

**TOWN OF WINDHAM  
WATERSHED PROTECTION FUND  
2019 GRANT APPLICATION**

**Eligible Projects:** Grant funds can only be used for the protection or restoration of water bodies located in whole, or in part, within the Town of Windham. Preference will be shown toward non-profit organizations that are based in Windham. Preference will also be shown toward projects that will promote the sharing of equipment, knowledge, and other resources with other non-profit groups in the Town of Windham.

**Application Deadline:** The grant application deadline is February 18, 2019. All applications must be delivered to the Windham Town Manager's Office by that date. Incomplete applications will not be accepted. Applicants will be notified of incomplete applications within five days of their receipt at the Town Manager's Office.

**Grant Award and Disbursement:** The Windham Town Council will complete their review of the applications and select grant recipients by March 12, 2019. All applicants will be notified of the Council's decision. Payment for organizations awarded a grant will be processed with the warrant of April 17, 2019. The Town reserves the right to grant all, or any part, of the total amount requested.

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

**Applicant Contact Information:**

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

Contact Person\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

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

E-mail\_\_\_\_\_

**Qualifications and Experience:**

In 500 words, or less, present a brief summary of applicant qualifications to carry out the project. Summarize relevant experience and financial, administrative, and technical qualifications of the organization. Summarize relevant experience of the person that will manage the project. (Attach more pages, if necessary.)

**Project Description:**

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

**Water Body Name**\_\_\_\_\_

In 500 words, or less, describe the proposed project (problem/solution). Attach maps and sketches, if appropriate.

**Project Benefits:**

In 500 words, or less, describe the project benefits. Who and/or what will directly benefit from the project and how will it benefit the citizens of Windham? What are the consequences of not completing the project?

**Project Schedule and Cost:**

Planned Duration:     Start Date: \_\_\_\_\_     End Date: \_\_\_\_\_

Total Cost of the Project     \$ \_\_\_\_\_

Amount Requested from the Windham Watershed Protection Fund \$ \_\_\_\_\_

Matching Funds:     Cash: \$ \_\_\_\_\_     Services: \$ \_\_\_\_\_

Who will provide the matching funds/services?

Will there be any other sources of funding?

Please attach a project budget spreadsheet including all income and expenses including material, equipment, labor, and indirect costs (e.g., insurance).

**Sustainability:**

In 500 words, or less, describe how the project will be funded in future years, if applicable. What are the anticipated annual costs? Have sources of funding been set aside for maintaining/continuing the project?

**Resource Sharing:**

In 500 words, or less, describe if equipment, knowledge, or other resources that would be acquired in association with this project can be shared with other non-profit groups in Windham. Will there be partnerships formed as a result of this project? List all the groups that could potentially benefit from this project.