.org
Delaware River Basin	http://www.delawarebasindrinkingwater.org/
Pocono Source Water Protection Collaborative	http://www.sourcewaterpa.org/?page_id=3626
River Alert Information Network (RAIN)	http://www.rainmatters.org/
Schuylkill Action Network	www.schuylkillwaters.org
Triple Divide Watershed Coalition	http://www.tripledividewatershed.com

Role of Partnership in SWP Grants

Grantees are expected to form a partnership that will focus on a selected SWP risk reduction action during the project. Collaboration among a variety of stakeholders, motivated by a common desire for clean drinking water, can be a powerful uniting force and has produced positive results in Pennsylvania. Keep in mind that source water protection coalitions may be informal or formal partnerships. Most are informal; it is up to the local group to decide what will work best.

What players in the community are well placed to help you achieve your goal, which is to take a specific risk reduction action during the project year?

Potential collaborative partners: water utilities (upstream/ downstream or sharing an aquifer), municipalities; counties; regional and local land use planners, planning agencies; emergency management, state and federal

agencies; industries, especially those that handle or store toxic products or are large water consumers; agricultural producers/ farmers; land conservancies, land owners, developers; emergency responders; watershed and conservation organizations; PA Cooperative Extension; conservation districts; civic groups like Rotary Club, Lions Club, Jaycees, Kiwanis and citizen groups; the media; public health care providers; educational institutions; local League of Women Voters, etc.

Consider groups with similar interests, and others who may benefit from your project. Be innovative! Proposals should **outline a clear role for each partner and describe their role on the Partner Form.**

Reviewers will look for evidence that each partner identified in the application will be an ACTIVE contributor to the project, and willing to continue the effort after grant funding runs out. Priority will be given to applications that include and demonstrate the commitment and support of municipal officials and/or county officials and public water systems as active partners in the project.

Who is Eligible to apply?

Apply for one of Three Tiers:

- **Local Project** - Application must be submitted by a partnership comprised of one community water system and one or two additional organizations that form a Local Source Water Collaborative and a SWEET Team (see below) that will conduct source water protection public education and implement a priority action within the recharge or aquifer area. Project partners must include at least one Community Water System and focus on the aquifer recharge area or watershed intake area. Priority will be given to proposals that include a local municipality or municipalities as active partners in the project. **Maximum funding: \$3,000/project.**
- **Expanded Local Project** - Application must be submitted by a partnership comprised of two or more community water systems and one or two additional organizations that form an Expanded Local Source Water Collaborative and a SWEET Team (see below) that will conduct source water protection public education and implement a priority action within a shared aquifer recharge area or upstream/downstream watershed intake area. Expanded Local Project partners must include at least two or more Community Water Systems within a geographic area. Priority will be given to proposals that include a local municipality or municipalities as active partners in the project. **Maximum funding: \$5,000/project.**
- **County Project** - Application must be submitted by a partnership comprised of two or more community water systems and two additional organizations, one of which must be a county level entity. The partnership will form a County Source Water Collaborative (with commitment of County Commissioners and/or County Planning Department, etc.) and a SWEET Team (see below) that will conduct source water protection public education and implement a priority drinking water protection action within the County. The long term goal is to encourage all Community Water Systems in the county to participate in source water protection efforts. **Maximum funding: \$8,000/project.**

Eligible applicants: community water systems, municipalities, and other government entities including counties, municipal authorities, planning commissions, environmental advisory councils, and/or Councils of Government, watershed associations, civic groups, conservation organizations that promote local watershed efforts, educational entities such as schools, colleges or universities, and other governmental or non-governmental organizations. Grantee must be a 501(c)3 organization, government entity or a Conservation District. Otherwise applicant(s) must partner with a sponsor that meets this criteria.

➤ A lead organization must be selected to handle financial matters and coordinate project reporting.

What Activities are Required to be Conducted under a WREN SWP Collaborative Grant?

There are nine (9) project activities required to be conducted by grantees during the grant period, 7/1/15 - 6/30/16. Additional educational events, activities and outreach beyond the required project activities are welcomed.

The nine **Project Activities** to be conducted are:

1. Form a **Source Water Protection (SWP) Collaborative** or partnership with one or more public water suppliers participating and other partners (outlined above) that will work together to protect public drinking water sources and implement a priority action (see #3) during the project within the recharge or aquifer area, and assist efforts to improve emergency response to potential contamination events;
2. Form a **Source Water Environmental Education Team (SWEET Team)** that will conduct source water protection public education – see #6, #7, #8 below;

3. Select (by 9/30/15) one priority SWP action for implementation during the project period in the SWP area. Collaborative members agree to work together on the selected action (to address a risk identified in the source water assessment or source water protection plan) in a good faith effort to “learn together by doing.” Grantees are encouraged to develop SWP measures tailored to their local needs. The following are some examples of risk reduction actions:

Identify and seal abandoned wells; septic education/pump out program in source water area; educate homeowners about leaking heating oil tanks or where to take used motor oil; household hazardous waste collection; assist with improved stormwater management techniques; improve emergency spill response on transportation corridors; clean up illicit dumping near wells/intakes; community education program for businesses located in the SWP area that encourages participation in waste exchanges & compile a list of known chemicals generated or stored at sites in the protection areas (this information can be helpful in the event of an emergency, spill, or leak); review ordinances, or an effort to reduce nitrates/agricultural runoff working with local farmers.

