

# SCW Priority D - Project D3 Mini-Grant Pilot Program

## Submittal, Selection and Award Processes

### Grant Application Submittal Process

March 14, 2017 – Ongoing\*

- Mini-Grant Application Outreach will be executed according to the tactics described in the Project's Public Outreach Plan.

**Grant's can be submitted (Attn: Paul Fulcher) as follows.**

- **Via email to:**  
[minigrants@valleywater.org](mailto:minigrants@valleywater.org)
- **Via USPS to:**  
Santa Clara Valley Water District  
5750 Almaden Expressway  
San Jose, CA 95118
- **Via Overnight Express to:**  
Santa Clara Valley Water District  
5905 Winfield Blvd.  
San Jose, CA 95123
- **Hand delivered to:**  
Santa Clara Valley Water District  
5750 Almaden Expressway  
San Jose, CA 95118

### Grant Selection Process

March 14, 2017 – Ongoing\*

- Staff will utilize the Evaluation Score Sheet to evaluate each grant application (minimum requirements must be met).
- If an application is recommended for approval, staff will utilize the grant agreement template and work with both legal and risk to determine the need for California Environmental Quality Act analysis and insurance requirements.
- If the applicant is an organized community group with an established structure, the group must identify the individual who will be responsible for signing the agreement, any taxes resulting from the grant award, and insurance, if necessary.

### Grant Award Process

March 14, 2017 – Ongoing\*

- Grants will be awarded on a first-come, first-serve basis.
- If the applicant can demonstrate a need, the District may advance up to 50% of the total grant amount onset of the project.
- Invoices may be submitted on a monthly basis.
- If funds were advanced at the onset of the project, once invoices have been submitted to demonstrate use of the advanced funds, awardees may submit invoices monthly, until all invoices have been paid and the project is closed out.

\*Ongoing until June 30, 2018 or \$200K is awarded, whichever occurs first.

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