

**Watersheds United Vermont
Vermont Department of Environmental Conservation
Clean Water Workforce Capacity Development (CWWCD)
Block Grant Application**

Application Overview

Watersheds United Vermont (WUV) is administering funding under Vermont Department of Environmental Conservation (DEC) Clean Water Workforce Capacity Development (CWWCD) Block Grant to support and invest in the capacity of our clean water partners in Vermont, both current and potential, in an equitable and inclusive way to address unmet capacity needs and ensure a strong partnership network that continues to efficiently deliver high quality and high priority clean water projects. See [2023 Clean Water Initiative Program Funding Policy](#) (pg. 6) for definition of clean water projects. This grant is meant to build capacity in under-resourced entities to increase their ability to engage in more clean water projects, engage in more complex clean water projects, or propel others to do clean water projects.

Complete and submit the following documents to complete your application:

- 1) This application as a Word or PDF file
- 2) [Capacity Work Plan Spreadsheet](#)

Please download and complete a local copy of this application and Capacity Work Plan Spreadsheet.

See the [Clean Water Workforce Capacity Development Initiative Summary Document](#) developed by DEC for all guidance on eligible workforce capacity development activities and background information on the creation of this grant program.

Maximum Award Amount: \$35,000

Please note: we will consider applicants' additional sources of federal and state capacity/organizational funding in prioritizing and scaling funding amounts.

Email the application to:

WUV Director Lyn Munno: lyn@watershedsunitedvt.org

and

WUV Grant Manager Christian Pelletier: christian@watershedsunitedvt.org

Application Due Date **April 10, 2026**

Anticipated Notification of Award..... **May 2026**

Grant Period: June 2026 - December 2027 (1.5 year grant award)

All capacity work funded through this grant round must be complete with final invoicing and deliverables submitted by *January 2028*

Watersheds United Vermont
Clean Water Workforce Capacity Development Block Grant
Application Due Date: April 10, 2026

Email completed application and work plan to lyn@watershedsunitedvt.org and
christian@watershedsunitedvt.org

APPLICANT INFORMATION
Organization Name:
Mailing Address (include Town, State, Zip Code):
Name of Point of Contact: Title of Point of Contact:
Phone Number:
E-mail Address:
Organization Website (if applicable):

ORGANIZATION INFORMATION
Organization Mission/Purpose:
What is your organization type (please see pg. 22 of the 2023 CWIP Funding Policy for details on eligible and ineligible entities): Do you have a fiscal sponsor? If so, who?
Organization service area (where does your organization primarily serve in Vermont?):
How long has your organization existed?:
How many staff does your organization currently employ (number and FTE)?:
Total Annual Organizational Budget (including all project funds that are subcontracted): \$ Annual Operational Budget (without project funds): \$

GRANT REQUEST OVERVIEW

Total Grant Request Amount (MAXIMUM AWARD REQUEST: \$35,000): \$

Please note we will consider the strength of the applicant's work plans and applications, the scale and scope of the organization's clean water work, and the organization's access to additional sources of capacity/organizational related funding in prioritizing and scaling funding amounts).

ALTERNATIVE CAPACITY FUNDING

Have you received (or do you anticipate receiving) a grant for organizational/capacity support through the following sources for 2026 and/or anticipated for 2027, (click all that apply):

- The Lake Champlain Basin Program Organizational Support Grant
- Memphremagog Capacity Grants through Vermont Housing and Conservation Board (VHCB)
- Vermont Agency of Agriculture Food and Markets Agricultural Clean Water Initiative Program Grant (AgCWIP)
- Direct Legislative Appropriation or any other Governmental/Quasi-governmental Appropriation
- General VHCB Capacity Related Funding
- Other:

If you selected any of the above organizational/capacity funding sources, please answer the following three questions.

In total, how much have you received for capacity/organizational support related activities from all funding sources listed above?

Which of these sources do you anticipate funding to continue in 2026/2027?

Describe why the Clean Water Workforce Capacity Development Grant funding is different from the above capacity funding and how it would complement the other capacity funding sources? (Note: we

will consider applicants' additional sources of capacity related funding in prioritizing and scaling funding amounts)

ORGANIZATIONAL CAPACITY OVERVIEW

Provide an overview of the type and scale of clean water work your organization is performing in Vermont. If your organization is new to clean water project work, describe why your organization is planning to work on water quality and watershed health efforts (approximately 200 words):

Who does your organization reach? Does your organization target a specific constituency? Is your organization's board and membership open and accessible to everyone? (approximately 200 words):

Do you have plans to maintain or increase clean water work (by location, sector, scale, constituency) in the future (1-3 years)? (approximately 200 words):

What are the main capacity gaps in your ability to perform clean water work in Vermont? (approximately 200 words):

CAPACITY WORK PLAN

Complete the Capacity Work Plan Spreadsheet to outline the capacity activities you plan to complete with this funding. This will be the main document to outline the scope of work you wish to achieve. Please follow the directions below to help understand how to complete this Work Plan document.

