



Re: League of Women Voters of Pennsylvania Citizen Education Fund  
Water Resources Education Network (WREN) Grant Award

Peter Massaro, Project Leader  
East Fallowfield Township Park and Recreation Commission  
2264 Strasburg Road  
East Fallowfield, PA 19320

RECEIVED  
MAY 26 2009

BY: \_\_\_\_\_

May 15, 2009

Dear Peter,

Congratulations for being the recipient of a 2009-2010 WREN grant. WREN welcomes the efforts of your partnership to build awareness and educate Pennsylvania citizens and local officials about their roles as environmental stewards to protect and improve watersheds from the impacts of polluted runoff.

You have put a lot of time and effort into thinking through your WREN project, and it showed with the selection of your project over many other wonderful projects submitted this round. Our goal is to help you make a good project a GREAT PROJECT, and have you depart the upcoming WREN Orientation Meeting filled with specific ideas, tools, and contact folks that will help you create a winning project in your community!

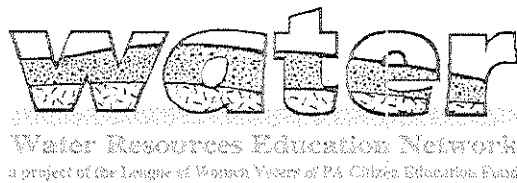
Please review this packet carefully, making changes where necessary, as it contains the documents and guidelines for the administration of your grant:

- ◆ **Scope of Work Agreement** (which outlines the proposed activities and deliverables to be produced)
- ◆ **Project Summary and Disbursement #1 Form** (receipt of this form begins the processing of the check for the first 25% disbursement of the WREN grant award.)
- ◆ **Guidelines for Conducting WREN Funded Projects May 2009**
- ◆ **Budget Worksheet for your project** (Worksheet will also be provided to you electronically on a CD-ROM at the Orientation Meeting in June after any necessary corrections have been made.)

It is very important to carefully review these documents, make changes where necessary, and approve with your signature as Project leader. Please bring signed copies with you to the Orientation meeting.

Mark your calendar for **June 16 -17<sup>th</sup>, 2009**, as Project Leaders (or designee) are required to attend the WREN Orientation Meeting in Carlisle, PA. Up to two members of the partnership may attend at no cost to the grantee. Lodging, meals, and travel expenses for the meeting will be paid by the LWVPA-CEF. **The Orientation Meeting** will be held at the Hotel Carlisle and Embers Convention Center on Tuesday and Wednesday, June 16 -17, 2009. You may register beginning at 9:00 a.m. When you arrive early, you will have time to browse the resource tables for current resources and publications available for you to take home.

While the formal Orientation Meeting kicks off at 11:30 am (to allow travel time to Carlisle), WREN is again planning an informative special morning session that will begin at 10:00am. We can't take the



May 15, 2009

## SCOPE OF WORK AGREEMENT

### GRANTEE COPY

The League of Women Voters of Pennsylvania Citizen Education Fund (LWVPA-CEF) will award a Watershed Protection grant to:

**East Fallowfield Township Park and Recreation Commission, Chester County, PA**

in the amount of \$5000 for the completion their proposed project – *East Fallowfield Community Park Rain Gardens* by June 30, 2010, as proposed in East Fallowfield Township Park and Recreation Commission's and its partners' April 2009 Water Resources Education Network grant application. A summary of the project is as follows:

From July 1, 2009 to June 30, 2010, the Partnership (East Fallowfield Township Park and Recreation Commission, The Brandywine Valley Association and the Glen Rose Conservancy) representing The East Fallowfield Community Park Rain Garden Project will raise awareness among residents about the role that rain gardens can play in protecting the watershed from effects of stormwater runoff and nonpoint source pollution through a community workshop and hands-on participation in rain garden demonstration plantings in the new township park, along with interpretive signs, watershed stewardship web page, exhibit and tour of the rain gardens

The Partnership will provide evidence of completion of the following activities or work products in Interim and Final Reports:

- Design educational event flyer to be distributed to school children
- Develop publicity for rain garden workshop targeting homeowners and 1500 school children, HOA's
- Develop township webpage on watershed stewardship for homeowners (rain barrels, rain gardens, importance of native plants, etc.)
- Conduct rain garden workshop with guided tour
- Create informative display on watershed stewardship
- Design and install interpretive sign for rain garden with "before" image of site and rain garden benefits
- Conduct Project Evaluation: Number of workshop attendees, evaluation of workshop attendees, interview municipal project leaders to gather responses from township officials, track requests for information, track reforestation projects undertaken, and any governmental actions locally or at the county level to protect the watershed, action on municipal ordinance revisions
- Submit Interim Project Report
- Final Project Report with expense documentation
- Attend WREN Orientation Conference
- Attend WREN Wrap Up Conference

The Partnership will incorporate **Nonpoint Source Pollution (NPS) education** and the important of preventing NPS in the **Brandywine-Christina Watershed/Dennis Run** in as many activities funded by the WREN grant as feasible.

a Section 319 Federal Clean Water Act grant from the US Environmental Protection Agency administered by Pennsylvania Department of Environmental Protection.

#### **LWVPA-CEF Restrictions – No Lobbying**

All activities must be educational, not advocacy. GRANT FUNDS CANNOT BE USED TO LOBBY OR OTHERWISE ATTEMPT TO INFLUENCE A PARTICULAR LEGISLATIVE PROGRAM OR BILL, WHETHER LOCAL, STATE, OR NATIONAL, OR TO INFLUENCE THE OUTCOME OF ANY SPECIFIC PUBLIC ELECTION. Funds cannot be used for activities supporting membership recruitment, including solicitation of membership in environmental and watershed organizations. If you have any questions about specific activities or wording of material, please call WREN Program Director for assistance.

#### **Timeframe for Completion of Grant Project Activities**

Project activities funded under the 2009 WREN Grant may begin July 1, 2009, and **must be completed by June 30, 2010**. Extensions are not available.

As soon as funds are available to LWVPA-CEF from PADEP for disbursement, the first distribution of 25% of the grant award will be sent to Grantee's Fiscal Agent. The first payment is anticipated to be made no later than September 30<sup>th</sup>, pending receipt of funds from PADEP.

The second 25% disbursement will be made upon request by grantee; processing time 2-4 weeks through the mail.

The third distribution of 40% of the total grant award will be forwarded to the grantee upon request with the following conditions:

- Receipt and approval of Interim Progress Report by WREN Program Director
- Requested by Grantee at the time the Interim Report is submitted or anytime after report has been approved
- Expenses up to report submission have been properly documented (cash outlays need a receipt, organization's personnel time must be documented in narrative of report or Time Sheet.)  
Note: Grantee may request the 3<sup>rd</sup> distribution in anticipation of upcoming expenses in some cases.
- Processing time of 2-4 weeks from the date of request, either in conjunction with Interim Report or following.

**Please sign both Signature Pages and return the copy printed on gold colored paper in the enclosed postage paid and addressed envelope, or submit signed project documents to the registration area at the Orientation Meeting. Please have all paperwork returned by June 25, 2009.**

Keep your notification letter and signature page with your copy of the proposal and the ***Guidelines for Conducting WREN Funded Projects May 2009*** document for future reference. You will receive a binder at the Orientation Meeting that should be used to organize your grant project paperwork.

SIGNATURE PAGE FOR SCOPE OF WORK

RETURN COPY

As the Project Leader for the "East Fallowfield Community Park Rain Gardens," as proposed in the grant application submitted in April, 2009 to the League of Women Voters of PA Citizen Education Fund's Water Resources Education Network (WREN) project, I will ensure that:

- WREN grant funds will be used for activities indicated in the Scope of Work Agreement between East Fallowfield Township Park and Recreation Commission and the League of Women Voters of Pennsylvania Citizen Education Fund
- I understand the Guidelines for Conducting WREN Funded Projects May 2009 as explained in the Scope of Work Agreement and as they are detailed in the full copy of the Guidelines for Conducting WREN Funded Projects May 2009 document.

