

STATE OF MONTANA
Department of Natural Resources and Conservation
Conservation Districts Bureau
Box 201601
Helena, MT 59620-1601

For Department Use

Received by _____
Date _____
Application No. _____
Annual Budget Submitted _____

Conservation Districts Grant Program
HB 223 Grant Application

Please fill out application completely.

1. Name of District: _____
2. Name of Project: _____
3. Amount Requested: _____
4. Total Project Cost: _____
5. Has the district levied the maximum county mills allowed for the current fiscal year?
No _____ Yes _____ Mill Levy = \$ _____ (amount)

Mill Levy Verification _____
Name Title Date

Note: Acceptable signatures verifying a county mill levy includes the county commissioner, treasurer, finance officer, or clerk and recorder. Also acceptable is the annual mill levy verification form.

6. Has this project been identified in a conservation district plan? (Projects must be part of a CD plan).
7. Give a brief statement of need, including why the project cannot be financed from present sources of funding. **(If the district has not submitted a budget to DNRC for other financial assistance programs for the current fiscal year, a current CD budget must be attached).**
8. Conservation District's contact person's name, address, and telephone number:
9. This application was approved by the _____ Conservation District Board of Supervisors meeting on the _____

Revised 2019

Authorized Signature

Project Statement

Describe the project using no more than three sentences. Be concise and describe the objective of the project, the action(s) required to complete it, and the accomplishments that will be delivered.

Statement Narrative:

Examples

The objective of the project is to educate 400 4th graders in Silver Bow County about natural resources and conservation. Students will learn about soils, water, fire, and rangeland health. The deliverable will be an all-day event at the civic center.

The objective of the project is to control salt cedar along 15 miles of the Yellowstone River between Laurel and Park City. The salt cedar will be killed by hand spraying and using an excavator to remove larger plants. At the completion of the project, 15 miles and 60 acres of salt cedar will be controlled.

The objective of this project is to conduct a feasibility study in four drought-afflicted counties to determine if cover crops will improve moisture retention. At the completion of this project data will be available to help make future decisions about soil health.

Project Details

1. What is the purpose of the project? How many people or acres will benefit from this project?
2. Where is the project located?
3. What is the conservation district's role in this project?
4. What are the conservation benefits?
5. What are the public benefits?

6. How will this project be executed and who will do the work?

7. What specific tasks, and outcomes will be accomplished?

8. Identify the partners who will participate in this project? **(Do not list the cash or in-kind contributions under this question—those dollar amounts will be required on the Total Budget Page)**

Partner	Task Performed

9. When will this project start and when will it end?

10. How will it be known if the project has been successful? **(Guideline #7 states: Applications must include a plan to monitor the effectiveness of the project.)**

11. How will the district or sponsoring organization inform or educate the public about the project? **(Guideline #7 states: All grantees must write and disseminate a press release to local newspapers. The CD and DNRC's names must be mentioned as a source of funding. Conservation districts are also encouraged to publish articles in their newsletters, if available, but this may not take the place of a newspaper article).**

223 Application Requirements for Equipment, Irrigation and Weed Projects

An application to purchase equipment must include a maintenance plan that includes: rental fees, user deposit (if applicable), funding repair and maintenance, and long-term lease options of equipment (if applicable). Please describe.

For irrigation projects, including community garden sprinkler or drip irrigation grant requests must have a 50:50 cash match. On the Total Budget Page under column two, please specify the cash contributions of the partners.

Applications for weed projects must first demonstrate that funding was sought through the Noxious Weed Trust Fund at the Montana Department of Agriculture. Applications for aquatic invasive species projects must first demonstrate that funding was sought through the DNRC Aquatic Invasive Species Program. All weed projects must be coordinated with local weed districts—especially for the purchase and application of chemicals.

Status of Current DNRC Grants

List the status of **current** CARDD grants (all grant reports must be current before new grant funds will be disbursed).

223 Grant Budget

Provide a detailed budget indicating how grant funds will be used. Irrigation projects require a 50:50 cash match. Any project request exceeding \$20,000 must have a 50:50 cash match. Education grants cannot exceed \$10,000. Transfer all information in column one and two to the total budget table on page 6.

Item/Task Description	HB 223Funds	Explanation
Salaries (number of hours; hourly rate + benefits; type of work)		
Contracted services (identify services to be contracted)		
Per diem & travel expenses		
Communications & printing costs		
Materials & supplies (identify)		
Equipment costs (identify)		
Miscellaneous (identify)		
Sub Total of Expenses		
Administration (based on a percentage of the total expenses, not to exceed 10 percent)		
TOTAL (expenses & administrative fee)		

Total Project Budget

Provide a detailed budget for the entire project including funding and in-kind contributions. In column one list the partner(s) and describe the task; in columns two through four only dollar amounts will be accepted.

Item/Task Description	223	Partner \$	Partner \$	Partner \$	In-Kind \$	Total
Salaries (number of hours; hourly rates + benefits; type of work)						
Contracted services (identify services and professional/labor costs)						
Per diem (\$23/day) & travel (.58/mile) expenses						
Communications & printing costs						
Materials & supplies (identify)						
Equipment costs (identify)						
Miscellaneous (identify)						
Sub-Total of Expenses						
Administration (based on a percentage of the total expenses not to exceed 10 percent)						
Total (expenses & administration fee)	\$	\$	\$	\$	\$	\$