



## **2018 NEW JERSEY PROJECT WET**

### **MAKE A SPLASH! WATER FESTIVAL GRANT GUIDELINES**

**For Water Festivals Occurring in May of 2018 and Early Fall of 2018**

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. The Make a Splash! Water Festival program is an initiative of the Project WET Foundation, and supported in New Jersey by the Department of Environmental Protection. Schools in New Jersey will be encouraged to conduct water festivals either near the end of the school year (in May), or shortly after the school year begins (in September or early October).

#### **WHAT IS A WATER FESTIVAL?**

A Water Festival is an event that engages students with structured learning stations and exhibits that explore the wonders of water. Water Festivals are, most importantly, a unique way to educate our future world leaders about the value of this natural resource, upon which all life depends. The festivals should be designed to provide fun, creative, and hands-on activities in an atmosphere that can include music, games, contests, demonstrations, skits, and artwork. Station topics may 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, etc. Students are to be provided with "Station Activity Journals", created specifically for the festival, to help guide them through the stations, and in which they can create a record what they learn. While grounded in water science principles, the festivals also promote multidisciplinary approaches to learning by integrating social studies, geography, math, language arts, art and journaling. Furthermore, Water Festivals provide a unique opportunity for schools to collaborate with local water resource organizations and community groups, as well as local businesses, parents, and government officials.

For additional information about Make A Splash Water Festivals, visit:

<http://projectwet.org/project-wet-news-events/water-festivals/>

To see some short videos featuring New Jersey students, go to <http://www.njea.org/ccusearch> and search for “Water Festival” and “Every Drop Counts”.

## WHO CAN APPLY FOR WATER FESTIVAL GRANTS?

Qualified elementary and middle school teachers (Grades 2 through 8) can apply for grants that range from \$400 to \$1500. 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.

## 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 participate.
3. There should be a maximum of 15 students at a station at a time. Students in groups of 8-10 are likely to get more involved and learn more.
4. Students should receive a Student Activity Journal to help guide them through the stations and to provide a place for them to record what they learn.
5. Students must attend the festival for a minimum period of 2 ½ hours. (e.g., a festival can have 75 students attend from 9:00 am - 11:30 am, and another 75 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. The *Project WET Curriculum & Activity Guide* contains over 60 complete lesson plans related to water.)
7. School administrative approval is required for grant application and for all reports/expenses.
8. A minimum of three community groups other than school-based organizations (e.g. fire department, water department, fishermen’s organization, watershed association, US Coast Guard, NJDEP, Watershed Ambassadors) must participate in the festival.
9. The local water purveyor (Water Department, Utility Authority or private company) 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 and regional new outlets, 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 \$400 to \$1500. Up to \$500 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 per festival.
5. Festivals should be held in either May or Early Fall.
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 the Festival. This report must be submitted before the final installment of the grant can be processed.

### **The Final Report must include:**

1. Detailed list of expenses, with original receipts, correlated 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 student 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, and what they provided.
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, copies of any newspaper or web-based articles about the Festival.
10. Photos, videos, and photo release information (Sample photo release forms are available.)

## **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 numbers (school and home or cell) and email address(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. Include with your Grant Proposal a letter of support from your school's administration and at least two letters of support from community groups or others who are willing to assist with the water festival.

**Send the original copy 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, and e-mail a complete copy to Kevin Kopp, NJ WET State Coordinator at [kkopp.eyes@comcast.net](mailto:kkopp.eyes@comcast.net).**

#### **Grant Proposal Deadlines:**

For Spring Water Festivals – postmarked or in hand by the preceding February 9, 2018.

For Fall Water Festivals – postmarked or in hand by the preceding May 11, 2018.

*Grant Awards for Spring 2018 Festivals will be announced by February 16, 2018.*

*Grant Awards for Fall 2018 Festivals will be announced by June 1, 2018.*

For more information, or if you have any questions, feel free to: e-mail [kkopp.eyes@comcast.net](mailto:kkopp.eyes@comcast.net) or call Kevin Kopp at (215) 321-3930 or Pamela Mayer at (848) 932-7463.

