

# PROJECT DEVELOPMENT + GRANTS

## NATURAL RESOURCE ISSUES

CD's have statutory authority to do just about anything that will address the conservation of soil, water, and related natural resources (MCA 76 -15-101 - 102).

**Exercise 1:** Print off a copy of the above statutes for each CD supervisor. Take 10 minutes to read and circle key words that specifically apply to your CD. Keep this and use this in the next exercise (either at the same meeting or the next meeting).

**Identifying natural resource issues is a continual process, and not always an easy process. However, when a natural resource issue arises, it should be discussed at your board meeting and included in your long range plan and addressed in your annual work plan (see other 10-min training).**

**Exercise 2:** Take 10-minutes to list all the natural resource issues in your CD. This can be based on Local Work Group (LWG) meetings, knowledge by supervisors and staff, or public input. Then prioritize these issues.

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## PROJECT DEVELOPMENT

Project development starts with brainstorming. Don't let funding or other challenges stand in the way of brainstorming. Instead, develop your project idea and then see if funding is available or if there are challenges that can't be overcome.

**Exercise 3:** Take 10-minutes to work through the CD Project Development Form on the next page. Choose a priority natural resource issue and then brainstorm a potential project to address that issue. Be as specific as possible with the objectives (e.g. acres impacted, workshop attendees, etc.). Think about partners when filling out the project management section, since you will want to get in touch with them and, also, who will be the project lead at the CD. Choose one willing supervisor to record the discussion on the form to ensure more engagement.

## PROJECT TO GRANT

Once a potential project is identified and developed, funding is the next step to implementation. Ballparking it is tough, so it is important to develop a realistic, accurate budget.

**Exercise 4:** Take 10-minutes to fill out a budget for your potential project. The Conservation Districts Bureau (CDB) has one available that can also be submitted in a grant application.

The next step to getting a potential project funded is identifying funding sources and their deadlines. Be sure to review grant guidelines and not to make assumptions that all grants and applications are the same. Stay aware of deadlines for commonly used grants (such as CDB grants) and adjust your project schedule as needed. Be realistic and patient.

**If a grant is reimbursable and if you want paid, you will have to wait until you get it to start!**

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## GRANT MANAGEMENT

If you have received a grant for your project, you may think it is time to get to work. Actually, it is time to review the grant agreement that you are signing. Each grant has different requirements, including reporting. Reporting will include the deliverables that have been identified for your project. It never hurts to take lots of pictures (if applicable), and to write a narrative that addresses the tasks you set out to do (even if you weren't able to accomplish everything - be honest!).

Reimbursable grants also have specific documentation that is required when seeking reimbursement. These can include invoices, receipts, timesheets and other documentation. Be sure to use a budget tracker to accurately manage the financial part of the grant.

**Be sure to follow procurement law (see procurement training and reach out to CDB) when purchasing.**



# PROJECT DEVELOPMENT + GRANTS

## Project Name

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## Project Purpose and Need

*Overall summary of everything below*

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## Goals + Objectives

*Intended outcomes that are specific and measurable*

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## Public Resource & Conservation Benefits

*Describe all the natural resource benefits that will result from this project.*

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## Tasks

*Specific actions that accomplish goals and objectives*

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## Deliverables

*Tangible items that mean it was successful*

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## Project Management

*Who does what? And when?*

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## Assumptions + Challenges

*What are the risks? What are the potential obstacles?*

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