



2025 On-the-Ground Project Application Form

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.

Primary Contact Title

Address City State Zip Code

Phone Number Email

Signed by:
Signature
2D7AED0BA327442...

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

Signed by:
Signature
3C3D8BC07BD446A...

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, signatory and landowner must sign the application. Signatures must be either signed electronically, or wet-signed, scanned and sent electronically.

Landowner Name

Landowner Signature

Landowner Name

Landowner Signature

Landowner Name

Landowner Signature

Explanation: Landowner signatures are required. Signing the application does not obligate the landowner to implement a project. Instead, it is an indication that the landowner has read the application and agrees, in principle, with the project concept and goals.

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

TDV5K69XURE7

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?

Y

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.

Describe the technical and administrative skills your organization will use to effectively and efficiently complete your proposed project(s).

MACD employs staff with formal education and experience in natural resources, grant management, and administration. MACD also manages a federal cooperative agreement, and multiple 319 state grants, along with foundation grants. MACD grants and programs are geared towards capacity building and on-the-ground project implementation. MACD also uses Bill.com so payments can be made quickly and funds can be tracked accurately. MACD's Operations Specialist will work with the Grants Manager to track all grant funds and ensure spending in a timely manner.

Budget Form

Please fill out the On-the-Ground 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.

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.

Splitting Examples (fill out multiple Project Forms)

- Stream restoration work occurring on two separate streams..
- Two projects with significantly different sets of project partners.
- Two projects that address substantially different pollution sources (e.g., one project move a corral off of a streambank, and another removes mine tailings, with both projects being on the same property).

Lumping Examples

- Contiguous stream restoration work spanning multiple land parcels.
- Three 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)

Project Form

A separate Project Form (including providing separate attachments) must be submitted for each project included in your application

Project Name:

Water Quality Education and Outreach Mini-Grant Program

Required Attachments

- ☐ Letter of support from the author of the DEQ-accepted Watershed Restoration Plan or EPA-approved Tribal Nonpoint Source Management Plan.
- ☐ Letter of support from EACH landowner associated with the proposed project area.
- ☒ Budget Table (see attached Microsoft Excel Template).
- ☒ Project Form
- ☐ **Detailed Project site map(s)** Attach a map or set of maps showing the location and size of proposed activity. The map scale must be between 1:1,000 and 1:12,500. The map(s) must have an aerial photo background (e.g., USDA NAIP photography, Google Earth imagery, etc.). The map(s) must show the latitude, longitude, site name, and landowner for the activity site. The map(s) should also identify waterbodies affected by the pollution that the activity is designed to address.

Optional Attachments

Attach additional items and information that could help reviewers better understand your project. Information could describe public health risks, opportunities to leverage other funding sources, etc. However, application reviewers may have limited time available, and excessively long, optional attachments might not get reviewed. Do not attach copies of TMDL documents, TMDL implementation evaluations, Watershed Restoration Plans, Tribal Nonpoint Source Plans, or large comprehensive studies. The following attachments may be included.

- ☐ Project Design Plans/Drawings
- ☐ Preliminary Engineering Reports / Site Evaluations
- ☐ Landowner Agreements / Construction Permits / Floodplain Permits
- ☐ Site photos
- ☐ Additional Letters of Support

☐ Other:

☐ Other:

☐ Other:

Project Area

Use the tools below to provide as detailed a description of the project area as possible.

List the counties in which the project will be located.

List the 12-digit Hydrologic Unit Codes (HUCs), sometimes referred to as Sixth Code HUCs, in which the project will take place. If you need assistance in determining the HUCs, please contact DEQ.

Project Location Map

In addition to providing your own project site map, please go to the following website and follow the instructions to add your project location to the map.

<https://gis.mtdeq.us/portal/apps/storymaps/stories/42f4a668285c4ef6aa94b1623f10df57>

Connection to a Previous or Ongoing Project

Is this project tied to a previous or ongoing project? If so, please describe the connection.

MACD currently administers the Water Quality Education and Outreach Mini-Grant program with a 319 grant through DEQ. This application is requesting additional funding to continue the program.

Project Purpose

Select the watershed restoration plan or tribal nonpoint source plan that your project will help implement (please type in if missing from list).

