

RESOLUTION NO. 2426

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE TEACHER GRANT PROGRAM POLICY

WHEREAS, the Leucadia Wastewater District's (LWD) public outreach efforts include a Teacher Grant Program with the goal of supporting education and community engagement initiatives relating to wastewater management, water resource management, and water reuse; and

WHEREAS, in 2009, LWD established the Teacher Grant Program to provide financial assistance to educators in elementary, middle, and high schools within the LWD service area to support projects that align with these environmental objectives; and

WHEREAS, LWD's Board of Directors acknowledge the need to formalize and clarify the Teacher Grant Program to ensure transparent and equitable evaluation criteria and funding procedures; and

WHEREAS, the LWD Board of Directors has previously appropriated funding to support the Teacher Grant Program and wishes to continue to financially assist teachers for their environmental projects that focus on wastewater management, water resource management, and water reuse; and

WHEREAS, the revised Teacher Grant Program, attached hereto, outlines updated procedures, eligibility criteria, funding allocations, and evaluation metrics to improve the effectiveness and accessibility of the program;

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the revised Teacher Grant Program, as set forth in the attached policy document.
2. The General Manager is hereby authorized and directed to implement the provisions of the Teacher Grant Program, including administration of the funds and oversight of the application and evaluation process.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held August 13, 2025 by the following vote:


AYES: Brown, Pacilio, Sullivan, and Roesink

NOES: None.

ABSENT: Saldana

ABSTAIN: None.

ATTEST:


Paul J. Bushee, Secretary/Manager
(SEAL)

 FOR
Rolando Saldana, President

Teacher Grant Program

1. Purpose

The purpose of the Teacher Grant Program is to increase general awareness among local students and the community about the role that the Leucadia Wastewater District (LWD) plays in providing wastewater and recycled water services. Through this program, LWD supports educational projects that highlight the importance of wastewater management and environmental protection. This policy sets forth the rules governing the Leucadia Wastewater District's (LWD) Teacher Grant Program.

2. Overview

The Teacher Grant Program provides funding to educators for projects that enhance student learning and engagement in the areas of wastewater management, water resource management, and water reuse. The program aims to promote environmental stewardship and community awareness through hands-on educational activities.

3. Program Application Procedure

- a) Applicants must complete the Teacher Grant application form (Attachment A).
- b) The applicant must provide a detailed narrative about their project in two pages or less, and include the following:
 1. **Objective(s)** - Describe the project's objective(s) or goal(s) for the students.
 2. **Description of Project** - Provide a one paragraph summary of the project, including the subject area and/or need being addressed, and the number of students, staff members, community members involved.
 3. **Curriculum, Activity, or Project Details** - Describe the curriculum, activity or project.
 4. **Location and Timeline** - Provide the location, and project timeline or schedule.
 5. **Budget** - Provide an itemized budget for the project, indicating any items that may be non-consumables and available for future use. List any in-kind resources or matching funds being used.
- c) Applicants must submit their application and detailed narrative to LWD via email, mail or hand-delivery by the deadline date listed on the application to the following contact information:
 1. **Email application to:** info@lwwd.org, or
 2. **Mail or drop-off application to:**
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

4. Funding Allocation

- a) LWD's budget may include up to **\$8,000** annually for the Teacher Grant Program.
- b) Individual grants shall not exceed **\$2,000** per teacher per school year.
- c) The number of grants awarded each year shall depend on the number and quality of applications received.
- d) Grant funds are subject to availability and contingent upon Board-approved appropriations.

5. Eligibility Criteria

- a) Applicants must be teachers at an elementary, middle, or high school within LWD's service area or from an educational partner organization that supports the schools located in the District's service area (e.g. Encinitas Farms). To verify if a school is within LWD's boundary, check the LWD's service map: [Services and Service Area Map | Leucadia Wastewater District](#)
- b) Proposed projects must align with one or more of the following focus areas:
 - Wastewater resource management
 - Water resource management
 - Water reuse
- c) The project must be conducted within the academic year for which the grant is awarded.
- d) Grant funds must be used for educational materials, supplies, equipment, and/or activities directly related to the project.
- e) Applications must be submitted using the official grant application form by the established deadline.
- f) Incomplete or late applications will not be considered.

6. Evaluation and Selection Process

- a) The Community Affairs Committee (CAC) shall review all submitted applications and recommend grant awards, subject to approval by the Board of Directors.

If the value of grant requests that exceed the annual budget, the CAC has the discretion to use the Evaluation Category Criteria table below to guide its selection process:

Evaluation Category	Points Available
Relevance to LWD's mission and/or vision (wastewater management, recycling wastewater and/or protection of the environment)	40
Student and community impact	30
Sustainability and potential for future use or expansion	20
Availability of matching funds or in-kind contributions	10
Total Possible Points	100

- c) Grant funds shall be disbursed to the recipient school's parent organization or foundation for the specified project.

- d) LWD reserves the right to deny funding or request modifications to a proposal.

7. Program Administration

- a) The General Manager shall oversee the administration of the Teacher Grant Program, ensuring adherence to this policy.
- b) The Community Affairs Committee shall be responsible for the review of applications and program effectiveness.
- c) Grant awards are subject to approval by the Board of Directors.
- d) LWD may update this policy as necessary to reflect program adjustments.

ATTACHMENT A



Grant Application Form

During the 2025-2026 school year Leucadia Wastewater District (LWD) will award grants to teachers in local elementary, middle, and high schools in LWD's service area or from an educational partner organization that supports the schools located in the District's service area.

INSTRUCTIONS:

- Use this cover sheet as page one of your application.
- Include identifying information only on this cover sheet.
- In your project narrative, **do not** include your name school name, or district name to ensure impartiality during the evaluation process.

Completed applications must be emailed to info@lwwd.org or received by **Friday, November 14, 2025**. The project narrative should reflect the eligibility criteria outlined in sections 3(b) and 5 of the Teacher Grant Program. For questions, please contact Leucadia Wastewater District at **(760) 753-0155**.

IDENTIFYING INFORMATION

Teacher's name _____ Phone _____

Grade _____ Subject _____

School name _____ District _____

School address, including street, city and zip _____

Principal's name _____ School phone number _____

Name of parent organization (i.e. PTA or school foundation) _____

Project title _____ Grant amount requested _____

Teacher's signature _____

Please tell us how you heard about this

☐ Poster/Flyer ☐ Web site ☐ Another Educator ☐ Newsletter ☐ Other _____