



Source Water Protection Collaborative Grant Application Guidance Proposals Due: Friday, March 21, 2014 Project Activity Period: July 1, 2014 – June 30, 2015

These instructions and Grant Application Forms may be downloaded at: <http://wren.palwv.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 over \$2 million in funding to over 365 community partnerships working to safeguard Pennsylvania water resources.

2014 WREN Source Water Protection (SWP) Collaborative Grant Overview

Fostering and supporting Pennsylvania communities and public water systems that will form or strengthen a local coalition of stakeholders that will educate themselves, fellow citizens, and municipal officials about their public drinking water sources, and the public policies necessary to protect them.

2014 Funding:

- Selected projects in Pennsylvania will be funded up to a maximum of \$7,000
- 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:

- **Regional Project** - Application must be submitted by a partnership (two or more organizations) that will form a **Regional Source Water Collaborative** and a **SWEET Team** that will conduct source water protection public education and provide guidance within the region or common aquifer area. Project partners must include at least one or more Community Water Systems within a specific geographic region or watershed. Priority will be given to proposals that include local municipalities as active partners in the project.
- **County Project** - Application must be submitted by a partnership (two or more organizations) that will form a **County Source Water Collaborative** (commitment of County Commissioners and/or County Planning Department, etc.) and a **SWEET Team** that will conduct source water protection public education and provide guidance about protection of drinking water in the County. Project partners must include at least one or more Community Water Systems in the county. The long term goal is to have all Community

Water Systems in the county participate in the coalition. Priority will be given to proposals that include local municipalities as active partners in the project.

- WREN welcomes proposals from: 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, community water systems, educational entities such as schools, colleges or universities, or 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, 2014, and be completed by June 30, 2015.
- All selected applicants will submit an Interim progress report (11/15/14) and a Final report (6/15/15) with documentation of expenses incurred.
- Project leader(s) agree to participate at the two-day Orientation Meeting June 10-11, 2014 in Carlisle, PA, **and** at the two day Wrap Up Meeting mid-June 2015 to share Lessons Learned at minimal cost to applicant.
- For the ten Project Activity Requirements - please see page 6.

Application Deadline

- Postmarked by **March 21, 2014**, also email proposal without attachments to WREN Project Director: juliekwren@verizon.net

Notification:

- Selected recipients will be notified by **May 16, 2014**.

How to apply:

- Complete the WREN Source Water Protection Collaborative Grant Application, Budget Sheet, and Partner Forms.
- Mail eight (8) 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
- **In addition to mailing sets, email** the proposal Cover sheet, Budget Sheet and narrative (max 4 pgs) to WREN Project Director Julie Kollar at juliekwren@verizon.net by 4 pm 3/21/14. Do not email attachments.

Questions:

Please review grants guidance. For questions, please 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

WREN's Source Water Protection Program seeks to raise awareness and help municipal officials, citizens and public water suppliers protect public drinking water sources from pollution, and to foster development of source water protection coalitions that will take preventive and corrective action to reduce the risk of contamination to public water supplies in Pennsylvania.

The objectives of the **2014 WREN Source Water Protection (SWP) Collaborative Grant Program** are to:

- Build an informed citizenry that will adopt water-friendly environmental behaviors, and encourage local and county officials to take action through public education and appropriate land management measures to protect drinking water resources in Pennsylvania today and for future generations;
- Establish three regional/County **Source Water Protection Collaboratives** with the participation of public water suppliers, county/local officials, community stakeholders and interested citizens that will work together in a partnership to protect public drinking water sources from contamination, and assist in improving emergency response coordination to potential contamination events;
- Each SWP Collaborative shall form a **Source Water Environmental Education Team (SWEET)** with 3 - 5 members that will assist the Collaborative and public water systems by conducting public education and outreach about source water protection measures that will reduce the major risks to drinking water identified in the PADEP Source Water Assessments, or Source Water Protection Plans developed for the community water systems in the region or County.

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

Our program slogan is "Safe Drinking Water Starts at the Source!"

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. Many water sources are shared resources with communities upstream or within an aquifer. **SAFE** and **RELIABLE DRINKING WATER** is fundamental to the viability of Pennsylvania communities. In Pennsylvania, establishing a Source Water Protection Program is voluntary, and allows local control over local water quality issues.

