



2019

Watershed Stewards Mini Grant Application

Through this program, the Scott Watershed Management Organization (SWMO) partners with the community and local experts to improve water quality and engage residents.

The Scott Soil and Water Conservation District (SWCD) administers the Watersheds Stewards Program.

Applications can be emailed or mailed to the Scott SWCD office:

Email to application materials to:

Sarah Cotton at scotton@scottswcd.org

Please write "Watershed Stewards Grant Proposal" in the subject line

Or mail application materials to:

Scott Soil and Water Conservation District

Sarah Cotton

7151 W. 190th Street, Suite 125

Jordan, MN 55352

Eligibility Requirements

Who is eligible?

The following groups/individuals with projects located within the Scott WMO jurisdiction (a map is located on the SWCD webpage at www.scottswcd.org/watershedstewardsgrant) are eligible:

- Homeowners/condominium associations
- Businesses
- Neighborhood groups
- Nonprofit or faith organizations (including youth organizations, Sportsman Clubs, Lake Associations)
- Public and private schools

What projects does SWMO fund?

Projects that will:

- Improve water quality
- Educate residents/businesses on water quality issues like invasive species or storm water runoff
- Engage residents/businesses to practice water quality stewardship
- Reduce the impact of invasive species
- Protect or improve wildlife habitat around lakes, rivers, & wetlands
- Conserve Water

Projects that include community engagement will receive priority.

What is eligible for reimbursement?

The intention of this mini grant program is to fund new projects. Excising operational costs are not eligible for reimbursement.

- Examples of eligible materials include: plants, seed, construction materials like mulch and compost, advertising, signage, transportation costs for water education outings, books, or printing.
- The Scott SWCD may consider reimbursing professional labor expenses contracted for the project such as technical writers, graphic designers, and scientists.

Application Requirements and Selection Process

What are the application requirements?

1. This application form must be completely filled out.
2. The following supporting documents must be submitted (check all enclosed):
 - Project Description (any details not covered in this application: seed lists, permits attained, etc.)
 - Detailed budget and timeline
 - A map clearly showing the location of the project. Please use either the [ScottGIS 3 interactive map](#) or [Google Maps](#) to print or create a screen shot.
 - List of partners and other project funders
 - Other information pertinent to the project

What is the selection process?

The Scott SWCD reserves the right to reject any or all applications. Applications are reviewed by the Scott SWCD board of supervisors at their monthly meetings, held on the third Tuesday. Once the annually budgeted grant funds are consumed, all applicants will be informed and an announcement posted on our website. In 2019, there is a total of \$6,000.

Required Applicant Agreements

Selected applicants agree to:

- Enter into a Watershed Steward Grant Cooperative Agreement with the Scott SWCD
- Allow SWMO and Scott SWCD staff access to the project
- Participate in media coverage of the project
- Allow SWMO and the Scott SWCD to use any and all photos, publications, publicity, and methods developed as part of the project
- Submit a one page progress report six months after approval
- Submit a final report detailing expenses, outcomes, what worked well, and what didn't work well
- Submit receipts for all expenses (photocopies are acceptable)

Grant Reimbursements

Reimbursements will be made within 30 days of receiving the final report and all receipts. The Scott SWCD will consider quarterly reimbursements where up front expenses and cash flow issues are anticipated.

Contact Information

Organization Name:

Contact Name:

Title:

Email:

Phone:

Fax:

Address:

Website:

I am applying as a: Homeowner Business Homeowner/Condominium Association Neighborhood Group
 Nonprofit Group School District Other:

Have you received Mini Grants from us before? Yes:
 No

Project Summary

Project Title:

Project Type:

Raingarden Native Planting/Trees Native Plant Workshop Water Quality Event Clean Up Event
 Education Event/Materials/Program Invasive Species Removal/Education Other:

Project Start Date:

Project End Date:

Does your project have a detailed timeline? Yes (please attach) No

Summarize Project (Include how your project will engage the community):

Project Location

Describe the project location (Parcel ID; Address; or Township, Section, Range; please include a [map](#)):

Project Budget

Amount Requested (up to \$2,500): \$

Total Project Budget (please attach a detailed budget): \$

*In-Kind Contributions (estimates are OK): \$

If your project is not funded by this grant, does your organization plan to move forward with the project?

*In-Kind Contributions are non-monetary donations of products (like coffee), services, venue, or volunteer time.

Project Narrative

Statement of Need – Please explain why there is a need for your project (<250 words):

Project Description – Please tell us the objectives, methods, and expected outcomes of your project:

Please explain how your project will improve water quality, educate others regarding water quality, and benefit your community:

Personnel – please give names, titles, and qualifications of personnel responsible for this project:

Project Evaluation

Please describe how you will evaluate that your project is a success:

Include all attachments listed under "Application Requirements and Selection Process" on page 1. By signing this application the applicant agrees to the "Required Applicant Agreements" listed on page 1.

Signature: _____ Date: _____