



2020 319 Application Form

PART A—GENERAL INFORMATION

Project Name FY2020 Education and Outreach Mini-Grants

Sponsor Name Soil & Water Conservation Districts of Montana

Registered with the Secretary of State?

Registered with SAM?

Duns # 137350505

Does your organization have liability insurance?

Primary Contact Stephanie Adams

Signatory Michael Hansen

Title Director

Title Board Chair

Address 1101 11th Ave.

Address 1101 11th Ave.

City Helena State MT Zip Code 59601

City Helena State MT Zip Code 59601

Phone Number 406-443-5711

Phone Number 406-443-5711

Email Address stephanie@macdnet.org

Email Address lormikehansen@gmail.com

Signature  Digitally signed by Stephanie Adams
Date: 2019.10.31 11:33:55 -06'00'

Signature  Digitally signed by Mike Hansen
Date: 2019.11.01 08:05:53 -06'00'

Technical and Administrative Qualifications

SWCDM employees 2 full-time staff with formal education and experience in the natural resource field including grant management and administration. SWCDM currently administers several federal, state, and non-governmental agreements geared towards capacity building, project implementation, education, and outreach efforts.

In addition, SWCDM pulls outside resources by working collaboratively with partnering conservation districts, governmental agencies, non-governmental organizations, and an elected board of directors who help to provide insight on the program process.

Past and Current Projects

Project Name	Grant or Contract Amount	Funding Entity (entity name/program, contact person, phone, email)	Completion Date
Incentive-based Strategy to Reduce NPS Pollution from Septic Systems in the Flathead Basin	\$ 70,000.00	DEQ Eric Trum 406-444-0531	In progress - June 30th, 2022
319 Education and Outreach Mini-Grant Program	\$ 32,000.00	DEQ Hannah Riedl 406-444-0549	In Progress - March 31st, 2022
Ranching for Rivers	\$ 100,000.00	DEQ Robert Ray 406-444-5319	In Progress - June 30th, 2021

FUNDING REQUEST

319 Funds Requested (<i>including administrative fee</i>)	\$ 32,000.00	Administrative Fee (<i>not to exceed 10% of total 319 funding request</i>)	\$ 3,000.00
State Cash Match			
Local Cash Match			
In-Kind Match	\$ 21,334.00	Total Non-Federal Match	\$ 21,334.00
Federal Funds	\$ 0.00		
Other Funds (<i>not 319, not match, not federal</i>)	\$ 0.00		
Total Project Cost	\$ 53,334.00		

PART B—PROJECT INFORMATION

Part B must be filled out separately (*including providing separate attachments*) for each project included in your application. Use the following examples to help determine when to lump and when to split projects. If additional clarification is needed, contact Mark Ockey, at 406-444-5351 or mockey@mt.gov.

Splitting Examples (fill out multiple Part B's)

- Stream restoration work occurring on two separate streams, on parcels owned by two separate individuals
- Two projects with significantly different sets of project partners
- Two projects that address substantially different pollution sources (e.g., one project that moves a corral off of a stream, and another to remove mine tailings, with both projects being on the same 800-acre recreational property)

Lumping Examples

- Contiguous stream restoration work spanning multiple land parcels
- 3 projects that address similar sources of pollution on a single land parcel (e.g., moving a coral off a stream, implementing a grazing management plan, and relocating a manure storage facility out of the floodplain, all on the same ranch)
- A mini-grant program designed to address numerous failing septic systems scattered throughout a watershed

Project (sub-project) Name Education and Outreach Mini-Grants

Total Project Cost Include costs already incurred, as well as anticipated costs, from all sources, for all aspects of the project.

\$ 53,334.00

Latitude _____ Longitude _____

Latitude _____ Longitude _____

Latitude _____ Longitude _____

Map N

12 Digit HUC #(s) Statewide

Waterbody Name from 2018 List of Impaired Waters Project Specific

Probable Causes of Impairment to be Addressed Sediment, nutrients, metals, pathogens, and/or temperature

Waterbody Name from 2018 List of Impaired Waters _____

Probable Causes of Impairment to be Addressed _____

Project Summary - Briefly describe the **nature and extent** of the problem, the **root causes** of the problem, and your **proposed solution**.

The mini-grant program is focused on addressing water quality issues affecting individual communities and downstream resources through the engagement of Montanans in addressing nonpoint source pollution. Root causes of NPS pollution vary across the dynamic landscape and land use of Montana from stormwater runoff, agricultural soil erosion, riparian de-vegetation, recreational practices, and more.

