



**CALL FOR WATER QUALITY MINI-GRANT APPLICATIONS
FISCAL YEAR 2018, SPRING CALL**

*****ANNOUNCEMENT*****

This program will be moving to one Call for Applications per year, which will be held each spring and projects will have an 18-month period for completion. The next Call for Applications will be in spring 2020. Please contact SWCDM with any questions.

The Soil & Water Conservation Districts of Montana (SWCDM) is seeking to fund local education and outreach efforts in Montana to address water quality issues resulting from nonpoint source pollution. Funding for this mini-grant program is provided by the Montana Department of Environmental Quality via a grant with the U.S. Environmental Protection Agency under Section 319(h) of the Clean Water Act.

PURPOSE

The goal of the mini-grant program is to provide support for locally-led education and outreach activities that address nonpoint sources of pollution to Montana’s surface waters. A priority of this program is to promote new educational activities and development or improvement of partnerships. The mini-grant program is not intended to sustain current activities.

FUNDING AVAILABLE, INDIVIDUAL AWARDS, AND COST MATCH

A total of \$32,500 is available for Fiscal Year 2018, with \$14,025 remaining for this Spring Call. Individual mini-grants will be awarded ***up to \$3,000***.

A 40 % cost share (match) is required for each mini-grant. Match must be from non-federal sources and may be in the form of in-kind donations, or state, local, or private cash match. Information on calculating the required match is on page 4 of this Call.

SPONSOR ELIGIBILITY

The project sponsor (applicant) may be a local governmental entity or nonprofit organization such as a conservation district, local watershed or volunteer 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 to receive federal funding.

PROJECT REQUIREMENTS

Projects must:

- Clearly address nonpoint source pollution
- Have an education and outreach activity that directly addresses identified nonpoint sources of water quality pollution in the local watershed

Priority will be given to:

- New or pilot education and outreach projects
- New entities to the mini-grant program
- Projects implementing a DEQ-accepted Watershed Restoration Plan (WRP).

For more information about WRPs and areas with accepted WRPs, visit:

<http://deq.mt.gov/Water/SurfaceWater/WatershedRestoration>

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

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

TO APPLY

1. Thoroughly read this Call for Water Quality Mini-Grant Applications

2. Download the application form at: at <http://swcdm.org/programs/mini-grants/>
3. Consult with SWCDM staff to ensure the proposed project is a good fit for the mini-grant program and discuss ways to strengthen your application (optional, but encouraged)
4. Complete and sign your application (only signed applications will be considered for funding)
5. Submit your application and proof of liability insurance to SWCDM by 5:00 p.m. on March 27, 2019.

Email applications to Jessica Makus at Jessica@macdnet.org. SWCDM recommends sending email with a "Request Read Receipt" to ensure email was properly delivered and received.

Alternatively, send hard copy applications to:
Soil & Water Conservation Districts of Montana
c/o Jessica Makus
1101 11th Avenue
Helena, MT 59601

**Please consider that our team of reviewers reads and considers each grant application carefully. At a minimum, we recommend if this is one of your first grant proposals that you have a colleague, who has been awarded grants, review your application prior to submitting it.*

SCHEDULE

The Spring Call for applications will open February 13, 2019 with all applications due to SWCDM by **March 27, 2019 at 5 p.m.** Project sponsors may contact SWCDM to obtain input on proposed projects and draft applications until the Call closes. A review panel will review all applications within a couple weeks of the submission deadline and awards will be determined within 1 month from the application deadline.

APPLICATION REQUIREMENTS

Successful Applications:

- Clearly define the nonpoint source water quality issue(s) to be addresses by the proposed project

- Have an education and outreach activity that directly addressed the identified nonpoint sources issues(s), with a target audience appropriate for the activity
- Clearly define project goals and objectives
- Describe expected knowledge, skills, and abilities development by project participants AND how knowledge, skills, and abilities will be evaluated and reported
- Clearly address the need for the activity, explain how it ties into larger watershed conservation efforts in the community, and include appropriate partners
- Include a clear and detailed budget and provide adequate detail for evaluation, as well as defined sources of match and any volunteer rates used (see DEQ's guidance document to estimate the [value of volunteer labor](#))
- If applicable, explain why funding is being requested to fund a project that has been funded by a past mini-grant award

BUDGET

Using the Budget Table in the mini-grant application, applicants must provide a **detailed** budget for each proposed task, designating the amount of requested funds and match funds for each task. Applicants **must** meet a 40% cost share of the total project cost, provided in the form on non-federal in-kind or cash. 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
\$2,000	\$1,333
\$3,000	\$2,000

Using Requested Funds for Food or Beverage Expenses

No more than 10% of the total requested funds may be applied to food or beverage expenses. If any requested funds or matching 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

REPORTING REQUIREMENTS

Funds must be spent and reported on within one year of the project award date. Mini-grant recipients must submit a final report summarizing the activities and outcomes supported by the grant. After receiving all final report materials and a final invoice, SWCDM will reimburse grantees for the agreed upon award amount.

Final report guidance is located here: <http://swcdm.org/programs/mini-grants/>. Please consider final report requirements when planning project proposals to ensure projects cover all necessary reporting requirements.

ACKNOWLEDGEMENT REQUIREMENTS

Any signage or published materials, funded by a mini-grant, must include the U.S. EPA logo (please contact SWCDM for specifics on obtaining the logo and sizing requirements). If the design of the signage or published materials allows, it should also include the following text: “This project has been funded by the United States Environmental Protection Agency” or “This cooperative project has been funded in part by the United States Environmental Protection Agency”. Exceptions to this may be made on an individual basis with a written request approved by DEQ and EPA.

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 Contract Manager, 406-444-2836, CStaten@mt.gov