

# Montana Department of Natural Resources and Conservation

## Renewable Resource Grant and Loan Program

### Watershed Management Grant

#### Program Guidance

The Watershed Management Grant program supports watershed related planning and capacity building activities that conserve, develop, manage, or preserve state natural resources.



## Funding Opportunity Application Summary

<b>Department-Division</b>	Montana Department of Natural Resources and Conservation (DNRC)-Conservation and Resource Development Division (CARDD)
<b>Funding Opportunity Title</b>	Watershed Management Grant (WMG) Program
<b>Program Purpose</b>	Watershed related planning and capacity building activities that conserve, develop, manage, or preserve state natural resources.
<b>Dates</b>	See website @ <a href="http://dnrc.mt.gov/watershed-management-grants">http://dnrc.mt.gov/watershed-management-grants</a> .
<b>Application Process</b>	Submit applications online through <a href="https://grants.dnrc.mt.gov/submit/202192/2022-watershed-management-grant-application">https://grants.dnrc.mt.gov/submit/202192/2022-watershed-management-grant-application</a>
<b>Application Fee</b>	No application fees are required.
<b>Eligible Applicants</b>	Local government, state government, and tribal government entities.  Non-profit entities may apply with local government sponsorship.  Or  Non-government entity may apply with 1:1 match requirement.
<b>Match</b>	Local government, state government, tribal government and sponsored non-profit entities: DNRC will provide 100% reimbursement for eligible activities.  Unsponsored non-government entity: A 1:1 match is required. Match shares may be in-kind services or cash.  All Applicants: 1:1 match requirement for equipment expenses.
<b>Funding Amount</b>	Up to \$35,000 per grant or biennium per applicant.
<b>Program Contact</b>	Jorri Dyer Watershed Management Grant Program Specialist 406-444-6839 <a href="mailto:jorri.dyer2@mt.gov">jorri.dyer2@mt.gov</a>



## **Program Purpose**

The Watershed Management Grant (WMG) Program goals are to provide financial support for the development and implementation of locally led watershed related planning and capacity building activities that conserve, develop, manage, or preserve state natural resources. These goals are aligned with [Montana Code Annotated \(MCA\) Title 85, Chapter 1, Part 6](#).

## **Eligible Activities**

Grants will be awarded for planning efforts and capacity building activities that conserve, develop, manage, or preserve state natural resources. Approved grants shall be an instrument to enhance natural resource benefits. Examples of qualified activities include but are not limited to:

- Planning
  - Watershed Management planning activities that advance toward a resource/conservation goal
  - Development of natural resource management plans
  - Staff time related to activity planning and management
  - Data collection, public meetings, and other tasks related to planning
- Capacity Building
  - Improving organizational effectiveness
  - Grant writing
  - Fundraising
  - Hosting a Big Sky Watershed Corps member or other volunteer or support position
  - Professional conference(s) and training events directly related to proposed watershed management activities
  - Materials necessary for proposed activities
  - Equipment Purchase
- Grant administration and reporting

## **Activities that do not qualify**

- Indirect Cost
  - For example: rent, utilities, reoccurring/regular meetings/newsletters (unrelated to planning or specific capacity development), staff time (unrelated to planning or specific capacity development), ongoing cost deemed necessary to continue business (operations)
  - Indirect costs not relating to established scope/schedule/budget
- Invasive species related activities such as inventory or control of aquatic or terrestrial plants and organisms deemed invasive.
- Political lobbying or litigation
- Land or property acquisition
- Food or beverages
- Activities that limit lawful access to property (see [MCA 85-1-602 \(4\)](#))



## Eligible Applicants

- Government entities such as cities and towns, counties, conservation districts, school districts, state government, and Tribal governments
- Non-government entities such as watershed groups and nonprofit organizations

## Match Requirements

A match is not required for government entities **with the exception of equipment**; all entities require a 1:1 match for equipment (i.e. \$500 Organization + \$500 DNRC = \$1000 total equipment purchase).

## Sponsorship

A cost share of 50% (1:1) of total costs is required for non-government entities. Match shares may be in-kind services or cash.

A government entity may sponsor a non-government entity for a watershed management grant. The sponsor must submit the application and provide project oversight. Grant sponsors must have a material connection to the work being performed and are the legal party for purposes of project representation, negotiations and communications.