As described in Section 4 of the 2017 Montana Nonpoint Source Management Plan, Montanans play a key role in addressing NPS pollution. Enhancing awareness, improving knowledge, and developing skills that lead to responsible actions are essential to long-term behavior changes that ultimately lead to improved land and water management.

The mini-grant program provides an opportunity for eligible entities: conservation districts, watershed groups, governmental units, and non-governmental organizations, to propose locally-led programs that are tailored to the needs of their community. This program also fits local needs for a quick turnaround from the time of the application call to when funds are available in order to effectively implement funding. Since 2013, SWCDM has tracked the number of people reached through outreach and educational opportunities provided by the mini-grant and to date, over 90,000 Montanans have been reached.

SWCDM will release a call for applications in the Spring of 2021 through a variety of outlets to promote and solicit proposals from a diverse pool of applicants. Eligible mini-grant applicants will be awarded up to \$3,000, with a required 40% non-federal match, to coordinate and implement NPS-focused efforts. Successful applications will include proposals focused on local community education and outreach directly addressing NPS pollution reduction and water quality improvement. A review committee made up of partner agencies, the DEQ contract manager, conservation districts, and natural resource professionals will evaluate and rank applications. Priority will be given to new applicants, innovative NPS project proposals and educational programs, proposals that include opportunities for continuation and expansion, and in areas where there is a DEQ-accepted Watershed Restoration Plan. Following award announcement, recipients will have approximately one year to complete the proposed project and submit final reports to SWCDM to receive the reimbursement award. Throughout the process, SWCDM will also collect information from recipients regarding the effectiveness of the mini-grant program and project impact on long-term NPS issues.

Continuation of previous or ongoing activity? If "Yes", please explain the relationship.

SWCDM has managed the mini-grant program since 2010. Since then we have completed 8 funding cycles (FY10, FY11, FY12, FY13, FY14, FY15, FY16, and FY17) with 2 funding cycles currently open (FY18 and FY19). To date, \$198,421.20 in federal 319 funding has been awarded to over 63 unique groups who have leveraged \$341,518.29 in non-federal match . The match generated from this program has more than doubled the required 40% match and is a direct measure of stakeholder support. The mini-grant program is valued as an important resource to conservation districts, watershed groups, and other organizations for implement effective programs and pilot innovative approaches to addressing NPS issues.

Watershed Restoration Plan (WRP) and authoring entity

Other

Letter of support from WRP authoring entity? If "No", please explain.

N

The mini-grant program is a state-wide program. WRP authority will vary by specific project proposals.

How will this project implement recommendations in the WRP?

WRP-recommended project implementation will vary by project proposals. Priority will be given to proposals in an area with a DEQ-accepted WRP.

Nonpoint Source Goals

Specific nonpoint source reduction goals will be dependent on individual grant applications. The mini-grant program will focus on projects and programs that address nonpoint source pollution through educating youth, recreators, landowners, and producers about NPS issues and best management practices and restoration efforts that can be implemented to impede on future water quality degradation.

Partners and Roles

Landowner(s)

Name

Letter of Support Attached?

Other Partners

Name

Role

Letter of Support Attached?

Montana Department of Environmental Quality	Provide assistance with application review process; promotion; oversight and funding.	
Conservation Districts	Eligible to apply for mini-grant funding; assistance with application review process; promotion	
Montana Watershed Coordination Council	Outreach during calls for applications through membership network, newsletters, and listservs.	
Montana Fish, Wildlife & Parks	Promotion; assistance with application review process	
Montana Department of Natural Resource and Conservation, Watershed Bureau	Promotion; assistance with application review process	

Planning and Coordination

Planning and coordination includes permitting, design development, landowner agreements, volunteer labor recruitment, partnering and collaboration, alignment with watershed planning efforts, procurement and oversight of contractors, etc.

Planning Activities Already Completed	Documentation Attached?
Program Development and Partner Collaboration	<input type="checkbox"/> N
Mini-grant application template	<input type="checkbox"/> Y
Min-grant application call template	<input type="checkbox"/> Y
Mini-grant evaluation criteria template	<input type="checkbox"/> Y
	<input type="checkbox"/> N
	<input type="checkbox"/> N

Task Description

SWCDM has managed the mini-grant program since 2010, awarding over 100 projects to eligible applicants. The templates for the mini-grant call and application process has been reviewed each year along with key partners to ensure the process is up to date and consistent with state needs and EPA requirements. SWCDM works closely with partners representing agencies, educators, and conservation organizations to help provide insight on enhancing the current infrastructure of the program while maintaining a commitment to enhancing program and capacity needs across the state. During December, 2020 partners will review the upcoming call announcement, application materials, evaluation criteria, and outreach tactics prior to the spring 2021 call.

