

# Conservation Districts Grant Program Guidelines

2023-2025



Garfield County Photo

Updated 1/24

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## Background

The Montana State Legislature (MCA 76-15-106) provides funding for the conservation districts of Montana. The Department of Natural Resources and Conservation (DNRC) distributes funds through the Conservation District Bureau (CDB) based on need to conservation districts (CD) for any purpose that they are authorized to perform pursuant to MCA 76-15-4. Since 1981, conservation districts have used these funds for conservation and administrative related projects. CD funding is also allocated to partner organizations, such as the river councils and Montana Salinity Control Association, who are subject to these guidelines. The purpose of these guidelines is to assist grant applicants in developing their grant proposal.

## General Grant Eligibility Requirements

All grant funds are provided by the legislature with the goal of empowering conservation districts to conserve the natural resources of Montana through locally led conservation. Grant funds can be used for activities such as planning and implementing on-the-ground conservation projects, educational programming and events, and improving pollinator habitat. General guidelines for all grant programs include the following:

1. Conservation districts **must submit an annual work plan or strategic plan** that includes conservation priorities, planned annual activities, and an operational budget. The only exception is if applying for a planning grant to conduct the required strategic planning and/or develop an annual work plan.
2. Funds cannot be used to purchase food in excess of 10% of the total project budget, to purchase common items that can be easily borrowed, to purchase equipment for contractors, or items not considered essential to conducting a project or meeting project goal.
3. Applications must demonstrate a public conservation benefit(s). Funds will not be provided for projects that are for private benefit only. Applications that address multiple resource benefits will rank higher in the evaluation process.
4. Preferential consideration will be given to applications that include in-kind or cash match from other sources.
5. All previous grants received by the conservation district must be in good standing (invoicing up to date and reports filed on time) before any new funding awards will be contracted.
6. The Authorized Representative must be an elected official (conservation district Chair, Vice Chair, or other Supervisor as approved by a motion of the board) and must sign the application and reimbursement requests. District staff may not be the Authorized Representative, but they may be the main point of contact.
7. Incomplete applications or applications not meeting the expectations described below will not be considered.
8. Applications should be approved by the Board of Supervisors during a public meeting prior to application submittal.

## Deadlines and Cycles

Open grant cycles will be announced on the [CDB grants website](#) and through the *Conservation Matters* newsletter. In general, it takes 3-4 months for the review, approval, and contracting process for any submitted application. For this reason, applications for projects that will take place in the spring/summer must be submitted in the preceding fall and vice versa. Contracts are generally one to two years in duration unless a longer period is specifically requested in the application.

Grant	Occurrence	Application Periods	Implementation Begins
CD Administrative & 310 Grants	Annual	Varies – typically early spring	Beginning July 1
Education Mini-Grants	Ongoing	Rolling deadline	No sooner than 3 months following application submission.
CD Planning Grants	Biannual	February 1 – March 15 September 1 – October 15	August 1 March 1
CD Project Grants	Biannual	February 1 – March 15 September 1 – October 15	August 1 March 1
Pollinator	Biannual	February 1 – March 15 September 1 – October 15	August 1 March 1

## Grant Types and Program Details:

### CONSERVATION DISTRICT PLANNING GRANTS

Conservation District Planning Grants are intended to assist conservation districts with operational planning and for the planning and design of technically feasible natural resource projects. These grants are specifically available to fund a formal planning process that results in a written plan or report. Examples include strategic plans, watershed restoration plans, preliminary engineering reports, feasibility studies, new program guidelines, or completed applications for larger project grants. In addition to the general guidelines provided previously in the overview section, the following guidelines apply specifically to the Conservation District Planning Grants:

1. The minimum application amount is \$2,000 and applications may not exceed \$20,000.
2. The final deliverable must be a completed planning document, report, or grant application.
3. Planning grants are intended to lead to on-the-ground project(s).