"While many Pennsylvanians get their drinking water from on-site private wells, the majority of consumers rely on public water supply systems. More than 2,100 community water supply systems in the state service more than 10.2 million people." Pennsylvania Water Atlas

Drinking water sources are vulnerable to a variety of potential sources of contamination that include both point and nonpoint sources of pollution. Source Water Protection is an important component of watershed management and offers an extra margin of safety beyond water treatment technology, making it useful to guard against contaminants, including unregulated emerging contaminants.

By placing multiple integrated barriers between the raw source to the consumer at the tap, source water protection can help protect communities from the risk of contamination and waterborne disease from inappropriate land use practices and potential contaminant sources located in the vicinity of drinking water wells and surface water intakes. A successful **multiple barrier approach** includes:

- Source water protection measures and activities such as understanding water supply areas, identifying and reducing contamination in watersheds; and appropriate land management for water supply lands;
- Appropriate source water treatment;
- Properly trained, certified water operators.

The multi-barrier approach recognizes that each individual barrier may be not be able to completely remove or prevent contamination, and therefore protect public health, however together, the barriers work to provide greater assurance that the water will be safe to drink over the long term.

Public awareness and education about the ways to prevent contamination from daily activities in water supply areas is a crucial component of source water protection programs. Informed citizens 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." Given the absence of regulatory mandates and the increasing sources of pollution that challenge drinking water, source water protection measures are the best line of defense to protect public health, ensure high quality drinking water, and keep treatment costs down. Maintaining and improving source water quality is a logical, prudent, and economical approach that delivers multiple benefits that include improved public health, reduced technical complexity and financial investment in water treatment plants, and overall protection for the ecosystems that support clean drinking water:

- **Public Health Protection** – provides a first line of defense in a **multiple barrier approach** that reduces risks to public health by minimizing exposure to pollutants, such as metals, fertilizers, pesticides, volatile organic compounds, and waterborne diseases. Source water protection helps keep harmful contaminants out of the water supply, including emerging contaminants, such as pharmaceutical and personal care products, delivering safer water to the treatment plant and the consumer. Protection is especially important for sensitive populations like infants, expectant mothers, immuno-compromised individuals, and the large elderly population in PA. Protected high quality water supply areas contribute to quality of life for Pennsylvania citizens.
- **Reduced Treatment Costs** – Clean water is simpler and less expensive to treat and reduces system operation costs, energy costs, water treatment infrastructure costs, chemical treatment costs, water monitoring and testing costs, and overall system maintenance costs.
- **Economic Benefit** – Communities and consumers bear the economic burden when drinking water sources are contaminated. Source Water Protection ensures the viability of high quality low cost water supply sources over the long term in the watershed. It avoids the costs of contamination, monitoring,

remediation, legal expenses, and costs of alternative supplies. The economic benefits from a public health standpoint are reduced health care costs and reduced loss of productivity and work time. Safe and plentiful water enhances the community's potential to attract economic development and tourism to maintain a healthy economy in Pennsylvania. EPA has established that costs of protection are very low compared with high costs of remediation. The cost of a single contamination event can run into the millions of dollars: treatment systems may have to be expanded, or a new water source found to meet regulatory requirements or to address new contaminant threats. Other avoided costs include decreased property values, loss of tax base and loss of citizens' confidence in their drinking water, public utilities and community leaders.

- **Sustainability and increased certainty** – Protected water supply sources sustain local ecosystems that furnish drinking water and assure quality of life for future generations. Protection improves community confidence, provides more consistent influent water quality, and reduces emerging contaminants in source waters.

For more Information about Source Water Protection

WREN Source Water Protection Website: www.sourcewaterpa.org

WREN websites: <http://wren.palwv.org> and www.waterwise.org

League of Women Voters of PA website - contains Marcellus Shale study guides etc: www.palwv.org

For examples of WREN funded Watershed and Source Water Protection Education projects listed by County over the years, please go to: <http://wren.palwv.org/local.html>. Hundreds of educational resources are available at WREN On-Line Resource Page at <http://wren.palwv.org/resource.html> for additional information about water resources management, protection and links to nonpoint source pollution website.

