



CALL FOR WATER QUALITY MINI-GRANT APPLICATIONS – FALL 2017

BACKGROUND

Using federal Clean Water Act Section 319 funding from the Montana Department of Environmental Quality (DEQ), Soil & Water Conservation Districts of Montana (SWCDM) is seeking to fund local education and outreach efforts to address nonpoint source pollution or water quality issues. Under the Fiscal Year 2017 Water Quality Mini-Grant Program, \$20,500 is available, and mini-grants **up to \$3,000** will be awarded. Applicants must provide a minimum of 40% in non-federal, local in-kind or cash match. Applications will be reviewed by a funding recommendation panel including individuals from a range of organizations.

SCHEDULE

This is the first call for applications for this funding. There is approximately \$10,250 available in this funding cycle. The fall call for applications will begin on August 16, 2017 with an **application deadline of September 29, 2017 at 5 p.m.** Funds must be spent and reported on within one year of the project award date.

A second call for applications will occur in the spring and will be released around January 2018. Approximately \$10,250 will be available during the next funding cycle.

OBJECTIVE

The goal of the mini-grant program is to provide a mechanism to improve nonpoint source-related water quality through education and outreach activities at the local level. The priority of this program is to promote new activities and partnerships, not to sustain current activities.

ELIGIBILITY

The project applicant may be a conservation district, local watershed group (if a legal entity), county extension service, county, school, etc., and must have the ability to manage federal funding. Project applicants must also be able to show proof of liability insurance as required by DEQ to receive federal funding.

Priority will be given to projects that implement a DEQ-accepted Watershed Restoration Plan (WRP). For more information about WRPs and areas with accepted WRPs, visit:

<http://deq.mt.gov/Water/WPB/Nonpoint-Source-Program/Watershed-Restoration-Planning>

The following activities will not be considered for mini-grant funding:

- Monitoring *without* an education and outreach component
- Administrative costs in excess of 10%
- Normal website maintenance
- Baseline data collection
- Projects already being covered by Section 319 funding

DECISION CRITERIA

The application MUST contain the following information to be considered:

- Proof of liability insurance (required to receive funding from a federal source)
- Have a clearly defined description of the nonpoint source water quality issue to be addressed in the project
- Include an education and outreach activity addressing the identified nonpoint source pollution or water quality issue
- Address how the project fits into larger watershed efforts in the area
- Describe collaborating partners; who they are and how they will contribute to the project
- Indicate the source of 40% minimum required match (see page 3 for information on calculating required match)

Priority will be given to:

- New or pilot projects, before repeated projects

- New entities to the mini-grant program
- Innovative ideas
- Projects implementing a DEQ-accepted WRP

Other review considerations:

- Application clearly defines project goals, objectives, tasks, and outcomes
- Includes opportunities for continuation or expansion
- Contains a complete budget, including required match

BUDGET

Using the Budget Table on page 6 of the mini-grant application, provide a detailed budget for each proposed task designating the amount of requested SWCDM funds and match funds for each task. Applicants **must** meet a 40% cost share (local, non-federal, in kind, or cash match) for the project. Cost share is determined by adding match to the grant request and then taking 40% of that total:

<u>Calculating Required 40% Match</u>
(Funding Request ÷ 0.6) – Funding Request = 40% minimum match required
<u>Example:</u>
For a funding request of \$2,000: (\$2,000 ÷ 0.6) - \$2,000 = \$1,333

Common Funding Request Match Requirements	
<u>Funds Requested</u>	<u>Minimum Match Required</u>
\$1,000	\$667
\$1,500	\$1,000
\$1,750	\$1,167
\$2,000	\$1,333

Using Requested Funds for Food or Beverage Expenses

If any requested funds will be used to purchase food and/or non-alcoholic beverages, please include as a budget task and specify the following in the application:

- Need for providing food/beverages
- Estimated number of attendees
- Estimated cost of food/beverages
- Proposed venue and schedule for serving refreshments

It is required that no more than 10% of the total requested funds be applied to food or beverage expenses.

FINAL REPORT

Each mini-grant recipient will be required to submit a final report within one year of notice of award, summarizing the activities and outcomes supported by the grant. After receiving all final report materials and a final invoice, grantees will be ***reimbursed for the agreed upon award amount*** by SWCDM. Final report guidance is located here: <http://swcdm.org/programs/mini-grants/>

SUBMITTING APPLICATIONS

Applications can be obtained at: <http://swcdm.org/programs/mini-grants/>. Only complete and ***signed*** applications will be considered for funding and must be submitted via email or hard copy mailing by **September 29, 2017 by 5 p.m.**

Email applications to: Jessica@macdnet.org

*We recommend sending email with a "Request Read Receipt" to ensure email was properly delivered and received.

Send hard copy applications to:

Soil & Water Conservation Districts of Montana
c/o Jessica Makus
1101 11th Avenue
Helena, MT

For more information or questions about the mini-grant program, project eligibility, or to discuss potential project proposals, contact:

Jessica Makus, SWCDM Programs Manager, 406-443-5711, jessica@macdnet.org

or

Christina Staten, DEQ Mini-grants Program Manager, 406-444-2836,
CStaten@mt.gov