### CONSERVATION DISTRICT PROJECT IMPLEMENTATION GRANTS

The Conservation District Project Implementation Grants are for any project under the authority of Conservation Districts pursuant to MCA, Title 76, Chapter 15, Part 4. Funds may be used for any project a conservation district is authorized to carry out, including, but not limited to stream restoration, soil health improvements, water quality improvements, demonstration projects, farm experiments, equipment purchases, or construction projects. In addition to the general guidelines

provided previously in the overview section, the following guidelines apply specifically to the Conservation District Project Implementation Grants:

1. Projects must be identified in the district's strategic plan or annual workplan, a copy of which must be provided with the application.
2. The minimum application amount is \$2,000 and applications may not exceed \$50,000. Conservation Districts may request funds above this limit, but for any grant above \$50,000.00 a 50:50 cash match is required for the entire grant amount.
3. Applications that include a monitoring plan, a public outreach and education plan, and a partners' plan will rank higher.
4. For educational events, funds can only be used to pay for expenses that exceed revenues (registration fees, sponsorships, donations, etc.). A detailed spreadsheet that itemizes expenditures and revenues must be submitted with the final report.
5. Applications that include the purchase of equipment must include a maintenance plan that includes rental fees, repair and maintenance costs, deposits (if applicable), and long-term leases (if applicable). Reasonable rental fees must be charged to cover maintenance and replacement costs.
6. Per DNRC policy, noxious weed projects must demonstrate that funding was first sought through the Noxious Weed Trust Fund at the Montana Department of Agriculture and be coordinated with the local weed district. <https://agr.mt.gov/NoxiousWeedTrustFund>
7. Per DNRC policy, aquatic invasive species project funding must be sought through the DNRC Aquatic Invasive Species Program. <https://invasivespecies.mt.gov/montana-invasive-species/Aquatic-Invasive-Species-Grant-Program>

## EDUCATION MINI GRANTS

Education mini grants are intended to assist conservation districts with small-scale conservation and natural resource educational projects that may not be included in the annual workplan and generally focus on a specific audience (e.g., 5<sup>th</sup> grade students) or a specific topic (e.g., rain barrel workshop). Activities for both youth and adults are eligible. Mini education projects must be approved and administered by their local conservation district and align with the district's goals.

Example projects include organizing and attending workshops, school field trips, adult or youth programs, promoting educational opportunities, developing resources for the community, and working with a school or group to promote natural resource education. Funds may be used for CD employee salary related to the project, travel expenses, advertising, resource materials, scholarships towards camps, speaker fees, or transportation costs for field trips. A description of ineligible expenses can be found in the overview section of these guidelines. In addition to the general guidelines provided previously in the overview section, the following guidelines apply specifically to the education mini-grant program:

1. The minimum application request is \$1,000, and requests may not exceed \$5,000.
2. An outreach strategy must be included in the application.

3. If an education event takes place annually, applicants are encouraged to apply for multiple years at a time.
4. Applications must be received at least three months prior to project implementation to allow for review and contracting.

## POLLINATOR GRANTS

Pollinator grants are available to conservation districts for any projects that will improve pollinator habitat within Montana. Example projects include community and demonstration gardens, area-wide pollinator initiatives, education events, and planting pollinator plots. In addition to the general guidelines provided previously in the overview section, the following guidelines apply specifically to the Pollinator Grants:

1. The minimum application request is \$1,000, and requests may not exceed \$15,000.
2. Applications that include a monitoring plan, a public outreach and education plan, and a partners' plan will rank higher.

## CONSERVATION DISTRICT ADMINISTRATIVE GRANTS

The purpose of Conservation District Administrative (CDA) Grants is to provide operational funding for districts that have insufficient funding to cover basic operation costs, such as staff wages and benefits, insurance, office supplies, and equipment.

The CD Administrative grant eligibility and review criteria can be accessed here:

<https://dnrc.mt.gov/docs/conservation/CDBureau/cd-resource-documents/CDA-Grant-Guidelines.docx>

## CD Eligibility Requirements

All conservation districts in Montana are eligible if they: 1) have levied the maximum county mills allowed for the current fiscal year, 2) demonstrate a need for additional funds; and 3) are working towards a conservation activity as identified in an annual workplan, watershed restoration plan, or district strategic plan.