NA

NA

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

This mini-grant program is focused on addressing water quality issues facing individual communities. Projects engage Montanans in addressing nonpoint source pollution through enhancing awareness, improving knowledge, and developing skills that lead to improved land and water management. The program provides a funding opportunity for conservation districts, watershed groups, and other non-profits to propose locally-led programs tailored to meet the needs of communities. MACD pulls in subject matter experts to serve on the application review committee to ensure projects are meeting a need for the community and the watershed. Each awardee tracks the number of people reached and participates in a follow up impact survey. To be eligible, projects will need to be in an area with a DEQ accepted Watershed Restoration Plan.

IMPAIRMENT LISTINGS: Unless addressing healthy watersheds (see below), all projects must address probable causes of impairment on a waterbody identified in the 2020 List of Impaired Waters.

Waterbody name from the 2020 List of Impaired Waters

Probable causes of impairment to be addressed

Waterbody name from the 2020 List of Impaired Waters

Probable causes of impairment to be addressed

HEALTHY WATERSHEDS: While the majority of the project funding is dedicated to addressing known impairments, a limited amount of funding can be used to protect non-impaired waters (healthy waters) from becoming impaired.

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

Project Partners

Identify each of the project partners and describe their contribution to the project. Include landowners, land managers, project designers, funders, and your own organization. Indicate whether each partner, other than your organization, has provided a letter of support. *(Note: each landowner must provide a letter of support.)*

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

Project Partner	Contributions to Project	Letter of Support Attached?
DEQ	MACD works closely with DEQ to ensure the grant program is effective and meets program requirements	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Project Coordination and Planning Task

This task would include completion of all applicable planning tasks from the list below, as well as coordination and oversight of the efforts of all project partners.

Identify the status of the following project planning tasks, where applicable.

	Completed?	Copy Attached?	To Be Completed Pre-Contract (Oct 2025)?	To Be Completed as Contract Deliverable?
*Draft Project Designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Final Project Designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultation With Potential Regulators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Necessary Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural Resources Inventory (<i>may be relevant</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***See Call for Applications Section 5.1 for minimum design standards.*

Describe any additional project planning that will have been completed prior to execution of a contract (October 2025).

No additional project planning to complete before the execution of the contract.

Describe any additional project planning and coordination that will need to be completed after the execution of a contract (October 2025).

With additional funding, MACD would be able to continue to administer the mini-grant program. MACD will use current program templates and work with DEQ to update documents to ensure they meet all program requirements. We will update the call for applications and advertise the call through various newsletters, email lists, social media platforms and websites. We will also work with DEQ to update scoring criteria, the awardee contract, and the final report form. We will work with DEQ to identify review committee participants.

Landowner Agreement Task

DEQ includes the following language in every nonpoint source contract involving on-the-ground activities:

Contractor shall submit signed landowner agreement(s) verifying that Contractor and DEQ staff may access the project site, at reasonable times and with prior notification, for the purposes of project planning, implementation, and post-implementation monitoring. The agreement(s) must ensure appropriate operation and maintenance of all structures, vegetation, and management measures for the life of the project (typically 10 years). If grazing will be allowed within the project area, the agreement(s) must include a sustainable management plan for livestock grazing, designed to protect and enhance riparian function. If a signed landowner agreement does not meet the above-stated minimum requirements, Contractor shall negotiate an amended agreement with the landowner that ensures appropriate operation and maintenance of all structures, vegetation, management measures, and includes a sustainable management plan for any livestock grazing for the life of the project (typically 10 years).

Identify the status of the following landowner agreement tasks, where applicable.

	Completed?	Copy Attached?	To Be Completed Pre-Contract (Oct 2025)?	To Be Completed as Contract Deliverable?
Draft Landowner Agreement(s)NA.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Landowner Agreement(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grazing Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Effectiveness Monitoring Task

If you will be conducting any on-the-ground implementation work, you will be required to complete the monitoring activities described in the task language below, as applicable. Describe below how you plan to determine the effectiveness of your project. Project effectiveness success criteria should be time-bound and assess each project objective quantitatively. Success criteria should clearly define adaptive management thresholds. Examples may include: a minimum 25% decrease in sediment/nitrogen/phosphorus load within 2 years; a 70% survival rate of containerized plantings after one year.

If you are applying for nonpoint source grant funding for project design only, and not for project implementation, you may either skip this task, or describe below which parts of this task you intend to complete:

Specific monitoring goals will be dependent on the individual grant applications. Awardees will be asked to answer the following questions on their final report form:

- What education and outreach activities were completed to address the water quality issue(s) identified, and who were the audiences and collaborative parties involved?
- Provide a conclusion including measurable outcomes, what knowledge, skill & abilities did project participants develop, a summary of evaluation results and/or long-term impacts from the project. (They will also provide a table of information on number of people reached, those who were newly engaged by the project, and any specific evaluation information they collect.

MACD will also be doing post award evaluations, six months after projects close, with each awardee to understand more about the impact the project had. We will be highlighting projects and lessons learned on the MACD website. We will work with DEQ to ensure evaluation forms are effective and collect the right information.

Example Task Language

Contractor shall, in consultation with the DEQ Project Manager, develop a reasonable method or set of methods for evaluating and reporting on the effectiveness of the project in addressing water quality issues. Contractor shall complete a monitoring plan to guide monitoring activities. Contractor shall complete the following monitoring activities:

- *Estimate the sediment load reductions (tons/year) achieved through implementation of the proposed restoration activities and management practices.*
- *Estimate the nitrogen load reductions (pounds/year) achieved through implementation of the proposed restoration activities and management practices.*
- *Estimate the phosphorus load reductions (pounds/year) achieved through implementation of the proposed restoration activities and management practices.*
- *For projects designed to address pollution from pollutants other than nitrogen, phosphorus and sediment, evaluate and report on the effectiveness of the project in addressing water quality issues.*
- *Contractor shall collect data, as directed by the DEQ Project Manager, to be used in estimating sediment, nitrogen, and phosphorus load reductions achieved through implementation of restoration activities and management practices designed to address these pollutants.*
- *Use the following measures to evaluate the sustainability of restoration activities and management practices:*
 - *[Vegetation mortality rate.]*
 - *Pre- and post-construction photo point monitoring consistent with the "Oregon Watershed Enhancement Board Guide to Photo Monitoring" methodologies, or a similar published photo point monitoring method accepted by DEQ. The U.S. Forest Service provides additional photo point monitoring guidance in the "United States Forest Service Photo Point Monitoring Handbook".*
 - *[Riparian survey.]*
 - *[Other.]*

Please describe any additional monitoring you intend to do as part of the project.

Project Implementation Task

Provide a detailed description of the solution you are proposing to implement to address a nonpoint source pollution problem. Describe the practices you intend to design and/or implement to solve the problem (what, where, when, how much or how many). Describe the anticipated maintenance needs (what, where, who, how long). Refer to the minimum design standards in the Call for Applications. **Please fill out this section to the best of your ability, even if you are only seeking funding for project design.**

MACD has managed the mini-grant program since 2010, and the program is valued as an important resource for conservation districts, watershed groups, and other organizations who want to implement effective programs and pilot innovative approaches to address nonpoint source pollution issues. The program funds education and outreach projects that focus on varying root causes of nonpoint source pollution, including stormwater runoff, agricultural soil erosion, riparian de-vegetation, recreational practices, and more. All applications are ranked against a set of criteria that include the appropriateness of the proposal in addressing relevant nonpoint source pollution issues as well as how their proposed program includes opportunities for continuation or expansion after the mini-grant funding has expired. To be eligible, projects need to be in an area with a DEQ accepted Watershed Restoration Plan. In 2024, MACD awarded almost \$30,000 to eight organizations and on average awards five-eight projects per award round. In 2022, eight awarded projects reached over 2500 people.

Some examples of past projects include:

- Gallatin Watershed Council educating low-income residents on nonpoint source pollution by developing and distributing watershed steward kits and building demonstration rain gardens.
- Cascade Conservation District putting on a rain barrel building workshop to teach the community about nonpoint source pollution issues
- Lolo Watershed Group putting on a Sediment and Water Education day for 5th-8th graders

MACD was awarded \$64,000 for the mini-grant program in FY 2022. This funding was for two rounds of grants, but MACD was able to use leftover funds from the previous FY 2021 mini-grant award to offer a third round of funding in 2025. As such MACD has not applied for funding since FY22. With this funding, MACD could continue to administer the program for an additional two rounds, one in spring 2026 and one in spring 2027. MACD would also like to raise the mini-grant award cap from \$4000 to \$8,000 to track with inflation and higher costs for materials.

If funded, MACD would have the first application deadline in April 2026 with a one year award period. MACD will pull together a review committee made up of partner agencies, the DEQ contract manager, and subject matter experts from other agencies and watershed groups. Priority will be given to innovative projects and efforts that include opportunities for continuation and expansion. MACD will work with DEQ on updating scoring criteria as needed.

