



Date Received	
Date acted on	
Approved?	Yes No

Small Grant Program

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 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** with any questions about your eligibility.

Application deadline

Applications are accepted on a rolling basis and reviewed monthly; applications that are received by the 15th of the month will be reviewed at the next month's board meeting.

Award information

The maximum award amount for most grant applications is \$1500. Special consideration will occasionally be given to projects with budgets of up to \$10,000 that demonstrate potential for significant impact.

For many awards, payment will be made on a reimbursement basis after the project/event has been completed and after the applicant has submitted copies of bills and/or receipts. If needed, the applicant may request payment to be made up front (before the project/event takes place) by so indicating on the application. Note that requests for reimbursement must be submitted no later than **30 days** after the project/event has taken place.

For awards over \$600, the income may be taxable. The District will send an IRS W-9 form to applicants to which this requirement may apply and will report the income on a 1099-MISC form. Recipients are responsible for any personal tax consequences associated with receipt of grant funds.

The applicant must send the District a brief written report and at least one photo following the project/event describing the activity, scope of impact, and how District funds provided support.

WGCD Small Grant Application:

Please check proposal's primary focus area:

- Conservation
 Science Education
 Connecting communities with Ag

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

Signatures of Applicant	
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.	
Signature of applicant	Date
_____ _____	
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 project narrative (2-3 pages, typed) with the following components:

1. Provide a brief overview of the proposed project including: an overview of the organization undertaking the project, a statement of the need for the 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 of use of funds
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Email (preferred) or mail your completed application to:

West Greeley Conservation District
Attn: Small Grant Application
4302 W. 9th St Rd
Greeley, CO 80634
info@wgcd.org