Eligible conservation districts may also sponsor grants for partner organizations, as long as they demonstrate that the CD is an active partner in the project and the project aligns with District goals. When sponsoring a grant, a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) outlining the roles and responsibilities between the CD and partner organization is required. Equipment or software purchased with grants funds must remain in CD ownership after completion of the grant.

## Application and Submittal Process

All applications will be submitted through the [Submittable online grant system](#). Late or incomplete applications will not be accepted. Early submissions are encouraged. Requesting a preliminary review of a grant application prior to submission is also encouraged. CDB staff are available to

help with project development and the application process. Please utilize the planning form, found [here](#), to solicit initial feedback.

## Authorized Representative

The grant application must be authorized by an elected representative of the conservation district (conservation district Chair, Vice Chair, or other Supervisor as approved by a motion of the board). Conservation district employees or administrators may not be the authorized representative; however, they may be listed as the main contact for the grant.

## Submittable Account

Each CD must create an account with Submittable to apply for grants. CDs are encouraged to create an account for the district, rather than for an individual employee. This will enable the account to be maintained in the event of staff turnover. All applications will be submitted through the district's established Submittable account.

## Scope of Work

Applications must include a clear scope of work including a description of the public natural resource benefits, the goals and objectives, specific tasks that will be accomplished, and what deliverables will be provided to DNRC during reporting. The scope of work is the main justification for the funding and clearly demonstrates how the funding will be used and what activities will be accomplished.

## Public Resource Benefits

All grant funding must benefit a public natural resource. To receive funding, an application must clearly describe how the funds will be used to benefit a public natural resource(s). This could be direct benefits such as on-the-ground conservation, or indirect benefits such as public education or increasing a district's capacity to fulfill their mission of conserving natural resources. Projects benefiting multiple natural resources will be more competitive.

## Goals and Objectives

Goals and objectives describe intended outcomes of the project. They should be specific and measurable so anyone could clearly understand what will be accomplished with the grant funding. Simply stating that capacity will be increased, or that a resource will be improved is not specific enough. Rather, goals and objectives should result in quantifiable outcomes (e.g., miles of streambank that will be restored, number of trees that will be planted, acres that will be seeded, number of students that will be taught, skills that will be gained by an employee, or the number of additional hours an employee will work). Partners can be a great way for determining accurate, measurable outcomes of a project.

## Tasks

Tasks describe the specific actions the district will take to accomplish the goals and objectives of the project. For example, a task for a planting project may include developing landowner agreements, purchasing seedlings, coordinating volunteers, and submitting the final report to DNRC. For an educational project, the tasks might include hosting a planning meeting with local teachers, purchasing materials, presenting the lesson, and grant management.

## Deliverables

Deliverables are tangible items that can be used to demonstrate the project was successful. Deliverables should include before and after photos of a restoration project, copies of newspaper ads or newsletters, monitoring reports, workshop attendee surveys and attendance lists, technical reports, training certificates, or snapshots of website updates. Copies or records of the deliverables should be included in grant reporting.

## Timeline

The project timeline must include specific benchmarks indicating when each task will be accomplished including reporting deadlines. The following are common examples: construction will take place July-August 2023, workshop planning meetings will be scheduled in April with the workshop hosted on May 15, website updates will be completed by October 31, supplies will be purchased in March. A timeline such as, “the project will begin immediately and be completed within a year,” will not be accepted.

## Budget

The budget is an estimated accounting of how all funds will be spent and must be detailed. Grant funding cannot be provided as a “blank check” where funding is requested for a generalized purpose. The budget must describe what will be purchased and the estimated cost. If the budget includes salaries (either as match or as a grant expense), include the estimated hours and hourly rate. For travel expenses, estimate the miles and the rate or the number of nights in a hotel and associated costs. Mileage and per diem are reimbursed at the state rate. Lodging is reimbursed at the GSA rate. A budget template can be found [here](#).

