Welcome to the Safe, Clean Water Redesigned Standard Grants Virtual Informational Workshop

February 18, 2025

YOUR TAX DOLLARS AT WORK

We will begin shortly

Safe, Clean Water and Natural Flood Protection — PRIORITY F

Valley Water — Safe, Clean Water and Natural Flood Protection

Redesigned Standard Grants Program

Virtual Informational Workshop

February 18, 2025

Meet the grants team!

valleywater.org/grants
grants@valleywater.org
(408) 630-2080

Download the presentation and 2025 Standard Grant Guidelines.

valleywater.org/grant-resources

Agenda

- Valley Water's Mission and the Safe, Clean Water Program

- Redesigned Standard Grants Program Overview

- Questions and Answers

- Maximizing Your Standard Grant Application: Tips on creating your task, schedule, and budget

- Questions and Answers

Valley Water

Valley Water Mission

- Provide Silicon Valley with safe, clean water for a healthy life, environment, and economy.

Clean, reliable water

Flood protection

Healthy creeks and ecosystems

Valley Water

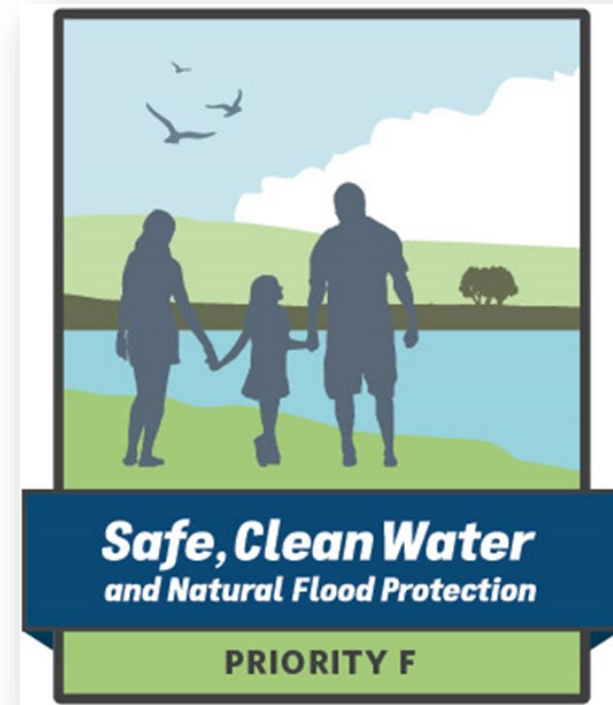# Safe, Clean Water and Natural Flood Protection Program

2020

Measure S was renewed by voters and provides approximately $47 million annually for local projects supporting safe, clean water, flood protection, and environmental stewardship

Valley Water

Project F9:

Grants and Partnerships for Safe, Clean Water, Flood Protection and Environmental Stewardship

Four funding opportunities:
- Standard Grants
- Mini-grants
- Water Bottle Refill Stations
- Partnerships

Grant Opportunity Summary

	Standard Grants	Mini-Grants	Refill Station Grants
Grant Amount	$10,001 - $150,000 per project, $1.8 million available this year	Up to $10,000 per project, $100,000 available each year	$5,000 per station, $100,000 available each year
Agreement Term	Three to five years	Two years	One year
Payment	Reimbursement based	50% upfront and remainder upon completion	50% upfront and remainder upon completion
Application Period	January 23 – March 28, 2025*	Year round on a rolling basis	Year round on a rolling basis

Valley Water

Grant Opportunity Summary

	Standard Grants	**Mini-Grants**	**Refill Station Grants**
Grant Amount	$10,001 - $150,000 per project, $1.8 million available this year	Up to $10,000 per project, $100,000 available each year	$5,000 per station, $100,000 available each year
Agreement Term	Three to five years	Two years	One year
Payment	Reimbursement based	50% upfront and remainder upon completion	50% upfront and remainder upon completion
Application Period	January 23 – March 28, 2025*	Year round on a rolling basis	Year round on a rolling basis

Valley Water

Redesigned Standard Grants Program

What's new/different?

