

Prairie Country RC&D Council Mini Grant Program

The Prairie Country RC&D Council at their November 30, 2009 meeting, with funding obtained from fundraisers, administration fees, interest earnings and other sources, reinstated their Mini Grant Program. The program will provide grants, up to \$1,000, for use on projects and programs that help address the goals of the RC&D Council. Applications will be accepted throughout 2010 until the grant funds are exhausted.

The program will be directed and administered by the Council according to the following guidelines:

- 1) Grants up to \$1,000 will be available for projects/programs in the Prairie Country area.
- 2) An entity may receive only one (1) grant per year.
- 3) Grant applications will be reviewed and acted upon by the Council at the meeting following receipt of application.
- 4) Unsuccessful applicants can re-apply for grant funding in subsequent grant cycles.
- 5) Priority will be given to funding requests relating to a project which has been adopted by the Council.
- 6) The greater the public benefit provided by the project/program, the higher the priority of the request.
- 7) Requests that have a higher cash and/or in-kind match will receive a higher priority for funding.
- 8) All requests will be initially reviewed by the RC&D Coordinator to ensure application is complete. The request will then be presented to the RC&D Council for review and action.
- 9) All projects/programs must be completed in a time frame agreed to by the Council and applicant. If the project/program is not completed in this time frame, the funding will be forfeited.
- 10) Upon completion of the project/program, a letter certifying the project has been satisfactorily completed, along with a short project summary and appropriate bills, need to be submitted to Prairie Country RC&D for payment.

The Prairie Country RC&D Program is offered on a non discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, handicap or sexual orientation.

Revised 12/2009

Prairie Country RC&D Council Mini Grant Program
(Three pages maximum – including the budget form)

Date of Application _____

Project Title _____

Organization/Agency submitting request _____

Contact Person _____

Address _____

Title _____ Phone _____

Other Organizations/Agencies involved with Project _____

Amount of RC&D Grant Funds Requested: \$ _____

Narrative:

Project Description

Objectives: Describe what will be accomplished and what benefits will be provided.

Methods: Describe how the project will be implemented, geographic area of impact, target audience and timetable showing dates of activity/activities and project completion date of project.

Evaluation: Describe what results are expected and how they will be measured.

Budget: Describe the budget in the attached table. Indicate all funding sources including RC&D and other sources. Matching funds are not required, but if offered, may increase the ranking of the project.

Applications are acted on by the RC&D Council at the meeting following receipt of the application.

Submit completed application form to:

Prairie Country RC&D
1005 High Avenue NE
Willmar, MN 56201

Phone: 320-231-0008, X5 Fax: 320-235-8751 Website: www.co.kandiyohi.mn.us/PCRC

BUDGET SHEET

Project Title _____

ESTIMATED BUDGET				
Expense Categories (Use as needed)	Prairie Country RC&D Funds Requested	<u>Non-RC&D Contributions (\$)</u>		Row TOTAL
		Cash Contributions	In-Kind Contributions	
Salaries, Fringe, etc.				
Supplies/ Postage				
Equipment				
Mileage				
Indirect Costs, Overhead, Supervision, etc.				
Other (Describe)				
Other				
Other				
<i>Column TOTAL</i>				

Total Project Cost: \$ _____

RC&D Funds Requested: \$ _____

Percent RC&D Funds are of Total Project Costs: _____ %

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