### **INELIGIBLE EXPENSES**

Ineligible expenses will not be reimbursed. As grant funds are tax dollars, all expenses must be appropriate to the project. Expenses that benefit an individual or an organization other than a CD will not be considered eligible. This includes, but is not limited to, the items below:

- Activities outside the scope of work
- Costs incurred outside the term of the agreement
- Costs for food in excess of 10% of the overall project budget
- Routine maintenance and operation



- Equipment or gear that will be owned by an entity other than the CD beyond the grant lifetime
- Salaries/wages, travel, or other expenses not directly related to the project
- Funding for infrastructure
- Expenses not supported by back-up documentation

## **MATCH REQUIREMENTS/EXPECTATIONS**

Match is not required for any of the conservation grants. Match can include in-kind services or cash match.

### **Cash Match**

Cash match includes any purchases or expenses paid for by the CD or partner organizations directly for the project and not reimbursed by a grant. This might include the purchase of supplies or equipment or payments for services.

Irrigation construction or design projects, including sprinklers and drip systems must have a 50:50 cash match from the landowner(s) or other beneficiary (such as an irrigation district, ditch company, or community garden host).

### **In-kind Match**

In-kind match is match that is calculated as the value of time volunteering for the project or the provision of free services for the project. This can include in-kind match from CD Supervisors or employees, landowners, partner organizations, and community volunteers. It can be calculated at an hourly rate using [the Value of Volunteer Labor Worksheet](#), or as a total estimate of the value of provided professional services. A record of the in-kind match should be included with the final report. This record could be a simple spreadsheet documenting who volunteered on what dates and the number of hours, or it could be documentation from a contractor/consultant estimating the value of the free professional services provided.

In-kind match can also be provided from other grant sources. For example, if applying for multiple grants for one project, include in the budget table a description of each funding source and what components of the project are budgeted for each funding source.

## **TYPES OF EXPENSES**

If a project is approved for funding, the applicant must enter into a grant agreement with DNRC before any funds will be reimbursed. The agreement will include a detailed scope and budget with eligible expenses. Actual costs for eligible expenses within the grant agreement will be reimbursed with proper reporting and back-up documentation. Types of expenses include:

**Administrative expenses** are the actual personnel costs associated with administering a grant. Typical costs include grant reporting, preparing reimbursement requests, and financial management of the project. These costs can be invoiced at the employee's wages plus benefits.

**Project management expenses** are the actual costs associated with managing the activities of a project. These costs can be incurred by CD staff or by external individuals hired to carry out the project activities.

**Project activity costs** are the other direct costs incurred to complete the work described in the scope of work and may include costs associated with communications, materials & supplies, travel, equipment, construction.

## MEPA

All projects are subject to the Montana Environmental Protection Act (MEPA). Potential impacts to the natural environment will be determined through a simple questionnaire during the application process. If the project is determined to have a physical impact on the natural environment, the MEPA process must be completed before the project can begin. Additional information about MEPA Requirements and checklists visit: <https://dnrc.mt.gov/Conservation/Training-and-Education/>.

## Application Assistance

CDB staff are available to CDs for assistance with the application process. While CDB staff cannot write the application, they can help develop project ideas and review preliminary proposals prior to application submittal. They are also available to help with questions regarding match, budget development, and allowable expenses. This assistance is offered so CDs can confidently submit high-quality applications. CDs interested in application assistance are encouraged to communicate with the CD specialist for their area well in advance of the grant application deadline. For additional training resources, visit: <https://dnrc.mt.gov/Conservation/Training-and-Education/>

## Application Ranking Criteria for Project Planning, Project, and Pollinator Grants

Receipt of grant funds is not guaranteed and is subject to available funding. Only those projects that demonstrate a public resource benefit and include clearly stated objectives, deliverables, timelines, schedule, and budget will be considered. All applications, regardless of the grant program will be reviewed based on the following ranking criteria:

Ranking Criteria	Scoring Range
<p>Overall, is the application high-quality, clear and concise, and well thought out?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project has few grammatical or mathematical errors, all sections are complete, and the proposal is clear to the reviewer.</li> <li>• 5 = Proposed project is complete but has some errors and is missing some needed details.</li> <li>• 0 = Proposed project has missing sections, is poorly written, and does not include enough detail for the reviewer.</li> </ul>	0-10
<p>Does the proposed project address the district's conservation priorities as identified in their annual workplan or strategic plan?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project is clearly identified in the CD's planning documents</li> <li>• 5 = Proposed project is in line with the CD's priorities but not specifically identified.</li> <li>• 0 = Proposed project is not in line with the CD's planning documents or CD has not submitted any planning documents.</li> </ul>	0-10
<p>Has the applicant/CD demonstrated their ability to lead the project to a successful outcome?</p> <ul style="list-style-type: none"> <li>• 10 = The project team has the collective experience, education, and capacity to lead the project to a successful outcome.</li> <li>• 5 = The project team has some experience leading projects.</li> <li>• 0 = The project team has no experience leading projects, lacks the capacity, or currently has other grants that are not in good standing.</li> </ul>	0-10
<p>Are the public resource benefits clearly described?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project clearly indicated how public natural resources would benefit from the successful project.</li> </ul>	0-10

<ul style="list-style-type: none"> <li>• 5 = Proposed project indicates some public benefit but does not adequately describe how the grant funds will help accomplish the benefit.</li> <li>• 0 = Proposed project does not describe how public resources will benefit.</li> </ul>	
<p>Does the application include clearly stated goals and objectives?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project includes specific and measurable goals and objectives, and it is clear what the outcomes of the project will be.</li> <li>• 5 = Goals and objectives are vague, and it is somewhat unclear what will be accomplished with grant funds.</li> <li>• 0 = Proposed project does not include goals or objectives; it is unclear what the outcome of the project will be.</li> </ul>	0-10
<p>Does the application include clearly stated tasks that describe what actions will be taken to accomplish the goals and objectives and associated tasks?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project includes clearly stated tasks that detail what actions will be taken to accomplish the goals and objectives.</li> <li>• 5 = Proposed project includes tasks, but they are not detailed, or it is unclear how they will accomplish the goals and objectives.</li> <li>• 0 = Proposed project does not describe what actions will be taken to accomplish the goals and objectives.</li> </ul>	0-10
<p>Does the proposed project list specific deliverables as evidence of how grant funding will be used to successfully complete the project?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project lists specific, tangible deliverables that will adequately showcase the accomplished goals and objectives.</li> <li>• 5 = Proposed project includes some deliverables, but the deliverables are not appropriate to prove the project was successfully completed.</li> <li>• 0 = Proposed project does not indicate what deliverables will be provided to DNRC.</li> </ul>	0-10
<p>Does the timeline include milestones describing when each task will be accomplished?</p> <ul style="list-style-type: none"> <li>• 10 = Proposed project clearly describes what will be accomplished and when.</li> <li>• 5 = Proposed project includes a timeline, but it is unclear or too vague to understand what will be accomplished at what time.</li> </ul>	0-10



<ul style="list-style-type: none"> <li>0 = Proposed project does not include an appropriate timeline.</li> </ul>	
<p>Is the budget reasonable, clear, and includes only allowable expenses?</p> <ul style="list-style-type: none"> <li>10 = Budget clearly describes how grant funding will be used, what the anticipated expenses will be, and provides sufficient detail to ensure all expenses are allowable.</li> <li>5 = Budget provides some detail, but it is unclear what specific rates are or how the grant funds will be spent.</li> <li>0 = A budget is not provided or is a “blank check” request with no detail provided on how the grant funds will be used.</li> </ul>	0-10
<p>Does the project have broad community support as showcased through letters of support, project partners, or matching funds from other sources?</p> <ul style="list-style-type: none"> <li>10 = Proposed project includes letters of support, confirmed project partners, or matching funds from other sources.</li> <li>5 = Proposed project includes some description of community support but does not include letters of support, does not have project partners, and does not include matching funds from outside sources.</li> <li>0 = It is unclear if the project would be supported by the community.</li> </ul>	0-10
<b>Total Possible Points</b>	<b>100</b>

