



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA



worldwaterforum
Metropolitan Water District of Southern California College Grant Program

**Frequently Asked Questions 2017-2019 Southern California
World Water Forum College Grant Program (WWF)
Request For Proposal (RFP) Process**

- *Am I eligible for extra points by attending the kickoff event on October 16?*
 - Yes, You are eligible for 5 additional points for attending the event in person

- **All grant applications are due on December 15, 2017. Will proposals be accepted after 4:00 p.m.?**
 - No, proposals delivered in person after that date and time will not be accepted. They will be returned unopened. No exceptions.
 - If you mail your proposal in, it must have a December 15th postmark. Mailed proposals, that arrive with a later postmark, will not be accepted and will be returned unopened. No exceptions.

- *How many copies of each submitted proposal are required?*
 - Include the original proposal (paper clipped) and one copy (stapled)
 - An electronic copy on a flash drive or CD with college name and project title.
 - You may also use www.hightail.com; contact waterforum@mwdh2o.com for the password.

- *What is the amount of the grant for each proposal selected?*
 - Each selected grantee will receive \$10,000 for their project.

- *Can more than one team from the same community college or university submit proposals?*
 - Yes. Each college or university may submit multiple applications. Metropolitan reserves the right to limit the maximum number of grants awarded to one school based upon available funds.

- *Can a proposal be submitted that has not been reviewed and approved by that college's administration and/or grant development office?*



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- Applicants must follow their respective college/university administrative and grant development office protocols. The proposal **must** be signed by a full- or part-time faculty representative of the college and, if necessary, by a representative of the college’s grant development office.
- *The Request For Proposal (RFP) requires a minimum 25% funding match of the total grant award, how do you define the “match?”* Therefore, the program budget will be at least \$12,500.
 - The matching funds can be comprised of one or more of the following elements that add up to at least a 25% match (at least \$2,500) of the total amount of the award: 1) Grants, 2) In-kind contributions, 3) Volunteer time and/or 4) Donated equipment
- *Can a proposal be submitted that includes multiple academic departments?*
 - Yes. We encourage interdisciplinary collaborations among departments of the same school. The WWF web site has examples of the subject areas and departments that have submitted proposals in the past.
- *When will the proposals be evaluated and when will the selected teams be notified?*
 - The proposals will be evaluated during late winter 2018. Selections will be made and college teams will be notified during late spring 2018. Contracts will be executed and grant funds will be disbursed during late summer 2016.
- *How should the student team be selected?*
 - Applicants determine the members of their team. We recommend that the team include a combination of various grade levels (if possible). If your proposal is selected, the project research timeline could potentially continue until spring 2019. Please ensure there is continuity amongst the selected team members.
- *The proposed project must be designated as a global or locally-focused project. What does that mean?*



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- A **Global** project is defined as a technical, policy or communications project that impacts change in developing cities, towns, regions or countries throughout the world.
- A **Local** project is defined as a technical, policy or communications project that impacts change in cities and regions of California (or adjoining states),
- **The RFP requires applicants to notify their local water agency, particularly since the local water agency is required to "sign off" on the project (via email or digital signature). How do I identify the local water agency for our college?**
 - Please visit www.bewaterwise.com/So_Cal_Water_Agency_Programs.shtml. Enter your school's zip code at the top of the website to locate your member agency.
 - **Before contacting the local water agency, please prepare a 1-paragraph summary and then contact Benita Lynn Horn at waterforum@mwdh2o.com, so that she can provide the contact information for the local agency.**
 - If your school is not located within Metropolitan's six-county service area, contact waterforum@mwdh2o.com for a recommendation.
- **If we are a non-profit organization, can we submit a proposal in response to the Southern California World Water Forum RFP?**
 - Yes, you may, with the following requirements:
 - You must collaborate with a community college or university.
 - The school must assume the role of fiduciary agent. Grant funds will be distributed to the academic institution only.
 - Selection of an academic institution is your responsibility.
- **If I have any further questions, who can I contact?**
 - If you have questions, please contact:
 - Benita Lynn Horn, WWF Program Coordinator, Metropolitan Water District
 - bhorn@mwdh2o.com; waterforum@mwdh2o.com
 - 213/217-6739; (888) 42-WATER (92837)



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WORLD WATER FORUM

Frequently Asked Questions:

- What is the overhead administrative fee?

WWF GRANT APPLICATION: ADMINISTRATIVE OVERHEAD POLICY

Most universities charge an administrative overhead fee to recover part of the cost of providing institution-wide support services. These include administrative costs such as accounting, financial reporting, human resources, utilities and facility maintenance and repair. The fees range from 2.5% - 25%. Effective, October 1, 2007, all colleges are asked to limit their administrative overhead fee to 10% (or less) of the WWF grant award.

Pending approval of the college administration:

- The Grant Manager might waive a percentage of their overhead fee
 - The college team may list that waiver amount as a donation towards their in-kind match.
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