

SOUTH DAKOTA DEPARTMENT OF AGRICULTURE (
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RESOURCE CONSERVATION AND FORESTRY DIVISION

523 East Capitol Avenue
Pierre, SD 57501
Phone: 605.773.3623 Fax: 605.773.
sdda.sd.gov

GRANT APPLICATION FORM

Applicant Information

Organization: _____ Mailing Address: _____
Telephone: _____ City: _____ State: _____ Zip: _____
Tax Status: _____

Project Contact

Project Officer: _____ Telephone: _____
Fax: _____ Email: _____

Project Information

Project Name: _____
Start Date: _____ End Date: _____
Legal description: County _____
Township: _____ Range: _____
Section: _____ Qtr: _____

Type of Grant

- Conservation Grant Community Forestry
- Insect/Disease Invasive Species
- Forest Stewardship Mountain Pine Beetle
- Other (specify): _____

Financial Information

Grant funds requested: _____ Partner contributions (total): _____ Total project cost: _____
Please give a brief, descriptive summary of the project (Use section D to provide project details)

I hereby certify that to the best of my knowledge and belief, this application is true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in federally assisted programs.

Applicant Signature _____ Title _____ Date _____

A copy of the state required [W-9 form](#) must be attached to this application.

SD EForm – 0549 V4	OFFICE USE ONLY
Signature of Reviewer _____	Title _____ Date _____
Signature of Approval _____	Title _____ Date _____

BUDGET SHEET

The total for each of these three sections should equal the "Total Project Cost" on page 1.

A. Operating Budget

- 1. Salary/Benefits _____
- 2. Travel _____
- 3. Contractual Services _____
- 4. Supplies _____
- 5. Equipment (list major equipment) _____
- 6. Consultation Services _____

Total Project Costs _____ This total must equal _____

B. Activity Budget

Activity	Grant Funds	Local Funds	Local In-Kind	Other Funds	Total
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____

This total must equal _____

C. Project Partners

Partners	Amount Cash	Amount In-Kind	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
Totals	_____	_____	_____

This total must equal _____

Resource Conservation and Forestry

Grant Application Guidelines

In addition to a completed application, please provide a project narrative. The narrative should not exceed three pages of single-spaced text. Please attach any maps, figures, and photographs that you feel are valuable in explaining the project. The project narrative must include:

Project Partners

- Please list any project partners and quantify their contribution to the project.
- Any practice funded by the Coordinated Natural Resources Conservation Grant funds must meet one or more goals of the Coordinated Plan for the Natural Resources Conservation.

Project Descriptions and Need

- Explain who will be the primary beneficiaries of this project.
- Define who will be responsible for the implementation, maintenance, and follow-up stages of the project.
- Indicate where this project will be located (district, watershed, community, etc.). Attach maps as relevant.
- Describe the specific environmental, natural resource, ecological, educational, and/or socio-economic need(s) that the project will address.
- Briefly describe the specific on-the-ground restoration activities to be undertaken on-site to achieve the project objectives and why it is needed.
- Explain if this project is part of a larger regional and/or local watershed effort.
- Describe provisions to ensure long-term management and protection of the project (e.g., conservation easements on private land, long-term monitoring program).
- Please indicate if any federal, state, or local permits are required to complete the project and the status of efforts to secure necessary authorization.

Final Products

- Describe the anticipated benefits of the project from an ecological, educational, and/or socio-economic perspective (e.g., number of acres of wetlands or stream miles restored, target audience and how they will benefit).
- Identify how you will measure the success of the project.

Partner Justification

- Describe the strengths, qualifications, and nature of the contribution of your organization and other collaborating organizations.

In addition to the application and project narrative, applications for Conservation Commission Grants also must include:

- A copy of the motion of official action by the board of the sponsoring district to approve the project and the grant application.

Applicants also should review Chapter 12:03:05 of Administrative Rules, especially regarding format of application, project costs, length of grant periods, ineligible grant purposes, and required prior reports (including annual financial and progress reports for the prior fiscal year).

In addition to the application and project narrative, applications for Urban and Community Forestry Challenge Grants must also include:

- Completed sub-grant questionnaire.
- Submit a work plan outlining the activities you wish to accomplish through this grant.

Tree species selected must be at least 1¼ inch caliper and at least 10 feet tall in accordance with the American Standard for Nursery Stock (ANSI Z60.1 – 2006).