Sign up for WREN's free e-newsletters - **Water Policy News and WREN E-news** to stay informed at <http://wren.palwv.org/email.html>

PA DEP homepage: <http://www.depweb.state.pa.us>

PA DEP Source Water Protection Website:

<http://www.dep.state.pa.us/dep/deputate/watermgt/wc/Subjects/SrceProt/SourceAssessment/default.htm>

PA DEP Drinking Water management:

http://www.portal.state.pa.us/portal/server.pt/community/drinking_water_management/10543

Pennsylvania Rural Water Association website: www.prwa.com

EPA Source Water Protection website:

<http://water.epa.gov/infrastructure/drinkingwater/sourcewater/protection/>

National Source Water Protection Collaborative website: <http://www.protectdrinkingwater.org/>

Examples of a Source Water Protection Collaborative websites in PA:

Columbia-Montour Coalition for Source Water Protection: <http://www.columbiamontourswp.org/>

Pocono Source Water Protection Collaborative: http://www.sourcewaterpa.org/?page_id=3626

Schuylkill Action Network: www.schuylkillwaters.org

Delaware River Basin: <http://www.delawarebasindrinkingwater.org/>

Triple Divide Watershed Coalition: <http://www.tripledividewatershed.com/>

Role of Partnership in SWP Grants

At times of shrinking resources, WREN has found that the most effective way to achieve tangible results is to combine strengths and resources through community partnerships that will work together to protect drinking water resources. The partnerships may be informal or formal partnerships. Collaborative action among a variety of stakeholders, motivated by a common interest in clean drinking water, can be a powerful uniting force. Common interest in safe drinking water, when harnessed with good science about local hydrology and geology, knowledge of potential sources of contamination, smart land use planning and management, and emergency coordination, has produced positive results in Pennsylvania.

Most water utilities in Pennsylvania typically do not own the land or have control over land use in their contributing watershed and recharge areas. Watershed boundaries often do not match political jurisdictions. Wellfield areas or source watershed areas may overlap among multiple systems, municipalities or Counties. The need for source water protection may be a low priority or even invisible to many decision makers and the general public. Cooperation and “buy-in” from both public and private interests is essential to meet emerging challenges to assure a safe and reliable drinking water supply for the future. Fragmented efforts by individual groups, systems, or municipalities working in isolation are generally not effective on their own.

Potential collaborative partners include: water utilities; municipalities, counties, state and federal government agencies; regional and local land use planners; industries; agricultural interests and farmers; land conservancies, land owners and developers; emergency responders; watershed and conservation organizations; cooperative extension, conservation districts, civic and citizen groups; the media, public health providers, local Leagues, and other organizations. All have potential roles to play, but it only takes two or three key organizations to get the process started, and to keep it moving towards success.

WREN experience is that the most successful projects are run by a true collaborative partnership rather than by one agency or group acting for the whole. Consider groups with similar interests, along with 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.**

Applicants are expected to demonstrate that the County or region commits to form a Source Water Protection Collaborative with the participation of multiple community water systems and municipalities who agree to participate as Partners.

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. Since grants are competitive, the strongest applications will demonstrate commitment and support of county and municipal officials and multiple public water systems as active partners in the project.

Who is Eligible to apply?

Regional Project – Applications must be submitted by a partnership (two or more organizations) that commits to form a **Regional Source Water Collaborative** and a **SWEET Team** that will conduct source water protection public education and provide guidance about appropriate SWP measures within the Region that includes at least one municipality and one or more Community Water Systems within a specific geographic region, aquifer or watershed. Priority will be given to proposals that include multiple municipalities as active partners in the project.

County Project – Applications must be submitted by a partnership (two or more organizations) that commits to form a **County Source Water Collaborative** (commitment of County Commissioners and/or County Planning Department, etc.) and a **SWEET Team** that will conduct source water protection public education and provide guidance about appropriate SWP measures within a County, with the long term goal of having all Community Water Systems in the County participate. Priority will be given to proposals that include local municipalities as active partners in the project.