## Funding Limits

### Up to \$35,000 per grant or biennium per applicant.

- **Contracted Services**
  - **Up to \$25,000** for engineering (planning), consulting, facilitation or other support for proposed activities
- **Materials and Supplies**
  - **Up to \$1,000** for printing and promotional outreach materials
  - **Up to \$5,000** for materials/supplies related to project/planning activities
  - **Up to \$5,000** for equipment\*
    - \* 1:1 Cash match required for all applicants. Equipment purchases will be project specific and align with principles of MCA 85-1-601.
- **Staff Time**
  - **Up to \$20,000** may be applied to qualified activities as described in the grant agreement and applicable guidance found in this document. Funding should address planning and capacity building criteria that are aligned with program purpose to include reporting time.
- **Miscellaneous Expenses**
  - **Up to \$2,500** for travel, lodging, public planning meeting cost, relevant conference/training registration fees where elements are relevant to a local or state natural resource management plan



## Big Sky Watershed Corps

- **Up to \$6,125** cost share of host site fee for a Big Sky Watershed Corps (BSWC) member whose service term will contribute to watershed health and protection, education and outreach, and/or volunteer generation in support of WMG program purpose
- **Up to \$1,000** support funding for BSWC member (may include fuel cost, lodging, training/conference registration, materials and supplies that increase BSWC member capabilities)
- **Intern, Volunteer, or Other Support**
  - **Up to \$5,000** may be applied to qualified activities as described in the grant agreement and applicable guidance found in this document. Funding should address planning and capacity building criteria that are aligned with program purpose to include reporting time.
  - **Up to \$1,000** support funding: may include fuel cost, lodging, training/conference registration, materials and supplies that increase capabilities
- **Administration**
  - Administrative/financial costs must be appropriate to ensure cost-effective management of the project being undertaken. Any proposed administrative/financial costs must be eligible, fully supported, and explained. **May not exceed 8% of total budget.**

## Length of Activities

Watershed management grants are expected to be completed within **two years** from date of contracting.

## Application Evaluation Criteria

Applications will be evaluated based on the degree to which the activity meets the following criteria:

- Meets application requirements in this guidance
- The purpose of the grant and proposed activities:
  - Are stated clearly
  - Results in watershed management and/or build capacity
  - Support local and state natural resource plans
  - Support locally led watershed initiatives that conserve, develop, improve or preserve state natural resources
  - Demonstration of stakeholder, local landowner, and community participation in proposed activity
  - Proposed activities and budget items are connected
  - Budgeted activities and schedule include grant administration and reporting



## Examples

**On the ground restoration work is not eligible under the WMG, a new example will be provided soon.**

**Project Goal:** Reduce erosion along a ¼ mile reach of the Blue River, immediately downstream from its confluence with Green Creek, while maintaining and enhancing public access.

### **Objectives:**

1. Objective: Revegetate 1,000 feet of riverbank with willows and other native shrubs. Roots from willows and other native shrubs will stabilize stream banks, preventing erosion and reducing sedimentation. This will improve water quality and native fish spawning habitat, while also providing shade and cover for other wildlife. Protecting new vegetation with fencing and browse protectors will keep the plants from being trampled by river users and also protect them from beavers.
2. Objective: Turn the existing, ¼-mile user trail into an official trail with 3 specific, carefully chosen river access points, using sustainable trail design. Building an official trail and specific river access points will prevent additional erosion of the streambank and also prevent vegetation trampling.
3. Objective: Build a non-motorized boat ramp near the beginning of the trail to encourage access from a single point. Building a non-motorized boat ramp will provide river access in one concentrated area, again preventing additional streambank erosion and vegetation trampling. It will also provide a safe boat launch, with its location along the river carefully considered for ease of entry and exit.