Four grant categories: Education, Planning, Stewardship, and Implementation

Insurance for grant project is now an eligible cost.

Reduced match requirements.

Streamlined the application and agreement process.

Full funding if awarded.
Grant request amount per project:
$10,001 to $150,000

Streamlined invoicing process and budget template.

Valley Water

Grant Cycle Key Application Dates and Deadlines

ACTIVITY	SCHEDULE
Applications open	January 23, 2025
Virtual Informational Workshop #1	February 18, 2025, Noon to 1:30 PM
Virtual Informational Workshop #2	February 27, 2025, 5 to 6:30 PM
Online grant applications due	**March 28, 2025, 11:59 PM (PDT)**
Applications review period	March – May 2025
Present evaluated proposals to Board of Directors	June 2025
Issue notices of awards	July 2025
CEO executes grant agreements	August – December 2025

Note: The above dates may be subject to change.

Standard Grant Guidelines. Section 7, Page 9

Valley Water

Who is Eligible to Apply?

- Local cities, towns, and county agencies

- Local nonprofit organizations with a 501(c)3 tax exempt status

- Water agencies/districts (public, not-for-profit)

- Open space, resource conservation, and special districts

- Schools, community colleges, and colleges/universities (public, not-for-profit)
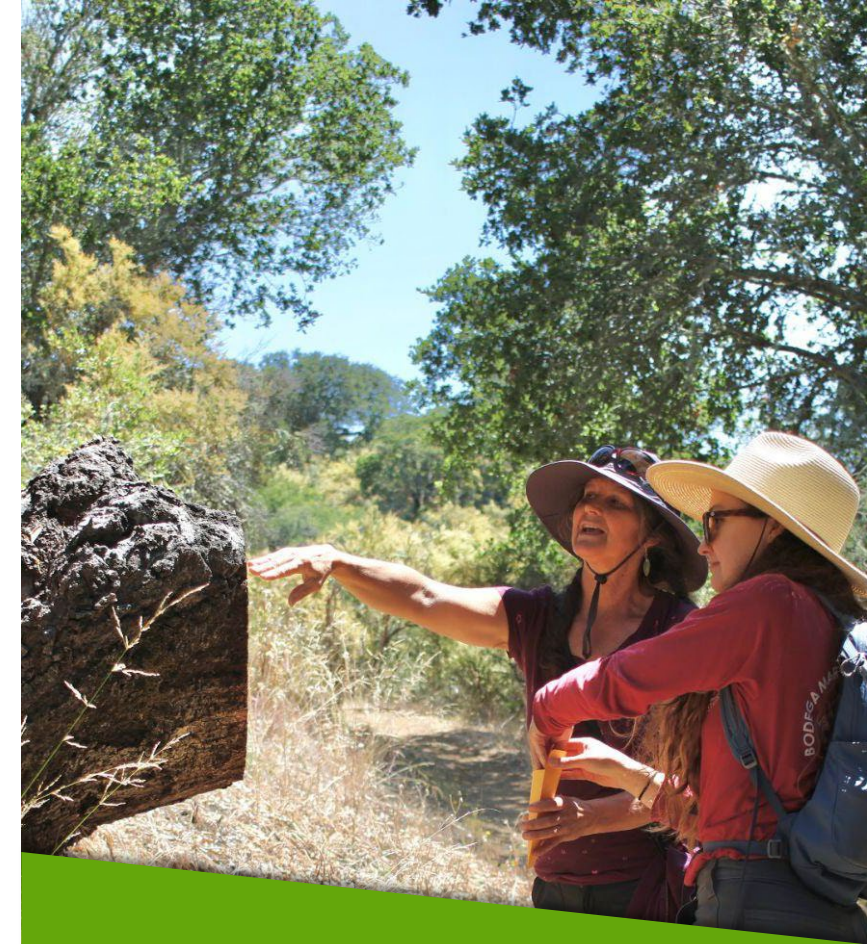
Standard Grant Guidelines, Section 4.3, Page 5

Valley Water

What Types of Projects are Funded?

