



# 2021 319 Application Form

## General Information

Project Name	2022 Education and Outreach Mini Grants		
Sponsor Name	Soil and Water Conservation Districts of Montana		
Registered with the Secretary of State?	<input type="button" value="N"/>	Registered with SAM?	<input type="button" value="Y"/>
Duns #	137350505	Does your organization have liability insurance?	<input type="button" value="Y"/>
Primary Contact	Stephanie Adams		
Title	Director		
Address	1101 11th Ave.		
City	Helena	State	<input type="button" value="M"/>
Zip Code	59635		
Phone Number	(406) 443 - 5711		
Email Address	stephanie@macdnet.org		
Signature	Stephanie Adams <small>Digitally signed by Stephanie Adams Date: 2020.11.11 11:43:00 -0700'</small>		
Signature	Mike Hansen <small>Digitally signed by Mike Hansen Date: 2020.11.11 11:42:50 -0700'</small>		

### Technical and Administrative Qualifications

The SWCDM Director, who will provide program oversight, has a formal education and experience in the natural resource field, including grant management and administration. SWCDM also employs an Operations Manager who assists with tracking, communication, and initiating invoices and provides a layer of checks-and-balances.

Currently, SWCDM administers 6 Federal and State grants and agreements that are geared towards natural resource project implementation, education, and capacity building. SWCDM works collaboratively with partnering conservation districts, governmental agencies, and nonprofit organizations to obtain insight on program progress.

### Past 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	\$ 70,000.00	Eric Trum 406-444-0531	June 30th, 2022
319 Education and Outreach Mini-Grant Program	\$ 32,000.00	Hannah Riedl 406-444-0549	March 31st, 2022
Ranching for Rivers	\$ 100,000.00	Robert Ray 406-444-5319	June 30th, 2021

# Budget Summary\*

		Other Funding	Federal Match	Non-Federal Match	319 Funding Request	Total Cost
Education and Outreach		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Project Administration		\$ 0	\$ 0	\$ 0	\$ 3,255	\$ 3,255
<b>Total</b>		\$ 0	\$ 0	\$ 0	\$ 3,255	\$ 3,255
		<b>Project 1 Name</b> FY2022 Education and Outreach Mini Grants				
<b>Project 1</b>	Project Planning	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Landowner Agreements, O & M	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Project Implementation	\$ 0	\$ 0	\$ 22,060	\$ 29,835	\$ 51,895
	Other Activities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Project Effectiveness Monitoring	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	<b>Total</b>	\$ 0	\$ 0	\$ 22,060	\$ 29,835	\$ 51,895
		<b>Project 2 Name</b>				
<b>Project 2</b>	Project Planning					\$ 0
	Landowner Agreements, O & M					\$ 0
	Project Implementation					\$ 0
	Other Activities					\$ 0
	Project Effectiveness Monitoring					\$ 0
	<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
		<b>Project 3 Name</b>				
<b>Project 3</b>	Project Planning					\$ 0
	Landowner Agreements, O & M					\$ 0
	Project Implementation					\$ 0
	Other Activities					\$ 0
	Project Effectiveness Monitoring					\$ 0
	<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total</b>		\$ 0	\$ 33,090	\$ 22,060	\$ 33,090	\$ 55,150

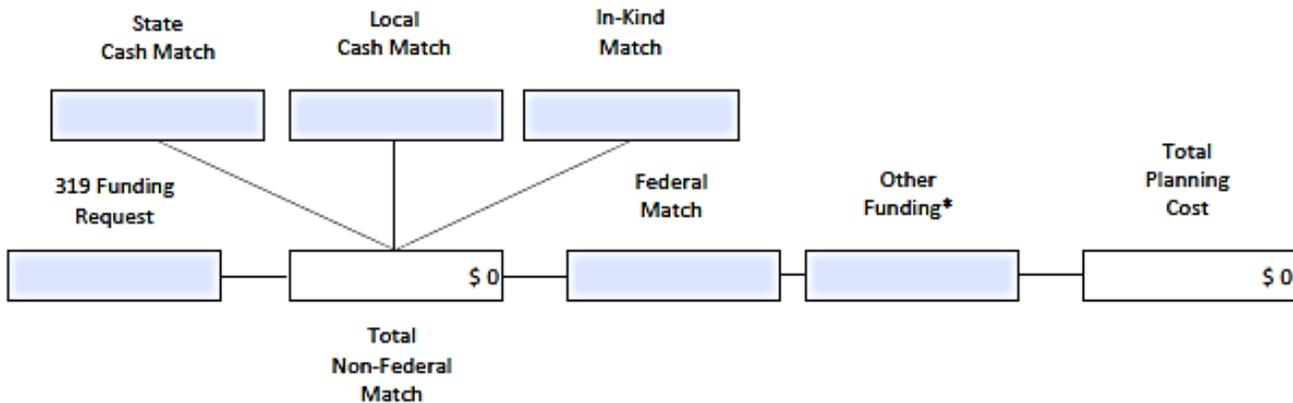
\*Fields outlined in black on this page will auto-populate from other sections of the application form. Fields outlined in red on this page will not auto-populate. You must manually transfer the information for fields outlined in red.

## Education and Outreach

DEQ recognizes that developing good projects often requires a considerable amount of time and effort up front to build relationships and trust with individual landowners and stakeholder groups. To promote the development of future projects, DEQ is encouraging project sponsors to use up to \$5,000 in 319 funding for education and outreach to develop and capitalize on these critical relationships. DEQ encourages applicants to incorporate on-the-ground projects into education and outreach efforts through on-site demonstrations and project tours. 319 funding may not be used to pay for food and beverages, or for honorariums and gifts. Education and outreach activities funded by 319 or used as match for 319 funding must adhere to all of the eligibility requirements outlined in the annual Call for Applications document.

