



CONFLUENCE REGIONAL PARTNERSHIP PROGRAM

ENVIRONMENTAL STEWARDSHIP - FUNDING REQUEST APPLICATION

Applicant Information

Agency/Organization Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Applicant Type: Public Non-profit Other: Specify _____

Contact Person Name: _____

Contact Person Title: _____

Contact Person e-mail: _____ Contact person phone #: _____

Funding Amount Requested: _____

Justification Statement

Briefly describe how your request meets the intent of the program subcategory you are requesting funds for. Funding request must have a nexus to at least one of the environmental stewardship program subcategories. *(See descriptions of Environmental Stewardship Program Subcategories on page 2.)*

Project Information

Project Title: _____

Brief Project Description: *(Enter a brief summary of the project, including its location)*

Attach a **complete project description**. Include its location, list of any coordinating or supporting organizations, and proposed data or metrics to be collected, etc.

Attach a detailed **estimated line item budget**. Include all items necessary to complete the project.

Project Schedule *(Please note that it may take up to 60 days to approve funding, once the application has been submitted.)*

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Matching Funds or In-Kind Services

Describe any matching funds or in-kind services your agency/organization, or contributing partners, have or will contribute towards this project.

Certification and Authorized Signature

By signing below, I am certifying that I am authorized to submit this application and to the best of my knowledge, the information provided is true and correct.

Authorized Person Name, Title: _____
(PRINT)

Authorized Signature: _____ Date: _____

Please email the completed and signed application to: Confluence@sacsewer.com

For questions about the application, please contact Nanette Bailey at baileyn@sacsewer.com or (916) 876-4003.

Environmental Stewardship Programs & Projects Category

Funding under this category will be used for projects that protect or enhance water quality of the regional waterways and groundwater within the following sub-categories:

- American River Parkway riparian habitat and river cleanup
- Watershed management

Funding Prioritization

Funding will be prioritized using the following general criteria:

1. Relevance to mission/vision/values.
2. Support of SacSewer Strategic Plan progress/scope.
3. Provision of regional benefits.
4. Ability to leverage other funding, including match funding or In-Kind services.

For more information on the Confluence Regional Partnership Program, visit us at www.ConfluenceProgram.com.

ENVIRONMENTAL - FUNDING REQUEST GENERAL REQUIREMENTS

Sacramento Area Sewer District (SacSewer) staff will determine which of the following general requirements may apply to each project, depending on the project's scope and duration, and will include the specific requirements in an executable Confluence Funding Agreement.

Invoices / Payments

Applicant must provide invoices that contain the date of the invoice, the time period covered by the invoice, and the total amount due.

Invoices must be based on the estimated line item budget submitted with the application. The amount claimed for salaries/wages/consultant fees must include a calculation formula (i.e., hours or days worked times the hourly or daily rate = the total amount claimed).

A copy of sufficient evidence (i.e., itemized receipts, vendor invoices, payroll records) must be provided for all costs included in the invoice.

Payments are typically issued within 3 weeks of invoice approval.

Reports

Applicant must provide a Project Completion Report within 60 calendar days of project completion, unless otherwise agreed to by SacSewer. The Project Completion Report shall include a brief summary of the project, including photos, and relevant data collected, or final reports, workplans, etc. as determined by SacSewer.

Progress Reports may be requested for long term programs or projects, as determined by SacSewer. Progress Reports should provide a brief description of the work performed, Applicant's activities, milestones achieved, any accomplishments or problems encountered during the reporting period.

SacSewer Logo/Branding

As appropriate, and determined by SacSewer, any equipment, vehicles, trailers, etc. purchased with Confluence funds should have a decal of the SacSewer logo affixed to it, unless agreed not to by SacSewer.