4. Develop and distribute a **Press Release** about the project and expected activities over the project year. Examples are available from WREN;
5. Develop/modify and distribute a **Source Water Protection Fact Sheet or brochure** to be distributed at community educational events. Please note that examples exist that can be modified; no need to re-invent the wheel. Post the Fact Sheet/brochure at water supplier and community websites. **Option Two:** develop a 2-3 minute You-Tube video that outlines the local and/or county drinking water sources, top risk factors to drinking water purity and the management action(s) that will be implemented by the collaborative;

6. **Conduct a SWP Briefing/Information Session for Local Officials/County Officials**

Collaborative/SWEET Team will conduct a public information session for local municipal/County officials and the public about the importance of source water protection, top local risks and the priority measure selected for action during the grant period. The goal of the session is to mobilize support among local/County officials, community stakeholders and members of the public in the recharge area to help with the risk reduction action during the project. Provide officials and emergency management with copies of the protection zones for use in future decision making and planning.

Use Source water protection maps and the visual teaching aids described below . Conduct a brief before/after survey to assess what attendees learned during the session (part of project evaluation).

Suggested topics to cover:

- a. Where public water supply lands, recharge areas and protection zones are located
 - b. Any significant geologic aspects of the source water areas (sink holes, karst geology)
 - c. The major potential risk factors to purity in the source water protection areas as identified in DEP’s Source Water Assessment Program Report (SWAP), DEP Source Water Protection Technical Assistance Plan (SWPTAP) Management Strategies, or other source water protection plan
 - d. The suggested SWP measures to reduce risks in source water areas
 - e. Relevant information on emergency response plans, contingency plans, alternate or new water supplies
 - f. Assist county and local officials about their roles and responsibilities in protecting source waters, beneficial or detrimental municipal policies and practices, and land use practices appropriate for water supply lands
 - g. Discuss the group’s perspective on the adequacy of current ordinances and whether existing land use approaches need to be modernized to protect community water supplies for the future
 - h. Conduct questionnaire or survey as evaluation to determine audience knowledge pre and post event.
7. Conduct **one additional public education event** during the grant period to educate the target audience about the importance of protecting sources of local drinking water and ways they can take action. Use the visual teaching aids described below.
 - The education events may be dedicated source water protection/water resource events, or they may be part of community events such as fairs, community days, Earth Day events, etc. For ease in reaching community leaders that can help, WREN recommends that SWEET Teams consider making a request to do a short 10 minute presentation at a regular meeting of local civic organizations (Rotary, Kiwanis, Lions Club and Jaycees), local League of Women Voters, Fire Departments, Chambers of Commerce, Senior groups, Scout programs, or other organizations where community leaders may gather. Some (such as Rotary Clubs), meet weekly for breakfast, lunch or dinner meetings. Use a short survey to track results achieved.

- **Target audience:** adult community stakeholders, businesses and industries operating in the SWP area or county, large landowners (golf courses, business campuses, educational institutions), agricultural producers/farmers, residents, civic organizations, conservation groups, public health professionals, educators and residents in the source water protection area(s).
8. Offer to conduct a **drinking water presentation in a local school district**. If granted permission by the school/district, make the presentation using the educational models. Share how students and their families can help protect drinking water. WREN understands that school schedules are tight, and requests that grantees reach out and offer to help educate school students about local SWP efforts.
 9. Complete **Interim and Final Report and a Project Evaluation**; Project Leader will **attend two WREN Grantee Meetings** – June 2015 Orientation Meeting and June 2016 Lessons Learned Meeting.

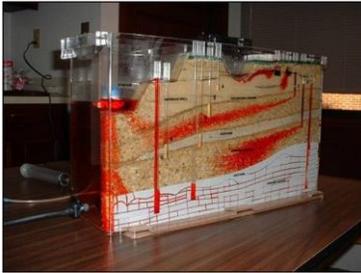
Source Water Environmental Education Team (SWEET) Overview

- A **Source Water Environmental Education Team (or SWEET Team)** is a small group of people (typically 2 – 5) that conduct the public education sessions required under the grant. SWEET Teams should be comfortable doing public education and be equipped with information about:
 - where local, regional or county public water supply lands are located, location of source water recharge areas known as Zones 1, 2 and 3 for groundwater sources, or A, B, and C for surface water, time of travel, and any significant geologic aspects of the source water areas (e.g. sink holes, karst geology);
 - the PA DEP source water assessments* (sometimes called SWAP reports) or Source Water Protection Technical Assistance Plans* (SWPTAP) completed for the water system(s), and major potential sources of contamination (risk factors) to local public water supply or supplies;
 - source water protection management measures that will prevent, capture, or minimize pollutants before they arrive at the water treatment plant;
 - land use practices appropriate for local water supply lands; natural resource protection techniques;
 - emergency response coordination for spill management or drinking water emergency.
- Local knowledge of the water system is essential to the SWEET Team and local education effort. At least one (1) member of the SWEET must be a representative from the community water system(s). Other SWEET Team members should include members of organizations other than the community water system(s) to have a variety of expertise represented – see potential members below;
- Suggestions for potential SWEET Team members:

Land planner, Local/County Planning Commission Member, Conservation District Educator/Watershed Specialist, Educator, Healthcare or public health professional, Public Water System staff/Water Professional, Water Authority Board Member, Municipal leader, Cooperative Extension Staff, County/COG Official, Watershed Association Member, Environmental Advisory Council Member, Land Conservancy Representative, Agricultural Representative, Civic leaders (Rotary Club, Lions Club, Kiwanis, Jaycees), Corporate Sustainability representative from an area business, Water Well Driller, volunteers with professional water resource background.
- SWEET Teams are expected to use the following **three (3) Visual Teaching Aids/educational models** for demonstration at municipal and public education events during the project:
 1. **Groundwater flow model** to demonstrate the behavior of ground water, movement of contamination, and the relationship of ground water to surface water,
 2. **Enviroscape® Drinking Water & Wastewater Treatment Model** to demonstrate sources of drinking water pollution and its prevention by tracing the path of water from *source* to *treatment* plant, to the end user, and beyond,
 3. **Source Water Protection area maps** that show the source water protection zones and times of travel for the water supply/supplies. Consult PADEP Regional SWP Coordinator for maps.

NOTE on Visual Tools: Grantees are expected to practice and develop a comfort level in demonstrating the models prior to public events. Grantees are encouraged to investigate whether models such as a groundwater simulator model and EnviroScape may already be on hand locally that may be borrowed. A variety of models may be available through the County Conservation District (www.pacd.org), or local watershed organization. Please check with WREN if you need assistance locating models as we have funded many under prior grants. Groundwater models may also be available through PRWA or the Pennsylvania Groundwater Association (<http://www.pgwa.org/>).

Groundwater flow simulator model – It is often difficult for audiences to understand an unseen underground resource like groundwater, and how it becomes polluted. The groundwater simulator is an effective tool to demonstrate the impacts of point and nonpoint source pollution on water resources through the use of colored dyes to depict how water as well as contaminants can migrate through the environment and to drinking water wells.



Groundwater Simulator Model



EnviroScape® Drinking Water and Waste Water Treatment Model

* NOTE: The **Source Water Assessment Program Summary** also referred to as a “SWAP” Report, can be obtained from the regional office of PA Department of Environmental Protection. An Executive Summary is available online for many systems at: <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-10045>. Click on County to access a specific water system.

If you are unable to locate the report for the public water system, please contact your DEP region office and ask to speak with the source water protection coordinator for the Region:

PA DEP Region Offices and SWP Contacts		
<p>Northwest: (814) 332-6945 Christopher Berkey Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren</p>	<p>Northcentral: (570) 327-3422 Mark Stephens, P.G. Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union</p>	<p>Northeast: (717) 772-4048 Joe Hebelka Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming</p>
<p>Southwest: (412) 442-4051 Tom McCaffrey Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland</p>	<p>Southcentral: (717) 705-4913 Cathy Port Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York</p>	<p>Southeast: (484) 250-5900 Kevin Smith Bucks, Chester, Delaware, Montgomery, and Philadelphia</p>

For more information about PA DEP’s voluntary SWP Plan process, please visit WREN’s source water protection website: <http://www.sourcewaterpa.org> or download the PA DEP [Fact Sheet](#). Also see publications aimed at SWP at the WREN website: www.waterwise.org.

Ineligible Expenses

The following are ineligible expenses for WREN Funding:

- Land or major equipment acquisition
- Entertainment - No food or beverages
- No promotional items
- Lobbying (attempting to influence local, state, or national legislation)
- Sealing of abandoned wells
- Construction (except for project related signs)
- Interest payments
- Clothing (T-shirts, hats, etc.)
- Activities required by permit; by a draft or final NPDES permit such as CAFO’s or MS-4 Permit

If eligibility for funding is in question, contact WREN. Project activities that are advocacy (for example, attempting to influence local, state, or national legislation) will not be funded by WREN grants.

* WREN is not permitted to use its funds for any activity specifically required by permits. Please contact WREN if you have expense eligibility questions.

Source of Funding

Funding for **Source Water Protection Collaborative Projects** is provided by the Pennsylvania Department of Environmental Protection (PADEP) Source Water Protection Program through Section 1452 (State Revolving Loan Fund for Drinking Water Source Water Protection) of the Safe Drinking Water Act of 1996. Project award funding is dependent upon the availability of federal and state funding support to the League of Women Voters of Pennsylvania Citizen Education Fund/WREN Project. The views expressed herein are those of the LWVPA-CEF and do not necessarily reflect the views of EPA, PADEP, or any of its sub-agencies.