- WREN welcomes proposals from coalitions of: community water systems, municipalities, Counties, other government entities including municipal authorities, Environmental Advisory Councils, and/or Councils of Government, watershed associations, civic groups, conservation organizations, public health organizations that promote source water protection efforts, educational entities such as schools or universities, or other governmental or non-governmental organizations. Individuals may also participate in a Partnership without a group affiliation.

- A lead organization must be selected to handle financial matters and coordinate project reporting.
- All partners should review the WREN Grant Project Application, and complete and sign the Partner Form. 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. Be specific about the role of each partner (or individual) in the proposed project. Indicate whether any cash funds or in-kind match will be provided by the partner organization.

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

There are **ten (10) required project activities** to be conducted during the grant period, 7/1/14 - 6/30/15.

*Additional educational events, activities and outreach beyond the **required project activities** are welcomed.*

The **required Project Activities** to be conducted during the project period are:

1. Form a **Source Water Protection Collaborative** partnership with participation of public water suppliers, county/local officials, community stakeholders and interested citizens that will work to protect public drinking water sources from contamination, and assist in efforts to improve emergency response to potential contamination events;
2. Form a **Source Water Environmental Education Team (SWEET Team) – see information below**
3. Develop a **Press Release** about the Source Water Collaborative, SWEET Team, project partners, goals and expected activities over the project year;
4. Develop/modify and distribute a **Source Water Protection Fact Sheet or brochure** customized for the region/county to be distributed at SWEET Team presentations and community educational events (draft to be approved by WREN prior to distribution). Post the Fact Sheet/brochure for downloading at community websites of public water suppliers, county, and municipal websites. Please note that a variety of examples exist that can be modified. Please note there are a variety of examples that can be modified. Option: develop a 3 minute video that meets the objectives below and post to water system and partner websites.
 - Outline county/region drinking water sources (groundwater aquifers and/or surface water sources [rivers, springs, streams, reservoirs, ponds, lakes] that serve the public water systems)
 - Outline the top risk factors to drinking water purity (urban stormwater runoff, agricultural nutrient runoff, failing septic systems, transportation corridors, etc.), as identified in the source water assessments* or source water protection plans of the community water supplier(s)
 - Offer a set of recommended risk reduction activities for implementation that will be the focus of the education effort (identify and seal abandoned wells, pump out septics, assist with improved stormwater management techniques, household hazardous waste collection, etc.). Include a "Who to Call" table to assist residents in reporting threats.
5. Conduct a **SWP Briefing/Education Session for County/Municipal Officials**

SWEET Teams are expected to conduct a public information session for County and local municipal officials about the importance of source water protection and management measures. Use source water protection maps and the visual teaching aids described below. Use a short survey to determine results achieved. The goal of the session is to enable County and local municipal officials, community stakeholders and members of the public the opportunity to learn:

 - 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. Suggested source water protection management 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 how land use impacts drinking water quality 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 are protective of community water supplies for the future
 - h. Conduct survey/evaluation to determine audience knowledge pre and post event.
6. Conduct **three (3) additional public education events** during the grant period at locations around the region/County to educate citizens about the importance of protecting their sources of drinking water using 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, etc. For ease in scheduling and reaching community leaders, WREN recommends that SWEET Teams consider conducting a short presentation at regular meetings of 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. Use a short survey to determine results achieved.

- **Target audience:** adult community stakeholders, businesses and industries operating within the county/target region, large landowners (golf courses/business campuses, educational institutions), agricultural producers/farmers, residents, civic organizations, conservation groups, public health professionals, and residents in the source water protection areas.
7. Offer to conduct a **presentation to a local school district**, and if granted permission, make the presentation within a school or schools using the models.
 8. Pilot use of **Passport to Clean Water Checklist** located at WREN's SWP webpage: www.sourcewaterpa.org under the Tab "The Basics," click on "Checklist." Assist municipalities and water systems in selecting three (3) major source water protection risk factors for attention by the Collaborative - e.g. transportation risks, malfunctioning septic systems, agricultural runoff, polluted stormwater runoff, etc.
 9. **Demonstrate teamwork with public water systems** by serving as a resource to local public water system(s) to assist with education and outreach as a partner in their drinking water source protection efforts and to businesses within the source water protection areas about how to minimize pollutants that may reach the water supply.
 10. Complete a **Project Evaluation that will evaluate the success of the project and lessons learned.** Determine an appropriate project evaluation method – see *Project Evaluation section on page 16*.

