

# Rice Creek Watershed District Grants Program Application

*Incomplete applications will be returned to the applicant.*

## APPLICANT INFORMATION

Organization (to be named as Grantee): \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail or Home Page: \_\_\_\_\_

### Project Contacts:

Project Officer: \_\_\_\_\_ Financial Officer: \_\_\_\_\_

Tele: \_\_\_\_\_ Tele: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax Status: \_\_\_\_\_ Tax JD#: \_\_\_\_\_ Fiscal Year: \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
(e.g., local government, 501(c)(3) etc.) (month/day) (month/day)

## PROJECT INFORMATION

Project Name: \_\_\_\_\_

Location(s) of Project: City: \_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

Watershed: \_\_\_\_\_

Congressional District(s): \_\_\_\_\_

Dates: Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

Project Type (check only those that directly apply):

Innovative Best Management Practice

Shoreland/Streambank Restoration

Lake Restoration

## GRANT REQUEST

Grant Funds requested: \$ \_\_\_\_\_  
Total Contributions from Partners: \$ \_\_\_\_\_ (cash)  
Total: \$ \_\_\_\_\_ (in-kind)

**Project Partner Contributions:**

Please list the names of all organizations contributing funds, goods or services to this project and value of the contribution:

<i>Organization name; designate as (F)ederal or (N)on-Federal</i>	<i>Dollar value of contribution</i>	<i>Indicate nature of contribution (e.g, cash or specific goods and services</i>	<i>Indicate whether contribution is (A)pplied for, (P)ledged or (I)n hand</i>

**PROJECT BUDGET**

**A) Budget Guidelines**

The proposed budget must be in compliance with Office of Management and Budget circulars ([www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)). Budget requests must conform to the following line items that specifically describe project costs, not program items or acronyms. Program categories such as "Education," "Restoration" or "Workshops" are too vague and do not indicate what is being paid for. These categories must be broken down into specific line items such as "Salaries," "Supplies," or "Equipment."

<u>Line Item</u>	<u>Additional Information the Applicant Must Provide</u>
Salaries & Benefits*	List individual positions and the percentage of each individual's annual salary to be covered. Benefits must be a separate line item. Rice Creek Watershed District Grant Funds cannot cover the salaries of federal or state employees.
Travel	Travel must be project related - give a brief explanation.
Equipment	Describe each item.
Supplies/Materials	Provide examples of types of supplies/materials for which funding is requested. Supplies should include expendable items only.
Contractual Services	Provide a description of each service being contracted with a justification for the requested level of funding.
Printing/Promotion	Provide description of printing or promotional materials.
Other	List other <u>direct</u> project expenses (e.g., postage, long distance phone charges). Please note that Rice Creek Watershed District Grant Funds CANNOT be used for general administrative overhead or indirect costs of any kind.

\* Given the competitive nature of this grant program, organizations should not rely on this program for continued staff salary support.



2003 Rice Creek Watershed District Grants Program  
Proposal Narrative

Address each line item below in your proposal narrative. Clearly identify each item in a separate section. Total narrative length is not to exceed four pages of single-spaced text (12 point font).

I. Project Abstract:

- A. Project description - provide a 2-3 sentence description of the project
- B. Final product(s) - identify specific outcomes expected of the project (e. g., # of acres of wetlands restored, linear feet of buffer established, target audience reached through education or outreach programs)

II, Proposal:

- A. Project need - describe the specific watershed management, water quality or living resource need(s) the project will address and its impact on local communities.
- B. Objectives - provide a bulleted or numbered list of the project's specific objectives.
- C. Overall context:
  - describe how the anticipated project results/outcome of your project address the specific commitments identified in the *Rice Creek Watershed District Strategic Plan*; -describe how this project relates to a local or regional watershed initiative or plan; - indicate whether this project is a continuation or expansion of an existing project and provide information on the status and results/outcome of the previous work
- D. Methodology:
  - describe in detail the project's methodology, including provisions for long-term management and protection;
  - indicate the anticipated timetable for implementation (*note: for successful applicants, this information will be used to generate a payment schedule for grant funds*);
  - describe your organization's experience in conducting similar types of projects (please indicate if this is your organization's first project of this type).
- E. Evaluation - describe the strategy for monitoring and evaluating program results, including how success will be defined and measured.
- F. Dissemination - describe how the results of the project will be communicated to appropriate audiences.
- G. Partner Justification and Community Involvement
  - describe the strength, qualifications and nature of the contribution of your organization and other collaborating organizations;
  - describe how the project will involve the local community(s);
  - indicate whether the proposed project has been reviewed by or otherwise involves the participation of appropriate state or federal agencies