



COST SHARE PROGRAM **COMMUNITY GRANTS**

Application Steps

The Carnelian-Marine St. Croix Watershed District (CMSCWD) Community Grants Program provides technical and financial assistance to groups and municipalities for using Best Management Practices (BMPs) to correct resource issues impacting our lakes, streams, and wetlands. These projects generally involve either public dollars as matching funds and/or multiple landowners. For basic habitat enhancement projects on individual properties, please refer to the Plant Grant Program. For projects with erosion and water quality issues on individual properties, please refer to the Assistance for Individuals program.

Step 1:

Contact the CMSCWD at 651.433.2150 or jshaver@cmscwd.org to schedule pre-proposal meeting and/or site visit with CMSCWD staff.

At the initial site visit and/or pre-proposal meeting, a CMSCWD staff person will meet with you and discuss the assistance request, the potential BMP project, and the partners and options for completing the project.

Step 2:

Complete this application and submit it to the CMSCWD BMP Program; P.O. Box 188, 21150 Ozark Avenue; Scandia, MN 55073 or jshaver@cmscwd.org. Additional assistance from the CMSCWD staff is available to complete the application upon request.

CMSCWD staff will review the application and may contact your organization for more information. If the project meets the goals and priorities of the CMSCWD Overall Plan but funding is not immediately available, CMSCWD staff may work with you to find additional project partners and funding sources. Community Grant applications will be presented to the CMSCWD Board at the next regular Board meeting following receipt of a completed application

Step 3:

If the project is approved for funding, work on the project may begin. Earth-moving activities may not occur until all required permits are received. Expenses incurred before funding approval do not qualify for financial assistance. CMSCWD staff must be notified of the project start date, the start of any new major tasks in the implementation of the project, and project completion.

If your project is approved for cost share, CMSCWD staff may be available to assist throughout the project as determined in the planning phase of the project.

Step 4:

Upon completion of the project, all receipts for project expenses (include log of staff and volunteer labor) and a project summary must be submitted to the CMSCWD BMP Program; P.O. Box 188, 21150 Ozark Avenue; Scandia, MN 55073. In addition, your organization may be requested to present the project to the CMSCWD Board.

Once the project installation has been completed and approved, all receipts for the project have been received, and the Board has approved payment, the grant funding will be reimbursed to the applicant.

Community Grants Cost Share Program Application

Applicant Information

Organization		
Mailing Address		
City	State	Zip Code
Email or webpage		Tax status (e.g. local government, 501(3)(c), etc.)
Organization Contact	Project Manager	
Organization Contact Phone	Project Manager Phone	
Organization Contact Cell Phone	Project Manager Cell Phone	
Organization Contact Email	Project Manager Email	

Project Information

Project Name		
Project Location Address or Description		
City	Township/Range/Section	Waterbody
Project Start Date	Project End Date	
Project Type (e.g. innovative practice, restoration, buffer enhancement, etc.)		
Total Cash Contributions From Partners	Total In-Kind Contributions From Partners	
Total Grant Funds From Other Sources	Estimated Overall Project Cost	
Submission Date	Grant Funds Requested	

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Work Plan

Address each line item in the outline below in either a narrative or outline format. Items B and C may be brief in the initial application and developed further later in the project planning and development process.

A. Proposed Work Plan

- a. Describe the type of project proposed and the specific water resource issue or need addressed.
- b. Briefly describe the assistance needed for implementing the project (i.e. engineering assistance, financial assistance, project management, community outreach, etc.).
- c. Describe the anticipated water resource impacts and/or the alternate project that will occur if the funding is not available.
- d. Describe the overall context of the project, if it is meeting the goals of a local comprehensive or lake management plan, if it is a continuation or expansion of an existing project, etc. Refer to the Carnelian Marine St. Croix Watershed District's Overall Plan for Watershed priorities.
- e. Provide a timetable for project implementation; including any deadlines or time-sensitive issues. This information may potentially be used to generate a payment schedule for grant funds and/or to assist in leveraging other funds.

B. Project Operation and Maintenance

- a. Provide a description of the future operation and maintenance activities required once the project is implemented. Include the following information:
 - i. Required maintenance activities for the project type
 - ii. Timetable for maintenance activities (minimum of ten years)
 - iii. Parties responsible for the maintenance activities
 - iv. Funding source(s) for short- and long-term maintenance

C. Project Budget

- a. Provide a description of the budget for the project. This may be in table format. Include the following information:
 - i. Budget category (i.e. engineering, materials, labor, oversight)
 - ii. Brief description of the category
 - iii. Funds requested for each category
 - iv. Partner contributions for each category
 - v. Total budget for the project
 - vi. Total grant amount requested

D. Resolution or Memorandum of Understanding committing the applicant organization to the project and necessary project contributions.

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Permit Information (project may not begin until all **required** permits are received)

Permit	Required	Date Submitted	Date Received	Permit #
CMSCWD	YES			
City/County Grading	Y or N			
DNR Aquatic Plant	Y or N			
DNR Public Waters	Y or N			
Wetland Conservation Act	Y or N			
MPCA Feedlot	Y or N			
MPCA NPDES	Y or N			
Army Corps	Y or N			
National Park Service	Y or N			

Cost Share Information

Date application received	Cost share amount approved (may not exceed 75% of total estimated costs)
CMSCWD Board Representative	Board meeting date

Amount Authorized for Payment

Total eligible expenses from receipts	Amount authorized for payment (may not exceed cost share amount approved)
CMSCWD Board Representative	Board meeting date

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EXAMPLE

Memorandum of Understanding

The _____ hereby agrees to complete the following tasks as a part of the implementation of the Conservation Practice(s) listed in the CMSCWD Cost Share Subwatershed Grants Program Application in a timely manner. The _____ understands that the CMSCWD Board will not authorize payment of cost share until all implementation tasks are complete.

Task List

- 1.
- 2.
- 3.

The _____ hereby agrees to maintain the cost share project for a minimum of ten years according to the operation and maintenance plan in the proposal narrative.

Signature of Organization Contact

Date