

## Get ready to apply

Before submitting your grant application, double-check that you have completed all of the required steps and prepared all of the necessary exhibits. We recommend completing the steps in the order listed.

### Checklist

**Assemble your team.**

Every project is unique, but most projects involve a team that includes the property owner, at least one stormwater management vendor, and a designated grant manager.

*For more information on team roles, visit page 4 of the Stormwater Grants Application Guide.*

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**Choose a project model.**

The project model determines who fills out the application form, signs the subgrant agreement, and who handles payments from PIDC.

*Refer to the Stormwater Grant Application Guide, page 7 for more information about each project model.*

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**Create a draft concept plan.**

A concept plan is a drawing that shows the existing conditions of your proposed project. Starting work on the concept plan before you meet with PWD allows us to give you specific feedback to strengthen your application.

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**Schedule a pre-application meeting with PWD.**

PWD requires that all applicants schedule a pre-application meeting at least 2 weeks before the application deadline. The PWD Stormwater Grants staff will meet with you and your vendor to advise on the concept, schedule, and approach for your project.

*To schedule a pre-application meeting with PWD, please call 215.685.6070*

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**Finalize your concept plan.**

Use the feedback that PWD provided at your pre-application meeting to revise and finalize your concept plan. The concept plan should be saved as a PDF file, uploaded in the final step.

*Refer to the Stormwater Grants Application Guide, page 12, for detailed information about what must be included on your concept plan.*

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**Fill out the application form.**

1. Project model. Check the box associated with your chosen project model.
2. Application information. Based on your response to Question 1, provide the appropriate contact information for the individual point of contact and organization that constitute "the applicant".
3. Site information. Provide information about the location, ownership and tenancy of the project site. If the project site consists of multiple properties with different owners, use the additional space to enter information for each property and owner.
4. Project information. List the stormwater management practices, proposed impervious area and depth managed, your grant request amount, and other sources of funding.

Page 1 of 2: **Checklist continues on the next page** ➤

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**Prepare exhibits.**

Refer to the Stormwater Grants Application Guide, page #, for details about the required exhibits.

1. Environmental Summary and Project Description
2. Contracts or Letters of Intent, Schedule, and Budget
3. Proof of Consent from Property Owner(s)
4. Property Deed(s)
5. Tax Certification(s)
6. Financial Disclosure
7. Operations and Maintenance Contract(s) or Plan(s)

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**Save the application packet.**

Attach your seven (7) exhibits to the application form and save the entire application packet as a single PDF document.

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**Submit your application.**

Visit [www.phila.gov/swgrants](http://www.phila.gov/swgrants) and click the link to "Submit an application." You will be asked to upload two PDF files:

1. Your application packet
2. Your concept plan

## Important dates

PWD accepts applications year-round and reviews applications quarterly.

Meet with PWD before	Application Deadline	Awards Announced By
March 1	March 15	April 30
June 1	June 15	July 30
September 1	September 15	October 30
December 1	December 15	January 30

## Have questions?

### We are here to help you!

If you have any questions about how to complete your application, please contact the PWD Stormwater Grants team at 215.685.6070 or [PWD.stormwatercredits@phila.gov](mailto:PWD.stormwatercredits@phila.gov)

For more information about preparing a successful application, refer to the **Stormwater Grants Application Guide**, available at [www.phila.gov/swgrants](http://www.phila.gov/swgrants).

# Stormwater Grant Application

## 1. Project Model

Please refer to the Stormwater Grant Application Guide, page 6, for more information about each project model.

**SMIP**

The property owner or tenant completes this application form and, if awarded a grant, will sign the subgrant agreement. If you check this box, skip question 2B.

**Alternative SMIP**

A community group, non-profit organization, owner's rep, or stormwater management vendor completes this application form and, if awarded a grant, will sign the subgrant agreement.