Source Water Environmental Education Team (SWEET) Overview

- The purpose of the **SWEET** Team is to raise public awareness and provide Pennsylvania citizens with education and guidance about ways to protect their public drinking water sources. SWEET Teams should be equipped with information about:
 - where county or regional 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, and any significant geologic aspects of the source water areas (e.g. sink holes, karst geology);
 - the major potential sources of contamination (risk factors) to the county/regional public water supplies using information in the PA DEP source water assessments* or Source Water Protection Technical Assistance Plans* (SWPTAP);
 - 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 water supply lands in the County or region;
 - emergency response coordination for spill management etc.
- The SWEET Team will consist of at least three (3) members, with two (2) members from organizations other than a community water system, and at least one (1) member representing a community water system;

- Suggestions for potential SWEET Team members:
 - County/Local Planning Commission Member, Conservation District Educator/Watershed Specialist, Educator, Healthcare or public health professional, Public Water System Member/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 will conduct community education sessions about source water protection using the visual tools and models outlined below.
 - SWEET Team members are expected to have the capability to conduct public educational presentations as well as experience in natural resource protection. Teams should become familiar with the risk factors outlined in source water protection assessments (SWAP) Reports* or Source Water Protection Technical Assistance Plans (SWPTAP) completed for the public water systems within their target areas.
 - SWEET Teams are expected to use the following **three (3) Visual Teaching Aids/models** for municipal and public education events during the project:
 1. **Ground water flow model** (that demonstrates the behavior of ground water, movement of contamination, and the relationship of ground water to surface water),
 2. **Enviroscape® Drinking Water & Wastewater Treatment Model** that demonstrates the source 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 illustrate the source water protection zones within the region or county. 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. Groundwater models may also be available through PRWA or the Pennsylvania Groundwater Association (<http://www.pgwa.org/>).

Ground water 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.eibrary.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 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 websites at <http://wren.palwv.org/resource.html> and www.waterwisepa.org.

Award Information

Please be advised that award of 2014 – 2015 SWP Collaborative grants is dependent upon the availability of federal and state funding to the League of Women Voters of Pennsylvania Citizen Education Fund/WREN Project for the project year period.

Subject to the above caveat, WREN plans to conduct the SWP Grant Program during July 1, 2014 to June 30, 2015, and will award three County or Regional source water protection education projects up to a **maximum of \$7,000 per project**. Projects will seek to build capacity among local municipal/county officials and organizations to facilitate delivery of drinking water protection education to community residents.

- **A County Project** will address protection of source waters for community water supplies within a specific county, with funding available up to a maximum of \$7,000.
- **A Regional Project** will address protection of multiple community water supplies within a specific watershed or aquifer area, and address cross-jurisdictional issues. Funding is available up to a maximum of \$7,000.

Ineligible Activities

WREN does not fund the following:

• land or major equipment acquisition	• construction (except for project related signs)
• entertainment – no food/beverages	• interest payments
• promotional items	• clothing (T-shirts, hats, etc)
• legislative advocacy and lobbying (attempting to influence local, state, or national legislation)	• activities required by a draft or final NPDES permit such as CAFO’s or MS-4 Permit*
• sealing of abandoned wells	

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, such as a draft or final National Pollutant Discharge Elimination System (NPDES) permit. Examples of activities requiring NPDES permits include Phase I and II storm water management facilities (including operators of Municipal Separate Storm Sewer Systems – MS-4s) and Concentrated Animal Feeding Operations (CAFO/AFO) agricultural operations. Please contact WREN if you believe your proposal may implement an NPDES permit requirement.*