## Grant Review Process

The Montana Department of Natural Resources and Conservation (DNRC) Conservation Resource Development Division (CARDD) provides fiscal management of the grant programs. The Conservation Districts Bureau (CDB) staff review applications, rank them qualitatively and quantitatively, and provide funding recommendations to the Conservation Districts Advisory Council (CDAC). DNRC makes final funding decisions based on recommendations. All projects will be reviewed and ranked according to the guidelines described in this document.

### Conservation Districts Advisory Council

The Conservation District Advisory Council (CDAC) will review and rank applications for any CD Planning Grants, Project Grants, or Pollinator Grants over \$10,000. The CDAC will review the applications during a public hearing during which applicants may present their project and address the CDAC’s questions. Following the hearing, the CDAC will rank all proposed projects including recommended funding and justifications, as well as any constraints or stipulations. CDAC recommendations and rankings will then be provided to DNRC for final decision making.

## Awarding and Contracting

The grant agreement will not be effective until fully executed (signed by both the Authorized Representative and DNRC). Any expenses incurred before the contract is fully executed will not be reimbursed. Districts are advised that it generally takes several months for contracts to be written, approved, and executed. Therefore, planning is critical when seeking grant funding. Please note, DNRC is transitioning to executing all grant agreements electronically.

## Reporting and Reimbursement

All grant programs, except the CD Administration/310 Grants, are reimbursable programs. Costs may not be incurred outside of the contract term and signatures. DNRC will reimburse project costs upon receipt and approval of a vendor invoice, supporting documentation, proof of payment and project status report. Ten percent of the total project funds may be held back until receipt of a complete final report.

Reports must include an accounting of all project costs, including those funded by the district and other matching funds/grants. The district 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.

Progress reports are required quarterly on January 15, April 15, July 15, and October 15 for the entire duration of the grant. Progress reports are required even if no work has been done on the project that quarter or no reimbursement is requested. All progress reports must be completed online using Submittable.

Progress reports must 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. Reported project costs must include those funded by the district and matching funds.

DNRC will release final payment based on the total of actual costs submitted, not to exceed the total contracted amount, upon delivery of a final report, final invoice, and other deliverables as outlined in the grant agreement. The conservation district will submit the expenses using the DNRC vendor invoice and final report.

The final invoice must accurately account for all 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. Remaining funds will be reverted to DNRC's conservation district account.

Additional guidance on status and final reporting requirements can be found in the grant contract.

## Procurement and Permitting Requirements

Grantees agree to comply with all relevant procurement and contracting requirements related to work performed under DNRC grant agreements. Record of all procurement and solicitation processes should be submitted with grant reporting. In some cases, DNRC retains the right to approve subcontracts.

Grantees are responsible for conducting all necessary environmental assessments and obtaining all necessary local, state, and federal permits. Landowner permission must be secured for projects on private land before contracting.

For specific questions about procurement and solicitation, please contact your CD Specialist or review the [resources on the CDB website](#).

## Contract Terms and Conditions

Amendments to a grant must be approved and documented as part of the grant contract by CDB. **Requests for contract extensions must be provided in writing to DNRC 45 days prior to the end of contract term and must include a justification or description of why the extension is necessary.** Additional terms and conditions can be found in the grant contract.

## Project Close Out

Final disbursement of funds is contingent upon DNRC receipt and approval of a final report that meets the requirements specified in the grant contract. Final reports must be submitted to DNRC within 90 days of the Agreement termination date. Final reports must include a signed Certificate of Compliance (included in this attachment) to DNRC upon project completion. Projects that included construction must also submit a signed Engineer's Statement of Completion. DNRC may also request as-built drawings for construction projects, if applicable to the project.