



# 2026 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  Digitally signed by Tracy R Wendt  
Date: 2026.02.19 15:01:35 -07'00'

**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  Digitally signed by Tracy R Wendt  
Date: 2026.02.19 15:01:55 -07'00'

**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 Form

## Project Type

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

Capacity Building 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.

## Required Attachments in Addition to This Form

- Letter of support or from each organization critical to the project *(if applicable)*
- Letter of support from each landowner associated with any on-the-ground component of the project *(if applicable)*
- Budget Table (see Microsoft Excel Template)

## Activity Location

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

Sun River Watershed, HUC 12-10030104

## Activity Description

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

SRWG's goals and activities described in this proposal include:

- 1 - Grow water quality public outreach and education; Re-engage the Water Quality Working Group with annual meetings starting 2026; Stakeholder outreach. SRWG has good connections in Great Falls, but would especially like to get to know the smaller communities, schools, & Little Shell tribe to find out how they are impacted by water quality issues and how SRWG can work with them to support that need. SRWG has a good volunteer water quality monitoring program and our rain barrel program, but we need to find new ways to engage and serve our local communities to reduce NPS.
- 2 - Update WRP. Since rewriting the WRP, SRWG has found some of the milestones and projects identified are not realistic. We are working with a consultant to identify and prioritize projects and would like to incorporate the results of that effort into our WRP. If projects or programs are identified in task 1, they will be added to the WRP. This is mainly the Milestones and projects section.
- 3 - Improve organizational stability by preparing for transition and formalizing processes. Activities: Create an operations manual to describe all SRWG office processes, incorporate staff job descriptions, & any other information essential to running SRWG. SRWG has many programs and internal processes that are known only to current staff. If there are changes in staff, having internal operations described in a central document will prevent lapses in services, including NPS.

## 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.

SRWG has had a strong water quality monitoring program for over 30 years. Since 2018, SRWG has dramatically increased our community outreach and education work to complement the monitoring program. SRWG now hosts workshops and volunteer events and is seeing tremendous community engagement. Our biggest obstacle to impacting NPS now is not having the capacity to follow through on project or partnership leads or to update our existing tools. In 2026 and 2027, four of our large grants for focused projects and programs will come to a close, freeing up SRWG staff to refocus on the aforementioned tasks – we just need the funding to do so. This grant will not only directly fund this work, but can be leveraged as match when we apply for additional funds, when eligible.

This funding would help SRWG seek out new partners, such as the Little Shell Tribe, local schools, and smaller communities; and reconnect disengaged partnerships, like the Water Quality Working Group. It would support expanding successful programs to under-served communities and groups, as well as identify new NPS concerns, projects, or educational opportunities through outreach. Importantly, updating the WRP and creating an operations manual will provide the framework to guide SRWG's work into the future and enable us to affect NPS and assure work continues uninterrupted if our staff or board encounter changes.

With the work described above will come a need to sustain this outreach, these programs, and manage new projects. SRWG's fundraising plan for the next three years includes expanding funding sources across state, federal, and private sources to stabilize our income and not rely too much on one source. It also includes raising funds to add an additional employee (Outreach Coordinator) at least part time. This DEQ funding would be an important first step in growing our organization towards this goal, which would enable us to have a greater impact on our resources.

### Measurement and Sustainability

Describe how you will measure an increase in capacity and how you would sustain this in to the future

The ultimate measure of an increase in capacity will be for SRWG to identify so many projects, outreach opportunities, and partnerships to maintain that we need to hire a third employee in order to keep up with demand. Our goal is to eventually add an outreach coordinator.

Each year of this grant, SRWG will review and update our workplan. While we don't have a set goal of increase for number of stakeholders, projects, etc., by updating this document we will have a written representation of our workload, which will increase as stakeholders, projects, and outreach opportunities increase.

Another measure of success for the work in this proposal is that SRWG will become eligible for additional funding. More stakeholders translates into more donations, more projects should mean more grants, and so on. As we make more work for ourselves through this grant, we also create justification for raising funds to meet these additional needs, which will fund capacity.

### Timeline

Describe your anticipated project timeline

This project will begin as soon as awarded. Outreach task will take a little time each year for three years or until expended. WRP task will occur in late 2027, after the consultants have finished our watershed planning and prioritization document. Transition planning and organizational document will begin in early 2027 until complete/expended.

## 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 change you are targeting and the target audience. From a nonpoint source pollution perspective, why is the change in behavior important and what impact would it have?