Grant Match

A minimum 15% of the WREN Grant award is **required** as an overall match, and should be listed on Budget Sheet. Match share can consist of cash **AND/OR** in-kind services. Examples of in-kind services: use of grantee's labor/staff time, equipment and/or materials, volunteer time, office space, facilities donation, food/beverage donations, professional support time to complete the agreed upon scope of work. Cash share cannot be derived from other DEP provided funds.

Grant Selection Criteria

Proposals will be evaluated using the following guidelines:

- Does the project meet all of the requirements, with active roles defined for the partners?
- Is the proposal clearly written with a well-defined SWP educational goal that will reach municipal/county officials and a primarily adult audience, and does it demonstrate clear objectives and measurable outcomes?
- Does the project identify and demonstrate that it will take action to address a specific source water protection priority risk factor? Does it address engaging emergency management?
- Does the proposal demonstrate that the Partnership and Project Leader(s) and SWEET Team have the ability to complete the project?
- Does the project demonstrate that it will use visual models and visual environmental education materials? Will the project re-use existing educational materials or create new ones?
- Does the proposal contain a timetable with major milestones identified for each deliverable, public education events, and tasks with target completion dates?
- Does the proposal include a Project Evaluation that will assess community engagement, project success, lessons learned, and the audience's increased knowledge?
- Does the project have the potential to be replicated or adopted by others?
- Will the project take place without WREN funding? Is the budget accurate, reasonable and consistent with the proposed activities? Are budget items appropriate? If WREN funding is requested for staff/consultant time, is the staff/consultant identified? Does budget show number of hours, hourly rate, and no fringe benefits? Requests for staff time are often appropriate; however, the amount of staff time relative to overall budget should be clearly justified.
- Does the budget include the required 15% match through cash or in-kind contribution? Preference will be given to projects showing contribution of funds or in-kind services from project partners or other sources.
- Does the proposal include a discussion of possibilities for sustaining education efforts or spin-off activities after the end of the grant period?

Key Expectations of Successful Applicants

- Complete all required Grant Activities, including formation of a **Source Water Collaborative** and a **Source Water Environmental Education Team** (SWEET Team) that conducts all required educational activities and completes grant deliverables as agreed upon in the Scope of Work.
- Attend the WREN Orientation and Wrap-Up Meetings as required. (see #2 below.)

Project Leader(s) will be expected to:

1. Be responsible for financial management (which may be delegated), project outcomes, and reporting.
2. Attend (or send a delegate to) the mandatory **Orientation Meeting on June 9 and 10, 2015**, to learn about WREN grant requirements, available resources, and to network with other funded projects. The two day meeting will be at Dickinson College, Carlisle, Pennsylvania at minimal cost to the grantee. Lodging and meals (at Dickinson College) for two individuals will be paid by the LWVPA-CEF. Travel expense reimbursement will be calculated on a mileage reimbursement rate of \$0.30/mile plus tolls. **Mandatory Attendance at two day Orientation Meeting as a required grant activity and will be included in each Project Scope of Work.**
3. Attend the mandatory **final "Wrap up" Meeting in JUNE 2016**, at the end of the grant period, to share Lessons Learned with new grantees. Lodging and meals for 1 individual will be paid by the LWVPA-CEF. Please do not apply if project cannot send a representative to both the Orientation and Wrap-Up Meetings.
4. Periodically update the WREN project director about the project's progress.
5. Provide at least four digital photos of events funded by the WREN grant.
6. Submit required reports as electronic files via email:
 - **Interim Progress Report** is due by November 15, 2015. This report will summarize project activities to date, any anticipated changes to the original time frame and deliverables, and budget. Submit Budget Sheet showing project expenses incurred to date with receipts/invoice documentation. Copy of Press Release about the project will be submitted with Interim Report.
 - **Final Report and Project Evaluation** is due electronically by June 15, 2016. This report will describe the project activities conducted, project outcomes, grant products developed for the project, Project Evaluation (project successes and shortfalls, and lessons learned). Four (or more) digital photos and grant materials will be submitted electronically with Final Report. Submit Final Budget Sheet (Excel) with complete project expenses and documentation, including listing of in-kind contributions.
 - **Project Evaluation. This is a mandatory grant requirement.** Project leader must assess the results and increased knowledge of source water protection among the partners and audience as the result of the project. Project Evaluation shall be submitted with the Final Report with quantitative and qualitative indicators of project accomplishments and lessons learned. Projects may use WREN Project Evaluation Template.
7. **Grantees must submit final electronic files of press release and all public educational materials and reports** produced under grant to LWVPA-CEF to enable posting to WREN websites.
8. Products produced with grant funding are required to remain in the public domain for complete public access. Copyrighting is discouraged, but if it must be done, will be done in the name of the Commonwealth of Pennsylvania. **Grantees are expected to use the services of a professional graphic designer (funded by the grant) to produce professional quality materials, and editor if needed.**
9. Grantee must include the appropriate funding statement on all grant funded materials. All materials developed, and any articles written about granted projects must acknowledge LWVPACEF and the Pennsylvania Department of Environmental Protection as the funding source.
10. Due to legal and financial obligations that LWVPA-CEF must meet, electronic drafts of public educational materials produced using grant funding must be submitted for review and approval by LWVPA-CEF/WREN prior to printing and distribution, including publications, pamphlets, video scripts, press releases, presentations and web materials. This review is to ensure that LWVPA-CEF is able to meet the requirements that are imposed by the funders of our project. Grantees are expected to ensure materials have an appropriate readability level for the target audience (8-9th grade level). Grantees should incorporate WREN review time (typically two-three weeks) into their project schedule.

