



## BEST MANAGEMENT PRACTICES COMMUNITY GRANTS

### Application Steps

The Valley Branch Watershed District (VBWD) Best Management Practices (BMP) **Community Grants Program** provides technical and financial assistance to groups and municipalities for using (BMPs) to improve surface water quality of our lakes, streams, and wetlands such as shoreline stabilization, gully erosion repairs, installation of rainwater gardens, and more. These projects generally either involve 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 dealing with surface water on individual properties, please refer to the **Assistance for Individuals program**.

### Step 1:

Contact the VBWD BMP Coordinator Tara Kline at 651. 330.8220 x28 or email her at [tara.kline@mnwcd.org](mailto:tara.kline@mnwcd.org) to schedule pre-proposal meeting and/or site visit.

*At the initial site visit and/or pre-proposal meeting, a VBWD representative 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 VBWD BMP Program c/o Washington Conservation District, 455 Hayward Ave N. Oakdale, MN 55128 or [tara.kline@mnwcd.org](mailto:tara.kline@mnwcd.org). Additional assistance from the VBWD representatives is available to complete the application upon request. All applications will need to be submitted by the first Thursday of each month for that month's review.

*VBWD representatives will review the application and may contact your organization for more information. If the project meets the goals and priorities of the VBWD 2005-2015 Watershed Management Plan but funding is not immediately available, VBWD representatives may work with you to find additional project partners and funding sources. Community Grant applications will be presented to the VBWD Board at the fourth Thursday of the month regular meeting following receipt of a completed application.*

### Step 3:

If the project is approved for funding, work on the project may begin after all required permits are obtained by the applicant. Expenses incurred before funding approval do not qualify for financial assistance. VBWD Grant Coordinator and Inspector 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, VBWD representatives 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 VBWD representatives and volunteer labor) and a project summary must be submitted to the VBWD BMP Program c/o Washington Conservation District, 455 Hayward Ave N. Oakdale, MN 55128. In addition, your organization may be requested to present the project to the VBWD Board. Project must be completed within one year of VBWD Board approval date.

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

## Community Grants 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	

## Community Grants Program Application

### 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 Valley Branch Watershed District's 2005-2015 Watershed Management Plan for VBWD 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 five 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.

## Community Grants Program Application

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

Permit	Required	Date Submitted	Date Received	Permit #
VBWD	YES			
City/Township/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)
VBWD 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)
VBWD Board Representative	Board meeting date

## Community Grants Program Application

### EXAMPLE

#### Memorandum of Understanding

The \_\_\_\_\_ hereby agrees to complete the following tasks as a part of the implementation of the Project listed in the VBWD BMP **Community Grants Program** Application in a timely manner. The \_\_\_\_\_ understands that the VBWD 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 five years according to the operation and maintenance plan in the proposal narrative.

The VBWD is granted access to the parcel where the project will be located throughout the duration of the project implementation.

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Signature of Organization Contact

Date