- Projects that promote the following Safe, Clean Water Program priorities:
  - Safe, clean drinking water
  - Natural flood protection
  - Environmental stewardship
- Must be an individual project located in Santa Clara County and provide local benefits to the community

Standard Grant Guidelines. Section 4.4, Page 5

Valley Water

Ineligible Projects & Activities

- Not aligned with Safe, Clean Water Program priorities

- Advocacy or political components

- Inaccessible or fee-based for the public

- Designed to meet regulatory or permit obligations

- Land acquisition

- Proselytizing

- Existing project operations and/or maintenance

- Mitigation projects

- Receives resources from another Valley Water program

For more details on ineligible projects per grant type, please refer to the 2025 Standard Grant Guidelines.

Valley Water

16

Application Minimum Requirements

- Online application can be viewed and accessed on our grants management portal called **Fluxx** (valleywater.fluxx.io)
- Signed IRS W-9 tax form
- Audited financial statements
- Form 990 (for 501(c)3 organizations only)
- Organizational budget
- Signed resolution
- Documentation of accounting system (fiscal transactions, audit trails, accounting data)
- Resumes of key staff
- Project budget spreadsheet
- Location map and site photos
- Permission letters, lease agreements, or permits
- (Optional) Letters of support

For the full list of requirements per grant type, please refer to the 2025 Standard Grant Guidelines.

Valley Water

EDUCATION GRANTS

- Support curriculum and community learning
- Includes educational activities to increase awareness of the Safe, Clean Water Program's priorities

Standard Grant Guidelines, Section 11, Page 22

Valley Water

18

EDUCATION GRANTS OVERVIEW

Involve educational activities (e.x.: presentations, curriculum development, classroom activities, videos, field trips, etc.)

Grant request range: $10,001 to $150,000

Agreement period: 3 years

No match requirement

Valley Water

For the full list of eligibility requirements and application guidance, please refer to the 2025 Standard Grant Guidelines.

Example of a past grant with educational components:

Grantee: Grassroots Ecology
Project title: California Naturalist
Watershed Education Project

Grant activities include:

- Summer internship program featuring environmental lessons
- Field trips to local natural areas
- Hands-on educational opportunities

Valley Water

20

PLANNING GRANTS

- Supports projects that focus on planning or design activities for large-scale implementation projects

Standard Grant Guidelines, Section 16, Page 34

Valley Water

21

PLANNING GRANTS OVERVIEW

Activities related to planning, design, environmental resource investigations, academic research, or feasibility studies

Grant request range: $10,001 to $150,000

Agreement period: 3 years

No match requirement

For the full list of eligibility requirements and application guidance, please refer to the 2025 Standard Grant Guidelines.

STEWARDSHIP GRANTS

- Supports projects that advance any of the Safe, Clean Water Program priorities and Valley Water's mission

Standard Grant Guidelines, Section 21, Page 48

Valley Water

STEWARDSHIP GRANTS OVERVIEW

Eligible projects may include but are not limited to: water conservation, pollution prevention, volunteer cleanup and stewardship, small-scale wildlife habitat projects, etc.

Grant request range: $10,001 to $150,000

Agreement period: 5 years

Matching funds of 15% of the total project cost are required

Valley Water

For the full list of eligibility requirements and application guidance, please refer to the 2025 Standard Grant Guidelines.

Matching funds may include staff hours, cash or in-kind services, other non-Valley Water grants, or partnerships with other organizations.

Project activities may not involve the following: the use of onsite heavy machinery or construction equipment, release of runoff into waterways, and/or ground disturbances adjacent to or within sensitive habitats.

Valley Water

For the full list of eligibility requirements and application guidance, please refer to the 2025 Standard Grant Guidelines.

Example of a past grant with stewardship components:

Grantee: Downtown Streets Team

Project title: Upper Penitencia Creek Cleanup, Outreach, and Revitalization

Grant activities include:

- Recruiting unhoused individuals to be part of a litter abatement program
- Provide peer-to-peer outreach
- Coordinate community cleanups and educational events in the area

IMPLEMENTATION GRANTS

- Offered next grant cycle
- Examples include: large-scale projects, restoring wildlife habitats, providing access to trails and open spaces, etc.

