



Community Grants Program Application

A Few Notes Before You Apply

The Community Grants Program sponsored by the Central Platte Natural Resources District is to promote water, soil, wildlife, forest or grassland resources conservation and environmental awareness within the Central Platte NRD. This opportunity allows community organizations to request grant funds to provide natural resources education to school groups or the public. This is a competitive grant with a maximum of \$2,000 per year and may be applied for at any time. Central Platte NRD boundaries include all of Dawson County and parts of Frontier, Custer, Buffalo, Hall, Howard, Nance, Merrick, Hamilton Platte and Polk counties in Nebraska.

Grant Uses

Funds may be requested by any community organization and/or non-profit groups to be used to help with costs to promote indoor/outdoor conservation projects, bring in natural resources education and/or instructors, printing education materials, tools for students, educational information for educators, etc.

Judging Criteria

The Community Grants Program is sponsored by the Central Platte NRD. One grant request of \$2,000 will be funded per fiscal year (July 1- June 30). If grant requests are less than \$2,000, additional grant requests will be entertained. Proposals should demonstrate a well-thought approach to meeting conservation education promotion by your organization and the program that you propose. The application must state the methods that will be used to promote environmental and conservation awareness and a general timeline to meet your goal(s). Examples include: events, news releases, signs, brochures, newsletters, publications, website, etc.

Matching Funds and Requirements

The Community Grant requires no matching funds. The Central Platte NRD logo and name must be placed on all materials. A short written report of the program(s) offered with copies of the materials distributed, photos (if possible) for promotion of an event, or other uses of funds must be received within four weeks of completion of the project. Copies of programs and educational information provided to students, instructors and/or the public must be provided to the NRD.

Application Procedures

1. Complete the application being specific enough to relay your natural resources/conservation awareness goals. State project purpose, objectives, methods, duration, itemized budget, etc.
2. Submit the completed application form to Marcia Lee, Information/Education Specialist, Central Platte NRD, 215 Kaufman Ave, Grand Island, NE 68803 at least four weeks before the funds are needed.

Applicant Responsibility

Once the grant is implemented, the District must receive a short written report, with photos if possible, of the project for promotion of the grants program. Copies of receipts for purchased materials must be submitted to the Central Platte NRD within 60 days from receipt of funding. Unused funds exceeding \$2 must also be returned to the NRD within 60 days. Permission to purchase materials other than those specified in the application must be approved by the Information/Education Specialist. Grant funds may be revoked or returned if the applicants do not meet their responsibilities.

Only one application per fiscal year (July 1 - June 30) will be considered.

Instructions for Completing Grant Application

Please read through carefully and refer to this section while composing your application.

1. Name, address, phone number, and website of organization.
2. **Project Leader(s):** Fill in name of person heading the project and who will serve as the contact. Include title(s), email(s), address, work and cell phone number(s).
3. **Project Title/Description:** Include description of project in title.
4. **Project Purpose & Learning Goals:** Explain who will benefit from this project. Indicate goals and number of people reached.
5. **Methods & Activities:** Describe what will be done to accomplish objectives and specific ways to meet the goals.
6. **Results:** Will the project results be used for another purpose? Are there plans for additional promotion/education?
7. **Project Duration:** Inclusive dates of the project, from beginning to end, should be given. The final report will be expected four weeks after completion.
8. **Requested Amount**
9. **Budget Description:** Include anticipated cost, other funding requested, etc.
10. **Date Funds are Needed:** Reminder to apply at least four weeks in advance.
11. **Project Leader Signature:** At least one project leader's signature is needed.

You may use the attached fillable form, or submit a separate document addressing the above Instructions.