

## **Submitting your application**

If you have questions about the process or your eligibility, please contact Susan Frett at 608-843-0374 or [skfrett@gmail.com](mailto:skfrett@gmail.com). We strongly urge consultations before you submit your proposal.

Answers to the application questions on page 2 are due by the end of Jan. 8, 2016. Please send electronic copies to [skfrett@gmail.com](mailto:skfrett@gmail.com).

## **Award criteria**

Your application will be judged according to the following criteria:

Project team's ability, commitment and motivation; likelihood of success; technical feasibility; benefit to Wingra watershed; robust educational component; dissemination potential; long-term viability; maintenance plan; innovation and creativity; budget; matching funds; and quality of response to these questions.

## **Project Manager**

The Project Manager (teacher, staff, or parent) is responsible for:

- Being the primary contact person.
- Assuring the project is successfully completed.
- Submitting a list of expenses and receipts for reimbursement after planting is completed.
- Assuring that the project is watered and weeded during the first summer.
- Writing in the fall of 2014 a one-page report summarizing project challenges, solutions, lessons learned, and overall results.

## **Timelines**

- December 1: Select project site
- Jan 8, 2016: Application is due.
- Feb. 19: Detailed designs due for review by FOLW.
- March 1: Plant order due (if ordering from Agrecol).
- Before planting: Pick up plants from Agrecol, near Janesville.
- May-June: Construction and planting.
- Summer and Beyond: Watering and weeding.

## Request for Proposal: Friends of Lake Wingra Stormwater Management Grant

---

1. Please identify the Project Manager, his/her title, and contact information.
2. Please describe why your project is needed.
  - a. What existing problems do you hope to solve?
  - b. Besides the usual benefits of biodiversity, improved infiltration, and flood control, are there other special benefits that your project will provide to the watershed?
3. Please describe where you want to build.
  - a. What is the source of water? (sidewalk, downspouts, grass?)
  - b. Are there any impediments or challenges to your site? If so, how will they be addressed?
4. Please describe what you want to build.
  - a. What are the dimensions?
  - b. What other elements would you include if funding allowed?
5. How will you obtain permission to construct?
  - a. Who will approve?
  - b. When will you receive permission and how will it be documented?
6. Please provide a rough sketch of your project.
  - a. Indicate areas of cut and fill compared to the existing ground.
  - b. Indicate general plant massings, or communities.
7. Please provide a rough schedule for the project.
8. What steps will be involved in the construction?
9. Who will provide the labor?
10. Once planted, how will a garden be maintained?
  - a. Immediate watering needs?
  - b. For the first summer?
  - c. In future years?
11. How much funding are you requesting?
  - a. Do you have other sources of funding for the project? Examples include PTO, Endowment Grant for the Foundation for Madison Public Schools, school fund raising, or other outside source.
  - b. Please provide a rough itemized cost estimate for materials and funding.
12. How will your project include community involvement and education?
13. Are you willing to prepare a poster presentation about your project for FoLW to use in future public events?

### **Additional Resources:**

Friends of Lake Wingra will happily provide initial site consultation, clarification on RFP requirements, and links to numerous design resources upon request.