Valley Water

Insurance Requirements

- Insurance costs are eligible costs in your grant request.

- Standard insurance requirements must be met during the duration of the grant project.

- Documentation of compliance must be provided before executing the Agreement.

Standard Grant Guidelines, Section 9.2, Page 13

Valley Water

Environmental Compliance and Permitting

- Projects must comply with the California Environmental Quality Act, a.k.a. CEQA.

- CEQA requires Valley Water to analyze a project's environmental impact.

- CEQA reviews are handled by Valley Water's Environmental Planning Unit.

  - Applicants do not need to have a completed CEQA review prior to submitting their application.

Environmental Compliance and Permitting

- **Education and Planning Grants** - still required to be reviewed by Valley Water environmental planners; more streamlined CEQA review process.

- **Stewardship Grants** – may be awarded higher points based on how far along the CEQA and permitting process are

  - Not required to be completed during application stage

Important Things to Note

- Grantee has three to five years from agreement execution date to complete project, depending on grant category.

- Grants are reimbursement-based; plan your budget accordingly.

- Must demonstrate public access and benefit in Santa Clara County.

- DO NOT begin work on the project prior to the agreement effective date.

- Grants staff will be your main point of contact.

Valley Water

Grants and Partnerships Program

Next Steps:

- Read the FY 2025 Standard Grant Guidelines thoroughly.
- Visit our website to register on Fluxx and access the application form.

Other resources that can be found on valleywater.org/grant-resources:

- Frequently Asked Questions
- Award timeline and process
- Grant guidelines
- Fluxx user guide

Reminder:

Visit our Grant Resource Webpage for a copy of this presentation and the 2025 Grant Guidelines
valleywater.org/grant-resources

Schedule a meeting with us!

Other Valley Water Grant Opportunities

Mini-Grant Program – up to $10,000 per project

Funds local community engagement activities/projects that promote safe, clean drinking water; water conservation; flood protection, or environmental stewardship.

valleywater.org/mini-grant

Refill Station Grant Program - $5,000 per station

Funds the purchase, installation and maintenance of water bottle refill stations throughout Santa Clara County.
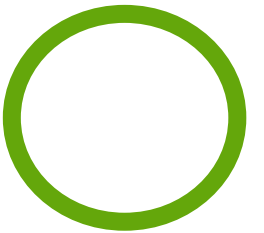
valleywater.org/refillstation

Valley Water

34

Questions?

Maximizing Your Standard Grant Application

Tips on creating a strong project scope, schedule, and budget

Valley Water

Getting Started: Fluxx Registration

1 Register on Fluxx

2 Identify authorized signatory

3 Work on signed resolution

valleywater.fluxx.io

Valley Water

Application Best Practices

- Read the guidelines to determine best fit
- Read each question thoroughly
- Notice the color-coded texts:
  - Red: required uploads
  - Purple: help texts
  - Blue: optional uploads
- Be as specific and detailed as you can
- Hit "save"
- Ensure project ties into the mission and program priorities

Valley Water

Overview of the Fluxx Application

- Organization information (resolution, W-9, audited financials)
- Project Information
    - Summary
    - Project site location
    - Benefits (mission and community served)
- Scope (actions, deliverables, schedule, long term maintenance and management)
- Project Budget (submitted as an attachment)
- Project Readiness (Key staff resumes, financial statements, permitting)

Overview of the Scope, Schedule, and Budget

SCOPE

- Highlights the project's purpose
- Identifies the key tasks.
- Lists out key deliverables and impacts.

SCHEDULE

- Outlines milestones and deadlines for each phase
- Realistic
- Aligns with grant agreement timeline

BUDGET

- Summary of major expense categories and funding sources.
- Includes monetary and in-kind contributions.

Valley Water

Crafting a Scope: Task Framework

SCOPE

Tasks will be organized into this scope framework:

1. Planning/Design

2. Outreach and Community Participation

3. Implementation

4. Evaluation and Closeout

Valley Water

Crafting a Scope: Actions and Deliverables

SCOPE

Actions
Specific steps you will take to complete the task.
What you will do and *how*

Deliverables
Clear and measurable outcomes you expect to produce from your actions.

