



2025 Nonpoint Source Pollution Reduction Application - Capacity Building/Education Outreach Projects

General Information

Project Name

Applicant Name

Is your organization registered with the Montana Secretary of State?

Explanation: Each applicant must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website: <https://sosmt.gov/business/>

Is your organization registered with the federal System for Award Management (SAM)?

Explanation: Each applicant is required to register with SAM. To register or check your organization's status, go to <https://sam.gov/content/home>. If you get an "Unsupported Browser" error, copy, and paste the link into a Google Chrome browser window.

Your organization's Unique Entity Identifier number (UEI #)

Explanation: Each applicant is required to have a current UEI number. The UEI number replaces the old DUNS number. If your organization had a DUNS number, you should have received a notification from the federal government indicating that your DUNS number has been changed to a UEI number. If you did not receive this notification, or if you never had a DUNS number, you will need to go to the federal government's System for Award Management (SAM - <https://sam.gov/content/home>) to obtain your UEI number. DEQ recommends starting this process early as it is very time-consuming, requires providing documentation-sometimes with follow-up requests for additional information, and can take up to 2 months to complete. If you need assistance, you may contact the federal help desk at 866-606-8220 Monday-Friday 8:00 a.m. through 8:00 p.m. EST.

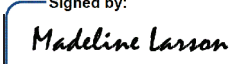
Does your organization have adequate liability insurance for the risks associated with your project?

Explanation: Each applicant must have or obtain liability insurance coverage meeting the requirements stated in the Draft Sample Contract and/or requirements negotiated based on the appropriate level of risk associated with the project.

Primary Contact Title

Address City State Zip Code

Phone Number Email

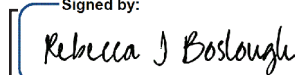
Signature 
Signed by:

Explanation: This is the person who DEQ would routinely contact to discuss project progress, billing, etc.

Signatory Title

Address City State Zip Code

Phone Number Email

Signature 
Signed by:

Explanation: This is the person who can legally sign contracts and other binding documents on behalf of the applicant (e.g., a board chair)

Note: The primary contact and the signatory must both sign the application. Signatures must be either signed electronically, or wet-signed, scanned and emailed.

Project Description

Project Type

Is this a Capacity Building Project, or is it an Education and Outreach Project?

Education and Outreach Project

Explanation: DEQ supports education and outreach efforts that focus on changes in behavior that will prevent or reduce nonpoint source pollution. Our goal is to encourage adoption of Community Based Social Marketing concepts to produce measurable, sustainable change. We also want to support activities that improve local capacity to develop and implement on-the-ground projects to prevent or reduce nonpoint source pollution. In so doing, we are making a distinction between capacity building projects, and education and outreach projects. The selection you make above will be used to determine which questions on the Scoring Sheet reviewers will use to evaluate your project.

Activity Location

List the watershed(s) where your proposed work will happen.

There are seven conservation districts (CDs) who either own or host a Rolling Rivers Trailer: Yellowstone CD, Lewis and Clark CD, Richland CD, Flathead CD, Cascade CD, Glacier CD, Gallatin CD. Trailers are used for education/outreach at schools and community events. There is a high possibility there will be additional trailers built in the coming year in other CDs, further expanding impact.

Activity Description

Describe your project goals and your proposed activities. Explain why the proposed work is an appropriate next step towards preventing or reducing nonpoint source pollution.

