



# 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: \_\_\_\_\_

Funds are typically released on a reimbursement basis.

Are you requesting funds up-front?      Yes      No

If yes, reason why and how much?

## Justification Statement

Briefly describe how your request meets the intent of the program sub-category you are requesting funds for. Funding request must have a nexus to at least one of the environmental stewardship program sub-categories. (See descriptions of Environmental Stewardship Program Sub-Categories 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: [SDConfluenceProgram@sacsewer.com](mailto:SDConfluenceProgram@sacsewer.com)

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For questions about the application, please contact Nanette Bailey at [baileyn@sacsewer.com](mailto: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 Regional San or SASD Strategic Plan progress/scope.
3. Provision of regional benefits.
4. Ability to leverage other funding, including match funding or In-Kind services.

Visit <https://www.regionalsan.com/confluence> for more information on the funding prioritization.

# ENVIRONMENTAL - FUNDING REQUEST GENERAL REQUIREMENTS

*Regional San 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 the District. 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 the districts.

Progress Reports may be requested for long term programs or projects, as determined by the districts. 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.

## Confluence Logo/Branding

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