



MONTANA
ASSOCIATION *of*
CONSERVATION
DISTRICTS

Application: Water Quality Education and Outreach Mini-Grant

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 MACD prior to the application deadline via email.

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
- Draft applications should be submitted for review by MACD prior to finalizing submission*
- Applicants should review our [Educational Resources Guide](#) if implementing educational lessons
- Each application must be signed by the sponsor
- Application, proof of liability insurance, and any relevant attachments must be emailed to brenna@macdnet.org.

**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.*

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**

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- 1. What nonpoint source pollution (NPS) and cause of that pollution is being specifically addressed in your proposal? Include specific waterbody or watershed, if applicable.**
 - 2. What education and outreach activities are planned to address the specific NPS issue(s) identified above?**
 - 3. Describe the goals, objectives, and timeline of the project**
 - 4. Who is the target audience of this project? How many people will be involved or impacted by this project? If you have received mini-grant funding for this project previously, how is the audience new or different?**
 - 5. What nonpoint source pollution management knowledge, skills, and behavior will be developed as a result of this project?**
 - 6. How will participants' pre- and post-project knowledge, skills, and behavior be evaluated and reported? If participant surveys are planned for the project, please describe how survey questions will be evaluated.**
 - 7. How does this project fit into other watershed goals?**
 - 8. Describe the long-term goals and impacts of this project, and what potential for continuation or expansion exist.**
 - 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. Does your project fall under any of the listed priority categories? (Climate Resiliency / NPS and PS pollution collaboration / Legacy Sources of Pollution / Drinking Water). If so, please explain how**
 - 12. Is this project associated with 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 contract?**

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.)

Project Budget

15. What is the cost of the project and how will the 40% non-federal match be met? List by line-item or task all anticipated expenses and match sources. When combining /clumping costs in the budget table, clarify specific costs in the description below.

319 mini-grants require a 40% cost share (local, non-federal, in-kind, or cash match). The matching funds cost share is calculated with this formula:

$$\text{Non-federal match required} = (\text{Grant request} / 0.60) - \text{Grant request}$$

For example: For a grant request of \$1,500: $(\$1500/0.60) - \$1500 = \$1,000$ minimum match required for a \$1,500 grant.

ITEM/ TASK	REQUESTED MINI-GRANT FUNDING	DNRC FUNDS	MATCH FUNDS (1)	MATCH FUNDS (2)	IN-KIND MATCH	TOTAL
TOTAL						

16. Describe specific budget items, other secured funding sources, and in-kind match listed in the budget table. Please include volunteer rates where necessary and refer to DEQ's Estimating the Value of Volunteer Labor for guidance

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