

AUTHORIZING STATEMENT

An authorized agent representing the applicant, usually the chief elected official, must, by his or her signature, verify that this application is authorized as presented. I hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my knowledge.

I further declare that, on behalf of _____(Applicant), I am legally authorized to enter into a Grant Agreement with the Montana Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all grant funding must be authorized by the Montana Department of Natural Resources and Conservation.

Signature: _____ Date: _____

Title: _____

PROPOSED PROJECT DESCRIPTION and GRANT BUDGET

Describe key tasks needed to attain the project objective. Describe who, what, why, where, when, and how the project activities will be conducted. Identify specific tasks and link them directly to the budget.

PLEASE LIMIT TO THREE PAGES OF TEXT PLUS A MAP AND A BUDGET SUMMARY.

The following information is required:

- (a) proposed project objective
- (b) project location, (attach a map showing location, county, nearest town)
- (c) a brief history of the problem and need for the proposed project;
- (d) specific project tasks linked directly to the budget:
- (e) expected natural resource benefits associated with the project as they relate to aquatic invasive species;
- (f) a discussion of how the project coordinates with other projects, state control efforts, and comprehensive invasive species plans;
- (g) regulatory issues, if applicable; and
- (h) proposed project schedule, broken down chronologically.

For consulting services include estimated personnel rates, estimated hours per task, and estimated cost of materials and other direct costs such as travel. If the applicant plans to perform project activities using its own employees then list salaries and wages, key personnel, supplies and materials, communications, travel, and other.

AQUATIC INVASIVE SPECIES GRANT APPLICATION OVERVIEW

A. INVASIVE AQUATIC SPECIES GRANTS

The Montana Department of Natural Resources and Conservation (DNRC) is offering grants to local governments for the control of aquatic invasive species (AIS). The goal of the grants is to protect the natural resources of Montana from severe and unacceptable damage from AIS.

B. APPLICANT ELIGIBILITY

AIS grants are available to nonprofits, city, county, or other local political subdivisions or Tribal governments within the state. Federal agencies, state agencies, and private corporations and individuals are not eligible to receive grant funding.

C. PROJECT ELIGIBILITY

The proposed project must be critical and urgent and contribute to the protection of Montana's environment from severe and unacceptable damage to natural resources from AIS. Public benefit from implementation of the project must directly relate to control of AIS.

Activities include but are not limited to: (1) on-the-ground treatment, (2) AIS surveys, (3) environmental monitoring, (4) preparation of action plans, (5) treatment demonstration, research or design, or (6) other related actions. Preference will be given to on-the-ground projects such as surveys and removal that result in measurable control of AIS.

The project must be coordinated with other projects, state control efforts, and comprehensive invasive species plans. The project must commit to using statewide AIS survey and control protocols.

D. FUNDING LIMITS

Grants may be awarded for up to **\$30,000**, depending on the intended control activities, and based upon a budget that is supported by a clear scope of work. DNRC will consider subsequent phases of projects for funding. An applicant may submit grant applications for more than one project. Grant awards may be less than the requested amount.

E. APPLICATION SUBMITTAL AND REVIEW

Two paper copies and an electronic copy (WORD format) of the application must be submitted to:

Montana DNRC
Resource Development Bureau
1625 11th Avenue
Helena, Montana 59620-1601
Phone: (406) 444-6668 Fax: (406) 444-6721

This application form and instructions are available electronically on the DNRC website at: <http://www.dnrc.mt.gov/cardd/default.asp> or by contacting DNRC at the above address or phone number. If you need additional information or wish to ascertain the availability of grant funding, please contact Alicia Stickney at 444-0547.

DNRC will evaluate grant applications based on:

- (a) the need and urgency for the project;
- (b) benefits to natural resources from control of AIS;
- (c) a clear description of who, what, why, where, when and how project activities will be conducted, linked directly to a clear budget;
- (d) how well the project coordinates with other projects, state control efforts, and comprehensive AIS plans;
- (e) commitment to using statewide AIS survey and control methods.

DNRC may award grants for projects that best meet the above criteria. DNRC will reject applications that do not adequately meet program eligibility and intent or if funds are not available.

F. REQUIRED CONTRACT DELIVERABLES

Upon award of a grant, **the grantee must enter into a contract agreement with DNRC**. Under terms of the contract, the grantee must submit periodic progress reports and a final report of project activities. The form and content of the reports will be agreed upon prior to contract execution and will depend on the amount of the grant and proposed activities. Smaller grants will likely have reduced reporting requirements.

G. PAYMENT

The contract agreement will not be effective until signed and dated by representatives of the DNRC and the grantee. **Expenses incurred before the grant agreement becomes effective will not be reimbursed**. The contract termination date will depend on the project needs.

DNRC will reimburse project costs upon **receipt and approval of requests for payment, supporting documentation, and accompanying progress reports**. Progress reports will include project activities during the reporting period, costs incurred, funds remaining, anticipated activities during the next reporting period, and expected changes in scope, schedule or budget. The Project Sponsor shall report on total project costs, including those funded by the Project Sponsor and other matching funds. The Project Sponsor will receive the final payment based on the total of actual costs submitted, not to exceed the total contracted amount, upon delivery of a final report and a final invoice. The final invoice must accurately account for grant expenses for contractors and grantee expenses for time and materials, including hourly rates and work hours, contract award amount, total grant amount expended, grant amount received, and remaining grant balance, if any.

STEP 1: FILL OUT APPLICATION SUMMARY FORM

STEP 2: SIGN AUTHORIZING STATEMENT

STEP 3: DESCRIBE PROJECT TASKS, BUDGET, and SCHEDULE