Financial Management of Grant

1. To be a grantee, management of the funds must be done by an organization with a 501(c)3 status, a government entity, or a Conservation District; otherwise applicant(s) must partner with a sponsor that meets this criteria.
2. Funds distribution – As soon as funds are available to LWVPA-CEF for disbursement, WREN will issue the first disbursement of up to 25% of the grant award to begin project work. The first payment is anticipated to be

made no later than September 30th, pending LWVPA-CEF receipt of funds from DEP. For second disbursement (25%), grantee must submit Project Press release, SWP action to be implemented and the method for doing Project Evaluation to WREN (see Evaluation section below). Prior to disbursement of the third payment (up to 30% of the grant award), all midpoint requirements (i.e. acceptable Interim report, financial report and grant products created to date) must be met. Final disbursement, twenty percent (20%) of the total grant amount, will be withheld until the final report, project evaluation and grant products have been submitted to LWVPA-CEF and when the Project Leader(s) have met all grant obligations (including attendance at Wrap-Up Meeting in **June 2016**.)

3. Any fees collected from the sale of WREN funded educational materials or WREN funded workshops or events must be deducted from the project's total allowable costs to determine the net costs eligible to be charged to the WREN grant.
4. A financial report (Budget Sheet) with scanned itemized receipts is required to be submitted with the Interim Report and Final Report. Financial reports need to be signed by a responsible fiscal officer for the project. Please keep hard copies of receipts in case LWVPA-CEF contacts you to provide this information. Expenses for professional services or program outreach personnel must provide documentation such as memo invoice.
5. There will be a reimbursement allowance (to be determined) for mileage incurred related to the project.

Instructions for Applying for a 2015 WREN Source Water Protection Collaborative Grant

Application Cover Page

- **Complete all sections of the Application Cover Page.** Select a project tier (Local Project – maximum \$3,000; Expanded Local Project - maximum \$5,000; or County Project – maximum of \$8,000 award). List amount of Grant Funding requested.
 - **Local Project-** Application must be submitted by a partnership (comprised of at least one community water system and one or two additional organizations) that form a Local Source Water Collaborative and a SWEET Team that will conduct source water protection public education and implement a priority action within the recharge or aquifer area. Project partners must include at least one Community Water System and focus on the aquifer recharge area or watershed intake area. Priority will be given to proposals that include a local municipality or municipalities as active partners in the project. **Maximum funding: \$3,000/project.**
 - **Expanded Local Project** - Application must be submitted by a partnership (comprised of two or more community water systems and one or two additional organizations) that form an Expanded Local Source Water Collaborative and a SWEET Team that will conduct source water protection public education and implement a priority action within a shared aquifer recharge area or upstream/downstream watershed intake area. Expanded Local Project partners must include at least two or more Community Water Systems within a geographic area. Priority will be given to proposals that include a local municipality or municipalities as active partners in the project. **Maximum funding: \$5,000/project.**
 - **County Project** - Application must be submitted by a partnership comprised of two or more community water systems and two additional organizations, one of which must be a county level entity. The partnership will form a County Source Water Collaborative (with commitment of County Commissioners and/or County Planning Department, etc.) and a SWEET Team that will conduct source water protection public education and implement a priority drinking water protection action within the County. The long term goal is to encourage all Community Water Systems in the county to participate in the coalition. **Maximum funding: \$8,000/project.**
- **Title** - Give your proposed project a brief, descriptive title in 10 words or less. Avoid acronyms in title. Examples: *Springfield Drinking Water: Protection from the River to the Tap; Ruralville Drinking Water – Lend a Hand to Keep it Clean; or Source Water Protection for Berks County.*
- **Project Summary** – Provide a concise summary of the project's expected (measurable) outcomes, target audience, priority action to be implemented and project deliverable(s) / work product(s) using two or three sentences in the Project Summary space. Provide a more detailed description in the body of the project description narrative.

Project Summary Examples:

ABC Municipal Authority will partner with ABC Township and ABC Rotary Club to help local homeowners with aging home oil tanks where leaks could become a potential problem to the local drinking water supply. The partnership will conduct public education and produce a fact sheet about the impacts of oil tank leaks and other pollutants that have the potential of rendering ABC community groundwater wells useless, since they are beyond remediation by environmental cleanups. The effort will help avoid millions of dollars to locate and develop a new community water supply well in the event of a contamination.

Project partners will form a county-wide Source Water Environmental Education Team (SWEET) to conduct public education workshops in all four regions of the county. The goal is to encourage action to reduce risks to water supplies from potential contaminants such as leaking underground storage tanks, and malfunctioning septic systems and help the Pleasant County Source Water Protection Coalition to expand the participating partners to include all 20 public water systems in the county. Community outreach events are planned featuring visual models such as the groundwater model and source water area maps; project funds will be used to develop a brochure that will be posted at County and municipal websites and distributed at the library, public workshops, business association meetings, and other educational events.

Awesome County is forming a county-wide coalition with the participation of all twelve Public Water Suppliers that will educate citizens, municipal officials and businesses about ways we can protect our drinking water source areas from pollution and improve coordination with emergency management for spill response. The coalition will create a Source Water Environmental Education Team (SWEET) and use visual models at a series of educational sessions that engage local leaders with a goal of implementing specific protection measures that will reduce risk and protect Awesome County's drinking water for the future, and design and distribute a Fact Sheet at public events that will be posted to websites, including County Planning, Conservation District, and water supplier websites.

Budget Summary Page

What is your Project Budget?

- Use the **Budget Summary Page** included in the grant application package to itemize your WREN Grant expenses and sources of funds. Be as specific as possible about anticipated costs for each of the project activities listed; for the Fact Sheet or brochure, estimate the quantity to be printed, video or website costs, include any educational tools or models that may need to be acquired.
- The Administrative and Program Outreach Personnel budget lines refer to staff employed by the applicant or their partners. Please identify who will receive compensation through the grant to the best of your ability.
- The Professional Services budget category refers to consulting or contractual services for the project either from an individual or from a company. If your project budget requests funding for Professional Services, please indicate to the best of your ability the name of the contractor, what tasks they will be perform, and the estimated hours and expense to be incurred. **Note: WREN encourages the use of graphic designers and editors for any print material. Professional quality print materials are expected.**
- All products to be acquired or produced using grant funding must be itemized and appear on the budget sheet.
- The budget breakdown for each line item should be:

Column 1: The dollar amount requested from LWVPA-CEF/WREN

Column 2: Funding available from other sources to be used for the proposed project, if any

Column 3: Show In-Kind Contributions* - The known and estimated amount of in-kind contributions from local sources, cash contributions, volunteer labor and other sources of match (total in-kind must be at least 15% of the total amount requested from LWVPA-CEF)

Column 4: Total anticipated expenditures (the sum of the first three columns.)

* **Grant Match:** Include In-kind match on Budget Sheet Column 3. Attach separate sheet if needed. Local contributions or **in-kind support/service** provide an important way to show local support for your project. You can include volunteer time as in-kind support/service by estimating the monetary "value" of volunteer's time. A "reasonable" hourly wage can be based on local average wages or on the Independent Sector's estimated value of a volunteer hour of \$22.55 per hour. See

http://www.independentsector.org/volunteer_time?s=volunteer%20value%20of%20time#sthash.oi0CPf6F.dpbs for details.

The project must be conducted by a partnership at the local level, expanded local level or the County level. All partners should read the WREN Grant Application, complete and sign a Partner Form. General letters of support are not needed or accepted; WREN's main interest is the specific ways the partners will provide support to the project, rather than letters of support. ***The quantity of project partners is not important; the key factor is the quality of their participation.***

Complete a **Partner Form** for each Partner that will be active in the Project. Be specific about the Project Tasks or Activities the Partner will undertake in the proposed project. Indicate whether any cash funds or in-kind services match will be provided by the partner organization.

- Projects must include at least one or more community water systems according to selected tier as active partner(s) in the project with defined role(s). Indicate the tasks and activities that will be undertaken by the community water system(s). A Partner Form should be completed for each community water supplier that will actively participate in the project; please note whether they will be part of the SWEET Team in addition to the Collaborative. County Projects must complete a Partner Form that shows commitment from a County entity – i.e. commissioners, planning, emergency management, etc.
- Partner Forms must **include the signature and printed name** of either the chief officer of the organization or someone who can commit the organization from a fiscal and/or programming perspective. Partner forms must include complete contact information including phone and email. Signed Partner Forms should be scanned and sent with the required email submission.
- Partnerships that include participation of a local municipality or multiple municipalities will be given priority.
- Individuals may participate in a Partnership without a group affiliation (e.g. educator, health care professional).

Project Description Narrative

Please use the following outline to organize a concise Project Description narrative which is to be no more than **4 pages** in length with minimum 10 pitch font. We want to understand the key elements of your project requested below – the ***who, what, where, when, why and how***.

