



GUIDELINES

Muskingum Watershed Conservancy District

“Partners in Watershed Management”

PROJECT ASSISTANCE PROGRAM

FY 2012

PURPOSE

The Muskingum Watershed Conservancy District (MWCD), in an effort to support the work of agencies and groups involved in conservation programs, water quality issues, and flood reduction and mitigation projects, has developed the “Partners in Watershed Management” Project Assistance Program (PWM). This competitive grant program provides assistance to local communities, agencies and groups involved in projects and programs that support the conservation and flood control aspects of the agency’s mission as outlined in the Amendment to the Official Plan of the MWCD.

ELIGIBILITY

Political subdivisions of the state, IRS Section 501 groups, and other organizations involved in programs or projects related to watershed management and water quality improvements in the Muskingum River watershed, are eligible for potential assistance through this program.

APPLICATION PROCESS

Application materials are available at www.mwcd.org, or from the address listed below. Please include a cover letter with a short description of your agency or group, a summary of your project or program, the type and amount of assistance requested, and how you believe your proposal relates to, and supports, the conservation and flood control aspects of the mission of the MWCD. Projects with a focus on recreation are not eligible for funding through PWM.

Include a resolution from your governing body, indicating support for the proposal and a commitment to any potential matching funds requirements.

Complete the application form and attach additional sheets, drawings, resolutions, letters of support and/or collaboration, and other relevant information. If desired, your application form, without supporting documentation, may be submitted prior to September 1, 2011 for an initial review. If you are a non-profit group, please include your IRS Determination Letter confirming Section 501 status.

FUNDING PROCESS

Funds will be made available primarily on a reimbursement basis, and released upon receipt of the proper documentation of expenses. Eligible costs include design and engineering, project or program specific labor, special service contracts, equipment rental, materials and supplies, and land acquisition if for conservation and/or flood control purposes. Agency or group staff costs are not reimbursable. Funding availability may vary on an annual basis.

MATCHING FUNDS

The Project Assistance Program provides up to 100% reimbursement of project costs. However, an applicant’s provision of matching funds or in-kind services will be considered favorably in the review process. Ideally, PWM funds will be used to leverage greater amounts of funds from other sources.

SELECTION AND EVALUATION

Proposals will be reviewed and recommended for funding based upon the following criteria:

- 1) The extent to which the proposal promotes or supports the conservation and flood control aspects of the mission of the MWCD.
- 2) The need for, and benefits of, the project or program.
- 3) Project or program design.
- 4) Level of partnership development and local support.
- 5) Past project or program experience.
- 6) Sustainability of the project or program.
- 7) Planning process.
- 8) Level of matching funds or in-kind services.
- 9) If acquiring land, the extent to which the purchase would meet the goals of a watershed action plan, a riparian corridor-wide acquisition program, etc.

DEADLINES

Three (3) copies of the complete application and supporting documents are due at the address listed below by 5:00 p.m., **Monday, October 3, 2011**. In addition, please submit the application form electronically as well. Drafts may be submitted, either by mail or electronically by September 1 for an initial review.

Applications will be accepted on a year-round basis for flood clean-up and log jam removal projects, and for the following funding programs offered in partnership with various state and federal agencies:

- Stream Gauging Program in partnership with the U.S. Geological Survey/Ohio Water Science Center.
- Acid Mine Drainage Program in partnership with the Ohio Department of Natural Resources.
- FEMA Hazard Mitigation Assistance programs in partnership with the Ohio Emergency Management Agency, Mitigation Branch.

Please call for specific details and application instructions for the year-round programs listed above.

PROJECT ASSISTANCE AGREEMENT

A project assistance agreement will be executed between the MWCD and successful program applicants. A sample agreement is included with the application materials. Complete documentation of in-kind materials and services provided, and/or the use of project assistance funds received through this program, will be required. Interim progress reports may be requested. A final report, detailing the results of the project or program will be required within a time period agreed upon by the MWCD and Project Partner. Signage indicating the source of the project assistance funds obtained through this program may be required.

Please submit all application materials and direct all inquiries to

Development Coordinator
Muskingum Watershed Conservancy District
1319 Third Street NW • P.O. Box 349
New Philadelphia, Ohio 44663-0349
Phone: 330-343-6647
Fax: 330-364-4161 • Email: jolivier@mwcd.org

MWCD Mission

Responsible stewards dedicated to conservation, recreation and flood control in the Muskingum River Watershed, striving to enhance the quality of life in the region.