

United Water Services
COMMUNITY RELATIONS/ ENVIRONMENTAL GRANT PROGRAM

General Overview

What is the Community Relations/ Environmental Grant Program (CREG)?

The Community Relations/ Environmental Grant Program was established through the United Water and City of Indianapolis partnership in 1994. The program was authorized and funded as part of a commitment set forth under the previous United Water contracts and is now being continued through the new contract agreement (administered through the collaboration with Citizen's Energy Group). Since its inception, CREG has donated over \$3 million in the community.

Mission

The mission of the CREG is to fund projects and programs that will assist community and economic development in the City of Indianapolis.

Who is Eligible?

To be considered for a Community Relations/ Environmental Grant, organizations must be a registered 501(c)(3) nonprofit organization. The CREG supports projects that take an interdisciplinary approach to broad issues of significant interest or concern in the City of Indianapolis. All applications are given equal consideration, provided they do not indicate a practice of discrimination. The CREG does not fund individuals or for-profit organizations.

Types of Projects Funded in the Past (highest priority listed first)

- ◆ Environmental issues/awareness
- ◆ Education
- ◆ Diversity
- ◆ Human Services

How to Apply

Step 1: Visit our website www.unitedwater.com and download a copy of the grant application

Step 2: Complete the grant application and submit by the deadline. All inquiries are to be made in writing via e-mail AND regular mail. Grantee will be notified via e-mail, regular mail, or phone if grant is approved or if more information is needed.

Questions: All questions should be directed to the Public Affairs Office.

Grant Agreement Period

The grant agreement will be for a term of 12 or 24 months and will commence on the date when the last signatory signs the agreement.

Application Information

All applications are reviewed once a year. A majority of funding is decided in the first quarter of the year

Application Deadline	Funding Awarded Date
February 29, 2012	Week of May 7 th , 2012

Send Applications to

United Water
Tamara Cypress
Public Affairs
2700 South Belmont Ave.
Indianapolis, IN 46221
Email: tamara.cypress@unitedwater.com
Fax: 317 639 7600 Phone: 317 639 7172

Application Review Process

- ◆ Only applications postmarked by the application deadline will be considered during the current grant cycle.
- ◆ United Water staff will acknowledge receipt of application via email and will request further documentation, if needed.
- ◆ Grantees, not responding within seven (7) days to United Water's request for additional information will not be considered in the current grant cycle.
- ◆ All applications are checked for completeness. An application will be considered complete if it includes: the cover page, application questions with detailed answers, proof of 501C3 certification, and any additional information to assist the review process such as an annual report, pictures of current program, reference letters, etc.
- ◆ Applications found incomplete will not be considered in the current grant cycle.

Frequently Asked Questions

What are the chances of being funded?

The CREG receives many requests on an annual basis for support. In the past, the CREG has funded about ten new grants per year, making the grant application process highly competitive. In addition, the CREG approach to the grant process is focused and strategic; each program must identify and pursue a specific set of goals and objectives that will impact the City of Indianapolis.

What is the dollar amount of the grants awarded annually?

Grant awards vary from program to program.

May an organization submit more than one request per year?

An organization may submit as many applications as they wish, although due to limited funds, organizations are encouraged to prioritize their own needs before contacting United Water for an application. Each request is reviewed independently and evaluated on its own merits.

United Water Services

**COMMUNITY RELATIONS/
ENVIRONMENTAL GRANT PROGRAM (CREG)**

**GRANT APPLICATION
Cover Page**

DATE OF SUBMISSION _____

ORGANIZATION SUBMITTING APPLICATION _____

ORGANIZATION EXECUTIVE DIRECTOR _____

MAILING ADDRESS _____

CONTACT PERSON _____

CONTACT PERSON E-MAIL ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

AMOUNT OF REQUEST _____

GRANT AGREEMENT PERIOD (CHECK WHAT APPLIES) MONTHS 12 24

POPULATION SERVED _____

IS ORGANIZATION 501C3 CHARITABLE? _____

FEDERAL EMPLOYER ID # _____

WEB SITE ADDRESS _____

BRIEF SUMMARY OF PROJECT _____

**United Water Services
COMMUNITY RELATIONS/ ENVIRONMENTAL GRANT PROGRAM**

Application Questions

Application will be evaluated on the criteria listed below. Each response must be numbered with detailed information. Please type responses on a separate sheet of paper.