### **Scope of Work**

1. Objective: Revegetate 1,000 feet of riverbank with willows and other native shrubs
  - a. Task 1: Plant 2,000 willow stakes and 1,000 native shrubs
    - i. Task 1 activities
      1. Research best shrubs to plant, with input from our local NRCS district conservationist
      2. Purchase 1,000 native shrubs from local nursery
      3. Recruit volunteers for 1 willow-cutting event
      4. Recruit volunteers for 4 planting days
      5. Cut 2,000 willow stakes from the property of an adjacent landowner who has offered us access
      6. Plant willow stakes and shrubs
    - ii. Task 1 deliverables
      1. 1,000 feet of riverbank revegetated
      2. 2,000 willow stakes planted
      3. 1,000 native shrubs planted
      4. At least 30 community volunteers engaged
  - b. Task 2: Protect new plantings from browse and trampling
    - i. Task 2 activities



1. Recruit volunteers to install fencing and browse protectors
    2. Install fencing and browse protectors during planting days, with input on placement from our local NRCS district conservationist
  - ii. Task 2 deliverables
    1. 1,000 feet of fencing installed
    2. 200 browse protectors installed
2. Objective: Turn the existing, ¼-mile user trail into an official trail with 3 specific, carefully chosen river access points, using sustainable trail design
  - a. Task 3: Work with our local Forest Service trail crew leader to redesign the trail with input from the county public works department
    - i. Task 3 activities
      1. Consult with the Forest Service trail crew leader
      2. Consult with the county public works department
      3. Re-design the trail with community concerns and interests in mind
    - ii. Task 3 deliverables
      1. 1 trail design, adapted to local recreation needs
  - b. Task 4: Build the trail
    - i. Task 4 activities
      1. Hire an MCC crew with trail building experience
      2. Build the trail
    - ii. Task 4 deliverables
      1. ¼ mile of sustainably built trail along the Blue River
      2. 3 river access points
3. Objective: Build a non-motorized boat ramp near the beginning of the trail to encourage access from a single point.
  - a. Task 5: Work with the county public works department to design a boat ramp
    - i. Task 5 activities
      1. Consult with the county public works department
      2. Design the boat ramp with community concerns and interests in mind
    - ii. Task 5 deliverables
      1. 1 boat ramp design, adapted to local recreation needs
  - b. Task 6: Build the boat ramp
    - i. Task 6 activities
      1. Hire a contractor to build the boat ramp
      2. Contractor builds the boat ramp
    - ii. Task 6 deliverables
      1. 1 new boat ramp designed for non-motorized recreational use



**Schedule: (The month and year you anticipate starting and completing the task)**

- Task 1: Plant 2,000 willow stakes and 1,000 native shrubs – Start (August 2021), End (October 2021)
- Task 2: Protect new plantings from browse and trampling - Start (August 2021), End (October 2021)
- Task 3: Work with our local Forest Service trail crew leader to redesign the trail with input from the county public works department – Start (February 2022), End (June 2022)
- Task 4: Build the trail – Start (May 2022), End (August 2022)
- Task 5: Work with the county public works department to design a boat ramp – Start (June 2022), End (July 2022)
- Task 6: Build the boat ramp – Start (July 2022), End (September 2022)

**Budgets**

**WMG Contract Budget**

Category	WMG Amount	Match Amount	Total
Contracted Services	\$10,000.00	\$14,000.00	\$24,000.00
Supplies and Materials	\$20,000.00	\$19,500.00	\$39,500.00
Personnel Cost (Salaries and Wages)	\$2,800.00	\$5,400.00	\$8,200.00
Travel	\$0.00	\$2,320.00	\$2,320.00
Miscellaneous Expense	\$0.00	\$0.00	\$0.00
Grant Administration	\$4,000.00	\$0.00	\$4,000.00
<b>Total</b>	<b>\$36,800.00</b>	<b>\$41,220.00</b>	<b>\$78,020.00</b>

**Funding Sources**

Funding Source	Committed/Non committed	Total
Montana Community Foundation	Non committed	\$20,000
Applicant	Committed	\$21,220
Applicant		
<b>Total</b>		<b>\$41,220</b>





## Grant Components

**Purpose and Need** - The part of your proposal in which you explain, using both qualitative and quantitative data, why your program or project is needed, why the funder should care, and why you should receive funding.

**Goals and Objectives** - A goal is your wide range of vision of what you want to achieve. Your objectives are the measurable outcomes and benefits of your goal, which will generate the deliverables for your scope of work.

**Scope of Work** - Includes all tasks required to achieve each of your goals and objectives, including: 1) individual activities required to accomplish each task, and 2) deliverables that will result from each task.

**Tasks** - The things you need to get done to accomplish each objective. Each task generates deliverables and is accomplished through individual activities.

