

Appendix 5: RiverSmart Innovation Grants Application Form

Instructions

Use this application form to respond to the Department of Energy and Environment's (DOEE's) RiverSmart Innovation Grants [Request for Applications](#) (RFA) number 2015-1520-SWMD.

This application form must be completed and submitted with all items required in [RFA](#) Section 5: Filing Requirements. Please note that the tax exemption affirmation letter does not apply to all applicants.

Applications are due by 4:30pm on February 29, 2016. You can submit by email OR in hard copy. Hard copies may be hand delivered or mailed. If mailed, the hard copy must be received by the application deadline. You do NOT need to submit in both forms. Incomplete or late applications will not be eligible for review or funding.

DOEE will score projects based on the criteria outlined in the [RFA](#). Be sure to read the project description very carefully to understand DOEE's objectives and restrictions.

Visit the RiverSmart Innovation Grants webpage for additional information:
<http://doee.dc.gov/service/riversmart-innovation-grant-program>

If you require further assistance, please contact:
riversmart.innovation16@dc.gov
(202) 535-2679

Supporting Documents

In addition to the items required in RFA Section 5, applicants are encouraged to submit additional supporting documents that are optional. Please attach any supporting documents to your email or hard copy when submitting the application.

- **Letters of support** from organizations, businesses, District or federal agencies, or other groups committing to the project. For location-based projects, applicants must submit a letter of support from the property owner stating their permission for the project to take place at the specified location.
- **Bios and/or resumes** of key individuals committed to the project.
- **Photos** or other visual imagery that will help the reviewers understand the issue the project proposes to solve or address.
- **Map** indicating the project location(s). Note that the project must be located in the District.

RiverSmart Innovation Grants Application Form

Project Title:

Section 1: Applicant Information

Applicant

Applicant name:

Address:

Contact person:

Phone number:

Email:

Federal Tax Identification Number (EIN):

DUNS number (obtain at <http://fedgov.dnb.com/webform>):

Primary Partner (if applicable)

A primary partner is a person or entity that is integral to the applicant's carrying out the project. If the project has a primary partner, please indicate below.

Name of primary partner:

Mailing address:

Contact person:

Phone number:

Email address:

Other Partners (if applicable)

Identify any partners and describe their involvement and resource commitments. Project partners may be government agencies, nonprofits, companies, or individuals. Include letters of support on the partner's letterhead or email with formal identification with your application.

Section 2: Project Information

Basic Information

1. Project location(s) (address or closest street and cross street):

2. Requested grant amount (\$20,000 maximum):

3. Check the watershed(s)* where the project is located:

Rock Creek
Potomac River
Anacostia River

If known, indicate the subwatershed(s) (i.e. the stream or other waterbody the project area drains to prior to flowing to Rock Creek, the Potomac River, or the Anacostia River):

4. Indicate the Storm Sewer System(s)* where the project is located:

Municipal Separate Storm Sewer System (“MS4”)
Combined Sewer System (“CSS”)

**To determine the project’s watershed and Storm Sewer System, use the Watershed Finder at <http://geospatial.dcgis.dc.gov/WatershedFinder/>. The “Storm Sewer System” will either say “MS4” or “CSS.”*

5. Check each of the RiverSmart Innovation Project Areas the project addresses. Select all that apply:

Remove impervious surfaces, install green infrastructure, or plant/preserve trees
Create/promote green jobs
Restore native habitat
Clean up an area affected by high volumes of litter
Prevent litter

Project Description

DOEE encourages applicants to be concise when responding to the following sections. Please do not attach additional pages. At the same time, please do not feel as though you need to fill all the space provided.

6. Provide an overview of the project.

Project overview continued...

Project overview continued...

7. Describe the target audience you plan to reach with your project and why you have chosen them.

8. Describe the **project outcomes, outputs, and activities**. The table below defines each and provides examples.

	Outcomes	Outputs	Activities
Definitions:	Medium- to long-term result(s) that occurs and/or continues after the project ends.	Short-term result(s) achieved at the end of the project period	Undertaken to achieve the outputs and outcomes
Examples:	Volunteers recruited for cleanup events	Develop flyer to promote cleanup events	Heightened awareness and personal action on litter-related problems within target audience

9. Describe your methods for accomplishing the proposed project.

10. Explain how the project success will be measured.

11. Explain how the project will educate people in the District on stormwater-related issues and, more generally, watersheds and waterbodies.

12. Fill in the project timeline provided. Include start date, work events, outreach activities, major project phases, key tasks (like getting a permit) and estimated completion date.

Use only as many lines as are needed. Think broadly but provide enough details to demonstrate you have thought through the major tasks.

Month/Year	Task to be Completed	Parties Responsible

Section 3: About the Applicant

13. Describe your organization. Include historical context, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals.

Describe your organization continued...

14. List key personnel working on the project and attach bios, resumes, portfolios, websites, or other means to help demonstrate their experience on the subject matter.

15. If in the last five years you have worked on a grant or contract provided by an agency of the Government of the District of Columbia, summarize past performance of that grant or contract. Identify the District agencies from which the organization has received funding, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. Also briefly describe any disputes, investigations, or audits.

Summarize past performance of DC grants/contracts continued.....

Section 4: Project Budget

Provide a budget table and narrative. The proposal should use the budget table format found in Appendix 2. Alternatively, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit that in budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."