



2022 319 Application Form - Mini-grant Programs

*******REVISED 10/22/2021*******

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 (entity name/program, contact person, phone, email)	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?
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Other Supporters

Entity	Letter of Support Attached?
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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.

Letters Of Support



Big Hole Watershed Committee

Post Office Box 21
Divide, Montana 59727
(406) 460-9855
info@bhwc.org
www.bhwc.org

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

October 1, 2021

Dear Mr. Ockey:

On behalf of the Big Hole Watershed Committee (BHWC), I am writing to submit support for the Soil and Water Conservation Districts of Montana's (DBA Montana Association of Conservation Districts, MACD) application to the DEQ FY2022 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 for 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.

Since 2015, BHWC has used mini-grant funding to develop educational banners and tabletop displays for our organization, conduct outreach for our Big Hole River Incentive Program, host an event focused on Western Pearlshell mussels and water quality, update our website, engage lower river stakeholders, and create a Realtime river conditions tool for our website (<https://bhwc.org/river-conditions>). (Created in 2016, our river conditions webpage was later used as the model for the Missouri Headwaters River Conditions Tool developed in 2019.) Through the mini-grants program, BHWC has invested \$9,153.00 into water quality and nonpoint source pollution-related outreach in the Big Hole watershed. The mini-grants program has also helped BHWC leverage additional funding through matching opportunities.

Water quality mini-grants available through MACD 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 MACD Water Quality Mini-Grant proposal.

Sincerely,

Pedro Marques
Executive Director
Big Hole Watershed Committee
406-552-2369 | pmarques@bhwc.org



LEWIS & CLARK CONSERVATION DISTRICT

790 Colleen Street • Helena, Montana 59601 • 406-449-5000 ext. 5

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

September 30, 2022

Dear Mark Ockey:

On behalf of the Lewis and Clark Conservation District, I am writing in support of the Soil and Water Conservation Districts of Montana's (DBA Montana Association of Conservation Districts, MACD) application to the DEQ FY2022 Federal 319 Nonpoint Source Program for their Water Quality Education and Outreach Mini-Grant Program. Since 2010, the mini-grant program has provided opportunities for conservation districts and watershed groups 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.

Our District has utilized this funding a few times over the years to help us put together workshops for landowners and other resource professionals to highlight agricultural techniques that help maintain healthy streams in the County. Devoted to riparian grazing management both times, the workshops were well received.

Water quality mini-grants available through MACD provide an excellent opportunity for Conservation Districts to develop and complete education and outreach initiatives at the local level. Through this program funding, we are not only increasing nonpoint source educational programming in our watershed, but also helping to increase trust and partnerships with the stakeholders and landowners.

Please accept this letter as a commitment of support for the MACD Water Quality Mini-Grant proposal. If you have any questions, please feel free to call me at 406-449-5000 x3884 or email me at chris@lewisandclarkcd.org.

Sincerely,

LEWIS & CLARK CONSERVATION DISTRICT

Chris Evans
District Administrator

"Local Common Sense Conservation"



5242 Highway 89 South
Livingston, MT 59047

Telephone 406-946-3008
Ashley.Lowrey@mt.nacdnet.net

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

10/4/21

Dear Mark Ockey:

On behalf of the Upper Yellowstone Watershed Group and the Park Conservation District, I am writing to submit support for the Soil and Water Conservation Districts of Montana's (DBA Montana Association of Conservation Districts, MACD) application to the DEQ FY2022 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.

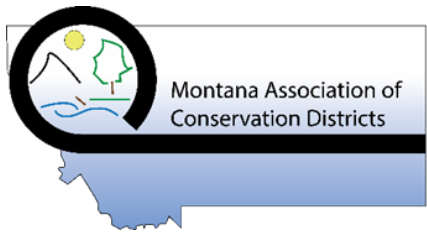
The mini-grant program has been an important grant source for the Upper Yellowstone Watershed Group and Park Conservation District. It has supported our local water quality education programs and funded critical budget gaps which have been essential for us in building these community watershed programs.

Water quality mini-grants available through MACD provide an excellent opportunity for Local watershed groups 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 MACD Water Quality Mini-Grant proposal.

Sincerely,

Ashley Lowrey
Watershed Coordinator
Upper Yellowstone Watershed Group, Park Conservation District

Supplemental Information



MONTANA ASSOCIATION of
CONSERVATION DISTRICTS
We're growing Montana's future.

20XX Call for Applications: Water Quality Education and Outreach Mini-Grant Program

The Montana Association of Conservation Districts (MACD) 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 ongoing 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.

Example Projects

Visit <https://macdnet.org/programs/mini-grants/> to view examples of past education and outreach projects funded through the Mini-Grant program.

More Project Examples:

- Youth Outdoor Education
- Bioengineering Workshops
- Grazing and Ranch Management Workshops
- Virtual Watershed Tour
- Watershed Story Map
- Rain Garden Demonstrations
- Educational video series
- Stormwater Awareness
- Drought Management Engagement

Project Requirements

Projects must:

- Clearly define a nonpoint source pollution issue in the local watershed
- Have an education and outreach activity that effectively addresses the nonpoint source pollution issue

Priority will be given to:

- New or pilot education and outreach projects about nonpoint source pollution
- Projects with deliverables that can be completed in a virtual format
- 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>
- Applicants that submit a draft application for review
- *Activities that address the following categories (List under development 10/2021)*
 - *Climate Resiliency*
 - *NPS and PS pollution collaboration*
 - *Legacy Sources of Pollution (e.g. superfund sites, abandoned mines)*
 - *Drinking Water*

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
- *Creation of new educational lesson plans*
 - *Applicants are encouraged to review our [Educational Resources Guide](#) for applicable existing lesson plans that can be implemented at part of proposed activities)*
- 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. Visit <https://macdnet.org/programs/mini-grants/> to see examples of previous projects funded
3. Download the application form at <https://macdnet.org/programs/mini-grants/>
4. Consult with MACD 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)
5. Complete and sign your application (only signed applications will be considered for funding)
6. Submit your application and proof of liability insurance to MACD by 5:00 p.m. on March 26, 20XX.