Rolling Rivers Trailers reach over 15,000+ people every year. Trailers contain sand molded into winding rivers lined with mini versions of machinery, animals, vegetation, and houses, with running water bringing the scene to life. People gather round and learn about the impacts of erosion, vegetation loss, and nonpoint source pollution. The visual demonstrations engage both children and adults in rural and urban communities, showing them how their actions can impact their watershed. These trailers have a huge impact across the state, but there is very little dedicated funding available to support their upkeep. MACD would like to use this funding to create a mini-grant program for these trailers. CDs could apply for funds to buy new sand, update education materials, or perform maintenance on their trailer. We have listed examples of general trailer needs in the budget document. MACD would administer two rounds of funding during the award period, \$12,500 in each round, with applications due in January of each year. This schedule would give CDs time to apply after the busy spring and summer season, and have the winter season to purchase supplies, update materials, or schedule needed maintenance. MACD currently has an award with DEQ for \$4000 to fund maintenance for three trailers, but these funds will only cover costs in 2025. After talking to CDs, it became clear that finding funding is difficult and managing the funding is challenging with limited staff capacity. This dedicated grant program will ensure all the Rolling Rivers trailers have access to funds so trailers can continue to make an impact across the state. MACD would manage the funding, taking the burden off the CDs. MACD would continue to apply for a 319 grant to fund this program while also seeking other sources of funding to ensure the program would remain sustainable. If awarded, MACD would work with an internal review committee and use DEQ approved scoring criteria to ensure funds requested are reasonable and necessary for the operation of the trailers. MACD would also be responsible for all DEQ invoicing and reporting requirements. MACD currently manages three other DEQ grants, and their Program Manager is familiar with state and federal procurement requirements and DEQ invoicing and reporting forms. Awardees will submit a final report at the end of the award period (one season). MACD would reimburse awardees and provide an invoice template for their use. Proper documentation and receipts for anything over \$500 would be required, along with a detailed explanation of how the funding was spent. MACD will also work with each awardee to establish attendance goals for the upcoming season. Awardees will then track the number of people receiving nonpoint source education at each event. Awardees will also provide basic demographic information for each event and an overview of the nonpoint source lessons used. MACD also administers the water quality education and outreach mini-grant program with awards up to \$4000, but if trailers applied for those funds, the additional competition will strain the program funds. As such, we would like to see this as a stand alone program. We have attached a document with quotes from multiple CDs on why this grant program would be beneficial.

Budget Form

Please fill out the Capacity Building and/or Education Outreach Project Budget Template (Excel file). Cells highlighted in yellow may be edited to fit the needs of your particular project. DEQ uses a template to construct nonpoint source grant contracts. The Budget Template contains tasks and typical deliverables that match up with the grant contract template. Please see the Example Contract and Scope of Work template for a more detailed look at typical task requirements and deliverables.

Capacity Building Projects

(only complete this page if you selected "Capacity Building Project" on the top of page 2; otherwise, leave this page blank)

Need and Opportunity

Describe your organization's need for increased capacity, and how the proposed project activities will help you meet those needs. Describe the local interest and opportunities for using the capacity you create to prevent or reduce nonpoint source pollution.

Measurement and Sustainability

Describe how you will measure the increase in capacity. Describe how will sustain the capacity you generate on into the future.

Timeline

Describe your anticipated project timeline

Education and Outreach Projects

(only complete this page if you selected "Education and Outreach Project" on the top of page 2; otherwise, leave this page blank)

Behavioral Change

Identify the behavior you will be working to change. What is the behavior? From a nonpoint source pollution perspective, why is the change in behavior important? What are the existing barriers to changing the behavior? How will your proposed activities address the identified barriers? How will you measure the extent of the behavioral change?

Many children and adults in Montana do not know which watershed they live in, or even what a watershed is. Those who attend a Rolling Rivers Trailer demonstration not only learn about their watershed, but also learn how their actions impact it. Arming people with knowledge can lead to great behavior change. When people learn how they are connected to the water and how it supports their daily lives, it becomes personal and instills a sense of care for a resource in their backyard.

Behavior change is important, but takes time. Without tracking over many years, it would be hard to show behavior change and impacts. There would be barriers for tracking behavior change with this grant, but we would argue the same is true of many small education and outreach efforts. When attending an event, it would be hard to ask participants to take pre and post quizzes to see if their knowledge increased. Many school teachers might not have time to administer these types of evaluations to their classrooms before they have a lesson with the trailer. Instead MACD would ask educators to gather FAQ and create a document that can be posted on the MACD website and shared with educators across the state. This document could provide quick answers to the most commonly asked nonpoint source pollution questions asked at educational lessons.

The number of people reached by these trailers is impressive. For a relatively small amount of funding, these trailers are providing quality nonpoint source pollution programs to large numbers of Montanans every year. With over 15,000+ people reached, the impact is substantial. We would be happy to talk to DEQ about more formal evaluation methods if we are awarded these funds. Recent research shows that environmental education programs focused on tangible, local issues-such as watershed improvement or pollution remediation-typically result positive direct and indirect outcomes (Ardoin et al, 2020). These include pro-conservation behavior change (indirect) and engagement in environmental improvement actions (direct). Although measurement of outcomes can be resource intensive, in the case of the Rolling Rivers Trailers focus on watershed education, it is possible to infer some positive outcomes from existing literature.

<https://www.sciencedirect.com/science/article/pii/S0006320719307116>

Timeline

Describe your anticipated timeline

If awarded, the first round of funding for the mini-grants would go live in fall of 2025. Mini-grant applications would be due in early in January 2026, and contracting would be done within 30-60 days. This would give CDs ample time to purchase supplies, update education materials or schedule needed trailer maintenance. CDs would submit a final report with tracked information in fall of 2026. A second round of funding would be available in fall of 2026 with the same timeline.

Community Engagement

DEQ is committed to carrying out nonpoint source pollution reduction projects within engaged communities. We encourage applicants to apply the principles of community engagement in development and implementation of nonpoint source pollution prevention projects. Below are a few examples of how applicants might apply these principles. DEQ will award additional points in the scoring form for projects that emphasize community engagement.

- Project planning included consultation with Tribal Nations
- Project will benefit underserved markets
- Project will occur in a community that has not previously received nonpoint source pollution reduction grant funding
- Project will address nonpoint source pollution in a community that has been disproportionately burdened by impacts from legacy pollution (e.g., SuperFund sites, legacy mine waste, etc)

Please use this section to highlight connections your project may have to underserved markets.

Project Partners and Roles

Identify the partners that will be working on the project, and their roles.

Project Administration

Each contract will have a Project Administration Task. Take the requirements (listed below) into consideration when planning logistics and budget for your project. Project administration includes bookkeeping, invoicing, interim/annual/final report preparation, office supplies, rent, communications, etc. Nonpoint source funding applied to this task must not exceed 10% of the total amount of funding requested, or \$3,000, whichever is lower. Like all other tasks, payment is by reimbursement for actual expenses incurred.

Report Format:

- *Contractor shall submit each Attachment B Billing Statement, Status Report and Final Report using the most current reporting guidance and templates provided by the DEQ project manager.*
- *Contractor shall ensure each Status Report and Final Report contains adequate documentation to justify accompanying reimbursement requests and match reporting, to the satisfaction of the DEQ project manager.*
- *Contractor shall ensure that the Final Report is a standalone document describing all contract activities and containing copies of all contract deliverables (even if the deliverables were previously submitted).*

Reporting Schedule:

- *Status Reports: Due June 15th and December 15th of each year the Contract is in effect.*
- *Draft Final Report: Contractor shall submit a complete draft Final Report for DEQ review and comment at least 15 days prior to the contract expiration date.*
- *Final Report: Contractor shall submit a Final Report, addressing DEQ comments on the draft Final Report, on or before the Contract expiration date.*
- *Attachment B Billing Statements: Contractor shall submit an Attachment B Billing Statement with each Status Report, or Final Report submitted to DEQ while the Contract is in effect. To maintain cash flow, Contractor may submit interim Attachment B Billing Statements as frequently as monthly during the term of the Contract. However, each interim Attachment B Billing Statement must be accompanied by an Interim Report.*

Additional Information

Use the space below to include anything additional for the review panel to consider. Attach additional items and information that could help reviewers better understand your project. Please be conscious of reviewers' time, as they may not have time to read lengthy studies and reports. Please do not attach copies of TMDL documents or watershed restoration plans.

