



# Community Enhancement Grants

*Financial assistance for natural resource conservation projects  
that benefit our communities.*

The Laramie Rivers Conservation District is offering grants up to \$5,000.00 per application for natural resource conservation projects and education in Albany County, Wyoming.

Grant recipients must meet the following criteria:

- ✓ Signed applications must be submitted by mail, email, or delivered to the Conservation District office by the end of business on **the first Friday in February, annually.**
- ✓ Applicants must make the case that the project meets the program criteria and has public benefit.
- ✓ Project must show at least 30% in-kind labor and/or cash match.
- ✓ Successful applicants will have **one year** from the date of approval to complete their project.
- ✓ Progress reports will be required by the 15<sup>th</sup> of the following months:  
July, October, and January.
- ✓ A final, written report, photos of the project, and a brief presentation to the Laramie Rivers Conservation District Board of Supervisors will be due within **30 days** after the completion of the project.

If you have any questions regarding this application or need technical assistance for your project, please contact the Laramie Rivers Conservation District at 307-721-0072, or stop by our office.

We are located just south of Laramie, off Highway 287:

## **Laramie Rivers Conservation District**

5015 Stone Road

Laramie, WY 82070

307-721-0072

Email: [info@lrcd.net](mailto:info@lrcd.net)

[www.lrcd.net](http://www.lrcd.net)

***Conserving Albany County's natural resources through education, community projects and outreach.***



# Community Enhancement Grant Program

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## **Purpose**

The Laramie Rivers Conservation District (LRCD) recognizes there is a need for several conservation projects within the Albany County community. Some of those projects could easily become feasible with a little bit of financial support. LRCD would like to offer an opportunity for our community members to complete grant-funded projects that benefit the public and promote the quality of Albany County's water and all other natural resources.

Projects that address soil, water quality, energy conservation, wildlife habitat or that beautify the natural landscape along public corridors will be given priority.

All projects must be completed within the boundaries of Albany County. The grant can be written for any amount up to \$5,000.00. The amount applying for must be clearly stated on the application form.

## **Eligible Participants**

These grants are open to any groups, teams, clubs, schools, partnering agencies, businesses, church groups, or other civic organizations with a sincere interest in making a difference. Applicants are free to partner with other organizations for the proposed project.

## **Application**

Applications are due to the Laramie Rivers Conservation District by close of business on **the first Friday in February, annually**, by mail, email or in-person.

The Laramie Rivers Conservation District Board of Supervisors will review each application and determine which proposals best meet the natural resource goals of this grant program. LRCD will select well thought out projects that serve a wide variety of environmental stewardship goals. Each application will be ranked according to the project's ability to benefit the public and promote the quality of Albany County's natural resources and community beautification. (see attached rubric) The Board reserves the right to approve any grant amount up to \$5,000 per project. Our goal is for this program to fund as many successful community projects as possible.

Applicants will be notified by the end of **FEBRUARY** as to whether the Board of Supervisors selected their project. Projects must be completed within one year of the grant approval date.

## **Key Information**

The following are some basic concepts that will guide the funding:

- Projects may be done on Public or Private Land providing proper permission is submitted and public benefit is shown.
- Only one grant may be awarded per group per calendar year. Projects must be completed within one calendar year from the date in which the grant was awarded, unless otherwise approved by the Board.
- Recipients must provide progress reports by the 15<sup>th</sup> of July, October and January (or until project is completed). Failure to provide these reports or complete the project is cause for grant cancellation and return of any previously allocated funds. The applicants will be given a lower priority when re-applying in subsequent years.
- Recipients will report to the Board of Supervisors and submit a written one-page report within 30 days of project completion. Before, during and after pictures are required, videos are also acceptable, if applicable.
- Project must benefit natural resources such as water, soil, air, plants and/or animals as well as the general public.
- Projects cannot improve property for personal or private monetary gain.
- Project costs will be reimbursed up to the amount of the grant received, based on actual receipts submitted and documentation of required match contributions. Unused grant money may not be claimed or kept for personal use.
- Project must show at least 30% in-kind labor and/or cash match. Please clarify the source of matched funds and the total amount on the budget sheet of the application.
- All projects must be pre-approved before being initiated and must be evaluated upon completion.
- If possible, reimbursable purchases should be made within Albany County.
- The organization on the application will be the entity responsible for project reporting.
- ***Appropriate permission requests and approval must accompany applications where private or public lands are involved.***

## **Potential Projects**

There are many opportunities for natural resource conservation, making it nearly impossible to cover every type of project that may be presented. The following are only suggestions. Other project ideas are welcome and encouraged:

- Community enhancement projects
- Irrigation systems (e.g., installation of efficient drip irrigation systems for tree and shrubs)
- Watershed improvement projects such as improving riparian vegetation
- Projects that improve habitat for wildlife and livestock
- Community beautification
- Purchase of educational materials related to natural resources and/or agriculture
- Projects that provide opportunities for outdoor learning experiences such as outdoor classrooms, nature trails, etc.
- Projects that help maintain energy efficiency and savings
- Projects that encourage recycling

## **Eligible Expenses\*** (suggestive list only, others may be considered upon discussion)

- Seed, trees, and shrubs (project specific)
- Signs, benches, informational structures relating to environmental education
- Printed material such as brochures for distribution (not to exceed 5% of proposed total budget)
- Equipment rental related to a project
- Natural resource related educational materials
- Fencing, posts, and wire
- Food for project participants and volunteers (not to exceed 5% of proposed total budget)
- Miscellaneous materials such as garbage bags, tape, rakes, shovels, etc.

## **Ineligible Expense\***

- Paid labor

\*If an expense is questionable, please contact LRCD to determine whether or not it is an eligible expense.

## **Final report and Presentation**

A final report is due within 30 days of project completion. The report must include a brief description of your project, the goals and objectives met, site location and methods used, results and discussion, including any additional outcomes, if any, a final budget report, pictures, and any news coverage of the project. Pictures of the project before, during and after are required (*pictures in .jpg format are preferred*). Videos are also acceptable and encouraged, if applicable.

Applicants will also be required to attend a Board of Supervisors meeting to give a brief presentation of the completed project. Scheduling of the presentation will be done through the LRCD office.

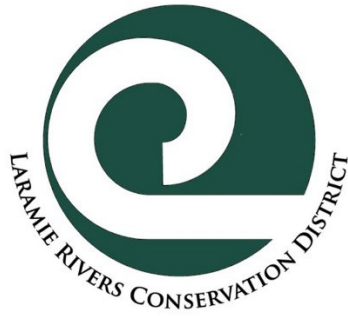
## **Disbursement of Grant Funds**

Upon approval from the Board of Supervisors, a disbursement may be requested throughout the project up to a maximum of 50% of the approved grant. The remaining balance will be disbursed after the presentation of the completed project to the Board of Supervisors and the submission of the final report and receipts.

## **Additional Instructions**

**Please submit the enclosed application form using the following information as a guideline to help you complete the application:**

- 1. Project Description** – All applications must include a brief project narrative. Decisions regarding the project funding will be based in large part upon your project description. The Board of Supervisors may offer recommendations and ask you to revise portions of your plan before the project is approved. Some sections may also require more detail upon request from the Board of Supervisors prior to final decision. The following points should be addressed in your narrative:
  - a. Current problems that exist and how your project will improve conditions.
  - b. Primary goals: concise statement explaining the benefits of the project and what you will accomplish.
  - c. Describe public benefit your project provides.
  - d. How will you implement your project. Give a timeline of activities.
  - e. Monitoring your project, who will be the accountable contact that will provide the reporting and other requirements of the grant.
  
- 2. Project Location and Site Description** – A map and GPS coordinates or legal description are required. For assistance with the project location, contact LRCD. Site description such as land cover, wildlife communities, existing conditions, current land use, current threats to the natural values of the site must be listed. Pictures are highly recommended.
  
- 3. Group Affiliation** – briefly describe your group’s interest and commitment to natural resources.



# Community Enhancement Grant Application

*(this form must be filled out completely)*

**Applicant Name(s)** \_\_\_\_\_

**Group or Organization affiliation:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** Wyoming

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

**Project location and site description** *\*Photos are required\** (Please include all before photos, and if possible, include a map, GPS coordinates or a legal description):

\_\_\_\_\_

**Project Description:** Describe what you plan to do in detail (attach all before photos along with any project design plans. Use another sheet of paper if needed). Decisions regarding project funding will be based largely upon your project's description and it's benefit to the public.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Justification:** Describe how your project meets the program objectives and how it benefits the public.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project design life and maintenance:** Describe the projected lifespan of your project and how it will be maintained over that time.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Project Cost:** \$ \_\_\_\_\_

**Amount of grant applying for:** \$ \_\_\_\_\_

*\*Please fill out the attached Budget Sheet on Pg 7*



# Community Enhancement Grant Budget Sheet

*Please provide a detailed cost breakdown and attach a cost/bid estimate, if applicable.*

Material Description & Quantities	Estimated Cost	Applicant Contribution (please note if it is in-kind or cash)	Anticipated Conservation District Contribution
<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Amount of grant applying for: \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Date reviewed by Board of Supervisors: \_\_\_\_\_

*\*All sections of this grant application must be filled out completely to be eligible for funding.*