These conditions must be met in order to be eligible for the full grant award of \$5000:

- 1) From July 1, 2009 to June 30, 2010, the Partnership (East Fallowfield Township Park and Recreation Commission, The Brandywine Valley Association and the Glen Rose Conservancy) agrees to this summary of activities: **The East Fallowfield Community Park Rain Garden Project will raise awareness among residents about the role that rain gardens can play in protecting the watershed from effects of stormwater runoff and nonpoint source pollution through a community workshop and hands-on participation in rain garden demonstration plantings in the new township park, along with interpretive signs, watershed stewardship web page, exhibit and tour of the rain gardens.**
- 2) The Partnership will produce evidence of completion of the following activities or work products (deliverables) in Interim and Final Reports:

**Deliverables:**

- Design educational event flyer to be distributed to school children
- Develop publicity for rain garden workshop targeting homeowners and 1500 school children, HOA's
- Develop township webpage on watershed stewardship for homeowners (rain barrels, rain gardens, importance of native plants, etc.)
- Conduct rain garden workshop with guided tour
- Create informative display on watershed stewardship
- Design and install interpretive sign for rain garden with "before" image of site and rain garden benefits
- Conduct Project Evaluation: Number of workshop attendees, evaluation of workshop attendees, interview municipal project leaders to gather responses from township officials, track requests for information, track reforestation projects undertaken, and any governmental actions locally or at the county level to protect the watershed, action on municipal ordinance revisions
- Submit Interim Project Report
- Final Project Report with expense documentation
- Attend WREN Orientation Conference
- Attend WREN Wrap Up Conference

Please sign and return colored copy.

Project Leader Signature

Peter Massaro

Date: 06/05/09

Peter Massaro, East Fallowfield Township Park and Recreation Commission

Project Summary (for WREN web page and *Water Policy E-Newsletter*):

**Lead Agency, Grant Award:** East Fallowfield Township Park and Recreation Commission, \$5000

**Project Leader:** Peter Massaro

**Telephone:** 610-384-7144

**Email:** [pmassaro@tierde.com](mailto:pmassaro@tierde.com)

**Project Title:** *East Fallowfield Community Park Rain Gardens*

**Project Summary:** The East Fallowfield Community Park Rain Garden Project will raise awareness among residents about the role that rain gardens can play in protecting the watershed from effects of stormwater runoff and nonpoint source pollution through a community workshop and hands-on participation in rain garden demonstration plantings in the new township park, along with interpretive signs, watershed stewardship web page, exhibit and tour of the rain gardens.

**Deliverables:**

Deliverables:

- Design educational event flyer to be distributed to school children
- Develop publicity for rain garden workshop targeting homeowners and 1500 school children, HOA's
- Develop township webpage on watershed stewardship for homeowners (rain barrels, rain gardens, importance of native plants, etc.)
- Conduct rain garden workshop with guided tour
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- Conduct Project Evaluation: Number of workshop attendees, evaluation of workshop attendees, interview municipal project leaders to gather responses from township officials, track requests for information, track reforestation projects undertaken, and any governmental actions locally or at the county level to protect the watershed, action on municipal ordinance revisions
- Submit Interim Project Report
- Final Project Report with expense documentation
- Attend WREN Orientation Conference
- Attend WREN Wrap Up Conference

**The Partners:** The Brandywine Valley Association and the Glen Rose Conservancy

\_\_\_\_\_ Changes necessary (please indicate either within the above description or on a separate piece of paper.)  
\_\_\_\_\_ No changes necessary

**Form for 25% of Grant Award.** Please change information if necessary, sign below and bring to the registration area of the 2009 WREN Conference.

Project Leader:	Peter Massaro
Lead Organization:	East Fallowfield Township Park and Recreation Commission
Fax:	
Check will be issued to:	East Fallowfield Township
In the amount of:	\$1250

My signature below indicates that I will lead the coalition described in our grant proposal towards the objectives of the project and that I will comply with the grant requirements to the best of my ability.

