



2009 NJ PROJECT WET

MAKE A SPLASH! WATER FESTIVAL GRANT GUIDELINES

For Water Festivals Occurring in May of 2009 and September of 2009

The goal of the Make a Splash! Water Festival program is to raise awareness of, and appreciation for, the importance of clean water. To accomplish this goal, grant money is made available through the New Jersey Project WET program to distribute to teachers, so that hands-on, educational Water Festivals can be held each year on or about the fourth Friday in September, in celebration of National Water Education Day. The Make a Splash! Water Festival program is an initiative of the Project WET International Foundation, made possible through partnership with Nestle Waters North America and the New Jersey Department of Environmental Protection.

In addition to supporting Water Festivals in September, the New Jersey Department of Environmental Protection's Division of Watershed Management offers schools the option of holding a Water Festival in May. The month of May was chosen to celebrate New Jersey's Watershed Awareness Month, and the first week in May is known as Clean Water Week.

WHAT IS A WATER FESTIVAL?

A Water Festival is a one day event that engages students in structured learning stations and exhibits that explore the wonders of water. Station topics typically include the hydrologic cycle, water conservation, animals that live in water, water purification, watersheds and watershed awareness, water quality, wetlands, chemical and physical properties of water, wastewater management, and more. Students are to be provided with Station Activity Journals, created by the grant recipient, to help guide the students through the stations. Water Festivals are also a unique way for schools to partner with local water resource organizations and community groups, as well as local businesses, parents, and government officials. Water Festivals are, most importantly, celebrations in a festival atmosphere with music, games, contests, demonstrations, skits, murals, and other fun, creative, and hands-on activities.

Water Festivals are a unique way to educate our future world leaders about the value of this natural resource, upon which all life depends. These Festivals are celebrations which involve learning stations designed to engage students in a wide array of water topics. Water Festivals also bring schools and students together with their surrounding community, in joint celebration of the wonders and importance of water – a resource that unites all people. For additional information about Water Festivals, see <http://www.projectwet.org/usa/mas>.

WHO CAN APPLY FOR WATER FESTIVAL GRANTS?

Qualified school teachers of 2nd through 8th grade students can apply for grants that range from \$300 to \$1000. In order to qualify, they must have participated in a Project WET Educator Workshop prior to applying for a grant. At these workshops teachers receive a copy of the *Project WET Curriculum & Activity Guide* and learn how to conduct many of the activities that can occur during a Water Festival.

NOTE: Because the task of organizing and coordinating a Water Festival is complex, and because NJ Project WET and NJDEP want to encourage more schools to conduct Water Festivals, NJ Project WET will conduct a free, after-school workshop for teachers interested in conducting a Water Festival and applying for these grants in January, 2009. (*time and place to be determined*)*

WATER FESTIVAL GUIDELINES

1. A festival must have a minimum of six learning activity stations that are multi-disciplinary and grade appropriate.
2. A minimum of 150 students must be reached.
3. There should be a maximum of 15 students at a station at a time. (Groups of 8-10 are better.)
4. Students should receive a Student Activity Journal to help guide them through the stations.
5. Students must attend the festival for a minimum period of 2 ½ hours. (i.e.: A festival can have 125 students attend from 9:00 am - 11:30 am, and another 125 students attend from Noon - 2:30 pm.)
6. Participating classes must be presented with pre- and post-lessons relating to the learning stations. (NOTE: A complete lesson plan including objectives, procedures, results, etc. is required and must be submitted.)
7. School administrative approval is required for grant application and for all reports/expenses.
8. A minimum of three community groups (e.g. fire department, water department, fishermen's organization, watershed association, US Coast Guard) must participate in the festival.
9. The local water purveyor must participate, or send a letter of support if they cannot participate.
10. A letter, brochure, email, etc. explaining the water festival must be sent home with all participating students prior to the festival.
11. Festival Coordinators must send out at least two Press Advisories and three Press Releases to their local newspapers, regional newspapers, cable TV, radio, etc., and post notice of the event on the school web site. (Sample releases are available.)