**Education and Outreach Deliverables** (Identify the education and outreach activities you will engage in and methods you will use to document their completion.)

\$24,000 of the proposed budget will be used for passthrough funding to conservation districts, watershed groups, and other nonprofit groups focused on water quality improvement to implement education and outreach efforts within their local communities. The process and funding for this is described under the Project Form.



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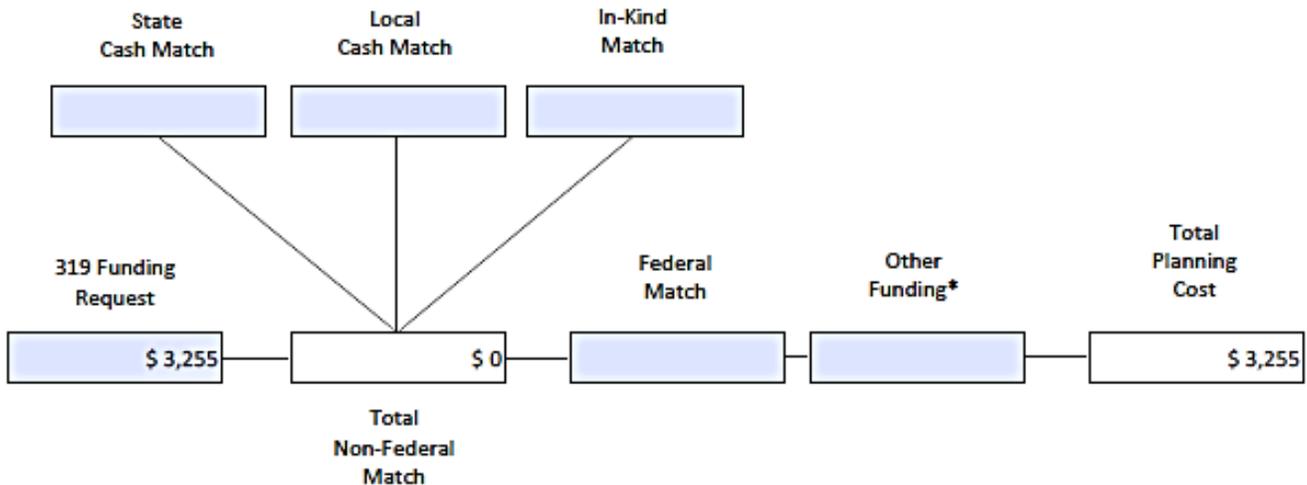
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## Project Administration

Project administration includes book keeping, invoicing, interim/annual/final report preparation, office supplies, rent, communications, etc. Up to 10% of the total requested 319 funds for your entire application can be used to pay for project administration. However, like all other tasks, payment is by reimbursement for actual expenses incurred.

**Project Administration Deliverables** (Include interim/mid-year, annual, and final reports, as well as invoicing and office necessities.)

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. Since the Mini grant program targets new applicants, SWCDM also provides significant assistance to applicants by reviewing draft applications and providing feedback on proposed projects, before and after awardee announcement. This professional development helps to build capacity of local organizations and better engage the community. Although this does add costs to program management, During the 2020 call for applications period the review committee discussed and agreed that SWCDM staff should prioritize time offering review and assistance to new applicants.



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## Project Form

A separate Project Form *(including providing separate attachments)* must be submitted for each project included in your application. Use the following examples to help determine when to lump and when to split projects. For additional assistance, contact Mark Ockey at [mockey@mt.gov](mailto:mockey@mt.gov).

### Splitting Examples (fill out multiple Project Forms)

- 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 corral 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 Name

Spring 2022 Education and Outreach Mini Grants

**Project Location**

Latitude

Longitude

Latitude

Longitude

Latitude

Longitude

12-digit HUC(s) #

Dependent on Mini-Grant applicants

Project site map attached, showing the location of all proposed on-the-ground restoration

**Project Planning and Purpose**

Select the Watershed Restoration Plan that your project will help implement.

Other



NA



Letter of support from author entity attached? *(if no, explain why below.)*

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

Waterbody name from the 2018 List of Impaired Waters

Waterbodies will be application-specific

Probable causes of impairment to be addressed

Probable causes will be application-specific

Waterbody name from the 2018 List of Impaired Waters

Probable causes of impairment to be addressed

*or\**

Name of healthy waterbody to be protected

Description of identified threat to non-impairment status

Name of healthy waterbody to be protected

Description of identified threat to non-impairment status

*\*While the majority of the available 319 project funding is dedicated to addressing known impairments, EPA is allowing states to use a limited amount of funding to protect non-impaired waters (healthy waters) from becoming impaired.*

## Community Participation and Support

Landowner	Contributions to Project	Letter of Support Attached?
		<input type="checkbox"/>

Partner	Role	Letter of Support Attached?
Montana Department of Environmental Quality	Provide assistance with application review process; promotion; oversight and funding.	<input type="checkbox"/>
Conservation Districts	Eligible to apply for mini-grant funding; assistance with application review process; promotion	<input type="checkbox"/>
Montana Watershed Coordination Council	Outreach during calls for applications through membership network, newsletters, and listservs.	<input checked="" type="checkbox"/>
Montana Fish, Wildlife & Parks	Promotion; assistance with application review process	<input type="checkbox"/>

### Other Community/Stakeholder Support

Letters of Support are provided by past recipients of the Mini-Grant program including the Sun River Watershed Group and the Mineral County Conservation District.

## Project Description

Describe the nature and extent of the nonpoint source problem you are trying to address, the root causes of the problem, and your proposed solution.