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 amount requested 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 a municipal and primarily adult audience, and demonstrates clear objectives and measurable outcomes?
- Does the project demonstrate that it will address the specific county or regional needs for source water protection and management?
- Does the project demonstrate that it will assist local communities with specific source water protection management measures that are appropriate based on risks outlined in the source water assessments or Source Water Protection Technical Assistance Plans (SWPTAP) completed by PA DEP within the County/region?
- Does the proposal demonstrate that the Partnership and Project Leader(s) 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 list of the major milestones, specific tasks with target completion dates, and clear deliverables for the project?
- Does the proposal include a Project Evaluation to 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 other counties/communities?
- 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

- Completion of all required Grant Activities, including formation of a **Source Water Collaborative** and a **Source Water Environmental Education Team (SWEET)** that conducts all required educational activities and completes grant deliverables as agreed.
- Attend the WREN Orientation and Wrap-Up Meetings as required. (See 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 10 and 11, 2014**, to learn about WREN grant requirements, additional 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 2 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 MID-JUNE 2015**, 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 three digital photos of events funded by the WREN grant in reports.
6. Submit the required reports as electronic files via email:
 - **Interim Progress Report** is due by November 15, 2014. This report will summarize the planning and activities that have taken place to ensure the successful completion of the project and any anticipated changes to the original time frame and budget. Submit copy of **Press Release**. Submit **Budget Sheet** showing project expenses incurred to date with receipts/invoice documentation.
 - **Final Report and Project Evaluation** is due by June 15, 2015. This report will describe the project activities conducted, grant products developed for the project, project successes, lessons learned, Project Evaluation (including project outcomes), and recommended changes/ modifications for future projects. 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.
 - Reports signed by a representative from each organization in the Partnership to assure consensus about the progress of the project, scanned, and sent to WREN electronically.
7. Develop and complete a **Project Evaluation. This is a mandatory grant requirement.** Project must assess the audience's increased knowledge of source water protection for County or regional drinking water sources. The results of the Project Evaluation shall be submitted with Final Report with quantitative and qualitative indicators of project accomplishments and lessons learned.
8. **Grantees must submit final electronic files of all public educational materials and reports** produced under grant to LWVPA-CEF.
9. Products produced with grant funding must 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 for brochure/fact sheet.**
10. 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.
11. Public educational materials produced using LWVPA CEF funding must be submitted to WREN via email for approval prior to distribution. Because of legal and financial obligations that LWVPA-CEF must meet, electronic drafts of all public educational materials produced using grant funding by the project 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 not meant to control the content of the materials but rather 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) in 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 215% of the grant award in order 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 (215%), grantee must submit Project Press release and evidence of method planned for Project Evaluation to WREN. 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 2015**.)
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 will be 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.
5. Scanned itemized receipts must accompany electronic copies of interim and final financial reports. 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, etc.
6. There will be a reimbursement allowance (to be determined) for mileage incurred related to the project.

Instructions for Applying for a 2014 WREN Source Water Protection Collaborative Grant

Application Cover Page

Complete all sections of the Application Cover Page.

- **Title** - Give your proposed project a brief, descriptive title in 15 words or less. Avoid acronyms in title. Example: *Source Water Protection Education for Action in Springfield County; From the River to the Tap: What We Can Do to Keep it Clean.*
- Complete the **Cover Page** information including amount of Grant Funding requested (up to \$7,000).
- **Project Summary** – Provide a concise summary of the project's expected (measurable) outcomes, target audience, 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 proposal narrative.

Here are examples:

Project partners will form a county-wide Source Water Environmental Education Team (SWEET) to conduct source water protection 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 transportation corridors, leaking underground storage tanks, and malfunctioning septic systems, and to assist the Pleasant County Source Water Protection Coalition in expanding the number of partners participating from the current group of six members 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 Source Water Protection 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 address the increasing level of gas well drilling in the county. 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, or webpage cost, 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 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.
- Grant awards may be up to **\$7,000** for each County or regional source water protection education project. The breakdown for each line item should be:
 - Column 1: The dollar amount requested from LWVPA-CEF/WREN
 - Column 2: Funding available from other sources for the proposed project, if any
 - Column 3: Show In-Kind Contributions (Match*) - The known and estimated amount of in-kind contributions from local sources, cash contributions, 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 items.)
- **Grant Match:** Include In-kind match on Budget Sheet. 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 \$22.14 per hour. See http://www.independentsector.org/volunteer_time?s=volunteer%20value%20of%20time#sthash.oi0CPf6F.dpbs for details.

