

# Town of Windham

## Watershed Protection Grant Program

# Program Information and Application Instructions

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### Program Background

The Windham Town ('the Town') Council approved a grant program for protection and preserving watersheds. The purpose of the program is to provide small grants for volunteer and educational organizations to complete projects within the Town that promote community-based efforts to protection and restore diverse natural resources.

### Eligible Projects

To be eligible, projects must be located within the Town. The project must promote community-based efforts to project and restore diverse natural resources.

### Types of Projects

- Streamside & Riparian Restorations.
- Environmental Education Programs.
- Removal or replacement (with native vegetation) of noxious vegetation in riparian areas.
- Preservation or Enhancement of wetlands.
- Watershed preservation by restoring and/or preserving upland green space & native vegetation.
- Inventories, assessment or monitoring of natural areas, including weed/invasive identification.
- Design, Construction, or improvement of stormwater best management practices for community property.

Preference will be shown toward projects within priority watersheds. Priority watersheds include:

- Watersheds that have a [Total Maximum Daily Load \(TMDL\) \(report\)](#) from Maine Department of Environmental Protection [MDEP].
- Listed on the [MDEP 303\(d\) List of Impaired Waters](#);
- Listed on the [MDEP Lake/Stream Nonpoint Source Priority Watershed List](#);
- [Watershed Management/Protection Plan approved by MDEP](#) for waterbodies located in the Town.

Preference will also be shown toward projects that will promote the sharing of equipment, knowledge, and other resources with other non-profit groups in the Town.

### Funding and Application Timeline

The Town appropriates watercraft excise tax funds to finance this grant program. The 2023 grant allocation is \$40,386.00. A minimum match of 50% is required. Volunteer hours can be used for 25%

of the 50% match requirement (See Grant Match Funding section). The grant application deadline is end of business on Friday, March 31. All applications must be submitted by that date. Incomplete applications will not be accepted. Applicants will be notified of incomplete applications within five days of their receipt.

Complete applications will be reviewed by the Town, or their Designee. Application interviews will be conducted on Wednesday, April 12 from 6:00 – 8:00pm. Interviews will be a maximum of 15 minutes in length. Accommodations for virtual attendance, etc. will be allowed.

### **Grant Award and Disbursement**

The Town will complete their review of the applications and select grant recipients by Tuesday, April 25. All applicants will be notified of the Council's decision. The Town reserves the right to grant all, or any part, of the total amount requested

Applicants for projects that require modification are required to submit written notification to the Town. Modification is categorized as the following:

- Projects that change in scope.
- Projects that require an extension (projects not completed by the 2023 grant deadline).
- Projects that cannot be completed due to dispute, unforeseen circumstances, etc.

The Town reserves the right to rescind all, or any part, of the total amount awarded based on the modification reason.

### **Applicant Deliverable**

Grant recipients will be required to submit a Final Report to ensure completion of all the project deliverables. The Final Report shall include an accounting of all income and expenses presented in the same format as the original budget spreadsheet, a list of accomplishments, digital photographs, and the name of the organization responsible for maintaining any equipment or infrastructure associated with the project.

For projects that incorporate maintenance plans/agreements, a copy of the annual inspection reports shall be submitted to the Town for the life of the maintenance plan.

### **Selection Criteria**

Each application will be reviewed and scored by the Town. The maximum score is 100 points. The applications will be evaluated using the following criteria:

- **Quality of Proposal.** Comprehensive applications will score the highest. Application should identify, in detail, project objectives, benefits, carefully considered timeline and scope, as well as communications with stakeholders. An accurate and defensible budget should establish project costs. Costs can include, but are not limited to:
  - Supplies and materials (i.e., riprap, erosion control mix, pipe, material removal bags, whirl Pak bags)
  - Product costs (i.e., designs, permits, inspections)
  - Equipment (i.e., grader, excavator, dredging equipment, water quality testing equipment)
  - Contracted Services (i.e., technical consultation)

- Wages (i.e., volunteer hours, contractor, dredge operators)
- Monitoring (i.e., project management)
- Administration (i.e., costs for administering grant or fiscal management)
- **Priority/Impact of Project.** Applications will receive higher scores when the project.
  - Occurs in a priority watershed as defined in the 'Types of Projects' section.
  - Directly addresses Nonpoint Source Pollution sites identified for restoration in a watershed management/protection plan or watershed survey.
  - Directly protects or preserves water quality and biodiversity. Improves or preserves wetlands, riparian areas, or habitat for endangered species.
- **Experience, Expertise & Likelihood of Success.** Applications will receive higher scores when the project coordinator has prior experience and/or when a qualified advisor is involved. Projects that are 'shovel-ready' (e.g., engineered plans, landowner approval, matching funds allocated, etc.) will score higher. Application should identify mechanism, agreement, program that ensures project will be maintained and monitored following completion. For applicable projects, applications should include engineered plans, landowner approval agreements, matching fund commitments, to demonstrate likelihood of success.
- **Community Buy-In, Resources & Partnerships.** Projects that promote the sharing of equipment, knowledge, and other resources with other non-profit groups in the Town will receive higher scores. Application should include project commitment agreement, landowner approval agreement and maintenance plan.

A minimum score of 70 points is required to receive funding. Proposals meeting the minimum score, but not funded in the current fiscal year, may be resubmitted the following fiscal year if grant funding is appropriated by Town Council.

### **Grant Match Funding**

Grants require a minimum of 50% total match of the project. Match may consist of in-kind labor, materials, equipment, or other funding sources. Volunteer hours can only constitute 25% of the total. Volunteer labor will be valued at \$22/hour. Volunteer consultant time will be valued at their normal billing rate. The proposed value of all other in-kind contributions will be reviewed on a case-by-case basis.

# Town of Windham

## Watershed Protection Grant Program

# Application

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### **GENERAL INSTRUCTIONS**

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1. Answer the questions in *Section 1* by typing, or clearly writing, the information requested on the attached form. For sections that do not apply, please write 'Not Applicable'.
2. Answer the questions in *Section 2*.
3. Complete and attach the project budget in *Section 3*.
4. Complete and attach the project commitment agreement in *Section 4*.
5. Complete and attach the landowner approval agreement in *Section 5*. If this section does not apply, please write 'Not Applicable' and include the section in the application.
6. Complete and attach any additional required information or forms.
7. Submit application with material checklist as first page.

### **SUBMISSION OF GRANT APPLICATIONS**

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Grant applications may be submitted to the Town Manager's Office at any time. For more information see the ***Program Information and Application Instructions*** or contact Gretchen Anderson as listed below.

**Gretchen Anderson**  
**Environmental & Sustainability Coordinator**

**Phone:** 207-894-5960 ext. 2  
**Fax:** 207-892-1910  
**Email:** gaanderson@windhammaine.us

# Town of Windham

## Watershed Protection Grant Program

# Materials Checklist

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**Deadline: Must be submitted on or before Friday, March 31.**

All applications must be completed correctly, and all requested materials must be submitted before the deadline to be considered for funding. Incomplete applications, missing information or an absence of required attachments will not be accepted for review.

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

**Name of Project:** \_\_\_\_\_

**Materials Checklist**

**Section 1. Application Information**

**Section 2. Project Information**

**Section 3. Project Budget**

**Section 4. Project Commitment Agreement**

**Section 5. Landowner Approval Agreement**

**Additional Attachments**

**Project Design**

**Maps**

**Maintenance Plan/Agreement**

**SECTION 1: APPLICANT INFORMATION**

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Type or write the requested information on this form.

**Name of Project** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

Applicant Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Affiliate Organization (if any)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

**Landowner (if any)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Project Location \_\_\_\_\_

**Technical Contact (if different from applicant)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Fiscal Officer (if different from applicant)** \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_ City State ZIP

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Grant Dollars Requested \$** \_\_\_\_\_

**Total Project Cost \$** \_\_\_\_\_

## **SECTION 2: PROJECT INFORMATION**

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Please answer the following questions. Limit individual responses to 250 words or less.

1. What is the present situation? Describe the current conditions at the project site.

*Describe current watershed conditions, including any known problems (e.g., poor water quality, excessive erosion, decreased stream flow, degraded upland forage condition, etc.). Explain the problem. Don't explain the project here. The project description should be provided in response to Question 2.*

Priority Watershed: \_\_\_\_\_

2. What are you proposing to do? What are the project goals and how will they be achieved?

*Describe project goals and the proposed activities (e.g., removing noxious vegetation, planting native vegetation, etc.). Identify the site location(s) of the proposed improvements. The degree of detail should match the project complexity and allow for full evaluation of the project viability. If applicable, include a discussion of vegetation establishment practices (irrigation, weeding, etc.) and erosion prevention and sediment control. (Erosion control permits are required for ground disturbing activities and are provided at no cost for grant projects.)*

*Explain the benefits of each proposed practice and how it addresses the problem described in your answer to Question 1 above.*

## **SECTION 2: PROJECT INFORMATION**

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3. Who will design the project or provide technical guidance? Were other alternatives considered?

*Provide the name of the individual or company that will be providing design or technical guidance for the project. This could be an expert in wetlands, native plant material, landscape designer, etc. Include their qualifications and experience. Provide a description of alternatives considered (if any) and the reasons for choosing the practice(s) proposed.*

4. How will the project be maintained and monitored for success? How frequently, and for how long? Who is responsible for maintaining and monitoring project success?

*Indicate who is responsible and what will be done to ensure the project is maintained and functioning properly in future years (e.g., fence repair, watering trees until fully established, weeding, culvert cleaning, etc.).*



## **SECTION 2: PROJECT INFORMATION**

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5. Does the project have other funding commitments and have any conditions been placed on those funds?

*Indicate whether Town of Windham funds need to be spent first or if other funds are only available under certain conditions. If other funds are pending, describe when confirmation or availability is likely.*

6. Are there additional partners (agencies, landowners, volunteers)? What will be their role in the project?

*Almost all projects have the cooperation of landowners, professional advisors, organizations, and/or volunteers. Identify these entities, approximately how much time/materials they are contributing, and what their role is in completing the project. Examples may include the soil and water conservation district; local, state, or federal agencies; conservation groups; or scouting groups.*

## **SECTION 2: PROJECT INFORMATION**

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7. What is the proposed schedule for the project?

*List the anticipated start and completion dates for the project or various project components.*

8. Are permits (federal, state, or local) needed for this project?

*Some types of projects will require permits. List the type of permit(s) needed, the status (agency contacted, permit being processed, etc.), and the expected date the permit will be issued. Provide the name of the permitting agency and contact information.*

## **SECTION 2: PROJECT INFORMATION**

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9. How will the project promote public awareness of the benefits of watershed protection or preservation?

*Describe how the public will become more aware of watershed protection and preservation as a result of the project. For example: "The coordinator will provide an article for the Town's Facebook page," "A presentation will be made to the Road Association," "Questionnaires will be circulated to neighboring landowners as part of the assessment," etc.*

10. How will the project be impacted if funds are not received or partially received?

*Will the project still proceed, or will it need to be rescheduled/modified depending on grant funding?*

## **ADDITIONAL REQUIRED ATTACHMENTS**

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- **Project Budget.** (Use form provided in Section 3.)
  - *List the amounts of other funds and the dollar value of volunteer labor, donated services, and supplies on the budget page (in the column marked "Match Funds"). This Match Funds column is only for funds from sources other than the Town. At least 50 percent match funding is required. In the equipment section, show all proposed expenditures for equipment costing over \$100. Add an additional page if necessary. For all equipment purchases, explain who will house, maintain, and use the equipment both during and after completion of the project.*
- **Project Commitment Agreement.** (Use form provided in Section 4.)
  - *Document certifies that the applicant understands the requirements for funding.*
- **Landowner Approval Agreement.** (Use form provided in Section 5.)
  - *Property owner needs to sign this form. If the project will be on public land, the authorized elected or appointed official will need to sign.*
- **Project Design** (if applicable).
  - *If site work is proposed, provide a project design and/or the design standards reference source that will be followed (e.g., NRCS Field Office Technical Guide, Oregon Habitat Restoration Guidelines). Town of Windham can provide guidance on where to obtain reference sources*
- **Maps.**
  - *Provide a general map highlighting the location and extent of the project. Unless a project design is submitted, provide a more detailed map locating site specific activities. (Use 8½" x 11" single-sided pages and include a scale or dimensions.)*
- **Project Maintenance Plan/Agreement** (if applicable)
  - *For applicable projects, provide a maintenance agreement that will be instituted by pre-determined parties to ensure proper maintenance and BMP function for 10 years.*

## **SECTION 3: PROJECT BUDGET**

Attach additional pages if necessary.

<b>CATEGORIES</b> (Itemize projected costs under each of the following)	<b>MATCH FUNDS</b> *	<b>TOWN OF WINDHAM FUNDS</b>	<b>TOTAL COSTS</b>
<b>Wages†</b> (Volunteer equivalent or other paid)			
<b>Contracted Services</b> (Tree planting, technical consultation, etc.)			
<b>Supplies/Materials</b> (Fertilizer, seed, fencing, boulders, logs, plants, etc.)			
<b>Production Costs</b> (Design, permits, inspection, etc.)			
<b>Equipment</b> (Items with a value greater than \$100)			
<b>Monitoring</b> (For the length of time needed)			
<b>SUBTOTALS</b>			
<b>Administration‡</b> (Costs for administering the grant, i.e., fiscal management)			
<b>TOTALS</b>			

\* Amount of contribution provided by the applicant.

† See "Grant Match Fund" section of the *Program Information and Application Instructions* for calculating the value of volunteer labor.

‡ Administration costs may not exceed 10 percent of subtotal amount requested from Town of Windham.

## **SECTION 4: PROJECT COMMITMENT AGREEMENT**

### AGREEMENTS:

I/we, \_\_\_\_\_  
of \_\_\_\_\_, Maine, hereby make application for financial assistance under the terms and conditions of the Town of Windham Watershed Protection Program in the amount of \$ \_\_\_\_\_. The total cost of the project is \$ \_\_\_\_\_, as shown in *Section 1: Applicant Information*.

I/we understand that if this proposal is funded, I/we will be required to:

- Sign a Grant Agreement containing the terms and conditions upon which funds will be released, including submission of necessary permits and documents;
- Obtain landowner, monitoring, and maintenance agreements;
- Certify that the project will comply with state, federal, and local regulations;
- Submit written evidence that all applicable permits and licenses from local, state, or federal agencies or governing bodies have been obtained or are not needed;
- Submit a report at the completion of the project and subsequent periodic reports to Town on the project's performance;
- Agree that educational products resulting from projects are public domain.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

## **SECTION 5: LANDOWNER APPROVAL AGREEMENT**

AGREEMENT:

I/we, \_\_\_\_\_,  
(Name of property owner or government agency)

\_\_\_\_\_,  
(Mailing address) (City) (State) (ZIP)

authorize \_\_\_\_\_,  
(Name of grant applicant)

to conduct the activities described in the Town of Windham Watershed Protection Grant application  
at

\_\_\_\_\_  
\_\_\_\_\_  
(Property address or site location)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_