

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

Conservation Districts Grant Program
HB223 Grant Application (*cover sheet*)
This application consists of 6 pages

Please fill out the application in its entirety and submit an original and an electronic copy.

1. Name of District: _____
2. Name of Project: _____
3. Amount Requested: _____
4. Total Project Cost: _____
5. Has your 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 funded 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. Give a brief explanation of your project:
9. Contact person's name, address, and telephone number:
10. This application was approved by the _____ Conservation District Board of Supervisors meeting on the _____.

Proposal Summary

Prepare a brief project summary that highlights the: a brief project description, purpose of the project, its conservation benefits to the public, location, number of people or acres impacted, and time frame. Your summary must be limited to 500 words.

**Conservation District Grant Program
HB 223 Grant
Application Project Details**

What is the purpose of the project?

Please provide a detailed description of the project and how you plan to carry it out.

What are the conservation benefits for the public?

How many people or number of acres directly affected by proposed project?

What is the project's location?

What is the time frame?

How will this project executed and who will do the work proposed?

What specific tasks, deliverables, and outcomes will be accomplished?

How will the district monitor the project's effectiveness?

How will the district inform or educate the public about the project's benefits or availability?

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 of equipment (if applicable).

For irrigation projects a 50:50 cash match is required. Please describe the landowner(s) and irrigation district's contributions to the project.

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

GRANT BUDGET

Provide a detailed budget for how grant funds will be used. Irrigation projects require 50:50 cash match. Grant requests over \$20,000 require 50:50 cash match for the entire amount. The limit for education or outreach grants is \$10,000.

Item/Task Description	HB 223Funds	Explanation
Salaries (number of hours; hourly rates; 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)		
Administration (based on a percentage of the project's total expenses that cannot exceed 10%)		
Total		

Double check your calculations.

TOTAL PROJECT BUDGET

Provide a detailed budget for the entire project including funding from other sources and in-kind contributions.. All items and costs listed on the 223 budget form must be carried over to the total project budget form. Add more columns if necessary.

Item/Task Description	HB 223 Funds	Funding Source	Funding Source	In-Kind Contributions	TOTAL
Salaries (number of hours; hourly rates; type of work)					
Contracted services (identify services to be contracted)					
Per diem & travel expenses					
Communications & printing costs					
Materials & supplies (identify)					
Equipment costs (identify)					
Miscellaneous					
Administration (based on a percentage of the project's total expenses that cannot exceed 10%)					
Total: There must be a total in every column.	Total	Total	Total	Total	Total

Double check your calculations