SPLASH! SCHOOL GRANT PARTICIPANT OVERVIEW

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I. Application Budget Breakdown

All Splash! grant applicants must submit a budget breakdown showing anticipated grant expenditures to be eligible to receive a grant. A budget table is included in the application to provide the name, quantity, cost and description of each budget item. Budget items must be used with students in the same school year the grant is awarded.

Please keep the tips below in mind when completing the budget table:

- **How to List Budget Items –** Each budget item should be listed separately and not grouped together. For example, if completing a water conserving garden project, instead of listing "garden supplies" as a grouped expenditure, each supply should be listed individually (i.e. soil, seeds, shovel, micro-irrigation kit, etc.)
- **Cost Estimates –** Obtain cost estimates for items before applying. Although budget changes may be approved by the Southwest Florida Water Management District (SWFWMD) throughout the grant period, the overall amount a grantee is awarded cannot be increased.
- **How to Complete the Budget Table –**
    - **Column 1: Item** – Write the name of the item you are requesting. This can be a general name for the item (i.e. Dissolved Oxygen Meter) or be more specific (i.e. YSI Pro20i Dissolved Oxygen Meter). Please note, SWFWMD does *not* base approvals on model types or vendors, but rather the general item.
    - **Columns 2 and 3:** Quantity and Cost – The "quantity" should reflect how many units of each item you plan to buy. The "cost" should reflect the price per unit. Please do not enter a single lump-sum total by listing the quantity as "1" when you are actually purchasing multiple units.
    - **Column 4: Total** – This totals the quantity multiplied by the cost for each line item. This will be calculated automatically in the application.
    - **Column 5: Description** – Provide a brief statement or note as to what grant activity the item will support. For example, if requesting modeling clay for a model freshwater ecosystem activity, write "For model ecosystems" in the description line.
- **Overall Total Should Not Exceed $3000** – Splash! school grants are awarded at a maximum of $3,000, pending available funds. Please keep your overall budget within the $3,000 limit.

II. Approved Grant Budget

If awarded a Splash! school grant, please review your approved budget items before beginning your project, including quantity and cost. To view your approved budget and application, please log in to your Water Matters account at WaterMatters.org. Once logged in click on Menu → My account → Splash! Grant Applications → View. The SWFWMD will only reimburse for your approved items at the amounts approved.

III. Making Budget Changes

Grantees must submit a written request to the SWFWMD project manager for approval to add or change budget items and/or budget item amounts. The SWFWMD understands grant items may change from what was included in a grantee's application. Although changes are allowed, grantees **must** request pre-approval in writing to the SWFWMD project manager for increased quantities or costs, or for new budget items, before proceeding with any changes. The written requests should include the new cost, quantity and/or budget description for each item, as applicable. Please email requests to Katherine Squitieri at Katherine.Squitieri@WaterMatters.org.

Written approval is specifically needed when:

- **For new items not previously approved:**
  - Written approval is needed no matter the quantity or cost.
- **For pre-approved items $50 per unit or less:**
  - Written approval is needed if the new cost per unit exceeds $100.
  - No approval is needed if the quantity of the item needed increases. For example, no SWFWMD approval is required if a grantee needs more seed packets and the cost of each seed packet increased from $1.50 to $2.25.
- **For pre-approved items between $51 - $200 per unit:**
  - Written approval is needed if the per unit price increases by more than 50%.
  - Written approval is needed if the quantity of the item more than doubles.
- **For pre-approved items between $201 - $500 per unit:**
  - Written approval is needed if the per unit price increases by more than 35%.
  - Written approval is needed if the quantity of the item more than doubles.
- **For pre-approved items over $500 per unit:**
  - Written approval is needed if the per unit price increases by more than 25%.
  - Written approval is needed if any additional quantities of the item are needed.

IV. Accessing Grant Funds

This is a reimbursement-only grant — reimbursement is provided to your school district. A purchase order from the SWFWMD has been opened to your school district for all approved grants in your county. Instructions on how to access and utilize your grant funds should be confirmed directly with your school district.

Each school district has identified a point of contact to assist with Splash! school grants. School district contacts are linked on the *Additional Information and Resources* page of the Splash! grant website.

IMPORTANT NOTE: Grantees must confirm and follow their school district's procedures for accessing and utilizing Splash! grant funds.

V. Final Documentation and Report

All grantees must submit a Final Report and Documentation by the designated deadline for the SWFWMD to reimburse the school district for grant expenditures. A copy of the Final Report can be found on the *Additional Information and Resources* page of the Splash! grant website.

Please review the final report before beginning grant activities to ensure you are familiar with the required items, as some documentation will need to be gathered throughout the activity period. Detailed information will be provided by the SWFWMD toward the end of the grant period with directions on submitting the documentation. Below is an overview of required items —

- **Pre-/posttest:** Give students a pretest before beginning the project and a posttest after the project ends.
  - The pre- and posttest should be the same and should include some of the learning concepts under the Grant Topic you selected.
  - Visit the *Additional Information and Resources* page of the Splash! grant webpage for sample questions to help develop your test.
  - Record the class average pretest score and class average posttest score as percentages for your Final Report.
  - Submit a readable sample of the pre-/posttest with your final documentation. The sample must include the test questions, not just results.

- **Student and teacher participation hours:** Record all direct student and teacher participation hours related to the grant. "Direct" student participants are students that took the pre- and posttest.

- **Sample student classwork:** Take photos or scan 2–3 samples of student-completed classwork. All grants must include grant-related activities in the classroom — even if the largest component of the grant is a field trip or garden. Classroom activities help reinforce or introduce new water-resources concepts. Please visit WaterMatters.org/Education for ideas. The use of SWFWMD's web resources and publications are encouraged when applicable.

- **Photo documentation:** Take photos of students participating in educational grant activities. Reference the Final Report document for specific photo instructions.

- **Proof of purchase/receipts:** Grantees are required to provide receipts, or proof of payment, for all Splash! grant expenditures. If purchases are made through your school finance department, please coordinate with them to provide this documentation.

VI. Additional Information on Proof of Payment Documentation

Please be aware of the expectations below for the proof of payment portion of your final documentation.

- Proof of payment examples include vendor receipts, order forms, purchase orders, budget reports or invoices.
- Proof of payment documents must clearly show the item name, quantity purchased and item cost.
- Proof of payment may be submitted by the school district on behalf of the grantee. The grantee is responsible for confirming who will provide this documentation.

When reviewing proof of payment documentation, the SWFWMD will conduct a line-by-line comparison of actual purchases against approved budget items, including quantity and cost. If there are discrepancies in what was purchased versus what was approved, or if proof of payment is missing for a budget item, the SWFWMD may not be able to provide reimbursement for those expenditures.

VII. Splash! Grant Contacts

For questions concerning your Splash! school grant, please contact:

- **Katherine Squitieri** (SWFWMD Project Manager) – Katherine.Squitieri@WaterMatters.org or (352) 448-0602
- **School District Contact** – School district contacts are linked on the *Additional Information and Resources* page of the Splash! grant website.