



# MACDE Grant Program Application

**Background:** The MACDE Board recognizes and supports education and training initiatives that increase capacity for SWCDs across the State of Minnesota. These opportunities increase awareness about our natural resources to our staff and local decision makers. Thus, the board aims to support initiatives in the state through this grant program.

**Purpose Statement:** The MACDE Grant Program will assist our membership in several ways;  
1) increase awareness of, and connection to, SWCD activities amongst staff,  
2) facilitate needed and requested training for SWCD staff and their partners,  
3) create staff-focused tools or resources for SWCD activities,  
4) otherwise demonstrate progress towards the mission statement and goals outlined by the MACDE membership.

**NOTE:** Please type your responses, handwritten applications will not be accepted.

Applicant Name & District: \_\_\_\_\_

Phone and Email Address: \_\_\_\_\_ Area: \_\_\_\_\_

Project Title: \_\_\_\_\_

Estimated total cost: \_\_\_\_\_ Requested grant amount\*: \_\_\_\_\_

*\*MACDE Board reserves the right to fund requests at amounts they feel are appropriate and based on available funding.*

## Application Questions

1. Provide a description of your project, including why this project is needed:

2. Who is the target audience? Which SWCD areas will be served by this project?

3. What are the project components?

4. How does this project increase education and/or capacity related to SWCD work?
  
  
  
  
  
  
5. How does this project fit with [MACDE's mission and goals](#)?
  
  
  
  
  
  
6. Are there other funding sources available or planned to complete this project?

**Project Budget**

Project Task / Item	Cost
Project Total	

**Project Timeline**

Project Task / Item	Timeframe
Project Completion Date	

## Program Guidelines

### **Who May Apply?**

Applications will only be considered if submitted by a current MACDE member on behalf of their SWCD or TSA / MASWCD area. Preference will be given to partnerships consisting of multiple SWCDs, an area district association(?), or multiple entities. Multiple applications may not be submitted towards the same project, even if coming from different applicants.

### **What Are Applicable Expenses?**

Funds may go towards materials, supplies, contractor or consultant expenses, food and beverages (no more than 25% of grant award), or other expenses approved by the MACDE Board. Staff time is eligible for projects that demonstrate benefit to SWCD staff through trainings, guidance documents, technical reference materials, etc. as deemed appropriate by the MACDE Board. “Outreach” related activities/expenses to landowners or stakeholders are not eligible.

### **Project Consideration and Funding**

Applications will be considered by the MACDE grant committee and consideration for funding will be based upon the following factors:

- Anticipated outcomes
- Project readiness
- Consistency with MACDE mission
- Audience reached & diversity
- Level of collaboration

Applications submitted for the MACDE Grant program will be reviewed at each quarterly Board Meeting, with funds being encumbered until all budget funds are expended. The highest ranked projects will be funded first until grant program funds are exhausted. MACDE Board will allocate funds towards this program each year at the MACDE annual meeting.

### **Project Notifications**

Applications will be reviewed by the MACDE Board grants committee and final selections taken to the full board for approval at the next MACDE Board quarterly meeting. Successful applicants will be notified following the full board meeting.

### **Reporting Requirements**

Grant recipients will be required to submit copies of all expenses (invoices, receipts, etc.) of activities for their funded project. A single-page summary of the project is required that may include measurable outcomes, photos, and descriptions of activities, or other project deliverables as specified in the grant agreement. The single-page summary will be shared with MACDE membership to promote this program. Deliverables are due within one month of project completion date.

### **Grant Award**

This is a reimbursement-based program - successful applicants will receive their grant payment in full following submittal of project deliverables, including receipts, projects summary write-up, or other items as specified in grant agreement. Only approved and eligible items from the budget application will be reimbursed.

### *Application Submission*

Please submit the MACDE Grant Program Application prior to each quarterly MACDE Board Meeting. Contact your MACDE Area Director for Board Meeting dates. Email entries to MACDE President Mike Schultz at [michael.schultz@lesueurswcd.gov](mailto:michael.schultz@lesueurswcd.gov).