Root causes of nonpoint source pollution vary across the dynamic landscape and land use areas of Montana from storm water runoff, agricultural soil erosion, riparian de-vegetation, recreational practices, and more. Many of these issues benefit from education and outreach efforts that help to enhance awareness, improve knowledge, and develop skills for community engagement. Education and outreach also helps watershed and conservation groups foster networks and trust with landowners and stakeholders for tackling larger implementation projects. The 2017 Montana Nonpoint Source Management Plan, section 4, also addresses the need to engage Montanans in addressing nonpoint source pollution through education and outreach.

The mini grant program is focused on providing a quick-turn around funding opportunity for eligible entities: conservation districts, watershed groups, governmental units, and non-governmental organizations geared towards natural resource conservation, to develop locally-led programs that are tailored to the needs of their community. Since 2010, the mini-grant program has funded 118 education and outreach projects for 58 unique Montana nonprofits and local government entities which in turn helped to reach over 93,000 Montanans about nonpoint source pollution awareness. Since 2013, it's been reported that over 1,860 citizens have been directly engaged in active conservation within the first year of an awarded program.

SWCDM will release a call for applications in the Spring of 2022 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. Successful applications will include proposals focused on local community education and outreach directly addressing nonpoint source 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 to ensure that funded activities align with the goals of the 319 programs as well as the Montana Nonpoint Source Management Plan. Priority will be given to new applicants, innovative ideas, programs that result in active conservation or engagement, proposals that include opportunities for continuation and expansion, and in areas where there is a DEQ-accepted Watershed Restoration Plan. Following the 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 nonpoint source pollution issues.

Is this project a continuation of a previous project? If so, please explain the connection.

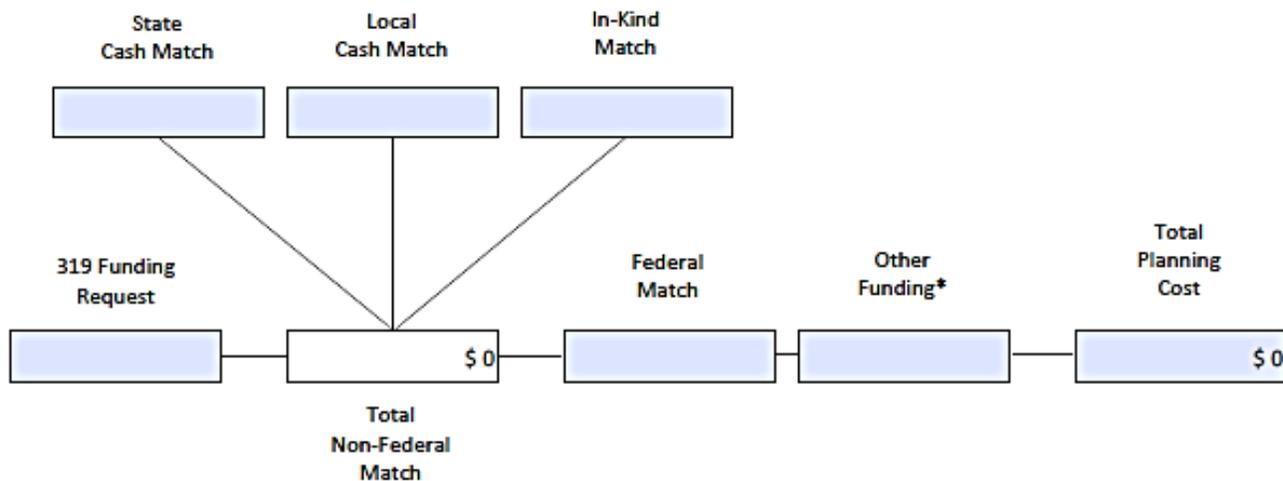
SWCDM has managed the mini-grant program since 2010. Since then we have completed 9 funding cycles (FY10 through FY18) with 1 funding cycles currently open (FY19). To date, \$222,734.20 in federal 319 funding has been awarded for the support of 118 local education and outreach efforts. These programs have leveraged over \$380,000 in non-federal match, which 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 implementing effective programs and pilot innovative approaches to addressing nonpoint source issues.

## Tasks and Budget

DEQ uses a standard template to develop scopes of work for 319 contracts. The tasks below match up with DEQ standard scope of work template. Some tasks might not be applicable to your project. Please leave the non-applicable tasks blank. If your project doesn't fit the task outline, use the task labeled "Other" to describe your project.

**Task 1 - Project Planning Deliverables** (Include such things as completing project designs, conducting site evaluations, obtaining permits, organizing volunteers, conducting scoping meetings, etc. Identify specific deliverables that will be submitted.)

The months prior to the 2022 call for applications, SWCDM will work DEQ and key partners to review the mini-grant call, application, template MOU, review criteria, and template scope of work to ensure the program process is up to date and consistent with DEQ and EPA requirements and priorities.



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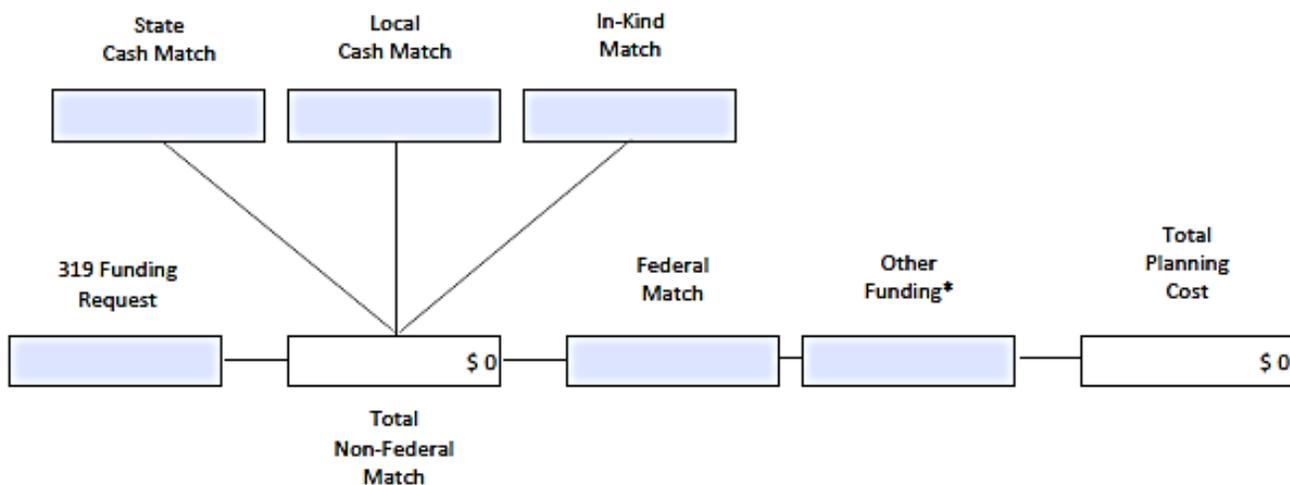
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**Landowner Agreements, Operation and Maintenance**

