



**West Basin Municipal Water District
Water Bottle Filling Station Funding Program
FY 2017-2018**

Water Bottle Filling Station Program Guidelines

West Basin Municipal Water District's (West Basin) Water Bottle Filling Station (station) Pilot Program was created to provide members of the community with access to safe and reliable tap water to refill personal, reusable bottles. Starting in fiscal year 2017-2018, West Basin will award grants – up to \$1,000 maximum per applicant – for the purchase of a station, to entities within our service area. Interested organizations should complete the online application at www.westbasin.org/fillingstations.

Program Goals

- Promote tap water as a quality source of drinking water;
- Increase awareness of West Basin;
- Encourage water conservation through education; and
- Reduce plastic waste through the use of reusable water bottles.

Eligible Entities

- Located within West Basin's service area (see map on page 3); and
- Public facilities (city facilities, schools, community centers, LA County areas, etc.).

Criteria for Participation

- The proposed location of the station must be in an area that receives high pedestrian traffic or provides recreational activity;
- The applicant's understanding that West Basin is not responsible for any costs associated with installation or station maintenance; and agreement to share the total project cost;
- The applicant's agreement with West Basin's specifications for appropriate signage and to coordinate a promotional opportunity post-installation (i.e. photo opportunity); and
- The applicant's agreement to complete the installation of the station within 60 days from the application approval date.

Application Requirements

- Completed Application Form*;
- Documentation for the selected unit (include photo and the unit make and model);
- Signed and completed Federal W-9 Tax Form*;
- Liability Waiver Agreement*; and
- Copies of any permits required (city, county, state, or federal).

Application Deadline

- Applications will be continuously accepted on a first-come first-served basis. Funding is limited and is allocated equally among each of the five West Basin divisions;
- Applications will continue to be processed and projects will be selected until all of the funding for this fiscal year has been exhausted; and
- Complete applications shall consist of one (1) original and four (4) copies, 8 x 11 pages, stapled or bound. Applications shall be submitted to the following:

Leighanne Kirk, Program Manager
West Basin Municipal Water District
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

Re: Water Bottle Filling Station Program Application

Selection Process

- Applications will be reviewed thoroughly for compliance with the Application Requirements. Incomplete applications will be rejected; and
- Applicants will be notified of their status.

Other Restrictions

- Only one award will be made per entity per fiscal year, unless the program is nearing the end of the fiscal year and funding has not been exhausted;
- Payment will be made upon approval of application. Awarded funds may ONLY be used for a station. If the station will not be purchased, the funds MUST be returned to West Basin; and
- Projects must not have started prior to application approval.

Other Requirements

- West Basin will provide to the applicant standard signage to be placed at the location of the station, complete with the West Basin logo, standardized messaging and including the applicant's logo. The applicant must install the signage within 30 days of the installation of the station and prior to the scheduled station promotion opportunity; and
- West Basin requires a commitment to a joint promotional opportunity, including, but not limited to, social media coverage, photography coverage, etc.

Matching Tax ID

If an application is approved, funds will be distributed ONLY to the organization that applied.

List of Vendors

Below is a listing of vendors that offer stations that are eligible through this program. This is by no means an exhaustive list:

- Elkay (www.elkay.com)

- PlumbingSupply.com
- FaucetDirect.com
- GlobalIndustrial.com
- RestroomDirect.com

Disclaimer

West Basin has the right to reject the proposed unit based on not meeting the required criteria. West Basin is not liable for defects of installation.

Contact Information

For questions or concerns about the program, please contact the following:

Leighanne Kirk
Program Manager
310-660-6225

Leighannek@westbasin.org

* Forms can be found on the West Basin website at www.westbasin.org/fillingstations.

