**Work in Water Mini-Grant Application**

Work in Water Mini-Grants provide catalyst funding to water utilities to host water education and career exploration events for local high school students. These funds are limited to participants of the Work in Water (WiW) Training and can only be used to fund transportation or internships. Internships are not required, and there is no penalty for only doing the class and field trip portion of the WiW program.

Work in Water Mini-Grant funds are limited. Efforts will be made to provide assistance to as many utilities as possible. The program is primarily intended to support requests ranging from $500 to $4,500.

**Utility Name:**

**Contact Name:**

**Address:**

**Phone:**

**Email:**

**Target School:**

**School Contact:**

**Describe your utility’s plan to engage your local school:**

*(Include details such as any communication you’ve had with your school already, key contacts at your school, and a rough timeline for contact and coordination efforts with your school.)*

**Proposed Work in Water Experience Date:** *(A date range is okay.)*

**Proposed Location:** (Include location of the classroom portion and where the field trips will go.)

**Describe your plan for your utility’s Work in Water event:**

*(Include who will be teaching, plans and process for transportation, treatment plant tour details, etc. Other helpful details include how you will align the treatment plant tour with the messages in the classroom workshop, provide opportunities to see work in action, and include opportunities for staff to talk about their jobs and how they got into the industry.)*

**Describe the support for the Work in Water outreach effort from utility or city management:**

**How does Work in Water fit the needs and long-term goals of your utility and/or community?**

Complete this section **if you plan on hiring a summer intern** as part of your Work in Water experience. If you do not plan to hire an intern, skip this section and continue to the **Proposed Budget** **Table**.

**Work in Water Internship Questions**

**Do you plan to host a summer intern? Yes No**

**Who will supervise the intern?**

**Describe your utility’s plan to provide a well-rounded internship with experiences in multiple water job duties and roles:**

**Do you have support from human resources for the internship process? If not yet, what is your process to secure their support?**

### end of optional internship questions ###

**Proposed Budget Table**

Complete the proposed budget below. **Include ALL funds associated with the project**, **not just the funds being requested through the Work in Water Mini-Grant program.**

**Proposed Budget**

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Source of Funds****(Grant, utility, donation, etc.)** |
| Transportation |  |  |
| Internship |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |
| **TOTAL for Mini-Grant** |  |  |

**EXAMPLE BUDGET**

*\*you may delete this section after you have used it as a guide for creating your own budget\**

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Source of Funds****(Grant, utility, donation, etc.)** |
| Bus | $150 | Grant |
| Internship ($10/hr, 8 weeks, 32hrs/wk, fringe) | $1,500 | Grant |
| Internship (partial) | $1,100 | Utility |
| Lunch for students during event | $250 | Donation |
| Supplies | $75 | Utility |
| **TOTAL** | $3,075 |  |
| **TOTAL for Mini-Grant** | $1,650 |  |

**IMPORTANT INFORMATION FOR WORK IN WATER MINI-GRANT RECIPENTS:**

**Utilities who receive Work in Water Mini-Grant funds are required to:**

1. **Complete a W9 Tax Form.**
2. **Submit an invoice for reimbursement of the total grant amount awarded detailing how the funds have been spent.** Should align with budget submitted and approved.
3. **Complete logs of the time utility staff spend working on the project.**These logs help Wichita State University Environmental Finance Center meet matching funds obligations for the EPA Environmental Education Grant. **Log forms will be provided when funds are dispersed.** *(Don’t worry - logs are pretty simple and only take a few minutes to complete.)*
4. **Complete Work in Water evaluations** and **coordinate completion of the evaluations with participating students and school staff** that you engage through your local project. Evaluations will be provided. Analysis of evaluations will be completed by Wichita State University Environmental Finance Center.

**By signing below you are indicating that if you receive the mini-grant you will be able to complete the above requirements:**

**Name (Please Print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email your completed application to Tonya Bronleewe at tonya.bronleewe@wichita.edu