



2022 319 Application Form - Mini-grant Programs

General Information

Project Name _____

Sponsor Name _____

Registered with the Secretary of State?

Registered with SAM?

Duns # _____

Does your organization have liability insurance?

Primary Contact _____

Signatory _____

Title _____

Title _____

Address _____

Address _____

City _____ State _____ Zip Code _____

City _____ State _____ Zip Code _____

Phone Number _____

Phone Number _____

Email Address _____

Email Address _____

Signature _____

Signature _____

Technical and Administrative Qualifications

Past Projects

Project Name	Grant or Contract Amount	Funding Entity (<i>entity name/program, contact person, phone, email</i>)	Completion Date
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Budget

	319 Funding Request	Non-Federal Match	Federal Match	Other Funding	Total Cost
Program Development, Marketing and Solicitation <i>(Includes development and deployment of application process, marketing the program to the target audience, receipt and evaluation of project proposals, and writing and executing mini-grant contracts.)</i>					
Mini-grant Oversight <i>(Includes management, oversight and evaluation of all mini-grant contracts and associated deliverables. May also include correspondence, site visits, training, and problem resolution.)</i>					
Program Evaluation <i>(Includes evaluation of the impact of individual mini-grants and the program as a whole on nonpoint source pollution. For on-the-ground projects designed to address nitrogen, phosphorus or sediment, task may include gathering information necessary for DEQ to evaluate pollutant load reductions achieved from project implementation.)</i>					
Project Administration <i>(Includes annual, semi-annual and final reporting, submitting payment requests, incidental office expenses, transportation and audiovisual costs.)</i>					
Other <i>(specify)</i>					
Other <i>(specify)</i>					

Total

Match Source	Non-federal (cash and in-kind)	Federal (cash and in-kind)	Match Secured?	Letter of Support Attached?
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Program Description

Describe the types of projects or activities you will fund.

How much money will each mini-grant recipient receive?
(provide a range or an exact dollar amount)

How many mini-grants will you distribute?

Target Audience

Who is the target audience (potential recipients) for the mini-grant program?

Describe the target audience's potential to have meaningful impact on NPS pollution.

How will you market the program to the target audience?

Is there adequate interest to ensure full use of requested funding within a 3-year period? Please explain.

Are there other, similar grant programs available to potential recipients, and if so, how will your program fill a unique niche?

How will the program increase local capacity or interest for addressing NPS pollution?

How will the program create **long-lasting change** in social norms or attitudes toward addressing NPS pollution?

Program Implementation and Evaluation

Describe the application submittal, evaluation and contracting processes you will use.

Describe the project oversight you will provide to mini-grant recipients.

List the metrics you will use to quantify the effects of individual mini-grant projects or activities.

List the metrics you will use for evaluating the effectiveness of your mini-grant program as a whole.

Community Participation and Support

Partner

Role

Letter of
Support
Attached?

Other Supporters

Entity

Letter of
Support
Attached?

Bigger Picture Considerations

Environmental Justice (EJ)

Will the program encourage participation from historically underserved populations (e.g. minority populations, people with disabilities)? Explain.

Will the program build capacity for addressing NPS pollution in Montana communities east of the continental divide? Explain.

Will the program help communities affected by legacy sources of pollution (e.g. communities with superfund sites or impacts from abandoned mine lands)? Explain.

Climate Change

Will the program encourage efforts to improve climate change resilience? Explain.

Impacts on Downstream Communities

Will the program encourage protection of drinking water sources? Explain.

Will the program encourage cooperation between permitted point source dischargers and managers of NPS pollution on efforts to improve water quality? Explain.

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.

Additional information that could assist reviewers in evaluating the project's potential impact on NPS pollution.