12. Festival Coordinators must also invite local elected officials. (Sample letters are available.)

GRANT GUIDELINES

1. Grant funds must be used for the sole purpose of organizing a Water Festival for students in New Jersey.
2. Funds are available specifically for festival project expenses, with school administrative approval required.
3. Grants will be awarded based on the number of students participating in the festival, and will range from \$300 to \$1000. Up to 50% of the grant may be used as a stipend for the Water Festival Teacher-Coordinator(s).
4. Student participation numbers range from a minimum of 150 students to a maximum of 500 students per festival.
5. Festivals must be held in either September or May.
6. The grants will be awarded in two installments: 50% upon approval of the grant proposal and 50% upon receipt of the final report.
7. Teachers are encouraged to (but need not) solicit additional support from local sources, such as PTO/PTA, service clubs, and local businesses.
8. A Final Report must be submitted no later than one month after the completion of your Festival. This report must be submitted before the final installment of your grant can be processed.

Final Reports must include:

1. Detailed budget with original receipts correlating to original projected budget.
2. Copy of complete lesson plans including objectives, procedures, results, etc. for the pre- and post-lessons relating to the learning stations.
3. Description of learning stations and who staffed them, rotation schedule, and a copy of the Student Activity Journal.
4. Number of participants and number of adults assisting (please note roles filled by adults as well).
5. Copies of correspondences between student families, teachers, school administration, and community groups and leaders, etc.
6. List of Sponsors.
7. List of Dignitaries (e.g. Mayor, Superintendent, etc.) who attended.
8. List of all in-kind and supplemental support received and the sources for this support.
9. Press releases, press advisories, and copies of any newspaper articles about the Festival.
10. Photos, videos, and photo release information.

WRITING AND SUBMITTING YOUR WATER FESTIVAL GRANT PROPOSAL FOR FUNDING:

The Grant Proposal should be about three pages long and must include the following:

1. School name and address, phone, and fax number, and web-site address;
2. Festival Coordinator name(s) with date(s) and type of Project WET workshop taken, along with phone number and email address(s) of the Coordinator(s);
3. The proposed date, location, and time of the festival;
4. Statement of your Water Festival's Goals and Objectives;

5. Water Festival Project Plan: grade level(s) and projected number of students to participate in the festival, number of learning stations and the topic of each learning station, pre- and post- lesson ideas, special features, other;
6. Partnerships: list at least three community groups, schools (other than your own), or school groups that will participate in the Festival;
7. Local Water Purveyor Participation: provide company (utility authority or water department) name, contact person, and phone number; and describe how they will participate, or provide a letter of support.
8. Projected Budget, including: all expenses specific to the Festival (e.g., food, tent rental, station supplies, etc.), teacher-coordinator stipend(s); and anticipated support from others (e.g. in-kind donations of food or bottled water, cash contributions from PTA, etc.).
9. Both the Festival Coordinator(s) and the School Administrator (preferably Principal) must sign the Grant Proposal.
10. Provide with your Grant Proposal at least two letters of support from your administration, school, or community groups.

Send three copies of your Grant Proposal with letters of support (including originals of all pages, with original signatures) by the specified due date to: Pamela Mayer, Project WET, c/o Rutgers NJAES - Office of Continuing Professional Education, 102 Ryders Lane, New Brunswick, NJ 08901-8519.

Grant Proposal Deadlines:

For May Water Festivals – postmarked or in hand by the preceding February 20th.

For September Water Festivals – postmarked or in hand by the preceding May 15th.

Grant Awards for May 2009 Festivals will be announced by March 6, 2009.

Grant Awards for September 2009 Festivals will be announced by June 1, 2009.

*For more information, or if you have any questions,
e-mail njwet@dep.state.nj.us or
call Kevin Kopp at (215) 321-3930 or
Pamela Mayer at (732) 932-9271.

