



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA



worldwaterforum
Metropolitan Water District of Southern California College Grant Program

**Frequently Asked Questions 2019-2020 Southern California
World Water Forum College Grant Program (WWF)
Request For Proposal (RFP) Process**

- *Am I eligible for extra points by participating in the webinar event on March 29?*
 - Yes, You are eligible for 5 additional points

- **All grant applications are due on April 30, 2019.** *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 the proposal is sent via US Mail, it must have an April 30 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)
 - A digital copy on a flash drive or CD with the college name and project title.
 - [You may also use www.hightail.com](http://www.hightail.com); [contact waterforum@mwdh2o.com](mailto:contact_waterforum@mwdh2o.com) for the password.

- *What is the amount of the grant for each proposal selected?*
 - Each selected grantee will receive \$20,000 for their project (up to four teams).

- *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 10% funding match of the total grant award, how do you define the "match?"* The program budget will total at least \$22,000.
 - The matching funds can be comprised of one or more of the following elements that add up to a 10% match (\$2,000) 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 May. Selections will be made and college teams will be notified during late spring 2019. Contracts will be executed and grant funds will be disbursed during summer 2019.
- *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 2020. Please ensure there is continuity amongst the selected team members.
- *The proposed project must be designated as a locally-focused project. What does that mean?*



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- Global projects are not eligible for the \$20,000 grants.
 - A **Local** project is defined as a technology prototype or policy study that impacts change in cities and regions of the southwestern United States, to include California, Nevada, Arizona, Utah and New Mexico.
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-page summary; 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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