1. **WHO – Briefly describe the lead partner organization, grant partners, and potential SWEET Team members.**

- Briefly describe the qualifications of the lead organization to complete the project.
- State the tier selected. Establish that your partnership commits to form a Local Partnership, Expanded Local Partnership or County SWP Collaborative and Source Water Environmental Education Team (SWEET). List the public water supplier(s) that will actively participate in the Collaborative and SWEET Team.
- Discuss whether local municipality(ies) or County (if a county grant), will participate as active partner(s).

2. **WHAT - What is the key marketing message the project will convey?**

In one sentence explain your overall message. Will you use “Water Words that Work?” See: <http://www.waterwordsthatwork.com/our-methods/message-method/words>

3. **WHO is your target audience and why did you select them? (i.e. local officials, farmers, business owners, auto repair shops, residents in wellhead protection area, etc.)**

Briefly explain the size of the target audience and why it was selected. How you will reach them, and what do you expect them to do as a result of participating in your project?

4. **HOW will you use WREN funds to accomplish the required SWP Project activities?**

Explain the education and outreach activities you will undertake as specifically as possible. Identify any professional services or consultants you plan to engage in the course of conducting the project and the task(s) they will perform. Please note the use of professional graphic services to create the Fact Sheet/brochure is strongly encouraged to achieve the professional results expected.

Requirement #1

Form a **Source Water Collaborative** or partnership. Outline the members of the Collaborative. Identify the major benefit of forming the collaborative now. Indicate the types of activities (see page 6 #3) the Collaborative may undertake to protect drinking water over time.

Requirement # 2

Form a **Source Water Protection Environmental Education (SWEET) Team**. Use table below to outline potential SWEET organizations and roles; please identify potential SWEET Team Members by name if known:

Name	Organization	Role
1.		
2.		
3.		
4.		
5.		

Requirement #3

Determine the **priority source water action** that the project partners will address during the grant.

- Which potential contaminant concern will be the focus for action/implementation during the grant period? Why?
- Who is the target audience to engage for this action? What barriers are preventing people from taking protective action to address this risk now? (social marketing approach)

Requirement #4

Develop and distribute a **Press Release** about the project, Source Water Collaborative & SWEET Team, goals of the project, project partners, and expected educational activities during the project year. State whether assistance will be needed from WREN to create a press release.

Requirement #5

Create and distribute a **Source Water Protection Fact Sheet/ brochure** or produce a **short video**:

- Which product will be produced? For fact sheet/brochure: Indicate whether you intend to create a new product from scratch or re-use/modify existing educational materials. Many examples available at WREN's www.sourcewaterpa.org. State quantity to be produced and how it will be distributed. Will it be posted to websites? Include cost estimates and quantity on Budget Sheet.
- Video Option - describe the topic for the video, intended audience and how it will be produced (DIY or video professional). Include cost estimate on Budget Sheet.

Requirement #6

Conduct **Information Session for local municipal/county Officials**. How will the Collaborative encourage County/municipal officials to attend? What is the goal for the session? Describe publicity and event timeframe. Discuss current level of awareness of source water protection among local/county officials.

Requirement #7

Conduct a **source water protection community education event**. Describe the event and whether it will be a dedicated SWP event or take place as part of another event. What will be the intended audience for this education session? How will it be publicized? When will it take place? What action do you want the audience to take?

Requirement #8

Offer to **conduct a presentation at a local school** (if approved by the school). What school district(s) and grade levels will be targeted? Is a field trip to tour a public water supply a possibility? Does the water system have an existing relationship with teachers at the school, or must one be developed?

Requirement #9

Complete **Interim** and **Final Report**; complete **Project Evaluation**.

5. WHERE will your project activities take place?

- Indicate the municipality, region (aquifer or watershed) or County and public water systems where the project will take place.

- Indicate whether the water systems have implemented source water protection programs or have participated in the DEP SWPTAP Program, whether they have plans approved by PA DEP.
- Does the target municipality(ies) or County have a Comprehensive Plan and/or zoning that is protective of drinking water resources?

6. WHEN – Provide a timetable with the key milestones for the project during the grant period?

Milestone	Tasks	Target Date

7. HOW - How will you accomplish the specific goals of your project and what will be the measurable results for each?

Specific Goal	Measurable Result

8. State whether educational tools/models (Groundwater model and Enviroscope) are available or would need to be purchased using Grant Funds.

- Where will they be housed/stored?
- Include purchases on the budget sheet. Note: models may be available for loan from previous WREN grants.

9. HOW will you assess the success of the project and gather Lessons Learned?

See Project Evaluation section below for guidance.

- Outline how you plan to assess the success of the project and whether the results achieved met the original objectives. Describe the types of evaluation tools or techniques that will be used for the educational activities to gauge knowledge gained by local officials and the target audience.
- How will you assess progress achieved in local SWP partnership development?
- Outline how the project leader will gather lessons learned.

10. Will your program continue after the grant runs out?

- Tell us how your project will have a longer-term impact in the community beyond the time period of the grant.
- What plans do the partners have for the future after the grant period ends?
- How might your project be replicated or transferred as a model for others?