This task only applies to projects involving on-the-ground activities. DEQ periodically evaluates the effectiveness of each on-the-ground project. To accomplish this, DEQ requires a process be in place to allow periodic access to the project site. The landowner agreement should also specify the roles of each project partner in the design, implementation and continued operation of on-the-ground pollution prevention practices. DEQ does not require the use of a specific landowner agreement template. In some situations, existing agreements between the project sponsor and the landowner may be sufficient.

**Task 2 - Landowner Agreements, Operation and Maintenance Deliverables** (Include such things as landowner/sponsor communication, and draft and final agreements.

N/A



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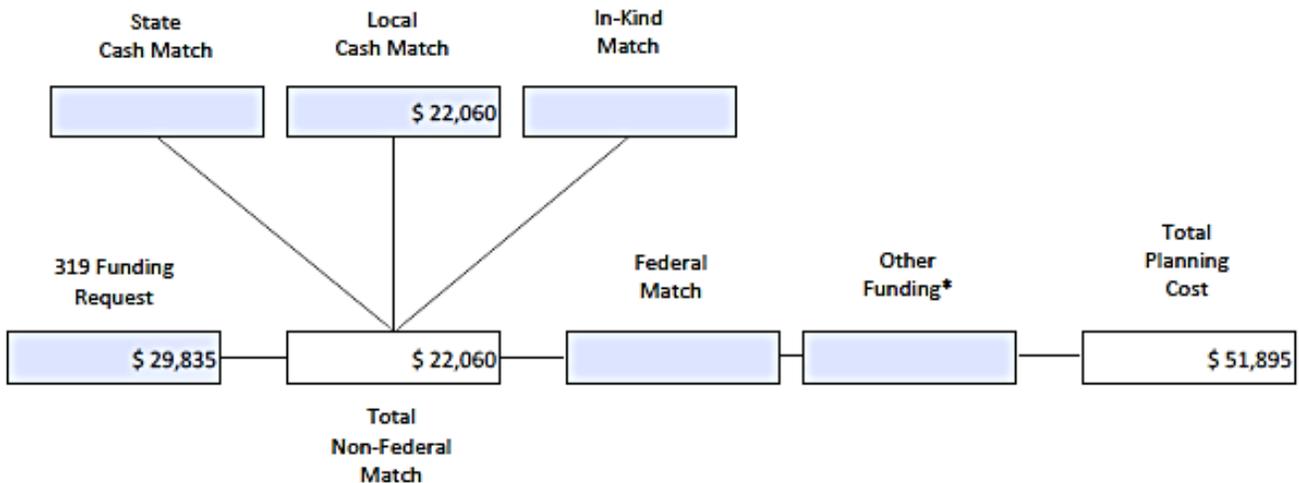
*\*Use this space to record any funding that will be used to support creation of the task deliverables, but will not be reported as match. The purpose of this information is to give application reviewers a clearer understanding of the total amount of funding required to complete a task.*

**Project Implementation**

**Task 3 - Project Implementation Deliverables** *(Include such things as construction oversight, implementation of on-the-ground restoration practices, preparation and submittal of as-built drawings, etc.)*

SWCDM will release a call for applications in the Spring of 2022 through a variety of outlets to promote and solicit proposals from a diverse pool of applicants. \$24,000 of the 319 requested funding will be committed to mini grant pass-through funding. 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. A review committee made up of DEQ, conservation district representatives, and natural resource professionals, will conduct application reviews and determine mini grant awardees. 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 awardee selection, SWCDM will continue program management including working with organizations on the development and execution of a memorandum of understanding (MOU) and scope of works, assisting groups as questions and amendment inquiries arise. 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.



Match Source	40% Non-federal Match Requirement by Recipients	Secured	<input type="checkbox"/>
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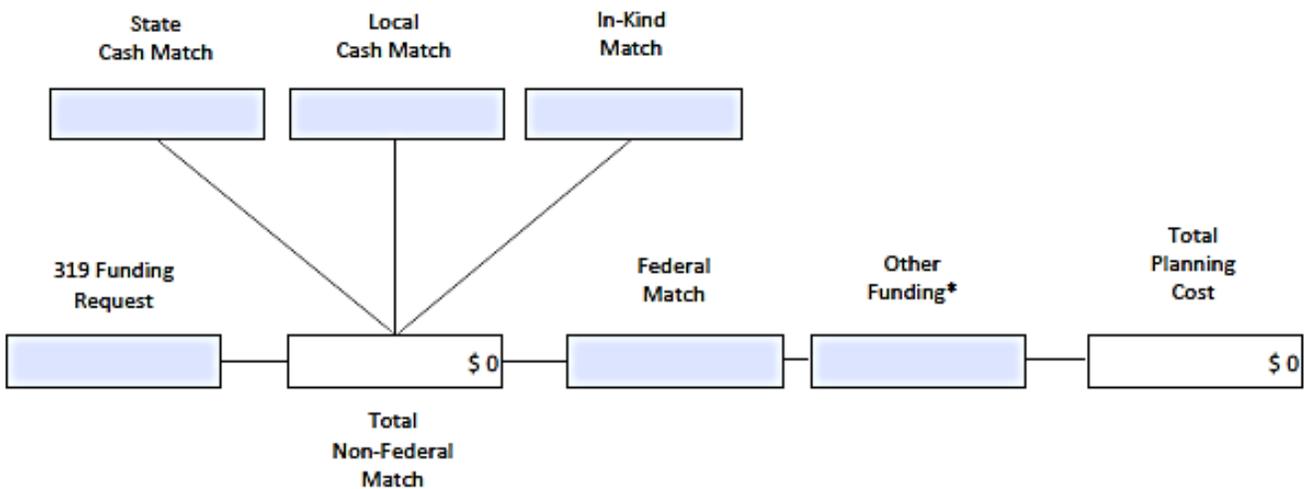
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**Other Activities**

Use this task if the activities you are proposing are outside the scope of the typical design/implement/monitor process. Provide sufficient details to enable application reviewers to successfully compare the nonpoint source pollution reduction benefits of your project to those of other projects in the applicant pool.

**Task 4 - Project Deliverables** (Include activities you will complete and the products you will submit to demonstrate completion.)

N/A



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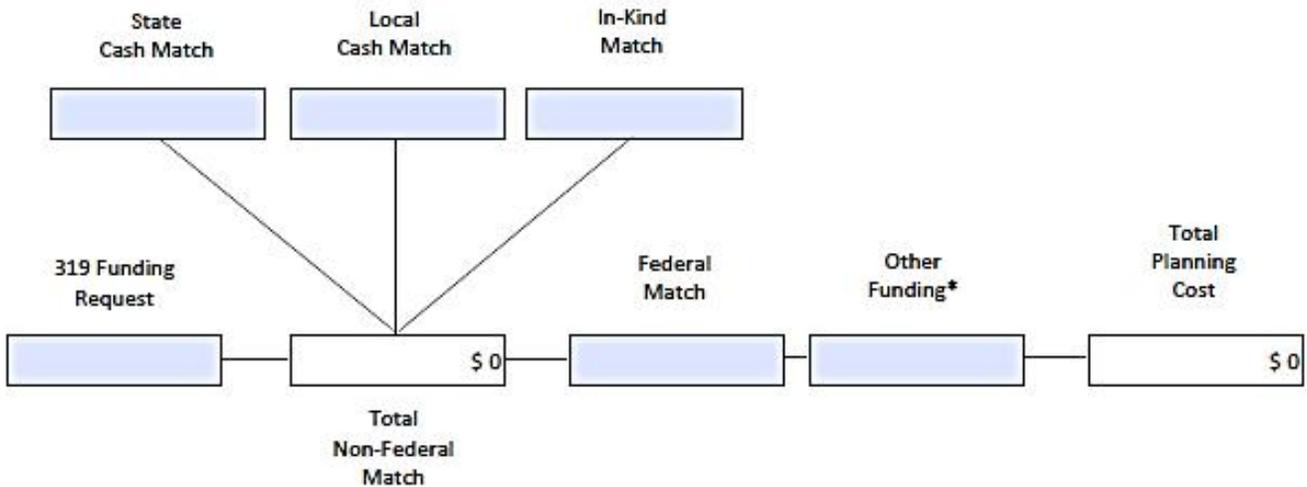
**Project Effectiveness Monitoring**

The short duration (1-3 years) and limited spatial extent (often just a few hundred yards) of most 319-funded projects frequently precludes the use of traditional water chemistry monitoring as a means of evaluating project effectiveness. Instead, DEQ encourages project sponsors to use simpler, more qualitative tools. Typically, this will include pre- and post-construction photo point monitoring, vegetation mortality measurements, and perhaps modeling to estimate pollution load reductions. Please contact one of the DEQ Nonpoint Source Program staff for guidance relative to your specific project.

**Task 5 - Project Effectiveness Monitoring Deliverables** *(Identify the specific tools and products you will use to evaluate and demonstrate the effectiveness of your project in reducing nonpoint source pollution.)*

The mini-grant application process is competitive. SWCDM, along with partnering agencies and organizations, including the DEQ contract manager, will evaluate each submission. A 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 in program activities, number impacted by a project, and how the program effected ongoing watershed efforts and goals.



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## Water Quality Benefits and Sustainability

Explain why the project is an appropriate next step for making progress towards removing a pollutant/waterbody combination from Montana's 2018 Impaired Waters List or preventing a healthy waterbody from becoming impaired?

The mini grant program follows and addresses the 2019 Montana Nonpoint Source Management Plan, section 4, as it discusses the importance of creating opportunities for community members to enhance awareness of nonpoint source pollution, increase knowledge of local issues and solutions to foster engagement, and develop skills that lead to action. It is recognized by many watershed and conservation groups that education and outreach is an important step in creating opportunities for restoration or land management changes within their communities. Some groups, such as the Gallatin Watershed Council in 2020, utilized funds for a campaign to help kick start important partnerships and urban engagement to address watershed impairments reported in local Watershed Restoration Plan.

Will your project address a major local source of nonpoint source pollution? Explain.

The 2019 Flathead conservation districts rain garden initiative and the 2020 Sun River Watershed Group's rain barrel workshop have helped to directly address major local nonpoint source pollution through implementing urban practices. Applicants to the mini-grant program will describe what nonpoint source pollution and causes of that pollution will be addressed in their project. Ranking criteria includes how appropriate the proposed actions are in addressing nonpoint source pollution issues as well as how the project fits into larger watershed efforts. These criteria help to ensure that programs being funded are effective in addressing Montana's impaired water bodies and at-risk water bodies by considering the downstream impacts of a project and long-term behavior changes within a community.

Describe the long-term, sustainable benefits your project will have on water quality.

Many mini-grant funded activities engage additional volunteers and increase their interactions with stakeholders, which helps with the ability of groups to pursue future projects. One of the criteria that mini-grant applications are ranked on include how their proposed project includes opportunity for continuation or expansion after the mini-grant funding expires. Many of previously funded programs have grown to larger, long-term nonpoint source reduction programs and campaigns. In example, a 2017 proposed Blacktail Watershed Restoration and Monitoring educational program by the Clark Fork Watershed Education Program continues to be incorporated in programming with opportunities for public seminars, youth education, and research projects. The data collected from this project provides long-term data that can be used as an argument for beaver mimicry as a restoration tool. Other funded projects included the Lower Clark Fork Watershed Group's stakeholder engagement campaign that is geared towards relationship and awareness building with local landowners about possible restoration and management improvement opportunities. These efforts have potential to result in on-the-ground projects that contribute to long term nonpoint source reductions and abatement.

Explain how your project will promote self-maintaining natural, ecological, and social processes that protect water quality.

The mini-grant program is largely focused on providing education and outreach to local communities regarding natural processes, nonpoint source issues, and promotion of water quality protection. For example, groups including The 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 practices that protect water quality include outreach regarding septic system maintenance, land-management decisions, and storm water awareness and practices.

**Nonpoint Source Goals and Success Metrics**

Nonpoint source pollution goal	Action that will be taken to reach the goal	Metric used to measure success
Provide engagement opportunities for Montana Communities that result in knowledge and skill building and increase possibility for future active conservation by individuals	Mini grant funding will assist awardees with the execution of a variety of workshops and engagement opportunities that address local water quality issues.	Number of participants in a hands-on workshop/ activity / stakeholder engagement. (Since 2013, 1,869 people have been tracked as engaged)
Provide educational opportunities that raise awareness about local issues and plausible solutions that have the possibility to result in improved understanding and day-to-day stewardship	Mini grant funding will help local watershed and conservation groups spread awareness through social media, web press, local news, radio, signage, and other outlets throughout their communities to encourage stewardship and build understanding.	Number of community members reached through awareness campaigns and messaging. (Since 2013, over 93,000 people have been tracked as engaged)
Support the implementation of Watershed Restoration Plans	Mini grant funding prioritizes funding for areas with a DEQ-approved Watershed Restoration Plan	Number of funded projects that complement goals the within an area's Watershed Restoration Plan
Encourage NPS education and outreach all across Montana through a variety of organizations to reach a diversity of communities and ecosystems	The Mini grant program prioritizes applications from new organizations with initiatives that kick-start awareness and engagement opportunities in their communities	Number of new organizations that apply for Mini grant funding (Since 2013, 58 unique organizations have applied for mini-grant funding)

## Project Education and Outreach

Describe the educational benefits of your project. Will the project inspire additional nonpoint source pollution prevention work within the watershed?

The mini-grant program helps groups kick-start water quality focused programs that foster a future of watershed stewardship and restoration efforts within their communities. Many funded projects are focused on providing youth and adult education on the effects on NPS pollution within their watershed and how to mitigate future degradation of water resources. Funded projects, such as the Bitter Root Water Forum and the Big Hole Watershed Committee's stakeholder engagement projects provide opportunities to build relationships with local landowners and irrigators about drought resilience and the future of irrigation management. Other projects examples include those related to the ecology of wildfire and its effects on streams, the downstream effects of agricultural practices, and importance of septic system maintenance. These efforts are important for starting dialogue about local concerns and solutions.

## Bigger Picture Benefits

Describe your project's benefits to each of the items below. If there are no associated benefits, type "NA" for "not applicable".

Benefit to additional natural resources (e.g. native fisheries, threatened and endangered species, wetlands, etc).

Many successful applications through the mini-grant program provide a multifaceted impact to surrounding resources. Some recipients focus on the importance of youth education and incorporate many important aspects of watershed health. The Lolo Watershed Group, in example, are using 2020 mini grant funds to develop youth lesson plans centered around effects of stream bank erosion that will also touch on sedimentation and erosion caused by wild fires as well as the integral place fire has in maintaining a healthy ecosystem and conversations about land management.

Addressing climate resiliency and hazard mitigation.

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 "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.

Provides direct public recreational access or aesthetic benefit.

Some proposed programs intend to gain community attention and promote citizen engagement in day-to-day stewardship. In 2019 the Madison Conservation District implemented a pet waste station and signage along the Madison River and social media campaign to raise awareness and encourage ethical trail and riparian area usage that both helps prevent excessive nutrient loading as well as improve public outdoor areas for community use.

Reduces pollutant loading above a permitted point source in a manner that could contribute to future economic benefit for a downstream Montana community.

Mini-grant recipients may choose to focus on the education and outreach aspect of point source and nonpoint source relationships. Past recipients have utilized funding to purchase 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 and the Ravalli Environmental Health Department utilized funding to initiate a septic system maintenance and outreach programs to address excessive nitrogen loading and abate future septic leachate issues.

Directly helps protect a drinking water source.

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 groundwater models 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.

Benefit to socially disadvantaged populations.

The mini grant program encourages proposals from diverse communities and the review panel plans to take expressed financial and/or capacity need into consideration when reviewing applicants. Past projects have provided funding for bolster important access to NPS and watershed education in classrooms across Montana that might not otherwise have resources to develop lesson plans or engage students in hands-on outdoor and field education. Examples include Green Mountain (Sanders county) and Lake County conservation district (which currently have 20%+ poverty rates), which used funding to develop lesson plans and an Augmented Reality Sandbox to share will schools across their counties.

### Additional Attachments

Attach additional items that could help reviewers better understand your project. Items could include site photos, design drawings, site evaluations, permits, etc. Please be conscious of reviewers' time, as they may not have time to read lengthy studies and reports. List all additional attachments below.

<input checked="" type="checkbox"/>	Template Call for Applications	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Template Mini Grant Application	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Template Evaluation Sheet	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

# Letters of Support



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

November 6, 2020

Dear Mark Ockey:

On behalf of the Flathead Conservation District, I am writing to submit support for the Soil and Water Conservation Districts of Montana's (SWCDM) application to the DEQ FY2021 Federal 319 Nonpoint Source Program for their Water Quality Education and Outreach Mini-Grant Program. Since 2010, the mini-grant program has provided an opportunity to watershed groups and conservation districts across Montana to access quick-turnaround funding to support locally-led community education, stakeholder outreach, project implementation, and campaigns to increase watershed awareness and stewardship within our communities.

In 2019, SWCDM provided funding to the Flathead Conservation District to support our Flathead Rain Garden Initiative. Development in Flathead County is expanding rapidly and educating local residents about nonpoint source pollution is a challenge. This funding allowed us to work with private landowners to build rain gardens throughout Flathead County which capture stormwater runoff and pollution. It was also integral in developing an education program and outreach materials to teach both adults and students about water quality. Thanks to this funding opportunity, we'll be able to continue this program, educate county residents, and help reduce water pollution for years to come.

Water quality mini-grants available through SWCDM provide an excellent opportunity for local watershed groups to develop and complete impactful education and outreach initiatives. Through this program funding, we are not only increasing nonpoint source educational programming in our watershed, but also helping to build long-term trust and partnerships with the stakeholders and landowners. Please accept this letter as a commitment of support for the SWCDM Water Quality Mini-Grant proposal.

Sincerely,  
Hailey Graf

A handwritten signature in black ink, appearing to read "Hailey Graf".

Resource Conservationist,  
Flathead Conservation District





October 29, 2020

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

Re: SWCDM Education Mini Grant 319 Funding Application

Dear Review Committee:

The Montana Watershed Coordination Council (MWCC) offers our full support to our partners at the Soil and Water Conservation Districts of Montana (SWCDM) for their Education and Outreach Mini Grant application. These grants have proven instrumental for outreach and education efforts in Montana communities that result in better engagement and awareness around nonpoint source pollution reduction.

SWCDM has established an increasingly important role in nonpoint source pollution reduction outreach activities. Their Mini Grant program has provided much needed resources for watershed groups, conservation districts, and local municipalities to support innovative community-led projects that build momentum and future interest to engage landowners and residents in water quality improvements. These education and outreach activities create a ripple effect which builds the foundation for subsequent watershed health projects that allow our watershed partners to be more effective in their on-the-ground restoration initiatives. Without this program, communities and organizations around the state would be unable to fulfill this crucial need

MWCC and our many partners are grateful for the ways we've benefited from SWCDM's leadership in watershed health and protection. We hope to see their project fully funded, and we look forward to seeing the many beneficiaries of this program across Montana in the coming year.

Sincerely,

Ethan Kunard  
Executive Director  
Montana Watershed Coordination Council



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

October 29, 2020

Dear Mark Ockey:

On behalf of the Sun River Watershed Group (SRWG), I would like to express support for the Soil and Water Conservation Districts of Montana's (SWCDM) application to the DEQ FY2021 Federal 319 Nonpoint Source Program for their Water Quality Education and Outreach Mini-Grant Program. Since 2010, the mini-grant program has provided an opportunity to watershed groups and conservation districts across Montana to access quick-turnaround funding to support locally-led community education, stakeholder outreach, project implementation, and campaigns to increase watershed awareness and stewardship within our communities.

SRWG's mission is to restore and protect the resources of the Sun River and its communities, which includes water quality & conservation, and community outreach & education. In 2020, SWCDM mini-grant funding was key to promoting our mission by supporting our first-ever Project Rain Barrel Workshop. In 2020, SRWG experienced a dramatic drop in funding and it was difficult to cover the costs of even long-standing programs, let alone start something new. I doubt the rain barrel workshop could have happened without the support we received from SWCDM's mini-grant. Thanks to this grant, we were able educate 30+ participants about nonpoint source pollution, engage Great Falls citizens who were previously unaware of SRWG's work, and reduce stormwater runoff by approximately 36,000 gallons per year!

Water quality mini-grants available through SWCDM provide an excellent opportunity for local watershed groups like SRWG to develop and complete local and impactful education and outreach initiatives. Through this program funding, we are not only increasing nonpoint source educational programming in our watershed, but also helping to build long-term trust and partnerships with the stakeholders and landowners. Please accept this letter as a commitment of support for the SWCDM Water Quality Mini-Grant proposal.

Sincerely,

Tracy Wendt, Coordinator  
Sun River Watershed Group

# Call for Proposals - Template



## **2020 Call for Applications: Water Quality Education and Outreach Mini-Grant Program**

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 \$24,000 is available for this call for applications. 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 about nonpoint source pollution
- Entities that are new 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 (although administrative costs may be counted as match)
- 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 Stephanie Adams at [stephanie@macdnet.org](mailto:stephanie@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 Stephanie Adams  
1101 11<sup>th</sup> 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 **Friday, February 14, 2020** with all applications due to SWCDM by **Friday March 27, 2020 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 addressed by the proposed project
- Have an education and outreach activity that directly addresses 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 funding is being requested to fund a project that has received a mini-grant award in the past, explain how the current request expands upon past efforts

## **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:

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

<b><u>Common Funding Request Match Requirements</u></b>	
<b><u>Funds Requested</u></b>	<b><u>Minimum Match Required</u></b>
\$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:**

Stephanie Adams, SWCDM Director, 406-443-5711, [stephanie@macdnet.org](mailto:stephanie@macdnet.org)

*or*

Hannah Riedl, DEQ Contract Manager, 406-444-0549, [Hannah.Riedl@mt.gov](mailto:Hannah.Riedl@mt.gov)

TEMPLATE

# **Mini-Grant Application Form - Template**



## 2020 Application:

### Water Quality Education and Outreach Mini-Grant Program

Please review the Water Quality Education and Outreach 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.