NOTE: Application should be submitted in the following order: cover page, application questions with detailed answers, proof of 501C3, and any other applicable materials being submitted.

1. Briefly describe the Organization/ Agency. Please include the following:

- 501C3 status (enclose a copy of certificate with application)
- Describe organizational history, mission and nature of work
- Briefly, describe the overall goals and objectives.

2. Describe the proposed project. Also, include information such as:

- Mission and purpose of grant request and project.
- Project plan anticipated timeframe (e.g., activity occurs months 1-3, months 4-6, months 7-9, year 1-2, etc.).
- Goals and objectives should be discussed along with other important information deemed necessary.

3. Project Type (check the one that applies):

- Environmental Issues/Awareness
- Education
- Diversity
- Human Services
- Other _____

4. Describe your education plan, if applicable to your program or project. Include the following in your description:

- Public or school education impact numbers.
- Type of educational methods to be used or implemented.
- Population served by project

5. Demonstrate how this project will benefit the City of Indianapolis (each bullet point must be addressed in your response).

- Explain proposed assumptions and anticipated results of the program.
- Benefit to the community.
- Benefit to the environment.
- Environmental education and issues – if applicable.

6. Demonstrate project sustainability. Provide the following:

- Commitment letters demonstrating both initial and ongoing material and other monetary resources pledged.
- Include partners involved if applicable (in-kind).
- Summary of personnel investment to include number of hours and a detailed work plan for the program (new and current resources).
- Description of cost and program efficiencies realized by project implementation.
- Justification of economic need.

7. Explain expected results or outcomes. Provide the following:

- Expected Initial Outcomes.
- Expected Intermediate Outcomes.
- Expected Long-term Outcomes.

8. List recognition that will be received by United Water and City of Indianapolis Department of Public Works. Provide the following:

- Describe public relations and media coverage.
- List types of media coverage for project/ program.
- List other exposure given by the project such as newsletters, press releases, and direct mailings.

9. Describe details of Budget Page.

- Please explain all budget page line items (grant requests, cash, and in-kind matching columns).
- Explain how the project, will be funded if this grant does not provide the 100% funding needed to perform activities or complete the program needed.

10. Follow-up report

- Please note that we require a follow-up report from our partners who *receive* grants/sponsorship funding from us. It is our hopes that you would include us throughout the year as your programming takes place, however, please complete the written follow-up within 30 days of your completed project.

United Water Grant Follow-Up Report

(Follow-Up report due within 30 days of completed project)

United Water is pleased to have made a grant to your organization and looks forward to receiving a summary of your progress on this project. This information is valuable in helping us learn more about your organization/project and the effectiveness of the funds. We hope this evaluation will be helpful to your organization as well.

Please complete and return this report to the Public Affairs Department:

United Water
Attn: Tamara Cypress
2700 South Belmont Ave
Indianapolis, IN 46221
317.639.7000

Or email: Tamara.cypress@unitedwater.com

Name of Organization: _____

Name of Program Funded: _____

Date of Funding: _____ Funding Amount: _____

Signature of Person Completing this Form: _____

Today's Date: _____

Date project or program began: _____

Completion date of project: _____

IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH YOUR OWN SHEET(S)

1. Was the program implemented as planned: (yes/no)

If yes, please give date(s) and short explanation of project implementation:

If no, please explain:

2. Please re-state proposed outcomes for this project and address whether they were achieved:

3. Have you encountered any unexpected problems? If yes, please explain.

4. What significant changes, if any, did you make in the content of the project or expenditure of the grant? What caused these changes?

5. Describe the project's impact on the target population. The broader community?

6. How would you rate the progress of the funded programs? Circle one:

Excellent Very Good Good Average Poor

7. Describe the results of this project.

8. Any follow-up activities planned?

9. Do you plan on applying for another grant/sponsorship next year?

10. Please attach an itemized budget outlining the use of the funds as well as any public statement and publicity concerning the project (*include photos if applicable*).