Valley Water

Anatomy of a Task for Education Grants (with examples)

	Actions	Deliverables
1 Planning/Design	*Staff will develop educational curricula and classroom workshops centered around environmental stewardship.*	*Copies of educational materials and lesson plans.*
2 Outreach and Community Participation	*Coordinate with local schools and publish social media posts to promote the project.*	*Participation agreements with schools, links to social media, key numbers of participants.*
3 Implementation	*Staff and volunteers will host educational workshops in classrooms of local Title-1 schools, followed by a field trip to a habitat preserve.*	*Photos, attendance records*
4 Evaluation and Closeout	*Staff will conduct a survey to assess classroom satisfaction.*	*Survey results.*

Valley Water

Anatomy of a Task for Planning Grants (with examples)

	Actions	Deliverables
1 Planning/Design	*Staff will design a project and coordinate the development of a feasibility study.*	*Design drawings, project timeline, list of anticipated reports/studies.*
2 Outreach and Community Participation	*Staff will describe how their anticipated project will outreach to the community.*	*Outreach plan, flyers, media, etc.*
3 Implementation	*Conduct in-field surveys, investigations, etc. Gather data.*	*Survey reports, submit data collected, completed feasibility study.*
4 Evaluation and Closeout	*Staff will assess the feasibility of the anticipated project; assess the results of the planning project and develop next steps.*	*Provide recommendations, administrative materials, etc.*

Valley Water

Anatomy of a Task for Stewardship Grants (with examples)

	Action	Deliverables
1 Planning/Design	*Design project elements*	*Design plans/drawings, pre-development site photos, native plant list, etc.*
2 Outreach and Community Participation	*Staff and volunteers will organize workshops and publish social media posts to promote the project.*	*Copies of workshop, links to social media, key numbers of participants.*
3 Implementation	*Staff and volunteers will build and raise garden beds and prepare soil planting for approx. 30 species of native plants.*	*Photos, plant propagation data, attendance records.*
4 Evaluation and Closeout	*Staff will conduct a survey to assess community satisfaction and usage of the garden.*	*Survey results.*

Valley Water

Creating Your Schedule

SCHEDULE

Note: Agreement start dates may vary, with an estimated start date around December 2025.

Task	Start Date	End Date
Planning and Design	MM/DD/YYYY	MM/DD/YYYY
Outreach and Community Participation	MM/DD/YYYY	MM/DD/YYYY
Implementation	MM/DD/YYYY	MM/DD/YYYY
Evaluation and Closeout	MM/DD/YYYY	MM/DD/YYYY

Standard Grant Guidelines, Attachment 2, Section 4.7, Page 67

Valley Water

Budget

$ BUDGET

- Uploaded as an attachment using a template

- Includes matching funds (Stewardship grants only)

  - 15% matching fund requirement

  - Must not include other Valley Water resources, such as grants, volunteer programs, contracts, etc.

  - In-kind volunteer hours, staff hours, monetary or in-kind contributions

Valley Water

Budget

Ineligible Costs

- Pre-award expenses

- Land acquisitions

- Work being supported by other Valley Water funds and/or programs

- Indirect project costs, such as, but not limited to:

  - Operational costs such as office rent, utilities, equipment, taxes, etc.

  - Construction equipment

  - Professional development

Ineligible costs will not be reimbursed. For full list of ineligible costs, please refer to the 2025 Standard Grant Guidelines.