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*\*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** \_\_\_\_\_

**Brief statement of sponsor's purpose** \_\_\_\_\_  
\_\_\_\_\_

**Tax ID** \_\_\_\_\_

**Primary Contact & Title** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**319 Funds Requested** \_\_\_\_\_

**Sponsor Signature** \_\_\_\_\_

Project Description

**Project Title** \_\_\_\_\_

**Project Location** \_\_\_\_\_

**DEQ Accepted Watershed Restoration Plan** \_\_\_\_\_

**Brief statement of how project fits into sponsor's purpose** \_\_\_\_\_  
\_\_\_\_\_

1. **What nonpoint source pollution (NPS) and cause of that pollution 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?**

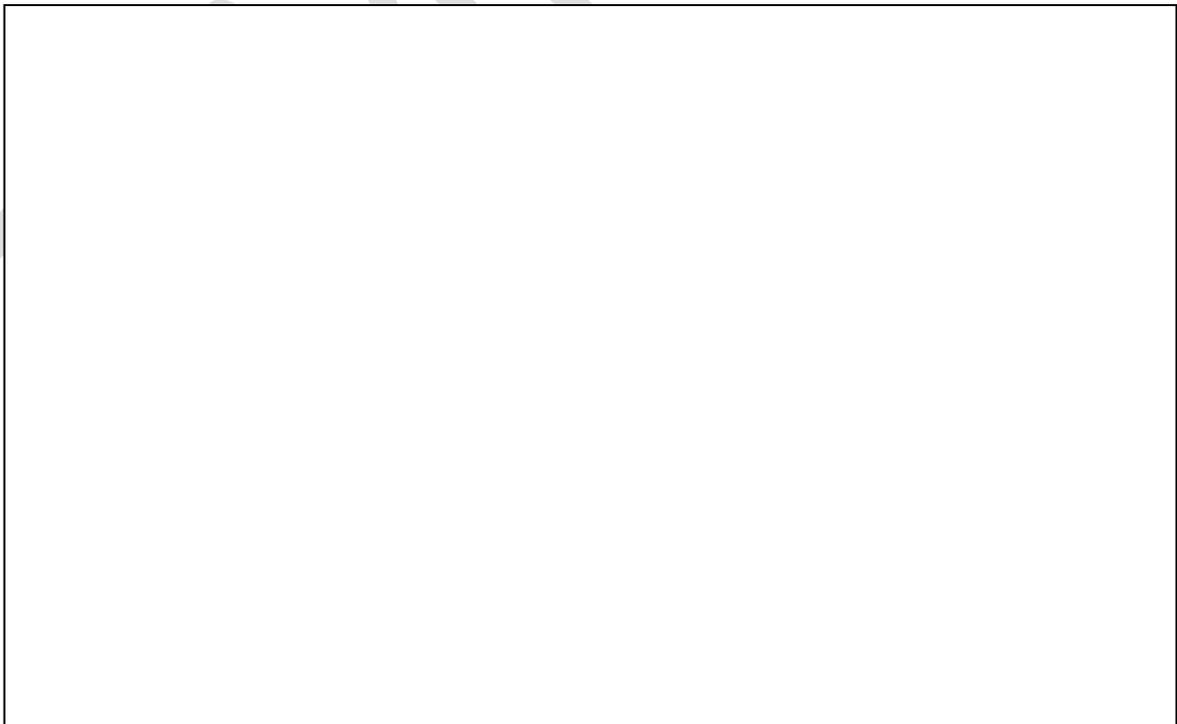
**3. Describe the project timeline.**

**4. 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?**

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



6. 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.



**7. How does this project fit into other watershed goals?**



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



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

PARTNER	ROLE

10. Describe the potential for project continuation or expansion

**11. Is this project linked to an existing 319 project? If so, how would this mini-grant go above and beyond the education and outreach tasks described by the existing 319 contract?**

**12. 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.**

**13. 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.)**

TEMPLATE

**Project Budget**

**14.** 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	MINI-GRANT FUNDING	DNRC FUNDS	OTHER FUNDS (1)	OTHER FUNDS (2)	IN-KIND MATCH	TOTAL
<b>TOTAL</b>						

**15.** 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.

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

**17. Please ensure that you attach the following:**

**a. Required Attachments:**

- i. Proof of liability insurance

**b. Optional Attachments:**

- i. Site Photography
- ii. Lesson Plans
- iii. Draft participation survey questions
- iv. Equipment training plans
- v. Other supporting documentation applicable to your project that you feel may give the application reviewers additional insight into your project

TEMPLATE

# Evaluation Sheet - Template

Reviewer Name:

Date:

**TEMPLATE: 2020 Water Quality Education and Outreach Mini-Grant Review Form**

Applicant:	Applicant 1	Applicant 2	Applicant 3	Applicant 4	Applicant 5	Applicant 6	Applicant 7
<b>Funding Request:</b>							
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)							
<b>TOTAL SCORE:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Funding Recommendation: FF - fully fund; PF - partial fund; NF - not fund</b>							

\*Total possible points is 34.

Add Additional Comments to Next Page

**Additional Proposal Comments**

**Applicant:**

**Comment:**