**GARP**

The stormwater management vendor completes this application form and, if awarded a grant, will sign the subgrant agreement. The application covers multiple properties with different owners.

## 2. Applicant Information

**A. Individual:** Provide the primary point of contact for this application. Communication regarding PIDC and PWD's decision will be with this individual.

Name:

Title:

Telephone:    -   -    x

Cell Phone:    -   -

Email:

**B. Organization:** If you are applying for Alternative SMIP or GARP, provide contact information for your business or organization.

Legal Name of Business/Organization:

Street Address:

City:

State:

Zip:

Main Telephone:    -   -

Main Fax:    -   -

Website:

Is the vendor a certified Minority Business Enterprise/Woman Business Enterprise/Disabled Business Enterprise?

Yes:

No:

## 3. Site Information

Please provide information about the location, ownership and tenancy of the project site. If the project site consists of multiple properties with different owners, use the additional space provided below. If the application consists of more than 3 properties, please provide the property information for each site as a separate attachment to this application.

### Property #1

Owner Name:

Street Address:

City:

State:

Zip:

Main Phone:

Email:

Lessee/Tenant Name (if applicable):

<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Property #2 Information</b>		
<b>Owner Name:</b>		
<b>Address: Street:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Lessee/Tenant Name (if applicable):</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Property #3 Information</b>		
<b>Owner Name:</b>		
<b>Address: Street:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	
<b>Lessee/Tenant Name (if applicable):</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Main Phone:</b>	<b>Email:</b>	

<b>4. Project Information</b>		
<b>Stormwater Management Practices</b> (check all that apply)		
<input type="checkbox"/> Rain garden <input type="checkbox"/> Green roof <input type="checkbox"/> Blue roof	<input type="checkbox"/> Porous paving <input type="checkbox"/> Subsurface basin <input type="checkbox"/> Cistern	<input type="checkbox"/> Depaving <input type="checkbox"/> Other: _____
<b>Stormwater Management</b>		
<b>Total impervious area managed:</b>	acres	

<input type="checkbox"/> CSO project target depth (1.5") <input type="checkbox"/> MS4 project target depth (1")			
<b>Depth managed:</b>			
<b>Stormwater Grant Request</b>			
<b>Requested Amount</b>	\$		
<b>Other Project Financing:</b>			
	<b>Amount</b>	<b>Source</b> (e.g. name of bank or foundation)	<b>Status</b> (e.g. applied, pending, committed, closed)
<b>Equity (Cash Contribution)</b>	\$		
<b>Loans</b>	\$		
<b>Other Grants</b>	\$		
<b>Other Financing</b>	\$		
<b>Total (including Stormwater Grant)</b>	\$		
<b>Additional comments or explanation:</b>			

<b>Exhibits</b>
<p>In addition to the completed form, the applicant <b>must</b> submit the following exhibits:</p> <ol style="list-style-type: none"> <li>1. Environmental Summary and Project Description</li> <li>2. Contracts or Letters of Intent, Proposed Schedule and Budget</li> <li>3. Proof of Consent from Property Owner(s)</li> <li>4. Property Deed(s)</li> <li>5. Tax Certification(s)</li> <li>6. Financial Disclosure</li> <li>7. Operations and Maintenance Contract or Plan</li> </ol> <p>Please refer to the <b>Stormwater Grants Application Guide</b> for more information about preparing exhibits. Attach your exhibits to this form in sequential order, and save the entire packet as a PDF. Incomplete applications that are missing exhibits may be rejected.</p>

<b>Submitting Your Application</b>
<ul style="list-style-type: none"> <li>• Save this completed application form and all exhibits as a single PDF file. This is your <b>application packet</b>.</li> <li>• Save your <b>concept plans</b> as a single PDF file.</li> <li>• Visit <a href="http://phila.gov/swgrants">phila.gov/swgrants</a> and click on "Apply Here." You will be provided with links to upload your application packet and concept plans as two separate PDF files.</li> </ul>