*P. Massaro*  
Signature of Project Leader

06/05/09  
Date

2009-2010 WREN NPS Grantees

**5. The East Fallowfield Township Park and Recreation Commission**

**Grant Amount: \$5,000**

**Project Leader: Peter Massaro - Chair, Park & Recreation Commission  
610-384-7144 Email: [PMassaro@tierde.com](mailto:PMassaro@tierde.com)**

**Project Title: East Fallowfield Community Park Rain Gardens**

**Partners: Brandywine Valley Association, The Glen Rose Conservancy,  
Harker Gardening Service, LLC**

**Summary: The East Fallowfield Community Park Rain Garden Project will raise awareness among residents about the role that rain gardens can play in protecting the watershed from effects of stormwater runoff and nonpoint source pollution through a community workshop and hands-on participation in rain garden demonstration plantings in the new township park, along with interpretive signs, watershed stewardship web page, exhibit and tour of the rain gardens.**

<b>Deliverables:</b>	<b>Date</b>
1. Design educational event flyer to be distributed to school children	August 2009
2. Develop publicity for rain garden workshop targeting homeowners and 1500 school children, HOA's	Fall 2009
3. Develop township webpage on watershed stewardship for homeowners (rain barrels, rain gardens, importance of native plants, etc.)	Fall 2009
4. Conduct rain garden workshop with guided tour	Fall 2009
5. Create informative display on watershed stewardship	Fall 2009
6. Design and install interpretive sign for rain garden with "before" image of site and rain garden benefits	Fall 2009
7. <u>Conduct Project Evaluation:</u> Number of workshop attendees, evaluation of workshop attendees, interview municipal project leaders to gather responses from township officials, track requests for information, track reforestation projects undertaken, and any governmental actions locally or at the county level to protect the watershed, action on municipal ordinance revisions	
8. Submit Interim Project Report	Dec 15, 2009
9. Final Project Report with expense documentation	July 15, 2010
10. Attend WREN Orientation Conference	June 16-17, '09
11. Attend WREN Wrap Up Conference	June 2010

**New materials to be developed:**

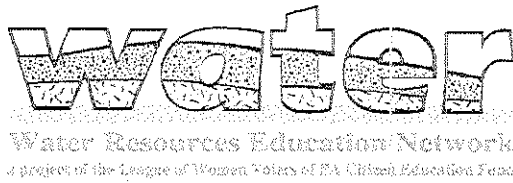
Interpretive rain garden sign  
Exhibit for Community Fair  
Publicity: Event Flyer, newsletters articles for HOAs, etc.  
Press Release

**Materials to be re-used & adapted:**

Rain garden materials for homeowners  
Questionnaire  
Watershed Stewardship webpage

**Funding Categories:**

<b>Category</b>	<b>WREN Funded</b>	<b>In Kind</b>	<b>TOTAL</b>
Printing/Copying	\$..150	\$ 375	\$ 525
Travel		70	70
Office Supplies		50	50
Postage/. Distribution		450	450
Advertising/Promotion		500	500
Workshops/Meetings		75	75
Administrative Personnel		150	150
Program Outreach Personnel		100	100
Professional Services		1,900	1,900
Signs	..650	100	750
Volunteer Labor		600	600
Native Plants – perennials, shrubs, trees, mulch, etc.	4,200.	300	4,500
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>\$4,670.00</b>	<b>\$9,670.00</b>



## Guidelines for Conducting WREN Funded Projects - May, 2009

Funds for WREN Water Resources Education Grants are provided by the United States Environmental Protection Agency (US EPA) to the Pennsylvania Department of Environmental Protection (PA DEP) and the League of Women Voters of Pennsylvania Citizen Education Fund (LWVPA-CEF.) As such, projects must comply with the requirements of these organizations regarding types of allowable project activities, expenditures, and record-keeping procedures.

