Stream Partners Grant Writing Tips
August 2019

Eligibility

In order to qualify for grants from the West Virginia Stream Partners Program, a group of representatives must be in the immediate area of a stream or streams. The application shall:

(a) Identify the stream or streams to be restored, protected, utilized or enhanced;

(b) Identify the representatives of groups applying for funds and the financially responsible entity to receive funds, all from the geographic area immediately surrounding the stream or streams. These identified individuals shall represent the general public, industry, environmental groups, sportsmen, forestry, agriculture, local government, tourism, recreation and affected landowners, all located in the geographic area immediately surrounding the stream or streams;

(c) Demonstrate an ability to achieve, within the grant year, a specific improvement project that enhances the identified stream or streams; and

(d) Evidence a commitment to educate the citizens in the area of the identified stream or streams about the benefits of restoring, protecting and enhancing the stream or streams in a responsible manner.

Previous Grant Recipients Must Have
- Submitted a 2019 mid-term report including the report form, ledger sheet, receipts, and photos to your Basin Coordinator by July 31, 2019
- Have no money left in any grant before awarded before 2019
- Complied with all previous grant reporting requirements

To Apply
- Complete the application cover sheet
- Answer the six application questions on the back of the brochure or online at http://www.wvca.us/stream.cfm
- Send or e-mail the application to the Stream Partners Program Office September 15, 2012

Unallowable Expenses
1. Lobbying
2. Fundraising costs
3. Penalties or late fees – IRS late fees
4. Alcohol
5. Donations to other organizations
6. Trash bags, gloves and tongs (REAP)
7. Landfill disposal fees (REAP)
8. Adult trout for stocking (DNR)
9. Computers
10. Boats
11. Hand tools including chainsaws and weed eaters

Budgets

Itemized budgets are required. You must keep in mind that these funds are state tax dollars. The Review Team is making decisions based on your projects and the budget. Vague or general budget categories will not be funded. Budgets must show the breakdown of projects and specific costs.

Match
Volunteer time will be calculated at the rate listed by Independent Sector's website: https://independentsector.org/value-of-volunteer-time-2018/.

The 2019 volunteer rate in WV was $25.43 per hour. Professional services can be billed at the hourly rate for the service being performed.

The use of state and federal agencies as match is not allowable unless you have a letter stating that person is eligible for match to your grant. Most employees are used as match for other grants and this would be considered double counting.

Actual match is to be reported on your final ledger sheet.

Administration Costs
These are allowable expenses but we cannot justify funding the operational expenses without seeing the projects these dollars will support. If you apply for administration costs you must tie activities to administrative costs by describing the projects you are going to accomplish within the grant year.   The funding for these projects becomes match.

General Comments
A successful grant application is a clear, concise plan of action and budget for your organization's next year. The Review Team is faced with the challenge of making the decision on the best use of state tax dollars. Our goal is to make the funding have the greatest impact upon the watershed organizations and the quality of West Virginia's rivers and streams. Please contact us if you have questions or would like assistance with your application 1-800-654-5227 or jennifer.pauer@wv.gov. Online forms and application information can be found at http://www.wvca.us/stream.cfm.