The Grant Manager will do one-on-one meetings with all awardees to ensure they understand their grant and non-federal 40% match requirements and all contracting will be done within 30 days of award notification. After a one year award period, all awardees will submit a final report and invoice, along with photos and any printed material created for the project. MACD will provide the final reporting and invoicing template to ensure consistency and accuracy. MACD would then offer the second round of funding in spring of 2027, working with DEQ to update materials as needed. MACD will also do the post-project monitoring highlighted above to explore the impact of each project.

MACD will work with our DEQ Contract Officer to choose 2-3 projects to highlight on the mini-grant web-page each year. Highlighting projects will help future applicants learn about types of projects that have been funded and they can benefit from any lessons learned by other grantees. Project highlights will also help show the positive impact the program has on Montana communities. The MACD Grant Manager and Communications Specialist will make sure the website is updated in a timely manner.

Education, Outreach and Training Task

To get good projects on the ground, trained staff and board members and educated, enthusiastic landowners are required. To promote the development of future projects, DEQ encourages project sponsors to use up to \$5,000 of funding to support training and conduct education and outreach. Example training topics might include: project management, public procurement, technical writing, GIS, water quality monitoring, web design, public speaking, human resource management, photo journalism, UAV (drone) piloting, financial management, and restoration techniques. Education and outreach activities might include targeted landowner outreach, conducting project site tours for local landowners, tabling at community events, holding a watershed festival, providing stipends and travel reimbursements for speakers and participants to attend a nonpoint source pollution prevention workshop, or generating articles for social media. The primary requirement for training and outreach is clearly explaining how the activity generate behavior change to address nonpoint source pollution. Funding may not be used to pay for food and beverages, or for honorariums and gifts.

Describe the education and outreach activities you will complete to promote behaviors or facilitate future efforts to reduce nonpoint source pollution.

Identify the specific target audience and method of delivery.

Describe how the proposed training and/or outreach will increase local capacity and interest for addressing/promoting behavior change to reduce nonpoint source pollution.

Identify the goals of the education and outreach and describe how you will evaluate the effectiveness of the proposed activities.

Project Administration Task

Please use the task description below as a guide when calculating your budget for project administration. DEQ typically includes these requirements in every nonpoint source grant contract, with only minor variation. Funding applied to Project Administration must not exceed 10% of the total amount of funding requested, or \$12,000, whichever is lower.

Example Task Language

Contractor shall oversee and be accountable for the completion of all tasks. Contractor shall maintain regular contact with the DEQ project manager. Contractor shall prepare and submit Status Reports, Final Reports and Attachment B Billing Statements according to the format and schedule described below.

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, and each time an Attachment B Billing Statement is submitted.*
- *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.*

Project Timeline

	4Q 2025	1Q 2026	2Q 2026	3Q 2026	4Q 2026	1Q 2027	2Q 2027	3Q 2027	4Q 2027	1Q 2028	2Q 2028	3Q 2028
Project Coordination and Planning Task												
Landowner Agreement Task												
Project Effectiveness Monitoring Task												
Project Implementation Task												
Education, Outreach and Training Task												
Project Administration Task												

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.

BUDGET

2025 Nonpoint Source Pollution Reduction Application - On-the-Ground Project Budget Template

Project Title:	Water Quality Outreach and Education Mini-Grants-Two Rounds							
Instructions	Tasks and Potential Deliverables	319 Funding Request*	Non-Federal Match**	Other Funding***	Match Source	Match Secured? (Y/N)	Total Project Cost	Additional Information****
This task includes completion of all planning tasks and coordination and oversight of the efforts of all project partners. Provide a detailed budget and add a row if needed.	Project Planning							
	Preliminary site investigation data and site maps						\$ -	
	Required Permits						\$ -	
	Draft Project Designs						\$ -	
	Final Project Designs						\$ -	
							\$ -	
	Total	\$ -	\$ -	\$ -			\$ -	
This task includes costs for developing and managing landowner agreements and developing grazing management plans as applicable. Provide a detailed budget and add a row if needed.	Landowner Agreements							
	Draft Landowner Agreement						\$ -	
	Final Landowner Agreement						\$ -	
	Grazing Management Plan						\$ -	
	Contracting and review committee	\$ 1,742					\$ 1,742	Program Manager time for contracting and coordinating with review committee-Round 1=20hrs @ \$42.50=\$850, Round 2=20hrs @ \$44.62 (5% salary increase in year two)=\$892.4-All rates include MACD fringe*
	Total	\$ 1,742	\$ -	\$ -			\$ 1,742	
This task includes costs for developing and implementing a monitoring plan to evaluate effectiveness to reduce nonpoint source pollution. See example contract template or application instructions for required monitoring activities. Provide a detailed budget and add a row if needed.	Effectiveness Monitoring							
	Draft Monitoring Plan	\$ 425					\$ 425	Program Manager will work with DEQ on assessing current Monitoring Plan and adjust as needed: Year 1-10hrs @ \$42.50 per hour
	Final Monitoring Plan	\$ 213					\$ 213	Program Manager Year 1: 5hrs @ \$42.50 per hour
								Program Manager-Year 1:30hrs @ \$42.5=\$1275, Year 2-30hrs @ \$44.62 (5% salary increase in year two)=\$1338.60 includes final reports and follow up evals
	Written Summary of all Monitoring Activities	\$ 2,614					\$ 2,614	
	Total	\$ 3,251.10	\$ -	\$ -			\$ 3,251.10	
This task includes all costs for implementation of the plans developed in the Project Planning task. If you are requesting funding for design only, leave this task blank. Provide a detailed budget and add a row if needed.	Project Implementation							
	Materials						\$ -	
	Labor						\$ -	
	Equipment costs						\$ -	
	Construction oversight						\$ -	
	As-built surveys						\$ -	
	Photo documentation						\$ -	
	Landowner recommendation letter						\$ -	
	Mini-grant Funding	\$ 96,000	\$ 64,000		Awardees	Yes as part of each contract	\$ 160,000	Target would be 6 projects per round up to \$8,000 per project and two rounds-\$96000
	Total	\$ 96,000.00	\$ 64,000.00	\$ -			\$ 160,000.00	
This task includes costs to develop and improve organizational capacity and to incorporate education and outreach into on-the-ground projects. Provide a detailed budget and add a row if needed.	Education and Outreach							
	Volunteer Coordination						\$ -	
	Event/Tour Planning	\$ 1,200			MACD	Yes	\$ 1,200	MACD cost for tableing at 2-3 events each year to promote program-Average cost of \$200 per event
	Outreach/Publication materials	\$ 1,000			MACD	Yes	\$ 1,000	\$1000 for printing costs for outreach materials on program for two years
	Webinars on grant topics						\$ -	
	Comms support and website maintenance	\$ 1,106					\$ 1,106	MACD Comms Coordinator-Year 1-15 hours @ \$35.95=\$539.25; Year 2-15 hours @ \$37.75=\$566.25-website maintenance, design outreach materials, digital outreach
	Total	\$ 1,106	\$ 2,200	\$ -			\$ 3,306	
319 Funding applied to Project Administration must not exceed 10% of the total amount of 319 funding requested, or \$12,000, whichever is lower. Project includes normal business expenses and reporting requirements.	Administration							
	Mid/Annual/Interim Reports and Billing Statements	\$ 4,225					\$ 4,225	Program Manager Year 1-2 reports/invoices, 2 quarterly invoices=20hrs @ \$42.5=\$850; Year 2-2 reports/invoice, 2 quarterly invoices=20hrs @ \$44.62= \$892.4 (includes 5% salary increase in year 2); Year 3-2 reports/invoices, 2 quarterly invoices=20hrs @ \$46.85=\$937 (includes 5% salary increase in year 3) MACD
	Draft/Final Report and Billing Statements	\$ 469					\$ 469	Operations Manager-15 hours of general invoicing support Year 1= 15hrs @ \$32.69=\$490.35; Year 2-15hrs @ \$34.32=\$514.80; Year 3-15hrs @ \$36.04=\$540.60
	Communication with DEQ	\$ 2,679					\$ 2,679	Program Manager 10hrs @ \$46.85 (2027 pay rate)
								Program Manager 20 Year 1 @ \$42.50=\$850 20hrs Year 2 @ \$44.62=\$892.40; Year 3 20hrs @ \$46.85=\$937
	General MACD office and supply costs		\$6,000		MACD		\$ 6,000	Office space, internet, printing, supplies, Office Suite, ZOOM, Bill.com x 3 years at average of \$2000 per year, three years of grant administration
	Executive Director		\$ 2,569				\$ 2,569	General oversight for 3 years- Year 1 15 hrs @ \$61.50=\$922.50; Year 2 15hrs @ \$64.57=\$968.55; Year 3 10hrs @ \$67.80=\$678
	Total	\$ 7,373	\$ 8,569	\$ -			\$ 15,942	
	Grand Totals	\$ 109,472	\$ 74,769	\$ -			\$ 184,241	

*319 Request - Must not exceed \$300,000

**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.)