Valley Water

Budget Template

Required: Please upload your project budget (please note you will not be able to submit until you have uploaded the documents). **_Click here to download the required budget template:_**

Project Budget   ⊕

Budget Template

			Personnel/Labor					
Position Title	Loaded Hourly Rate	Number of Hours	Task 1 Planning and Design	Task 2 Outreach and Community Participation	Task 3 Implementation	Task 4 Evaluation and Closeout	Sub-total	Notes
Executive Director	$90.00	8	$520.00	$100.00		$100.00	$720.00	Loaded hourly rate = 75.00/hour x 20% benefits rate
Project Manager	$50.00	100	$2,000.00	$500.00	$2,000.00	$500.00	$5,000.00	LHR = 41.66/hour x 20% benefits rate
Administrative Assistant	$35.00	50	$500.00	$500.00		$750.00	$1,750.00	LHR = 29.16/hour x 20% benefits rate
Student Intern	$20.00	40		$550.00		$250.00	$800.00	N/A

- List out personnel costs here.
- Sub-total = loaded hourly rate x number of hours
- Applicant may come up with their own loaded rate, will need to show their calculations (see notes section).

Valley Water

Budget Template

	Supplies & Services					
Expense	Task 1 Planning and Design	Task 2 Outreach and Community Participation	Task 3 Implementation	Task 4 Evaluation and Closeout	Sub-total	Notes
Ecologist subcontractor - We Love Ecology Inc.			$7,500.00		$7,500.00	
Plants (trees, bushes, flowers) - We Love Plants Nursery			$5,000.00		$5,000.00	
Gardening supplies (gloves, shovels, dirt mix)		$2,000.00			$2,000.00	
T-shirts for volunteers		$500.00			$500.00	
Vehicle mileage for organization van (federal mileage rate = .70 per mile) - 250 miles		$175.00			$175.00	
Educational materials (curriculum, worksheets, print outs)		$300.00			$300.00	
Insurance	$5,000.00				$5,000.00	

- List out materials costs, contractor or consultant costs, and insurance (optional) here.
- Insurance max for education and planning grants are $3,000 and $5,000 for stewardship grants (for lifetime of project).
  - Documentation not required at time of application submittal.

Valley Water

Budget Template

Other Funding Sources*			
Funding Source (Include description)	**Status**	**Type**	**Amount**
Project Manager (grantee contribution)	Secured	Monetary	2500.00
Administrative Assistant (grantee contribution)	Secured	Monetary	1000.00
Student Intern (grantee contribution)	Secured	Monetary	2000.00
Calfire grant funding	Secured	Monetary	25000.00
Volunteers (approx. 20) @ $33.46/hour - 8 hours each	Pending	In-Kind	5353.60

- List out costs that you or your partner organizations will be paying for. Also list out any additional grant funding from other agencies you received, and in-kind donations such as volunteer hours, materials that were donated.

- Lumpsum line item amounts. No need to divide each cost by task.

- For stewardship, these funding sources will count towards your 15% match.

Valley Water

Document Uploads

- Signed IRS W-9 tax form
- Audited financial statements
- Form 990 (for 501(c)3 organizations only)
- Organizational budget
- Signed resolution
- Documentation of accounting system (fiscal transactions, audit trails, accounting data)
- Resumes of key staff
- Project budget spreadsheet
- Location map and site photos
- Permission letters, lease agreements, or permits
- (Optional) Letters of support

Dear Clarissa:

We have received your submission. The ID number is R-2501-03040.

If the review panel has any questions in regards to your proposal, staff will reach out to you referencing the above grant ID number.

Thank you.

If you have any questions, please contact grants@valleywater.org referencing the ID number above.

Grants & Partnerships Program
Office of Civic Engagement
Tel. (408) 630-2080

Santa Clara Valley Water District is now known as:

Clean Water • Healthy Environment • Flood Protection

5750 Almaden Expressway, San Jose CA 95118
www.valleywater.org

Sample confirmation email

Questions?

Application Timeline

1
Submit your application by **11:59 PM (PDT) on March 28, 2025.**

2
March 2025 - May 2025
Application reviewed by a panel of subject matter experts.

3
June 2025
Present evaluated proposals and recommend grant awards to Valley Water Board.

4
July 2025
Notice of awards.

5
August - December 2025
CEO executes grant agreements.

Valley Water

Contact Us

Calendly meeting:

📞 (408) 630-2080

✉ grats@valleywater.org

💻 valleywater.org/grants

Valley Water

Scan QR code to take survey

Workshop Feedback Survey
surveymonkey.com/r/JPKBHJH

Valley Water

Thank you for coming