### Barriers

What are the existing barriers to changing the behavior? How will your proposed activities address the identified barriers and lead to behavior change?

### Evaluation

How will you measure the extent of the behavioral change achieved because of your project?

### Timeline

Describe your anticipated timeline

## Project Partners and Roles

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

Outreach: SRWG will continue working with our local conservation and irrigation districts, FWP, BLM, DEQ, MSUEWQ, and other members of the water quality committee and watershed communities. Part of our goal is to expand this network, so we hope to add more stakeholders.

WRP update: this will mostly be staff and SRWG board of directors, as we are not seeking to change the substance of the document. We may reach out to partners to reassess the applicability of some of the milestones and projects, such as DEQ, BLM, and FWP, or to other stakeholders to assess project feasibility and prioritization.

Organizational transition/documentation: this is a staff and board exercise. We will likely reach out to other watershed groups and the conservation districts in our area that have done succession planning to get tips or examples we can draw on.

SRWG is a member of the Great Falls Chamber of Commerce and Nonprofit Alliance and we plan to lean on these resources as well for examples of similar work or potential partnership (for outreach).

## Co-Benefit Considerations

DEQ is committed to carrying out nonpoint source pollution reduction projects within engaged communities where the impact stretches beyond improving water quality. DEQ will award additional points in the scoring form where co-benefits extend beyond the project. Below are a few examples of how projects might exemplify co-benefits.

- Project will reduce economic hardship such as from livestock mortalities, cost and energy needs to treat municipal drinking and wastewater treatment, or loss of income from recreation
- Project will benefit underserved markets
- Project will improve or create equitable access to a clean and healthy environment
- Project planning included consultation with Tribal Nations
- Project will improve flood and drought resilience of the landscape
- Project impacts will benefit a downstream community and other natural systems (e.g., drinking water sources, human health, wildlife habitat, etc)

Please use this section to highlight co-benefits your project may have.

- As SRWG expands our partnerships through outreach, we can help educate the membership or leadership of other organizations in our community about water conservation and NPS, which will hopefully engage more people in responsible practices.
- SRWG's work implementing the WRP has downstream effects. As more projects are implemented, eventually we hope measurable sediment is prevented from entering the Sun, thus the Missouri.
- SRWG's community outreach engages and educates partners who then volunteer or contribute funds to SRWG, which helps sustain our organization so we can do even more good. Some contributions end up as match for grants, helping us leverage funds. One example: due to outreach with NorthWestern Energy, NWE donated funds to replace our turbidity meter because they see our work as a benefit to their operations. The funds they donated were used as match for one of our grants, expanding our capacity and helping us leverage funds to do more good work in the watershed.
- As SRWG builds relationships with new partners and identifies new needs, we are likely to be eligible for additional grants to help us continue to grow and serve. There are grant opportunities for organizations that work with school-kids and tribes for example. If we connect with and serve those demographics, we may be eligible for more funds, which will enable us to make a larger impact.

## 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 on each project 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. Please no more than 20 pages.

Through grants like this one, SRWG has recently built capacity to add a full-time employee, a Big Sky Watershed Corps member, and moved into an office. These accomplishments have made SRWG better able to deliver our mission to "protect and restore the resources of the Sun River watershed and its communities."

SRWG has a three-year work plan (attached) that is updated annually to guide staff's work. The tasks in this proposal arose directly from that work plan, which is largely based on our WRP. This is one reason updating the WRP is proposed in this application. Because we are strategic in our planning, we have new partners every year, new projects, new outreach opportunities, and are building a reputation as a productive partner and community member. As our current grants expire in 2026 and another in 2027, funds from this grant will be essential to supporting our work in the next three years, and may help SRWG acquire additional funds as we use these grant funds as required "match". The workplan included with this proposal is for 2026-2028. We anticipate 2029 will be similar to 2028. In 2026 and 2027 we will be adding additional projects as funds are acquired and the workplan will be ever-evolving to reflect this.

There wasn't much room in the "tasks and goals" field. I would like to add that the operations manual will include sections for organizing key events, like the rain barrel workshop and weed whacker rodeo. These will help with transitions to new staff, but can also be shared externally to benefit other organizations doing similar work.

SRWG anticipates applying for additional grants that will bring match up (see budget doc).

Please visit [www.sunriverwatershed.org](http://www.sunriverwatershed.org). The "Events," "Resources," and "Our Work" tabs describe our current project and events, and the studies and plans that guide that work.

SRWG has wisely and responsibly used this grant in the past and looks forward to doing the work described in this proposal.

# BUDGET

2026 Nonpoint Source Pollution Reduction Application - Capacity Building Education & Outreach Budget Template

Project Title:	Building Capacity for the San River Watershed Group							
Instructions	Tasks and Potential Deliverables	Funding 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.	<b>Project and Program Development</b>							
	Review existing WRP	\$ 800.00	\$ 278.32	\$ -			\$ 1,078.32	staff time
	Develop project approach strategy based on updated WRP	\$ 800.00	\$ 556.64	\$ -			\$ 1,356.64	staff time
	Planning operations manual (outline, goals)	\$ 500.00	\$ -	\$ -			\$ 500.00	staff time
	Plan annual outreach efforts, events	\$ 2,000.00	\$ -	\$ -			\$ 2,000.00	staff time
							\$ -	
							\$ -	
							\$ -	
							\$ -	
	<b>Total</b>	\$ 4,100.00	\$ 834.96	\$ -			\$ 4,934.96	
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.	<b>Implementation</b>							
	Update WRP	\$ 3,200.00	\$ -	\$ -			\$ 3,200.00	staff time
	Pursue projects and events identified in WRP steps above	\$ 3,200.00	\$ -	\$ -			\$ 3,200.00	Staff time and mileage. If we can secure non-federal outreach funds, this effort will be increased and more match will be reported. At this point, other sources we'll apply to for match do not have open grant cycles yet.
	Write operations manual	\$ 4,700.00	\$ -	\$ -			\$ 4,700.00	staff time
	Meet with stakeholders	\$ 8,500.00	\$ 1,391.60	\$ -			\$ 9,891.60	Staff time and mileage. SRWG will apply to other sources for outreach funds that would help expand this task and provide additional match. Those grants have not been announced yet.
	Execute stakeholder/outreach events (annually)	\$ 2,100.00	\$ 834.96	\$ 11,950.00	misc	partially	\$ 14,884.96	Staff time and mileage. SRWG will apply to other sources for outreach funds that would help expand this task and provide additional match. Other funding = Rain barrel events are partially sponsored by a local business (varies each year) at \$500/year. We have never had trouble finding sponsor. They cover cost of lunch and some supplies. SRWG covers cost for food for attendees at events. Also, SRWG consistently receives donated funds from local businesses to support community events, average of 3000 per year. These are secured each spring.
							\$ -	
							\$ -	
							\$ -	
	<b>Total</b>	\$ 21,700.00	\$ 2,226.56	\$ 11,950.00			\$ 35,876.56	
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.	<b>Effectiveness Monitoring</b>							
	Board and staff review WRP	\$ 700.00	\$ 278.32	\$ -			\$ 978.32	
	Board and staff review operations manual	\$ 1,000.00	\$ 556.64	\$ -			\$ 1,556.64	
	Review and workplan based on project and event load that result from outreach (annually)	\$ 1,000.00	\$ -	\$ -			\$ 1,000.00	SRWG will apply to other sources for capacity-building funds that would help expand this task and provide additional match. Those grants have not been announced yet.
							\$ -	
<b>Total</b>	\$ 2,700.00	\$ 834.96	\$ -			\$ 3,534.96		
Funding applied to Project Administration must not exceed 10% of the total amount of nonpoint funding requested, or \$1,000, per project whichever is lower. Project includes normal business expenses and reporting requirements.	<b>Administration</b>							
	Mid/Annual/Interim Reports and Billing Statements	\$ 1,000.00	\$ -	\$ -			\$ 1,000.00	
	Draft/Final Report and Billing Statements	\$ 400.00	\$ -	\$ -			\$ 400.00	
	Communication with DEQ	\$ 100.00	\$ -	\$ -			\$ 100.00	
							\$ -	
							\$ -	
<b>Total</b>	\$ 1,500.00	\$ -	\$ -			\$ 1,500.00		
<b>Grand Totals</b>		\$ 30,000.00	\$ 3,896.48	\$ 11,950.00			\$ 45,846.48	

\*Funding Request - Must not exceed \$30,000  
 \*\*Non-Federal Match - Can include in-kind materials.  
 \*\*\*Other Funding - include federal match here on, for example, other funding that is supporting the project but cannot be reported as match on this grant because it is  
 \*\*\*\*Additional Information - Use to specify non-federal match and other funding sources, or use to justify cost if needed (e.g., hourly rates, rental costs, etc.)

# **OTHER ATTACHMENTS**