Email applications to Stephanie Adams at stephanie@macdnet.org. MACD recommends sending email with a "Request Read Receipt" to ensure email was properly delivered and received.

Alternatively, send hard copy applications to:
Montana Association of Conservation Districts
c/o Stephanie Adams
1101 11th Avenue
Helena, MT 59601

***Please consider that a 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 12, 20XX** with all applications due to MACD by **Friday March 26, 20XX at 5 p.m.** Project sponsors may contact MACD 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
- Include an alternative narrative for activities in the event that in-person activities are not possible due to the COVID-19 pandemic

- 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:

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

<u>Common Funding Request Match Requirements</u>	
<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, MACD will reimburse grantees for the agreed upon award amount.

Final report guidance is located here: [WEBSITE](#) 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 MACD 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, MACD, 406-443-5711, stephanie@macdnet.org

or

Hannah Riedl, DEQ Contract Manager, 406-444-0549, Hannah.Riedl@mt.gov



MONTANA ASSOCIATION of CONSERVATION DISTRICTS

We're growing Montana's future.

202X 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.
- It is recommended that applications are submitted for review by MACD prior to finalizing submission.
- Each application must be signed by the sponsor.

**Please consider that a team of reviewers reads and considers each grant application carefully. Priority is given to applicants that submit a draft for review. 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. If intent of the project/program is to include in-person events, how will activities be modified if in-person events are not possible due to the COVID-19 pandemic.
4. Describe the project timeline.
5. 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
6. What abilities, skills and knowledge regarding nonpoint source pollution will be developed as a result of this project?
7. 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.
8. How does this project fit into other watershed goals?
9. Who are the project leaders or instructors, and what are their qualifications?
10. Please briefly describe project partners. Include other agencies, schools, organizations, or private citizens and their role in this project.
11. Describe the potential for project continuation or expansion
12. 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 contracts?
13. 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.
14. 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.)

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

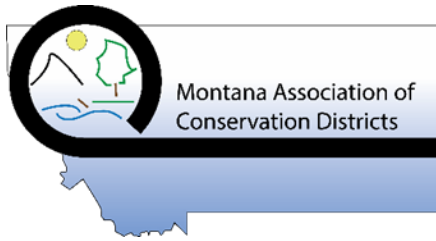
18. Please ensure that you attach the following:

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



MONTANA ASSOCIATION of CONSERVATION DISTRICTS

We're growing Montana's future.

Final Reporting **Water Quality Education and Outreach Mini-Grant Program**

[INSTRUCTIONS: Fully complete each section of the reporting template – all information in red font (including these instructions) should be deleted prior to report submission.]

This final report is intended to be a stand-alone document that describes the project from beginning to end, including the results of the project and a brief explanation of why the project was done in the first place. Please provide specifics where appropriate and make sure the ALL sections are complete before submitting. Thank you.

Section 1: Final Report

Complete the Final Report template, beginning on the next page of this guidance document.

Section 2: Invoice

Complete the template included on the final page of this guidance document. The invoice document must display itemized costs and provides documentation of the 40% non-federal in-kind or cash match.

Section 3: Products & Photos

Include products generated for or from the event (e.g., handouts, brochures, maps, a spreadsheet of analysis and results of data collected, photographs, meeting agendas and minutes, etc.). 2-5 photos of the completed project/program/event should also be included.

Section 4: Press Release or Announcement

A press release or announcement on behalf of the organization is a necessary component of this grant. The announcement can be included in your organization's newsletter, website, Facebook page, etc. This press release/announcement provides the local community information on the project and nonpoint source water quality pollution, showcases your effort, gives credit to your organization, SWCDM and DEQ, and provides a way for others to get information on how to get involved. Pictures are encouraged.

Section 1: Final Report

Project Name: _____

Sponsor Name: _____

Date of Report Submission: _____

1. **GOALS** *Describe the overall goal of the project. What cause of nonpoint source pollution or water quality issues was addressed?*
2. **ACTIVITIES** *What education and outreach activities were completed to address the water quality issue(s) identified above, and who was the audience and collaborative parties involved?*
3. **CONCLUSION** *Provide a conclusion including measurable outcomes, what knowledge, skill & abilities did project participants develop, a summary of survey results, and/or long-term impacts from the project.*

3. A. Measurable Outcomes *(in addition to your conclusion, complete the Table as it pertains to your project)*

Number of people reached:	
Number of people engaged:	
Number of surveys completed:	
Feet/miles of streambank impacted/monitored:	
Other (Describe):	
Other (Describe):	

4. **FUTURE OPPORTUNITIES** *What opportunities there are for project continuation or expansion?*
5. **RECOMMENDATIONS** *Please provide recommendations to the Mini-Grant program; for example: lessons learned, what could have been done differently, and what could be done to improve future projects.*

Section 1: Final Report

319 and nonfederal match funds applied to project. Complete the table detailing amount awards, actuals, and match. Please also describe non-federal match sources.

<i>ITEM/ TASK</i>	MINI-GRANT AWARDED	MINI-GRANT SPENT	NON-FEDERAL MATCH	IN-KIND MATCH	TOTAL
TOTAL					

Non-federal match Sources: