



**CVAP  
(Clean Vessel Assistance Program)**

[www.efc.ny.gov/CVAP](http://www.efc.ny.gov/CVAP)

**I&E (Information & Education)**

**WORKSHOP MATERIAL GUIDANCE**

If the Scope of your project involves a workshop presentation, there are certain submittals that will be required in the Final Application and during the course of the project. Failure to supply this information to the New York State Environmental Facilities Corporation (EFC) as required may result in loss of project funding if the final product does not meet the eligibility guidelines.

The main thrust of the material **MUST** be related to the Clean Vessel Act and the use of pumpouts, dump stations, pumpout boats, etc. Therefore, any printed materials, signs, or advertisements, etc. must comply.

You are encouraged to provide printed material for use of the audience following the workshop, which may contain information that explains the importance of pumpout use, the local reason why it is so important (No Discharge Zone, shellfish beds, beach areas, etc.), general reasons why it is so important, listing of available pumpouts in the area, etc.

I&E material has two potential audiences, the boater and the marina owners/operators. It is expected that workshops will be directed mainly to marina operations, pumpout boat operators and the like. If, however, a workshop idea is presented that demonstrates a need and the ability to draw boaters to the workshop, it will also be considered.

In order to receive the 75% grant funding, other boater or marina issues cannot be specifically targeted unless it is linked back to the pumpout issue. EFC reserves the right to pro-rate any project that is determined to contain information other than specific to pumpout use.

Workshop printed material that is included in this grant must contain all of the following and follow additional guidance found in the "Printed Material Guidance":

1. Written credit for the grant program through the following verbiage:

**"This project was funded through a Clean Vessel Act grant provided by the  
NYS Environmental Facilities Corporation"**

2. The EFC logo
3. The Sport Fish Restoration logo
4. The Universal Pumpout symbol somewhere in the publication where it is prevalent

## **Workshop Material Submittals:**

1. With the Final Application, a draft of the proposed workshop agenda, possible speakers in general terms (i.e. can state “Harbor Master” at this stage, do not have to include specific name), types of printed materials to be provided, anticipated length of the individual workshop, number of times the workshop will be given.
2. Please be sure when completing the Final Application to include all expenses that will be needed for all facets of the workshop, including but not limited to speaker fees, rental of location, cost of materials, etc.
3. When the final agenda is completed, including times, dates, speakers, etc. it must be submitted to EFC for review prior to proceeding. Once the final agenda is approved, you may proceed with making all of the final preparations and enlisting attendees.
4. If any changes occur to the final agenda after it has received EFC approval that significantly alter the thrust of the workshop, it must be submitted for additional approval by EFC.
5. EFC shall be notified if there are changes in speakers or method of presentation because of last minute issues, but approval is not required prior to proceeding with the workshop.
6. EFC is aware of deadlines and commitments involved and asks to be informed of any deadlines involved prior to our approval process. You are encouraged to plan ahead and submit your final agenda and any changes to EFC well ahead of any deadlines. If there is a last minute change that requires prompt attention, please be sure to call and discuss with EFC staff in order to avoid delays.
7. A copy of the final printed agenda with any changes in agenda noted, if applicable, and copies of all printed materials handed out during the workshop, whether grant provided or not, must be submitted with the request for reimbursement.

Note: Workshops may be conducted in conjunction with other municipalities or not-for-profit organizations.

