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

***For Department Use***
Received by _____
Date _____
Application No. _____

# Conservation Education Mini-Grant Program Application

***Please fill out application in its entirety. Make sure responses are detailed and specific. Send one electronic and one hard copy.***

| | | |
|---|---|---|
| 1. | **School /Organization** | |
| 2. | **School Contact Person:** | |
| 3. | **Name of Conservation District** | |
| 4. | **CD Contact Person:** | |
| 5. | **Name of Project:** | |
| 6. | **Date of Project:** | |
| 7. | **Amount Requested:** | |
| 8. | **CD Address:** | |
| 9. | **CD Phone Number:** | |
| 10. | **CD Federal ID #:** | |
| 11. | **Mill Levy Verification:** | Has your district levied the maximum county mills allowed for the current fiscal year?____yes____no |
| 12. | **Mill Levy :** Also acceptable is the annual mill levy verification document | Mill Levy = $ |
| | **Statement of Need:** | Give a brief statement of need why this project cannot be funded from present sources of funds. |
| | **Signature** (acceptable signatures for verification of mill levy include county commissioner, treasurer, finance officer, or clerk & recorder). | _____<br>**Name** **Title** **Date** |
| 13.. | **CD Supervisor Signature** | |
| | | **Name** **Date** |

## Application Outline

1. **What conservation benefits or natural resource issue(s) will be addressed with the mini-grant funds?**

2. **What will the mini-grant fund? Be specific. For example, itemize the supply list.**

3. **What activities are planned and how will it help individuals understand the issues described in #1? If this is an event, field trip, camp, attach an agenda (from present or previous event).**

4. **How many students/ adults will be involved? List age groups if program is designed for children.**

5. **State the specific objectives, goals, and outcomes the project will accomplish. Relate your responses to #3.**

6. **How will pre- and post-project student performance be evaluated?**

7. **How will you know you that the education project has served its purpose?**

**The mini education grant financial request cannot be rounded up to $500. For example, if the total cost of the project is $498.50, the applicant cannot request $500.**

**BUDGET**

| Item | Mini Grant | Other Cash | Other Cash | In-Kind | Total Project Cost |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| **Totals** | | | | | |

**Mini Ed column cannot exceed $500**

**Name the partners listed in your budget.**

**How will the in-kind match contribution be met? (In-kind can include the time spent in developing the project curriculum, matching school district funds, transportation, etc.--may be on separate budget sheet)**

**Project Continuation-- What opportunities exist for project continuation or expansion**?

**Please list previous DNRC Mini Education Grants your organization has been awarded. List project title & date.**

A grant agreement will be written between the Department of Natural Resources and Conservation and the local conservation district, which will administer the funds. **Charges to the grant are not allowed until a contract is signed.** Grant payments are paid upon receipt of proper documentation of approved expenses (invoices, receipts, vendor invoice and final report). The final report should include pictures of the event and must be received prior to grant funds being released.

To locate the conservation district that is nearest your program view a map and directory at:
http://dnrc.mt.gov/cardd/consdist/CDdirectoryBinder.pdf

For additional information, contact: Linda Brander

Linda Brander
Conservation and Resource Development Division,
Department of Natural Resources and Conservation,
1625 Eleventh Avenue, P.O. Box 201601
Helena, MT 59620-1601
Phone (406) 444-0520 Fax (406) 444-6721