BUDGET

2025 Nonpoint Source Pollution Reduction Application - Capacity Building Education & Outreach Budget Template

Project Title:		Rollins Rivers Trailer Mini-Grant Program						
Instructions	Tasks and Potential Deliverables	Nonpoint Source Request*	Non-Federal Match**	Other Funding***	Match Source	Match Secured? (Y/N)	Total Project Cost	Additional Information****
This task may include the initial stages of, for example, developing the Plan, demonstration project, outreach program, educational materials or planning project tours. Please include anticipated deliverables and a detailed budget.	Project and Program Development							
	Develop application and scoring criteria	\$ 637.50					\$ 637.50	MACD Program Manager-15 hours @ \$42.50/hr
	Develop webpage and outreach, webpage maintenance	\$ 359.60					\$ 359.60	MACD Communications Coordinator 10 hours @ \$35.96/hr
	Setting up grant in MACD systems	\$ 326.90					\$ 326.90	MACD Operations Manager 10 hours at \$32.69
							\$ -	
							\$ -	
							\$ -	
							\$ -	
	Total	\$ 1,324.00	\$ -	\$ -			\$ 1,324.00	
This task would include, for example, the time getting stakeholder involvement and writing the Plan, leading the project tours or outreach program, and coordinating volunteers. Please include anticipated deliverables and a detailed budget.	Implementation							
	Outreach to CDs, application Q&As	\$ 425.00					\$ 425.00	MACD Program Manager-10 hours @ \$42.50/hr
	Processing applications and contracting	\$ 850.00					\$ 850.00	MACD Program Manager-20 hours @ \$42.50/hr
								Match will come from mileage from travel to events. Based on average of \$3500 in travel per season at .70 per mile, x 6 trailers per award round, average of 5000 miles per season. Potential to overmatch with volunteer time from the educators as well. Two rounds of funds, \$12,500 each round. Example of costs include refreshing sand at \$1000 per year per trailer, new trailer tires at \$1000 on average, welding, refreshing paint and/or logos, updating plumbing, hardware and other equipment \$500-\$1000 depending on issue, hitch locks, new canvas covers-average \$500, updating educational lesson plans and printing.
	Funds for mini-grants	\$ 25,000.00	\$ 20,000.00		Awardees	Will be contracted as awarded	\$ 45,000.00	
							\$ -	
							\$ -	
							\$ -	
	Total	\$ 26,275.00	\$ 20,000.00	\$ -			\$ 46,275.00	
This task includes costs for evaluating the success of your project or program. This may include surveys, community readiness factors, landowner buy in for projects, completion of a Plan, etc. Please include anticipated deliverables and a detailed budget.	Effectiveness Monitoring							
	Reviewing final reports and tracking numbers	\$ 425.00					\$ 425.00	MACD Program Manager-10 hours @ \$42.50/hr
							\$ -	
							\$ -	
							\$ -	
		Total	\$ 425.00	\$ -	\$ -			\$ 425.00
Funding applied to Project Administration must not exceed 10% of the total amount of nonpoint funding requested, or \$3,000, whichever is lower. Project includes normal business expenses and reporting requirements.	Administration							
	Mid/Annual/Interim Reports and Billing Statements	\$ 892.50					\$ 892.50	MACD Program Manager-21 hours @ \$42.50/hr
	Draft/Final Report and Billing Statements	\$ 425.00					\$ 425.00	MACD Program Manager-10 hours @ \$42.50/hr
	Communication with DEQ (PM-quarterly and as needed 20 hrs life of award)	\$ 637.50					\$ 637.50	MACD Program Manager-15 hours @ \$42.50/hr
							\$ -	
							\$ -	
							\$ -	
		Total	\$ 1,955.00	\$ -	\$ -			\$ 1,955.00
		Nonpoint Funding Request*	Non-Federal Match**	Other Funding***			Total Project Cost	
Grand Totals		\$ 29,979.00	\$ 20,000.00	\$ -			\$ 49,979.00	

*Funding Request - Must not exceed \$30,000

**Non-Federal Match - Can include in-kind materials.

***Other Funding -Use this space for funding that will be used to support creation of task deliverables, but will not be reported as match.

****Additional Information - Use to justify cost if needed. (Hourly rates, rental costs, etc.)

LETTERS OF SUPPORT

Quotes of Support from Conservation Districts

"The Rolling Rivers Watershed Trailer provides a valuable educational opportunity to the communities of western Montana. For over twenty years, Flathead Conservation District has used the watershed trailer to reach thousands of people across a diversity of age groups through an impactful and memorable learning experience. Ongoing maintenance is critical to ensure the watershed trailers continue to be an effective tool for education and outreach."

-Flathead Conservation District

"Having educated over 4000 people with just one trailer in the 2024 season, and with the trailers aging to the point where they're going to need extra maintenance, we believe that this would be a beneficial program to continue educating people about streams in the State of Montana."

-Lewis and Clark Conservation District

"Not having to reapply for big maintenance grants every couple of years would be nice. Also having the grant at MACD seems like a good place, as in the past one district had to apply, manage and report on the grant but fund multiple trailers for a very small amount of compensation. Many of the districts who have trailers are very busy with other district projects and business so sometimes finding a district willing to do the big grant work is difficult."

-Richland County Conservation District