



Westchester County Soil & Water Conservation District
Room 420, 148 Martine Avenue
White Plains, NY 10601

Westchester County SWCD

Portable Projects for Tomorrow Proposal Application

This form should be completed by an applicant who is responding to the Potable Projects for Tomorrow Grants Request for Proposal (RFP) issued by the Westchester County Soil and Water Conservation District (the “District”). The applicant shall complete to the best of their ability, and in addition to the application, include a proposal for the project. A proposal outline is included as an attachment to this application. Applications are reviewed on a project-by-project basis and must align with the scope of the RFP. Should there be any inconsistencies within this application, the RFP shall prevail. The submission of this form does not guarantee a project will be funded, and following a review of all submissions, awards are granted based on the completeness of the application, consistency with the RFP, and alignment with the District’s Mission and Vision. Following the close of the RFP period, the District will review the application and provide the results of its deliberation, which may include a recommendation to return next year or an award letter.

Section 1. Applicant Information

School Name	
Point of Contact	
Email	
Phone	
Address	

Section 2. Location Information

Location Name	
Location Address	
Estimated Start	
Estimated Completion	

Section 3. Project Information

Project Title	
What is the project type? Check those that apply and describe. <input type="checkbox"/> Educational Materials <input type="checkbox"/> Field Trip/Learning Experience <input type="checkbox"/> Guest Speaker/Workshop <input type="checkbox"/> Nature-based Physical Project/Initiative	
Funding Amount Requested.	



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I understand that this application and associated proposal does not guarantee the award of funding. I must first receive an award letter, enter into a contract with the County of Westchester and the Soil and Water Conservation District, and meet all other requirements before proceeding with my project and receiving a reimbursement. I certify that the information provided by me on this form and any documents submitted with this application are true, accurate, and complete to the best of my knowledge.

Signature of Applicant

Title

Date

To be completed by District Manager

**SWCD Board of Directors
Approved or Deferred**

Funding Amount Approved

Date of Determination



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Example Proposal Outline/Template

- ☐ **Project Description:** Please provide a description of your project, the Envirothon topic addressed (aquatics ecology, forestry, wildlife, and soils and land use), breakdown of project activities, curriculum detail, how the project will be maintained over time and any other relevant information.
- ☐ **Desired project outcome:** Please describe the desired outcome of the project. Depending on the project, this could include gaining an understanding of the water system using an Enviroscope or learning about pollinators if planting a garden, for example.
- ☐ **How will you report back to the District on the results?** Please identify a report, narrative, or other means of demonstrating the projects completeness and its success.
- ☐ **Summary Project Timeline:** Please describe the start date, length of time a project will take and other details, as applicable.
- ☐ **Project Partners:** Please provide a list of Project Partners on the project, if any.
- ☐ **Does your project require any approvals, permissions or permits from others?**
- ☐ **Will your project require any outreach or have materials displayed?**
- ☐ **Project Budget Breakdown:** Please provide a project breakdown of the funding required. An example is provided below, which can be replicated in your proposal. Provide relevant details such as a match and the source.

Expected Budget			
	Total Project Funding	Funding Match (if any)	Total Funding Plus Match
Equipment			
Supplies			
Contracted			
Staff Hours			
Other			
Total			