Please submit Project reports and questions related to the administration of the WREN grant to WREN Program Director:

**Julie Kollar, WREN Program Director**  
**LWVPA CEF WREN Project**  
**116 Chestnut Lane**  
**North Wales, PA 19454**

**Telephone/Fax: 267-468-0555 Email: [juliekwren@verizon.net](mailto:juliekwren@verizon.net)**

### **A. Project Leader**

As Project Leader, you assume overall responsibility for the project, project outcomes, reporting, and financial management, and will be the direct contact for the LWVPA-CEF office and the WREN Program Director. You may want to delegate financial record keeping responsibility to a project treasurer. If so, please send that person's name and telephone number to the WREN Program Director.

### **B. LWVPA-CEF Restrictions – No Lobbying**

All activities must be educational, not advocacy. GRANT FUNDS CANNOT BE USED TO LOBBY OR OTHERWISE ATTEMPT TO INFLUENCE A PARTICULAR LEGISLATIVE PROGRAM OR BILL, WHETHER LOCAL, STATE, OR NATIONAL, OR TO INFLUENCE THE OUTCOME OF ANY SPECIFIC PUBLIC ELECTION. Funds cannot be used for activities supporting membership recruitment, including solicitation of membership in environmental and watershed organizations. If you have any questions about specific activities or wording of material, please call for assistance.

### **C. LWVPA-CEF Review Process for Materials**

Given the legal and financial obligations LWVPA-CEF must meet, **drafts** of all publications, pamphlets, signs, video scripts, or other public educational materials produced by the project must be reviewed and approved by LWVPA-CEF prior to production. This review is not meant to control the content of the materials produced, but rather to ensure that LWVPA-CEF is able to meet the requirements that are imposed by the funders of our project, and also to provide feedback to you on the readability and comprehensibility of the text. **Please allow sufficient time for this review process as it may take up to ONE MONTH. Grantees are expected to plan production of materials to incorporate review time, so please plan accordingly.** For a long publication or major video, a preliminary outline will speed the review process.

### **D. LWVPA-CEF Credit Statement for Materials**

All materials developed, and any articles, press releases, etc. written about granted projects must acknowledge LWVPA-CEF and PA Department of Environmental Protection (PADEP) as the funding source. This attribution is important to help make future program funding available.

The following credit statement acknowledging the LWVPA-CEF, PA DEP, and EPA should appear on all materials you produce under this grant. Here is an example of wording to use for Watershed Protection/nonpoint source pollution projects funded by a WREN grant:

**This (workshop, brochure, sign, video, etc.) has been funded (or partially funded) by the League of Women Voters of Pennsylvania Citizen Education Fund through a Section 319 Federal Clean Water Act grant from the US Environmental Protection Agency administered by Pennsylvania Department of Environmental Protection.**

**An Interim Financial Report** must accompany the Interim Progress Report. It should:

- Include an itemized list of expenditures to date for each budget category, accompanied by original receipts (unless otherwise authorized by LWVPA-CEF) that clearly indicate the date, amount and item of service.
- Include the Interim **budget worksheet**. *Your project's budget worksheet file is included on the CD-ROM that will be provided at the orientation meeting.*
- Indicate any revisions made to the budget and include an updated budget
- Be signed by the **responsible fiscal officer** and the project leader

## 2. The Final Progress Report should include:

- An overall description of the **Project Accomplishments**, a **Project Evaluation** (see below), and a full **Financial Report** (see below for more details)
- Describe any continuation of the project that is planned beyond the life of the grant, including what resources or other funding you have raised. Funders appreciate knowing that their grant helped spark an ongoing project and LWVPA-CEF would like to be able to report to PA DEP about such activities.
- Include all **materials the project has produced** since submittal of the interim report, as well as press clippings or other items that would show the project's impact.
- Include at least **two photographs (digital if possible)** of any events funded by WREN grant that have occurred if appropriate (unless submitted with the Interim Report.)
- Be limited to 4 pages, not including attachments
- **Signature** of one representative of each group of the coalition to assure consensus about the progress of the project
- **Project Evaluation** (see description below)
- **Final Financial Report** (see below.)
- **Due Date: no later than July 15, 2010.**