Deliverables

- Final mini-grant application form
- Final application call announcement
- Final evaluation criteria
- Scope of Work template for mini-grant awardees
- Report on the effectiveness of the mini-grant program

Funding

319 Funds	<input type="text" value="\$ 1,000.00"/>
Non-Federal Match	<input type="text" value="\$ 1,000.00"/>
Federal Funds	<input type="text" value="\$ 0.00"/>
Other Funds	<input type="text" value="\$ 0.00"/>
Total Cost	<input type="text" value="\$ 2,000.00"/>
Is Match Secured	<input type="checkbox"/> Y

Timeline December 2020 – February 2021

Match Source SWCDM Staff and review committee in-kind

Project Implementation

Task Description

SWCDM will release a call for applications in the Spring of 2021 through a variety of outlets to promote and solicit proposals from a diverse pool of applicants. Eligible mini-grant applicants will be awarded up to \$3,000, with a required 40% non-federal match, to coordinate and implement NPS-focused efforts. Priority will be given to new applicants, innovative NPS project proposals and educational programs, and in areas where there is a DEQ-accepted Watershed Restoration Plan. Following award announcement, recipients will have approximately one year to complete the proposed project and submit final reports to SWCDM to receive the reimbursement award.

Deliverables

- Individual mini-grant applications
 - Final reports submitted from each mini-grant

Funding

319 Funds	\$ 24,000.00
Non-Federal Match	\$ 17,334.00
Federal Funds	\$ 0.00
Other Funds	\$ 0.00
Total Cost	\$ 41,334.00
Is Match Secured	Y

Timeline February 2021 - June 2023

Match Source 40% Non-federal Match Requirement by Recipients

Appropriate Next Step

The 2017 Montana Nonpoint Source Management describes the importance of achieving education and outreach goals that can effectively change behaviors resulting in water resource protection. For many organizations that have utilized the mini-grant, the program provides the opportunity to take important steps in reaching NPS reduction goals by creating awareness, improving community knowledge and fostering citizen engagement, and developing conservation-minded habits.

The Min-grant program provides a unique platform that encourages organizations that may have less capacity or new ideas to bring to their communities. The Mineral and Phillips Conservations Districts are latest examples of entities that are new to the mini-grant program who have proposed new community-specific programs that will result in important steps being taken towards local conservation.

Sustainability

Many previous mini-grant programs have grown into full-scale NPS pollution reduction programs. Examples include the successful Bitter Root Water Forum’s East Fork Revegetation Project that led to 4 additional revegetation projects resulting in over a mile of revegetated stream bank; in 2015 the Gallatin Local Water Quality District developed a Gallatin State of Water Report resulting in long-term benefits and continues to be updated every 5 years; a variety of streambank stabilization projects, such as one developed by Zoo Montana, have been leveraged through the mini-grant program as a way to provide direct NPS reductions as well as provide a platform for future on-site education; Other organizations such as the Lake County Conservation District used funding to develop educational tools such as an augmented sand box to greatly enhance educational opportunities for youth and adults as well as increase partnerships with local schools and other interested parties.

Natural Processes

The mini-grant program is largely focused on providing education and outreach to local communities regarding natural processes, NPS issues, and promotion of water quality protection. For example, groups including The Trout Conservancy and Blackfoot Challenge utilized funding to provide outreach and local workshops on working with beavers, beaver mimicry, water-related benefits beaver dams can provide to the natural landscape, and the long-term water-storage benefits to recreation and agriculture. Other opportunities to promote social impacts to water quality include outreach regarding septic system maintenance, land-management decisions, and storm water awareness and practices.

Project Effectiveness Evaluation

Task Description

The mini-grant application process is competitive. SWCDM, along with partnering agencies and organizations, including the DEQ contract manager, will evaluate each submission. A memorandum of understanding (MOU) and scope of work (SOW) will be developed for each recipient to ensure that mini-grant proposals follow DEQ requirements.

SWCDM incorporates a survey within the final reporting materials required by each recipient that inquiries about program effectiveness, challenges faced, and how the mini-grant has helped to create long-term NPS programs within their organization. A summary of the survey questions will be compiled into an effectiveness report to assess program needs. SWCDM also collects measurable outcomes of the mini-grant program by collecting information on number of participants program, number impacted by a project, and impacts to a natural resource.

Deliverables

- Report on program effectiveness and recommendation for the future	Funding	
	319 Funds	\$ 2,000.00
	Non-Federal Match	\$ 1,000.00
	Federal Funds	\$ 0.00
	Other Funds	\$ 0.00
	Total Cost	\$ 3,000.00
	Is Match Secured	Y

Timeline February 2021 - June 2023

Match Source SWCDM Staff and review committee in-kind

The Bigger Picture

Other Natural Resources

Many successful applications through the mini-grant program provide a multifaceted impact to natural resources. In projects such as the East Fork Revegetation project, the results of the project not only provide a buffer to nonpoint source runoff but also provide riparian cover to combat high thermal loading and protect the cold water fisheries. In 2019 the Blackfoot Challenge was awarded funding to work with Montana Fish Wildlife and Parks to implement a Working with Beavers Workshop and provide follow-up support to landowners to promote the habitat, fishery, and water quality benefits provided by beaver activity.

Climate Resiliency

The mini-grant program has provided an opportunity for organizations to implement aspects of climate resiliency. Some previously awarded programs include the Big Hole Watershed Committee's "Connecting the Public to Water & Drought in the Big Hole River Watershed" initiative funded in 2017 to help develop promotional materials and start conversations to resolve misunderstandings regarding water supply and drought issues in the Big Hole River watershed. These initiatives help to improve communication with the public and discuss water & natural resource issues in a proactive manner that will lead to future decision making that will affect how we interact with water resources in response to increasing drought.

Public Visibility

Many mini-grant applicants intend to gain community attention and promote citizen engagement in active conservation. The Gallatin Valley Land Trust began a sign campaign regarding dog waste as an NPS pollutant reached along a popular trail running parallel to a stream stretch impaired for excessive E.coli and nitrogen contributions. The Gallatin Valley Land Trust installed and managed dog waste stations and signage that continues to reach thousands of people annually and has gained the interest of other states looking to implement a similar campaign.

Point Source / Nonpoint Source Relationships

Mini-grant recipients may choose to focus on the education and outreach aspect of point source and nonpoint source relationships. Many organizations use a variety of educational tools such as the enviroscape model to help discuss the downstream effects of various agricultural practices, urban developments, and recreational impacts. Other groups, such as the Gallatin River Task Force utilized funding to initiate a septic system maintenance and outreach program in Big Sky, MT to address excessive nitrogen loading in the West Fork Watershed.

Source Water Protection

Much of Montana relies on groundwater as a source of drinking water for their communities and local organizations recognize the importance of making connections between surface nonpoint source pollution, groundwater infiltration, and drinking water supplies. The Missoula Valley Watershed District obtained a mini-grant in 2017 that focused on enhancing their educational toolbox with the use of a groundwater model as a part of their larger Missoula Groundwater Academy program as well as utilizing the model to demonstrate well placement and groundwater monitoring at the Missoula City-County Health Department.

Healthy Watersheds

While priorities of mini-grant focus on impaired water bodies, some applicants have included an emphasis on the need to provide education and awareness that impact decision making ahead of potential water resource degradation. In some cases, such as in 2011, the Park County Environmental Council received funds to develop an awareness campaign to guide landowner decisions regarding property leases for oil and gas development that may increase nonpoint source pollution from metals, organics, and surfactants to nearby water resources.

PART C—EDUCATION AND OUTREACH

Task Description

SWCDM will promote the mini-grant program through website updates, bi-weekly e-newsletter announcements (i.e. The Montana Conservationist), utilization of social media outlets, and attendance at relevant partner meetings. Partners involved in the Planning and Coordination process will also provide promotional support to ensure that the mini-grant application call will reach a wide and diverse set of potential applicants.

Deliverables

- Website Updates
- Narrative on outreach provided included within interim, annual, and final reports.

Funding

319 Funds	\$ 2,000.00
Non-Federal Match	\$ 1,000.00
Federal Funds	\$ 0.00
Other Funds	\$ 0.00
Total Cost	\$ 3,000.00
Is Match Secured	Y

Timeline February 2021 - March 2021

Match Source SWCDM Staff and partner in-kind

PART D—PROJECT ADMINISTRATION

Task Description

SWCDM will provide program oversight, including the preparation and delivery of status reports, annual reports, final reports, and billing statements to be submitted to the DEQ project manager. SWCDM will provide communications with the DEQ project manager regarding program progress and necessary program amendments.

Deliverables

- Status Reports
- Annual Reports
- Final Report

Funding

319 Funds	\$ 3,000.00
Non-Federal Match	\$ 1,000.00
Federal Funds	\$ 0.00
Other Funds	\$ 0.00
Total Cost	\$ 4,000.00
Is Match Secured	Y

Timeline July 2020 - June 2023

Match Source SWCDM Staff and partner in-kind

Letters of Support



Montana Department of Environmental Quality
Attn: Mark Ockey
Watershed Protection Bureau
P.O. Box 200901
Helena, MT 59620

RE: Support letter for the Soil and Water Conservation Districts of Montana 319 grant proposal

November 1, 2019

Dear Mr. Ockey,

On behalf of the Gallatin Watershed Council (GWC), I am pleased to submit this letter of support for the Soil and Water Conservation Districts of Montana (SWCDM) application to provide mini-grants to help fund local education and outreach efforts that address nonpoint source water quality issues.

This year, GWC was fortunate to receive a water quality mini-grant to help launch the Gallatin Watershed Stewards program, a new effort to provide opportunities for community members to engage in watershed-related trainings, workshops, volunteer activities and events to stimulate changes in daily behavior and encourage participants to educate and motivate their neighbors to care for the waterways of the Gallatin Watershed. Education and outreach is a critical component to addressing nonpoint source pollution and the mini-grants provided by SWCDM are one of the few funding opportunities available specifically for education and outreach programs.

Water quality mini-grants available through SWCDM also provide an excellent opportunity for members of the Big Sky Watershed Corps program to develop and complete smaller-scale, yet tangible and impactful, education and outreach initiatives. Through this program funding, the Gallatin Watershed Council has not only increased nonpoint source educational programming in our watershed, but also helped to develop important stakeholder partnerships. We urge you to support SWCDM's application.

Sincerely,

A handwritten signature in black ink that reads "Holly Hill".

Holly Hill

Watershed Coordinator
Gallatin Watershed Council

**PO Box 751
Bozeman, MT 59771**

**greatergallatininfo@gmail.com
greatergallatin.org**



Ruby Valley Conservation District
120 S Main St Sheridan, MT 59740

Water Protection Bureau
Mark Ockey
Department of Environmental Quality
P.O. Box 200901
Helena, MT 59620-0901

Dear Mr. Ockey,

I write on behalf of the Ruby Valley Conservation District in support of SWCDM's FY2020 319 Nonpoint Source Program Project Funding application. The 319 Nonpoint Source Program offers funding for their Water Quality Mini-Grant Program. The program started in 2010 as a way to provide a quick turnaround source of capacity and implementation funding to conservation districts and watershed groups across Montana. Since then, the mini-grant program has awarded \$190,000 to over 50 unique organizations and 100 different projects geared toward Nonpoint Source education and outreach, project implementation, and building capacity for stakeholder involvement in watershed restoration and protection.

The Ruby Valley Conservation District was awarded funding in 2018 to develop a Water Quality and Macroinvertebrate Sampling and Educational Program for local schools. This program educated students about topics including: watershed and riparian health, land use issues, sources of pollution, water quality and macroinvertebrates as bioindicators. Students received classroom instruction and in field water quality and macroinvertebrate sampling. Out of the 34 surveys administered to the two 10th grade classes educated, 26, or 76% noted an increase of watershed health knowledge to a 4 or 5 on a 5-point scale. Examples of student answers are: "it taught me more about the streams of Montana and what we can do to help the health of them", "The experience really grabbed my attention and helped me enjoy learning". Over 92 students from K-10 have had the opportunity to sample either the Ruby River or Clear Creek for a total of 19.5 hours of education for students in the Ruby Valley as of September 2019.

RVCD believes educating students about the benefits of healthy watersheds will help to grow the next generation of stewards. Without the funding offered through SWCDM's Mini-Grants most conservation districts lack the extra capacity to produce engaging, high quality educational programs for rural communities.

Best,

Gary Giem, RVCD Chair



Whitefish Lake INSTITUTE

501 (c)(3) Non-Profit Corporation

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Whitefish, MT 59937

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info@whitefishlake.org

Water Protection Bureau
Mark Ockey
Department of Environmental Quality
P.O. Box 200901
Helena, MT 59620-0901

Re: 319 Water Quality Mini-Grants Proposal: Letter of Support

Dear Mark,

On behalf of the Whitefish Lake Institute (WLI), I am writing to enthusiastically support the Soil and Water Conservation Districts of Montana's (SWCDM) application for funding to provide grants through the Water Quality Mini-Grants program. From our perspective, this program has directly improved nonpoint source education and outreach throughout Montana by encouraging and supporting numerous nonprofit efforts.

As you know, WLI was founded on—and continues to operate based on—three programmatic areas, Science, Education, and Aquatic Resource Initiatives. Through our education programs, we reach thousands of people annually, engaging them in activities and projects that help them learn about nonpoint source pollution and other important water quality conservation issues. We have received and participated with partners in Water Quality Mini-grants that have helped move projects from concept to completion, engaging students in addressing these issues.

These grants have a much quicker turnaround time than other grants, enabling organizations to turn projects into reality with promptness and agility. One of the most profound projects supported by these grants with which WLI has been involved is the *Flathead Watershed Sourcebook Educators' Guide*. This extraordinary effort has brought to fruition a new tool for the educator's toolbox to involve students in activities that help them learn about and address water quality issues in an engaging and memorable way, while enabling educators to meet Montana State teaching standards.

Please accept this letter as a commitment of support for the SWCDM Water Quality Mini-Grant proposal which we believe will continue to result in watershed-wide improvements in water quality and will help develop a water quality ethic in the stewards of tomorrow.

Sincerely,

Cynthia Ingelfinger
Science & Education Coordinator

Maps, Designs, Other Attachments



**CALL FOR WATER QUALITY MINI-GRANT APPLICATIONS
FISCAL YEAR 2018, SPRING CALL**

*****ANNOUNCEMENT*****

This program will be moving to one Call for Applications per year, which will be held each spring and projects will have an 18-month period for completion. The next Call for Applications will be in spring 2020. Please contact SWCDM with any questions.

The Soil & Water Conservation Districts of Montana (SWCDM) is seeking to fund local education and outreach efforts in Montana to address water quality issues resulting from nonpoint source pollution. Funding for this mini-grant program is provided by the Montana Department of Environmental Quality via a grant with the U.S. Environmental Protection Agency under Section 319(h) of the Clean Water Act.

PURPOSE

The goal of the mini-grant program is to provide support for locally-led education and outreach activities that address nonpoint sources of pollution to Montana's surface waters. A priority of this program is to promote new educational activities and development or improvement of partnerships. The mini-grant program is not intended to sustain current activities.

FUNDING AVAILABLE, INDIVIDUAL AWARDS, AND COST MATCH

A total of \$32,500 is available for Fiscal Year 2018, with \$14,025 remaining for this Spring Call. Individual mini-grants will be awarded *up to \$3,000*.

A 40 % cost share (match) is required for each mini-grant. Match must be from non-federal sources and may be in the form of in-kind donations, or state, local, or private cash match. Information on calculating the required match is on page 4 of this Call.

SPONSOR ELIGIBILITY

The project sponsor (applicant) may be a local governmental entity or nonprofit organization such as a conservation district, local watershed or volunteer group (if a legal entity), county extension service, county, school, etc., and must have the ability to manage federal funding. Project applicants must also be able to show proof of liability insurance to receive federal funding.

PROJECT REQUIREMENTS

Projects must:

- Clearly address nonpoint source pollution
- Have an education and outreach activity that directly addresses identified nonpoint sources of water quality pollution in the local watershed

Priority will be given to:

- New or pilot education and outreach projects
- New entities to the mini-grant program
- Projects implementing a DEQ-accepted Watershed Restoration Plan (WRP).

For more information about WRPs and areas with accepted WRPs, visit:

<http://deq.mt.gov/Water/SurfaceWater/WatershedRestoration>

The following activities will **NOT** be considered for mini-grant funding:

- Monitoring **without** an education and outreach component
- Normal website maintenance
- Baseline data collection
- Projects already being covered by Section 319 funding
- Administrative costs in excess of 10% of the requested funding
- Food and beverage costs in excess of 10% of the requested funding

TO APPLY

1. Thoroughly read this Call for Water Quality Mini-Grant Applications

2. Download the application form at: at <http://swcdm.org/programs/mini-grants/>
3. Consult with SWCDM staff to ensure the proposed project is a good fit for the mini-grant program and discuss ways to strengthen your application (optional, but encouraged)
4. Complete and sign your application (only signed applications will be considered for funding)
5. Submit your application and proof of liability insurance to SWCDM by 5:00 p.m. on March 27, 2019.

Email applications to Jessica Makus at Jessica@macdnet.org. SWCDM recommends sending email with a "Request Read Receipt" to ensure email was properly delivered and received.

Alternatively, send hard copy applications to:
Soil & Water Conservation Districts of Montana
c/o Jessica Makus
1101 11th Avenue
Helena, MT 59601

**Please consider that our team of reviewers reads and considers each grant application carefully. At a minimum, we recommend if this is one of your first grant proposals that you have a colleague, who has been awarded grants, review your application prior to submitting it.*

SCHEDULE

The Spring Call for applications will open February 13, 2019 with all applications due to SWCDM by **March 27, 2019 at 5 p.m.** Project sponsors may contact SWCDM to obtain input on proposed projects and draft applications until the Call closes. A review panel will review all applications within a couple weeks of the submission deadline and awards will be determined within 1 month from the application deadline.

APPLICATION REQUIREMENTS

Successful Applications:

- Clearly define the nonpoint source water quality issue(s) to be addresses by the proposed project

- Have an education and outreach activity that directly addressed the identified nonpoint sources issues(s), with a target audience appropriate for the activity
- Clearly define project goals and objectives
- Describe expected knowledge, skills, and abilities development by project participants AND how knowledge, skills, and abilities will be evaluated and reported
- Clearly address the need for the activity, explain how it ties into larger watershed conservation efforts in the community, and include appropriate partners
- Include a clear and detailed budget and provide adequate detail for evaluation, as well as defined sources of match and any volunteer rates used (see DEQ's guidance document to estimate the [value of volunteer labor](#))
- If applicable, explain why funding is being requested to fund a project that has been funded by a past mini-grant award

BUDGET

Using the Budget Table in the mini-grant application, applicants must provide a **detailed** budget for each proposed task, designating the amount of requested funds and match funds for each task. Applicants **must** meet a 40% cost share of the total project cost, provided in the form on non-federal in-kind or cash. Cost share is determined by adding match to the grant request and then taking 40% of that total:

<u>Calculating Required 40% Match</u>
(Funding Request ÷ 0.6) – Funding Request = 40% minimum match required
Example: For a funding request of \$2,000: $(\$2,000 \div 0.6) - \$2,000 = \$1,333$

Common Funding Request Match Requirements	
<u>Funds Requested</u>	<u>Minimum Match Required</u>
\$1,000	\$667
\$1,500	\$1,000
\$2,000	\$1,333
\$3,000	\$2,000

Using Requested Funds for Food or Beverage Expenses

No more than 10% of the total requested funds may be applied to food or beverage expenses. If any requested funds or matching funds will be used to

purchase food and/or non-alcoholic beverages, please include as a budget task and specify the following in the application:

- Need for providing food/beverages
- Estimated number of attendees
- Estimated cost of food/beverages
- Proposed venue and schedule for serving refreshments

REPORTING REQUIREMENTS

Funds must be spent and reported on within one year of the project award date. Mini-grant recipients must submit a final report summarizing the activities and outcomes supported by the grant. After receiving all final report materials and a final invoice, SWCDM will reimburse grantees for the agreed upon award amount.

Final report guidance is located here: <http://swcdm.org/programs/mini-grants/>. Please consider final report requirements when planning project proposals to ensure projects cover all necessary reporting requirements.

ACKNOWLEDGEMENT REQUIREMENTS

Any signage or published materials, funded by a mini-grant, must include the U.S. EPA logo (please contact SWCDM for specifics on obtaining the logo and sizing requirements). If the design of the signage or published materials allows, it should also include the following text: "This project has been funded by the United States Environmental Protection Agency" or "This cooperative project has been funded in part by the United States Environmental Protection Agency". Exceptions to this may be made on an individual basis with a written request approved by DEQ and EPA.

For more information or questions about the mini-grant program, project eligibility, or to discuss potential project proposals, contact:

Jessica Makus, SWCDM Programs Manager, 406-443-5711, jessica@macdnet.org

or

Christina Staten, DEQ Contract Manager, 406-444-2836, CStaten@mt.gov



319 WATER QUALITY MINI-GRANT APPLICATION

Nonpoint Source Education and Outreach Mini-Grant Program

Spring 2019

Please review the Water Quality Mini-Grant Call for Applications prior to completing this form. The Call for Applications outlines application deadlines, funding restrictions, (i.e., specific types of projects that will be funded), eligibility requirements, as well as financial requirements. You must complete the entire application and submit it to SWCDM prior to the application deadline via either electronic or hard copy mailing. Remember:

- All fields in this application are required, incomplete applications will not be considered.
- Please limit responses to the fields allowed.
- Each application must contain a complete and detailed budget.
- Each application must be signed by the sponsor.

**Please consider that the funding recommendation panel reads and considers each grant application carefully. At a minimum, we recommend if this is one of your first grant proposals that you have a colleague, who has been awarded grants, review your application prior to submitting it.*

General Information

Project Sponsor

Tax ID

Primary Contact & Title

Phone Number

E-Mail

Address

City

State

Zip Code

319 Funds Requested

Sponsor Name, Title, & Email

Sponsor Signature

Project Description

Project Title

Project Location

DEQ Accepted Watershed Restoration Plan

1. What nonpoint source pollution (NPS) is being addressed? Include specific waterbody or watershed, if applicable.

2. What education and outreach activities are planned to address the NPS issue(s) identified above?

3. Who is the target audience of this project? Is the audience new or different from past mini-grant program outreach projects your organization has conducted? How many people will be involved or impacted by this project?

4. What abilities, skills and knowledge regarding nonpoint source pollution will be developed as a result of this project?

5. How will pre and post project participant knowledge, skills, and behavior be evaluated and reported? If participant surveys are planned for the project, please include how survey questions will evaluate this increase.

6. How does this project fit into other watershed goals?

TEMPLATE APPLICATION

7. Who are the project leaders or instructors, and what are their qualifications?

8. Please briefly describe project partners. Include other agencies, schools, organizations, or private citizens and their role in this project.

Partner	Role

9. Describe the project timeline.

10. Describe the potential for project continuation or expansion.

TEMPLATE APPLICATION

11.If equipment is being purchased, where will it be housed and how will it be maintained? Include long-term plans for storage, maintenance, and training for potential staff transitions.

12.Will requested funds be used to provide refreshments or meals at the event? If so, please provide an estimated budget and description of refreshments, why it's necessary they are provided for this project, and the estimated number of participants. (Refreshment cost must be no more than 10% of total funding request.)

Project Budget

What is the cost of the project and how will the 40% non-federal match be met? List by line-item or task all anticipated expenses and match sources. When combining/clumping costs in the budget table, clarify specific costs in the description below.

SWCDM 319 mini-grants require a 40% cost share (local, non-federal, in-kind, or cash match). The matching funds cost share is calculated by taking the amount of 319 funds request, adding the cost share, and taking 40% of that amount.

For example: For a grant request of \$1,500: $(\$1500/0.60) - \$1500 = \$1,000$ minimum match required for a \$1,500 grant.

Item/Task Description	Mini-Grant Funding	DNRC Funding	Other Funding (1)	Other Funding (2)	In-Kind Match	Total
Total						

13. Describe specific budget items, other secured funding sources, and in-kind match listed in the budget table. Please include volunteer rates where necessary and refer to DEQ's [Estimating the Value of Volunteer Labor](#) for guidance.

14. How did you hear about the Water Quality Mini-Grant Program? (First-time applicants only)

Please ensure that you attach the following attachments:

1. Proof of liability insurance

TEMPLATE APPLICATION

Water Quality Mini-Grant Review Form, Funding Cycle: Spring 2019

Reviewer Name:

Date: April 5, 2019

Applicant:						
Funding Request:						
1	NPS/water quality issue(s) for project clearly defined (0-3 pts)					
2	Project is appropriate and effective action to address defined NPS/water quality issue (0-3 pts)					
3	Education and outreach activities are clearly stated and effectively address the identified NPS/water quality issues (0-3 pts)					
4	Project goals and objectives are clearly defined and feasible (0-3 pts)					
5	Project involves public participation and potential numbers reached by the project align with the proposed education and outreach activities (0-3 pts)					
6	The proposed knowledge, skills, and abilities developed are appropriate for the project (0-3 pts)					
7	Proposal clearly addresses how knowledge, skills and abilities will be evaluated and reported (0-3 pts)					
8	Proposal addresses how project fits into larger watershed efforts in area (0-2 pts)					
9	Proposal includes complete list of partners and appropriately defines partner roles (0-2 pts)					
10	Proposal includes opportunities for continuation or expansion (0-2 pts)					
11	Budget is complete and correct, provides adequate detail, and costs per task are reasonable (0-2 pts)					
12	Proposal is concise, well-written, and tasks are well defined (0-2 pts)					
13	Pre-filled: Proposal is for a new or pilot project (0-No, 1-Yes)					
14	Pre-filled: Proposal is from a new entity not previously funded by mini-grant program (0-No, 1-Yes)					
15	Pre-filled: Proposal is within an area with a DEQ-accepted WRP (0-No, 1-Yes)					
TOTAL SCORE (34 Possible Points):		0	0	0	0	0
Funding Recommendation: FF - fully fund; PF - partial fund; NF - not fund						

ADDITIONAL COMMENTS: