



**LAND & WATER
RESOURCES
DEPARTMENT**

2021 Grant Instructions

The grant application will be viewed by all granting entities. One application will allow your proposal to be considered for multiple awards. Please fill out each field as much as possible to be considered for the various grant programs. Refer to the attached criteria to ensure all documentation is included.

Applications are due by 4:30 pm on August 2, 2021

By email to extension@countyofdane.com or mail to Dane County Extension 5201 Fen Oak Dr. STE 138 Madison, WI 53718

Project Title		Organization	
Project Timeline		Fiscal Agent if different from organization	
Which would your organization be classified as? Check all that apply	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> School or School District	<input type="checkbox"/> Municipality <input type="checkbox"/> Other: _____	<input type="checkbox"/> Friends of Dane County Parks
Are you able to provide the match if requested?	<input type="checkbox"/> No <input type="checkbox"/> Yes If so, how much? _____		
What is the main purpose for the grant? Check all that apply	<input type="checkbox"/> Equipment rental or purchase <input type="checkbox"/> Park Construction or Restoration Project <input type="checkbox"/> Volunteerism <input type="checkbox"/> Native Plant Request <input type="checkbox"/> Environmental/Sustainability Education or Interpretation <input type="checkbox"/> Other: _____		
Will you accept partial funding of this request?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Will the project move forward without this funding?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Authorized Project Representative Contact Information

Name			
Title			
Organization Address	Street		
	State and Zip		
Phone	Work	Cell	
Email			

Grant Program Descriptions

Capital Equipment Grants	Community Partners Program	Dane County Park Friends Capital Improvement Grant
<p>Capital Equipment Grants are for projects that improve, protect, and enhance land and water resources in Dane County and provide clear and significant public benefits and access. May be used for equipment purchase or rental or for contracting for services such as construction of conservation measures or maintenance of previously constructed conservation measures. For the purposes of this program, “equipment” is defined as a durable product having a useful life of more than two years.</p>	<p>The Community Partners Program provides funding for projects that promote environmental and sustainability education, conservation and restoration of Dane County’s natural resources. All projects must be located in Dane County. Funding for this program is provided from Dane County and generous contributions from individuals and businesses.</p>	<p>The Friends Capital Improvement Grant Program provides matching funds to Friends of Dane County Parks groups and other nonprofit organizations to implement capital improvements on Dane County park land. Capital improvements are generally defined as permanent changes that have a life expectancy of at least 10 years.</p>
<p>Eligible Applicants: Dane County schools and school districts Municipalities Federally tax-exempt organizations under Section 501(c)3 of the IRS</p>	<p>Eligible Applicants: Dane County schools and school districts Municipalities Federally tax-exempt organizations under Section 501(c)3 of the IRS</p>	<p>Eligible Applicants: Federally tax-exempt organizations under Section 501(c)3 of the IRS</p>
<p>Project Budget May fund up to 50% of the total project cost, with a maximum award of \$2,500.</p> <ul style="list-style-type: none"> • Cannot be used to make repairs on existing equipment. • Documentation for at least two cost estimates (on bidder’s letterhead) for each single item or multiples of a single item with a total value greater than \$250. Applicants are not required to purchase the lowest cost item, but justification for the additional expense must be provided. • Identify sources of matching funding. In-kind services may be used as match. For volunteer labor use \$15.00/hour. Professional services may be included at higher hourly rates. Mileage reimbursement may not be used to match the grant award. <p><u>All capital grants must be matched with cash or in-kind services by the grantee</u></p>	<p>Project Budget Maximum award is \$1000.</p> <ul style="list-style-type: none"> • Documentation for at least two cost estimates (on bidder’s letterhead) for each single item or multiples of a single item with a total value greater than \$250. Applicants are not required to purchase the lowest cost item, but justification for the additional expense must be provided. <p>Matching funds are not required for this program, but are encouraged.</p>	<p>Project Budget Total project cost may not exceed \$25,000.</p> <p>The grant amount will be up to 75% of the project costs; maximum grant award is \$18,750.</p> <ul style="list-style-type: none"> • Total project cost may not exceed \$25,000 • The grant amount will be up to 75% of the project costs; maximum grant award is \$18,750 <p><u>All capital grants must be matched with cash. Donated or in-kind services are not allowed to be used for match.</u></p>

By submitting one grant application, your project may be considered for each of the grant categories. Please review carefully as the requirements vary among the programs. Please include all required components for all grant types for which the project may be applicable.

Requirements/Attachments for All Proposals (Excluding Free Native Plants Program)

- Cover sheet
- Proposal narrative, not to exceed 1000 words
 - Program Plan and Objectives - Be specific & address the selection criteria
 - Project timeline, location and impact
 - Partnerships - Identify project partners and co-sponsors and how they will assist with the project
 - Sustainability - Describe how project will continue beyond the grant
 - Key Personnel – Names, roles and experience of key project individuals
- A completed budget sheet, using the template which is included below
- For 501(c)3 organizations, copy of the IRS letter determining federal tax exempt status
- Completed W9 form. Form found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Letters of support (one-page maximum) from partnering organizations are encouraged
- Copy of a municipal resolution if project is being undertaken by a non-profit on municipal land
- Map that shows the location of the project
- Cost estimates, bids, drawings or written specifications prepared by professionals for the Friends Capital Improvement Grants
- Site plan, design or engineering plans and specifications for the Friends Capital Improvement Grants
- *Optional: Native Plant Request form

Additional Requirements for Dane County Park Friends Capital Improvement Grant Proposals

The planning process for the project must be substantially complete and meet the following minimum eligibility requirements to be considered for funding:

- Project or concept must be identified in a master plan, if applicable
- Projects must be approved by Dane County Park staff
- Organization must abide by all county rules, policies and guidelines
- Organization must have the capacity to manage and implement the project on their own
- Only one Dane County Park Friends Capital Improvement Grant will be awarded per organization/park property per year

Review and Award Process

All applications arriving by the due date will be screened for completeness and forwarded on to the funding source(s) for a final review. Awards will be announced in September 2021. If one or more of these programs is able to fund your grant proposal, they will notify you and provide follow up instructions and reporting requirements.

Selection Criteria for all Proposals

- Public benefit
- Sustained environmental benefit of the project to land and water resources beyond project completion
- Detailed project budget showing sound financial planning, if applicable
- Ability of applicant to successfully complete the project
- Quality and clarity of the proposal including a complete narrative

Final Report

All award recipients will be required to submit a final report. Details will be included in your award notification letter. Failure to submit a final report will jeopardize the grantee's eligibility for future funding.

Free Native Plants Program

The Native Plants Program provides free native plants for use in school or community projects that benefit water quality, pollinators and education. These plants will be available in spring and fall each year. Spring plants are donated from community members through the Plant Dane native plant program and fall plants are grown by local volunteers.

If only applying for free native plants, just the cover sheet and Native Plant Request Form are required.

NATIVE PLANT REQUEST

Community Group or School Affiliation: _____

Project Location (approx. address): _____

How many plants* would you like?: _____

*(*A good rule of thumb is one plant for every 1-1.5 square feet)*

Does this project include a rain garden? Yes No

Are you interested in educational signage to post at this garden? Yes No

Check one: This will be a new garden We are enhancing an existing garden

Brief description of the project and how the plants will be used? If the plants are part of a larger project in this grant application, describe how they fit into the larger project.

Are you working with a professional landscaper or native plant expert to design your garden? If so, who are you working with?

Who will maintain the garden after it is planted (watering, weeding, etc.)? Who will maintain the garden long-term?

If your project is approved, we will follow up with you about plant selection. By completing this section of the grant application, you are agreeing that if you receive plants you will:

- Use the plants for the purpose described on the application
- Water and care for the plants during the first few years while their roots are becoming established.
- Provide a short write up and photos to Dane County after the project is complete.