**A Final Financial Report** must accompany your Final Progress Report. It should:

- Include a final report that accounts for all WREN funds received and expended. You may also include an accounting of in-kind services and outside funding related to the WREN project if that information is available.
- Include the completed **Budget Worksheet**, including the budget figures from the Interim Budget Worksheet
- Be signed by the **responsible fiscal officer** and the Project Leader
- Be accompanied by original receipts (unless otherwise authorized by LWVPA-CEF) that clearly indicate the date, amount and item of service

### Writing a Project Evaluation

Project Evaluation is a required part of WREN Grant reporting. Our ability to continue watershed education funding and programming relies upon the information grantees provide about relevant impacts from educational projects across Pennsylvania. A Project Evaluation is intended to be a tool for both you and WREN to use to refine and improve water policy and education initiatives in Pennsylvania. Also, evaluation of the project can be a means for others to learn from your experience in conducting a similar project.

Your evaluation plan need not be elaborate or complicated. LWVPA-CEF is interested in your assessment of how your project met its intended objectives and what lessons you learned in the process, successful techniques, recommendations, what worked, or didn't work, and things to avoid, etc. As we prepare our final report to our funders, we may want to speak with you in more detail about your project or to gather more information for our report.

Please consider these questions when writing your evaluation report:



responsible fiscal officer for the project. This person, if it is someone other than the Project Leader, must also sign the Letter of Agreement and Guidelines Document that are issued with the WREN grant award.

6. Please note that ten percent (10%) of the total grant amount will be withheld until the final report has been submitted to LWVPA-CEF and when the Project Leader(s) have met all grant obligations, including attendance at Wrap Up Meeting in June 2010.
7. Original receipts must accompany interim and final financial reports unless otherwise authorized by LWVPA-CEF in writing.
8. There will be a reimbursement allowance (to be determined) for mileage incurred related to the project.

### **C. Grant Funding Distribution**

As soon as funds are available to LWVPA-CEF from PADEP for disbursement, the first distribution of 25% of the grant award will be sent to Grantee's Fiscal Agent. The first payment is anticipated to be made no later than September 30<sup>th</sup>, pending receipt of funds from PADEP.

The second 25% disbursement will be made upon request by grantee; processing time 2-4 weeks through the mail.

The third distribution of 40% of the total grant award will be forwarded to the grantee upon request with the following conditions:

- Receipt and approval of Interim Progress Report by WREN Program Director
- Requested by Grantee at the time the Interim Report is submitted or anytime after report has been approved
- Expenses up to report submission have been properly documented (cash outlays need a receipt, organization's personnel time must be documented in narrative of report or Time Sheet.)

Note: Grantee may request the 3<sup>rd</sup> distribution in anticipation of upcoming expenses in some cases.

- Processing time of 2-4 weeks from the date of request, either in conjunction with Interim Report or following.

**Please note that ten percent (10%) of the total grant will be withheld until the Final Progress Report has been submitted including the completed Budget Worksheet with appropriate expense documentation and approved, and when the Project Leader(s) have met all grant obligations, including ATTENDANCE AT THE WRAP UP MEETING in June 2010.**

### **MISCELLANEOUS**

- **Project Leader OR a designee from the partnership must attend the WREN Orientation Meeting June 16 & 17, 2009, as well as the Project Wrap up Meeting June 2010.** All expenses related to the meeting are the responsibility of WREN, not the grantee. Mileage will be reimbursed at a rate to be determined by WREN.
- You can establish a separate bank account or keep the funds in your organization's account as a restricted fund with separate accounting. A simple bookkeeping system should be established to keep track of expenses for each line item in the project budget. Keep a photocopy of each original receipt for your records.
- If your project receives funding from other sources, you do not need to keep a separate account for these funds but you will need to account for them separately and keep separate records of expenditures and balances.
- Keep a record of automobile use by the number of miles traveled for each related trip along with origin and destination. Mileage is reimbursed at the state rate of reimbursement for project related travel.
- If it is not possible to obtain a bill from individuals performing a service for the project, the Project Leader should originate a Statement of Service on behalf of the person performing the work. Each Statement of Service should be on the letterhead of the Project Leader's organization.