Partner Form(s)

Complete a Partner Form for each active Partner in the project, signed by an individual authorized to commit the organization. The project must be conducted by a partnership at the County or regional level (e.g. at an aquifer or watershed level). The partnership will include a commitment from the County, or if a regional proposal, will include at least one local municipality and one or more community water systems. In addition, other local and/or regional organizations such as COGs, watershed associations, civic groups, community water systems, planning commissions, additional municipalities and governmental entities (including municipal authorities), conservation districts, land conservancies, schools and universities, and other public interest organizations are encouraged to participate.

The quantity of project partners is not important; the key factor is the quality of their participation. Since the goal of WREN grants is to develop or improve collaboration, we are interested in specific ways the partners will provide support to the project.

- Complete a **Partner Form** for each Partner that will be active in the Project including active County/Municipal Partners. 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. All partners should be knowledgeable about the WREN Grant Project Application.
- Partnerships that include participation of multiple municipalities will be given priority.

- Projects must include at least one or more community water systems 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.
- 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.
- General letters of support are not needed or accepted. Since the goal of WREN grants is to develop or improve collaboration, WREN is more interested in specific ways the partners will provide support to the project, rather than letters of support.
- Individuals may also participate in a Partnership without a group affiliation.

Project Description

Please use the following outline to organize your Project Description which is to be no more than **4 pages** with minimum 10 pitch font. We want to understand the key elements of your project – 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.
- Establish that your partnership commits to form a County or Regional Source Water Collaborative and Source Water Environmental Education Team (SWEET). List the public water suppliers that will actively participate in the Collaborative and SWEET Team.
- Discuss whether local municipality(ies) will participate as active partner(s).

2. WHAT is the key source water risk that your project will address?

- List the major potential contaminant risks to the public water systems in the region/County.
 - Identify the barriers that prevent the desired protection; that is, what prevents people from taking action now? (social marketing approach)
3. 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>
- ### 4. WHO is your target audience and why did you select them? (i.e. local officials, farmers, business owners, residents in wellhead protection area, etc.)

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

5. How are you going to use WREN funds to accomplish the ten SWP Project requirements?

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. Please note the use of professional graphic services to create the Fact Sheet/brochure is strongly encouraged. Professional results are expected .

Requirement #1 – Develop a Source Water Collaborative; outline the key members of the Collaborative and major risk factors the Collaborative will address (stormwater runoff, agricultural runoff, malfunctioning septics, transportation corridors, etc.) ; types of activities the Collaborative will undertake to address the risks (e.g. review ordinances, coordinate with Emergency response center, educate business owners about reducing risk from their activities, etc.).

Requirement # 2 – Develop a **SWEET Team** that uses visual educational tools/models – use table to outline potential SWEET organizations and roles; please identify potential SWEET Team Members if known:

Name	Organization	Role
1.		
2.		
3.		
4.		
5.		
6.		

Requirement #3 – Develop a **Press Release** about the Source Water Collaborative & SWEET Team, goals of the project, project partners, and expected educational activities.

Requirement #4 – Develop/modify and distribute a **Source Water Protection Fact Sheet or brochure** –

- Describe the brochure or Fact Sheet you will develop or modify; how will it be distributed? Will it be posted to websites? Indicate whether you will create a new product from scratch or re-use/modify existing educational materials.
- What quantity of materials will be produced and distributed (if applicable)? Include cost estimates and quantity on Budget Sheet.

Requirement #5 – Conduct **Education Session for County/Municipal Officials** – how will the Collaborative encourage County/municipal officials to attend? Describe publicity, timeframe etc.

Requirement #6 – Conduct at least three (3) **source water education community outreach events**. Identify potential events and selected community groups for presentations.

Requirement #7 – Presentation to a local school district. What school district(s) and grade levels will be targeted? Is a field trip to tour a public water supply a possibility?

Requirement #8 – Pilot use of **Passport to Clean Water Checklist** located at www.sourcewaterpa.org Go to Tab “The Basics” and click on the “Checklist.” How will pilot be done? Which water systems?