**Activities** - Smaller subtasks within each task.

**Deliverables** - The specific, measurable things produced by each task.

**Timeline or Schedule** - A list of every task and activity you must undertake to carry out your scope of work and achieve your objectives.

**Narrative** - The written portion of your grant proposal. The story of who, what, where, when, why and how. Proposal narratives may vary widely, depending on what information the funder asks for. Always be sure you include all required information and don't exceed the allowable word or page count.

**Budget Justification** - A detailed breakdown of your project budget, typically by task, that shows how you estimated project costs. Almost always includes anticipated match sources and their status (secured or unsecured).

**Budget** - A table or spreadsheet that provides an overview of project costs by category and how you will pay for each.

**Match** - Funding you will use to carry out your project, in addition funds from the grant to which you are applying. Most funders want to know that they are not the only ones supporting your project, and that others are contributing, too.



## Definitions

Administration- up to a 8% allowance of grant, any proposed administrative/financial costs must be eligible, fully supported, and explained.

Capacity- establishing resources needed to execute a project, implement a task, or promote sustainable growth of a group.

Implementation- the process of putting a decision or plan into effect; execution.

In-Kind- Material or service provided to the activity at no additional cost or reimbursable cost to the project sponsor.

Operating costs- are expenses associated with the maintenance and administration of a business on a day-to-day basis. The total operating cost for a company includes the cost of products/results, operating expenses as well as overhead expenses.

Objective- culmination of individual task used to complete project or activity.

Project- a planned undertaking with definitive deliverables.

Reporting- Staff time built in to grant to accommodate various staff members for their time monitoring the grant.

Task- action that needs to be accomplished within a defined period or by a deadline to work towards objective.

Watershed- <https://water.usgs.gov/edu/watershed.html>

## Questions?

Please contact Jorri Dyer, Watershed Management Grant program manager at 406-444-6839 or [jorri.dyer2@mt.gov](mailto:jorri.dyer2@mt.gov) to discuss options for your watershed management grant.



## Watershed Management Grant Scoring Criteria

### Applicant Background Information 5 pts

- Mission/purpose enhance reviewer's awareness of organization goals.
- Organizational structure and background is clear.
- Have developed tools or intend to produce tools.
- If they're sponsored, the sponsor must submit the application and provide project oversight. Grant sponsor has a material connection to the work being performed

### Purpose and Need 20 pts

They should really sell themselves. Why should we fund them and why should we fund them right now.

- Clearly defined problem and demonstrated necessity.
- Clearly describe goals and objectives.
- Goals and Objectives align with the applicants mission and goals.
- Meet WMG program guidelines parameters.
- Align with organizations goal/principles.

### Scope of Work 20 pts

This needs to be clear, each task should have a deliverable that can be a reportable item to the DNRC. The scope should easily be connected to the purpose and need and clearly address the issues stated by the applicant.

- Workplan demonstrates clear scope of work with achievable objectives and task deliverables.
- Will the work plan meet project goals?
- Will the tasks be completed in a reasonable amount of time?

### Budget 5 pts

The Grant Manager has already checked funding limits and eligibility. Good luck

- The task budget justification should be broken down to show how they estimated their proposed expenditures.
- Includes administration and reporting.
- Aligned with program funding limits.
- Match requirements met.



### **Natural Resource Benefits 30 pts**

Locally led initiatives that conserve, develop, manage, or preserve state natural resources. These can be in-direct long-term goals or effects from the proposed application. Remember we're looking at the resource, not necessarily the organism living in it (fish...lookin at you TU).

- Supports local or state natural resource plans.
- Described natural resource enhancement from activity.
- Capacity activities enable future ability to complete resource-based enhancement.

### **Stakeholder and Activity Coordination 15 pts**

Have they worked with groups in their area and are appropriate stakeholders engaged or do they plan to engage them. If they claim they're working directly with someone on the project then there should be a letter.

- Locally lead effort demonstrating stakeholder, landowner and community engagement.
- Coordination of effort with partnerships or shared interest groups.
- Engages new constituents/develops stakeholder base or reaches additional associates.
- Estimates all equal activity totals and overall grant request.

### **Organizational Management 5 pts**

The applicant has the ability to implement the scope of work.