Project Summary (for WREN web page and *Water Policy E-Newsletter*):

Lead Agency, Grant Award: East Fallowfield Township Park and Recreation Commission. \$5000

Project Leader: Peter Massaro

Telephone: 610-384-7144

Email: [pmassaro@tierde.com](mailto:pmassaro@tierde.com)

Project Title: *East Fallowfield Community Park Rain Gardens*

**Project Summary:** The East Fallowfield Community Park Rain Garden Project will raise awareness among residents about the role that rain gardens can play in protecting the watershed from effects of stormwater runoff and nonpoint source pollution through a community workshop and hands-on participation in rain garden demonstration plantings in the new township park, along with interpretive signs, watershed stewardship web page, exhibit and tour of the rain gardens.

**Deliverables:**

Deliverables:

- Design educational event flyer to be distributed to school children
- Develop publicity for rain garden workshop targeting homeowners and 1500 school children, HOA's
- Develop township webpage on watershed stewardship for homeowners (rain barrels, rain gardens, importance of native plants, etc.)
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- Conduct Project Evaluation: Number of workshop attendees, evaluation of workshop attendees, interview municipal project leaders to gather responses from township officials, track requests for information, track reforestation projects undertaken, and any governmental actions locally or at the county level to protect the watershed, action on municipal ordinance revisions
- Submit Interim Project Report
- Final Project Report with expense documentation
- Attend WREN Orientation Conference
- Attend WREN Wrap Up Conference

**The Partners:** The Brandywine Valley Association and the Glen Rose Conservancy

\_\_\_\_\_ Changes necessary (please indicate either within the above description or on a separate piece of paper.)

\_\_\_\_\_ No changes necessary

**Form for 25% of Grant Award.** Please change information if necessary, sign below and bring to the registration area of the 2009 WREN Conference.

Project Leader:	Peter Massaro
Lead Organization:	East Fallowfield Township Park and Recreation Commission
Fax:	
Check will be issued to:	East Fallowfield Township
In the amount of:	\$1250

My signature below indicates that I will lead the coalition described in our grant proposal towards the objectives of the project and that I will comply with the grant requirements to the best of my ability.

*P. Massaro*  
Signature of Project Leader

06/05/09  
Date

**July 1, 2009 - June 30, 2010 Budget Worksheet**

Approved Budget, July 1, 2009

Lead Organization: East Fallowfield Township

Project Leader: Peter Massaro  
East Fallowfield Township  
2264 Strasburg Road

Project ID #5

Interim Report  
Date to be inserted

Organization with fiscal responsibility: East Fallowfield, PA 19320

Final Report  
Date to be inserted

Project Title: East Fallowfield Community Park Rain Gardens

Expenditure Categories for Water Resources Education Network Funded Grant				
	Total Approved LWVPA CEF Grant Amounts:	APPROVED EXPENSES UP TO INTERIM REPORT 2nd disbursement (40%) to be paid after interim report (due Dec. 7, 2009) is submitted (Attach expense documentation)	APPROVED EXPENSES FROM INTERIM REPORT TO FINAL REPORT Final Disbursement (10%) to be paid after final report (due July 15, 2010) and all grant requirements have been met (Attach expense documentation)	RECORD OF IN-KIND SERVICES (If Available)
Printing/copying	\$ 150.00			
Travel				
Office supplies				
Postage/Distribution				
Advertising/Promotional Items (including website)				
Workshops/Meetings				
Administrative Personnel				
Program Outreach Personnel				
Professional Services				
Educational Equipment or Materials				
Signs	\$ 650.00			
Others (list below)				
Native perennials, shrubs, trees, mulch and fertilizer	\$ 4,200.00			
<b>TOTAL BUDGET:</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

1st Disbursement (25%) \$ 1,250.00 check sent:  
 2nd Disbursement (25%) \$ 1,250.00 check sent:  
 3rd Disbursement (40%) \$ 2,000.00 check sent:  
 Final Disbursement (10%) \$ 500.00

\$ 5,000.00 amount left to be spent
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