Requirement #9 – Serve as a resource to local public water systems with their drinking water protection efforts. Describe how the SWEET Team will advertise its availability and services it will provide. How will water systems that are not initially members of the Collaborative be encouraged to participate?

Requirement #10 – Complete a **Project Evaluation** that will evaluate the success of the project and lessons learned – Briefly describe the types of evaluation tools you will use to assess knowledge gained, etc. Consult Project Evaluation Section for guidance.

6. **WHERE will your project activities take place?**

- Indicate the County or region (aquifer or watershed) and public water systems and municipalities 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, have plans approved by PA DEP.
- Does the County and target municipality(ies) have a Comprehensive Plan and/or zoning that is protective of drinking water resources?

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

Milestone	Tasks	Target Date

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

Specific Goal	Measurable Result

9. State whether educational tools/models will need to be purchased using Grant Funds and where will they be housed/stored? Include purchases on the budget sheet.

10. Project Evaluation - HOW will you assess whether the project has been successful and gather Lessons Learned? Please describe the Measures of Success you will use for evaluation and expected results. Will you agree to develop the evaluation method early in the project?

Provide specific information about how the partners will assess project accomplishments. Project Evaluation is a **requirement** for WREN Projects and is considered a best management practice by most funders. Evaluation of the project is a means for others to learn from your experiences, both the successes as well as the shortfalls. Grantees should assess activities throughout the project, not just at the end. Keep in mind that an evaluation plan need not be elaborate or complicated to be useful to you and others.

Project Evaluation should include both quantitative and qualitative indicators of project accomplishments. Will you capture numbers and anecdotes? How will you gather feedback from your municipal officials? How will you gather resident feedback?

Projects should assess the extent to which the project helped to develop or strengthen the local SWP collaboration among the project partners, local officials, other groups and institutions. Did this collaboration lay the groundwork for further collaborative efforts? Did new partners come on board? Outline how you will assess the progress of partnership development.

- **Describe the technique(s)** you will use to assess the results of your activities and whether the project as a whole met the original objectives. Outline your expected results.
- **Examples of Project Evaluation Techniques:**
 - Pre-event and post-event questionnaires/surveys
 - Direct observation
 - Comments/feedback about interest in additional programs
 - 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?

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

- Tell us how your project will have a longer-term impact in your community beyond the time period of this grant.
- What plans do you have for the future after the grant period ends?
- If you believe your project can be a model for others, tell us how it might be replicated or transferred.

How to Apply for a WREN Grant

Use this guidance to apply for a WREN Source Water Protection Education Grant. Copies of this document may be downloaded at: http://wren.palwv.org/grants/grants_wren.html and <http://www.sourcewaterpa.org/>. Your Application must include 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 Proposal according to 1-6; Submit via Mail AND Email

<input checked="" type="checkbox"/>	Eight (8) hard copy sets are to be submitted. Assemble pages in this order:
<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 pg project description, without attachments) to Julie Kollar at: juliekwren@verizon.net no later than 4:00 pm March 21, 2014.
<input checked="" type="checkbox"/>	8. MAIL Hard Copy Proposals to LWVPA-CEF with postmark by March 21, 2014.

Application Deadline - March 21, 2014

Submittal Instructions

A total of eight (8) hard copy sets (1 signed original plus 7 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 21, 2014.** No binders or cover pages please!. **No faxes will be accepted. Late submissions will not be considered.** In addition to mailing eight hard copy sets, you must also email your application by 4:00 pm on 3/21/14 with Cover Sheet, Budget Sheet and Project Description/narrative (max 4 pgs - i.e. no attachments) to Julie Kollar, WREN Project Director at email: juliekwren@verizon.net.

A total of **eight (8) sets** (1 original plus 7 copies) of the application are required to be submitted (double sided is welcomed) with each copy stapled in the upper left corner to the League Office below postmarked by Friday, **March 21, 2014.** No binders or cover pages please! **In addition to mailing eight hard copy sets, you must email your application by 4 pm 3/21/14** to Julie Kollar, WREN Project Director: juliekwren@verizon.net. League Phone: 800-692-7281

Mail eight (8) 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, 2014, and will provide notice of decision by May 16, 2014.

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!