Complete the Capacity Work Plan Spreadsheet found [here](#):

Please follow the Capacity Work Plan Guidance instructions found [here](#).

CAPACITY WORK PLAN EXPLANATION

Once you have completed the Capacity Work Plan Spreadsheet, complete the following questions on how the proposed work plan will address capacity needs:

How will each activity in your Work Plan allow your organization to meet your capacity goals? (approximately 200 words)

How will each of your proposed activities allow your organization to engage in more clean water projects, more complex clean water projects, or propel other organization’s clean water efforts ? Please discuss direct and indirect linkages. (approximately 200 words)

How will each of your proposed activities allow you to address the gaps in capacity that your organization is experiencing? (approximately 200 words)

How do you anticipate the increased capacity for clean water work will be sustained after the close of the capacity grant/in the absence of future funding? (approximately 200 words)

Have you previously received WUV Clean Water Workforce Capacity Development (CWWCD) Funds?

- Yes
- No

If yes, provide a brief description of if/how this request will build on your organization’s work plan efforts from the previous CWWCD Grant:

WORKFORCE CAPACITY GRANT BUDGET

BUDGET TABLE: Please complete the table below.

Expense/Item	Capacity Grant Request
Staff time (please include an explanation of hours and rates including fringe below). <i>Include any staff time needed for grant reporting.</i>	

Mileage	
Contractual (please include a breakdown of contract type and expected rates below)	
Other eligible costs (please include an explanation below - see state and federal ineligible costs below)	
Direct Costs: SUBTOTAL	
Indirect: Up to 15% on project subtotal (or up to your NCRA indirect percentage)	
TOTAL* (Direct Costs SUBTOTAL + Indirect)	
<p>*MAXIMUM AWARD REQUEST: \$35,000 (Please note we will consider the strength of the applicant's work plans and applications, the scale and scope of the organization's clean water work, and the organization's access to additional sources of capacity/organizational related funding in prioritizing and scaling funding amounts)</p>	
<p>BUDGET NARRATIVE:</p> <p>Include a more detailed description of each budget category including a breakdown of staff expenses (anticipated hours and rate) and an explanation of all contractual expenses with expected rates. We realize that you may be utilizing this funding to hire new staff or increase benefits/wages and that the exact breakdown of funds is predictive at this time. Explain all expenses anticipated under "Other Expenses".</p> <p>The Clean Water Workforce Capacity Development Block Grant funding is from a mix of federal and state dollars. Federal dollars are only available for work in the Champlain Basin. There are certain expenses that are eligible with state dollars that are ineligible with federal dollars. Please make sure to describe all expenses in the narrative section in detail to allow WUV to allocate funding appropriately. See the list of ineligible state and federal expenses below.</p>	
<p>Staff time:</p> <p>Mileage:</p> <p>Contractual:</p>	

Other Eligible Costs (Please provide detail on how funds will be utilized in order for WUV to determine if the expenses are eligible for federal or state funding - see eligible list below):

Budget Guidance:

Ineligible Costs State and Federal

- a. To cover costs associated with regulatory compliance, fines, or penalties
- b. To cover costs related to the defense of any civil or criminal fraud proceeding or similar proceeding
- c. To cover debt interest payments or to cover bad debt
- d. To pay for goods or services for employees' personal use
- e. To pay for charitable contributions or donations
- f. To pay for certain commercial insurance
- g. To pay membership costs for any social club
- h. To cover certain "above and beyond" travel expenses like first class accommodations
- i. To pay entertainment expenses
- j. To purchase alcoholic beverages
- k. To pay for for-profit advertising designed to promote the services or products of a for-profit contractor
- l. To support legislative advocacy or lobbying of any kind (including membership costs for any organization whose primary purpose is lobbying)
- m. To populate an endowment

Ineligible Costs Federal Only - Please note that if you are in a location with federal funding, we can provide state funding to cover these expense types

- a. To produce for-profit products (for an eligible entity)
- b. To pay for for-profit advertising designed to promote the subgrantee or its products, including the cost of promotional goods
- c. To cover direct fundraising efforts, including expenses incurred to raise capital or solicit contributions (including hiring or contracting with a development specialist or grant writer)
- d. To purchase food or beverage

SHARED CAPACITY RESOURCES

As part of this Clean Water Workforce Capacity Development Block Grant, WUV has the ability to provide shared resources to groups to help improve capacity across Vermont. As part of this mission, WUV is gathering data on areas of interest to provide group training, mentoring, and support. If you are interested in receiving training/support in any of the following categories, please indicate that below. Based on responses and our funding ability, WUV will reach out to groups if shared capacity training/support are developed in areas of interest.

Financial Management Training/Support

- Communication/Social Media Training/Support
- Non-profit software/technology Management training/Support
- Human Resources Training/Support
- Fundraising/Development Training/Support
- Board Development Training/Support
- Project Management
- Other:

Anything else you want to share with us on training or support needs?