



## Hudson River Watershed Alliance

### Watershed Group Capacity-Building Technical Assistance: Application Questions

To apply for this technical assistance opportunity, please complete the [Google Form application](#) by close of business on Thursday, January 30, 2025. The application must be submitted through the Google Form, and will not be accepted in Word or PDF format.

We are providing a copy of the application questions in this format to help watershed groups work collaboratively on answering the questions to prepare their application.

#### WATERSHED GROUP CONTACT INFORMATION

*Please provide contact information for the person submitting the application on behalf of your watershed group.*

Watershed Group Contact Person Name [Short Answer Text]

Watershed Group Contact Person Email Address [Short Answer Text]

#### WATERSHED GROUP ELIGIBILITY

*The questions in this section will determine eligibility for this technical assistance opportunity.*

Are you applying for this opportunity for technical assistance on behalf of a watershed group?

For the purposes of this project, a watershed group is defined as a collective of people that are working together locally to protect a specific watershed. [Multiple Choice]

Yes

No

Watershed Group Name [Short Answer Text]

Is your watershed located within the Hudson River estuary watershed, defined as the Hudson River Estuary Program's boundary? For reference, view boundaries using the [PDF map](#), the interactive [boundary web map](#), or the [Hudson Valley Natural Resource Mapper](#). [Multiple Choice]

Yes

No

*This program is supported by funding from the Hudson River Estuary Program, New York State Department of Environmental Conservation, with support from the New York State Environmental Protection Fund, in cooperation with NEIWPC.*



This facilitation process will require a team of 5-6 people from the watershed group's leadership, membership, and/or participants.

Please list the participating team from your watershed group, and their role(s) within the group, if any. (For example, roles might include leadership team, treasurer, chair, member, volunteer, etc.)  
[Long Answer Text]

Each individual participating in this facilitation process should expect to commit a total of at least 6-8 hours to regular meetings and 3-5 hours to work outside of meetings over the 6-month period from February-July 2025. This time would be separate from and in addition to participating in/reporting information back to their regular watershed group meetings.

Additional time from one or more people from the watershed group will also be needed to implement the capacity-building project with Hudson River Watershed Alliance staff, with the specific contact(s) and time commitments to be determined based on the project selected.

Has each of these team members committed to participating in this process? [Multiple Choice]

Yes

No

## **WATERSHED GROUP TIMING/READINESS**

*The questions in this section will be scored, based on the criteria in the scoring sheet [here](#).*

Has the watershed group met regularly within the last year? Please list all dates that the full watershed group met in 2024. [Long Answer Text]

What organizational development or capacity challenges is your watershed group currently facing?  
[Long Answer Text]

How will this technical assistance process support your watershed group's goals? What do you hope to have accomplished by the end of this process? [Long Answer Text]

Why is this technical assistance opportunity timely for your watershed group? [Long Answer Text]

Does this technical assistance opportunity support next steps related to any specific watershed planning processes or other projects? This could include past, present, or future planning or other projects. [Long Answer Text]

## **ADDITIONAL CONTEXT ON WATERSHED GROUP**

*The questions in this section will not be scored, but will help us have a better understanding of your group's current structure.*

Through the facilitation process, each participating watershed group will select one capacity-building priority action to be implemented during the February-July timeframe, with support from Hudson River Watershed Alliance staff. The specific project will be identified as part of developing the strategic workplan.

At this time, which of these types of projects do you think your group might be interested in working on? [Checkboxes]

- Financial systems (such as budgeting, financial policies/procedures, etc.)
- Grant capacity (such as processes for grant management, pre-qualification documents for New York State grants, etc.)
- External communications systems (such as a recruitment strategy, email management, etc.)
- Organizational structure/defining roles (such as documenting leadership roles, member details, decision-making processes, etc.)
- Outreach event support (such as planning a recruitment event, etc.)
- Other

How frequently does your watershed group meet? Does your watershed group have a standing meeting day and time? [Short Answer Text]

Are your watershed group meetings held in-person, virtually, or hybrid? [Short Answer Text]

Approximately how many people participate in your watershed group? [Short Answer Text]

How would you describe your watershed group's current organizational structure? Please check all that apply. [Checkboxes]

- its own nonprofit organization
- an ad hoc community group (not a nonprofit)
- an intermunicipal council
- fiscally sponsored by another entity
- Other

Is there anything else you'd like to add?

## **SIGNATURE**

By submitting this application, I understand that my watershed group is agreeing to participate in a facilitated process starting in February 2025 to develop a 1-2 year strategic workplan. We will provide a team of 5-6 people to participate in the facilitation process to develop a strategic workplan, along with additional time to implement a capacity-building project with Hudson River Watershed Alliance staff. [Multiple Choice]

*Yes*

*No*