Project Evaluation

Project Evaluation is a **requirement** for WREN Projects and considered to be a best management practice by most funders. How effective was the project and partnership overall? Were the desired results achieved? Grantees should assess activities along the way throughout the project, not just at the end. Project evaluation is a means for others to learn from your experiences, both successes as well as shortfalls. Keep in mind that an evaluation plan need not be elaborate or complicated to be useful to you and others.

Project Evaluation includes both quantitative and qualitative indicators of project accomplishments. Will you capture numbers (# of attendees, # of education events) and anecdotes? How will you gather feedback from your municipal officials? How will you gather resident or target audience feedback?

In addition to evaluating the knowledge attendees gained from events and activities, projects should assess the success of the partnership itself. Did the project help to develop or strengthen local SWP collaboration among the project partners, local officials, other groups and institutions? Did the partners lay the groundwork for future collaborative efforts? Did new partners come on board? Will the partnership continue after the grant?

Here are **examples of Project Evaluation Techniques**:

- Pre-event and post-event questionnaire or survey
- Direct observation
- Comments/feedback about interest in additional programs or requests for more information
- Brief follow up phone interviews (15 minutes) with public officials and project participants to gather feedback and determine whether perceptions or opinions changed, awareness increased, specific skills or knowledge increased, or the target audience moved to take specific action
- Track additional requests for information
- Track the development of spin-off projects and emergence of coalitions
- Comment on any noticeable changes in citizen behavior
- Comment on any government actions, either local or county, to protect the source water area(s)
- Track the number of volunteers and organizations involved in organizing the project
- Keep attendance sheets at all events to track the number of participants.

Questions for evaluations to consider:

- Was the source water protection message understood?
- What was the response to the information by local officials and target audiences?
- Have the necessary information and technical tools been made available for source water protection activities to occur at the local level?
- Have local officials increased or demonstrated their willingness to increase their efforts to protect the source water areas?
- Has citizen public awareness of the need to protect drinking water locally or regionally increased? How?
- Has the capacity of citizen organizations and government agencies to work cooperatively to take action to protect drinking water sources increased?
- Are citizens more willing to participate in the local government process regarding SWP management?

How to Apply for a WREN SWP Grant

Use this guidance to apply for a WREN Source Water Protection Education Grant. Copies of this document may be downloaded at: www.waterwisepa.org. – (click on Grants tab) and <http://www.sourcewaterpa.org/>. Assemble your Application in this order: **The Application Cover Page, Budget Summary Form, signed Partner Form (s), and Project Description of not more than 4 pages.**

Application Checklist - Assemble Pages according to 1 - 6; Submit via Mail AND Email

<input checked="" type="checkbox"/>	1. Completed Grant Application Cover Page
<input checked="" type="checkbox"/>	2. Budget Summary Form (include source & description of 15% match)
<input checked="" type="checkbox"/>	3. Completed and Signed Partnership Form(s) for each Partner
<input checked="" type="checkbox"/>	4. Proposal Narrative (not more than four pages in length - minimum 10 pitch font)

Provide the Following as Attachments: (Please label attachments clearly)

<input checked="" type="checkbox"/>	5 List source and description of 15% overall WREN Grant match
<input checked="" type="checkbox"/>	6. If a Nonprofit Organization, Proof of Legal Status

Mail and email application:

<input checked="" type="checkbox"/>	7. EMAIL your application (Cover page, budget, partner forms & 4 page project description, without attachments) to Julie Kollar at: juliekwren@verizon.net no later than 4:00 pm March 20, 2015.
<input checked="" type="checkbox"/>	8. MAIL 7 sets of Hard Copy Proposals to LWVPA-CEF postmarked by March 20, 2015.

Application Deadline – Friday March 20, 2015

Submittal Instructions

A total of seven (7) hard copy sets (1 signed original plus 6 copies) of the application are required to be mailed to the League Office below (double-sided is welcomed) with each copy stapled in the upper left corner, **postmarked by Friday, March 20, 2015**. No binders or cover pages please!. **No faxes will be accepted.** Late submissions will not be considered.

Email your application by 4 pm 3/20/15 to Julie Kollar, WREN Project Director: juliekwren@verizon.net **in addition to mailing seven hard copy sets to League office.**

Mail seven (7) sets of your application to:

League of Women Voters of PA - CEF
WREN SWP Grant Application
226 Forster Street
Harrisburg, PA 17102-3220

League phone: 800-692-7281

We will notify you via email to confirm we have successfully received your application by April 7, 2015, and will provide notice of decision by May 15, 2015.

Putting the Proposal Together

Assemble application in the following order: Page 1 - Application Cover Page, Page 2 - Budget Summary Page, followed by all Partner Forms, followed by the Project Description narrative that is no more than FOUR (4) 8.5" x 11" pages in length using font not smaller than 10 pitch, In-kind Match page, proof of legal status if a nonprofit. Please staple each set in upper left corner. A cover letter, table of contents and any other type of cover page is not necessary. No binders please!