



Date Received	
Date acted on	
Approved?	Yes    No

## Small Grant Program 2017-2018

### Fundable projects

The mission of the WGCD small grant program is to fund innovative projects that promote natural resource conservation in Weld County. We specifically aim to fund projects that support:

- Conservation (wildlife, soils, water, recycling/composting, renewable energy, etc.)
- Science education, and/or
- Connection between urban communities and agriculture

### Eligibility requirements

The grant is open to educational entities, non-profits, community groups and student groups. Projects must benefit Weld County, with preference given to projects that take place within the boundaries of the West Greeley Conservation District. A map showing the boundaries of the district can be found on our website (<http://www.wgcd.org/about-wgcd/>). Contact the District at **970-356-8097 ext:3** with any questions about your eligibility.

### Application deadline

Applications are accepted on a rolling basis and reviewed monthly by our Board of Supervisors; applications that are received by the 15<sup>th</sup> of the month will be reviewed at the next month's Board meeting.

### Award information

The maximum award amount for most grant applications is \$1,500. Special consideration will occasionally be given to projects with budgets of up to \$10,000 that demonstrate potential for significant impact.

### Application process and support

For help developing a project idea, or questions about the program, contact Kristi Helzer at: [kristi.helzer@wgcd.org](mailto:kristi.helzer@wgcd.org). Applications are available online: <http://www.wgcd.org/small-grant-program/>

**The applicant must send the District a brief written report and at least one photo** following the completion of the project/event describing the activity, scope of impact, and how District funds were spent on the project. Payment is generally made on a reimbursement basis after the project/event has been completed and after copies of bills and/or receipts are submitted to the District office. For awards over \$600, the income may be taxable. The District will send an IRS W-9 form to applicants when this requirement might apply and we will report the income on a 1099-MISC form. Recipients are responsible for any personal tax consequences associated with receipt of grant funds.

# WGCD Small Grant Application:

Please check your proposal's primary focus area:

- Conservation
  Science Education
  Connecting communities with Ag

<b>Today's Date:</b>		<b>Project or Event Name</b>		<b>Requested Amount:</b>	
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<b>Organization Name</b>					
Address					
City		State		Zip code	
Phone #		Website			
<b>Applicant Category</b>					
Nonprofit		Educational		Community group	
				Student group	
				Other	
<b>Project Contact Person</b>					
Name			Title		
Phone			E-mail		
<b>Description of Applicant Organization</b>					

<b>Signatures of Applicant</b>	
I certify that the above information contained in this application is true and accurate.	
I certify that my organization will abide by the terms outlined in the Small Grant Application Instructions, which are attached and included as part of this Agreement.	
<b>Signature of applicant</b>	<b>Date</b>
Printed Name	Title

*The WGCD-West Greeley Conservation District does not discriminate against any person because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability.*

Provide a typed project narrative (not to exceed 2-3 pages) with the following components:

1. Provide a brief overview of the proposed project including: the organization undertaking the project, a statement of need for this project; the anticipated impact of the project on conservation, science education and/or efforts to connect communities with agriculture, and the geographic area that will be served or impacted.
2. Outline specific project **goals** and **objectives**. Identify your goals by number (1, 2, 3...) with their associated objectives. *Objectives must be measurable.*
3. Provide a detailed **project plan** and **timeline**.
4. Describe how you will **evaluate** whether the project met the stated goals and objectives. How will you measure success (ie: number of native plants planted, square feet of habitat restored, number of students engaged, etc.)?
5. Briefly describe how the **impact** of the project will be **sustained** after the project period has ended.
6. Provide an itemized budget for the total amount of funding you are requesting. Include a total budget for this project using the format below. If you plan to use funds for staff time, consultants, or capital improvements you must provide a brief narrative that demonstrates how this is necessary to meet and/or sustain program goals and objectives.

Category (ie: staff, travel, program materials, etc.)	Total Program Costs	Small grant funds requested	Matching/ contributing funds	Description/ justification for use of funds
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Email (preferred) or mail your completed application to: [info@wgcd.org](mailto:info@wgcd.org)

West Greeley Conservation District  
Attn: Small Grant Application  
4302 W. 9<sup>th</sup> Street Road  
Greeley, CO 80634  
[kristi.helzer@wgcd.org](mailto:kristi.helzer@wgcd.org)  
970-356-8097 x:143