

**2023 District Grant Program Application Instructions**  
**Completed Projects**  
**(Applications are due February 15, 2023 by 5pm)**

The Upper Gunnison District would like to encourage all interested applicants with completed projects to contact the District with any questions related to the Grant Program guidelines, grant application process, or with requests for technical assistance. All individuals and groups must contact the District prior to application submission. Please contact Beverly Richards (Water Resource Specialist) at: Email [beverly@ugrwc.org](mailto:beverly@ugrwc.org) or call (970) 641-6065 to schedule a meeting or site visit.

## **1. APPLICATION**

**A. Project Title:** Provide a short descriptive title for the project.

**B. Applicant Contact Information:** Indicate the name of the individual or organization applying for the grant along with a physical and mailing address if different, phone, and email address. If the applicant is an organization, identify the individual authorized to bind the organization to perform its obligations under the funding agreement. The applicant will be the entity that receives the funding distributions and any required end-of-year tax reporting forms (e.g. 1099 forms when receiving assistance greater than \$600). If an individual outside the applicant organization has helped prepare the grant application and you would like the District to contact this person regarding any grant application follow-up questions, please provide that individuals information in the area provided.

**C. Funding Summary:** Please identify the total project cost, the amount of District funding assistance being requested, and the match-contribution provided (both cash and in-kind value). The current limit on funding requests from the District's Grant Program is \$50,000 per project with a minimum 50% cost match; however, available funds are limited by the District's annual budget appropriation and will be awarded on a competitive basis.

**D. Project Timeline:** Applications may be submitted for "completed projects" if the project was completed within one year preceding the current grant application due date (February 15, 2023).

## **2. DETAILED PROJECT NARRATIVE AND TECHNICAL PROPOSAL**

Applicants must use the template *Project Narrative & Technical Proposal Template* provided in the grant application packet.

**A. Detailed Project Narrative Description:** In two pages or less, please provide a thorough narrative description of the completed project. Your summary narrative should include the following information, including but not limited to:

1. Landowner or water right holder and water right details (adjudication date, amount in cfs, etc.), as applicable
2. Detailed description of the water resource issue(s) and how the project directly addressed the issues.
3. Completion date of the project.

**B. Technical Proposal:** This technical proposal section should include, but is not limited to, the following information:

1. What are your quantitative estimates of the project benefits? (e.g., 100 acre-feet increase in water

available due to prevention of ditch seepage loss, 1 acre of riparian habitat improved, 150 feet of stream channel stabilized, 250 acre-feet of water better managed, water education for 200 local residents, estimated 50% reduction in user conflict, 2 miles of aquatic habitat restored, etc.).

2. Please include the following eligibility criteria in your grant request. Mark the criteria that your completed project meets and provide a description underneath each as to how it meets the criteria.

\_\_\_\_\_ Development of a new water supply

\_\_\_\_\_ Improvement of an existing water supply

\_\_\_\_\_ Measures that improved instream water quality and water quantity

\_\_\_\_\_ Measures which improved water use efficiency and irrigation water

\_\_\_\_\_ Implementation of watershed management actions, including restoration or protection of riparian habitat.

\_\_\_\_\_ Research or monitoring that furthers the understanding of critical water resource issues and/or goal of the District.

\_\_\_\_\_ Education and outreach related to Upper Gunnison Basin water resources.

**3. SCOPE OF WORK (SOW):** Using the SOW template provided, please break down the project into logical and orderly tasks that you used to carry out project implementation. There are no page limitations, but please try to keep the number of tasks manageable.

1. Please provide the project title, applicant name, list of project partners, project cost break-out by tasks, and completion date.
2. Identify the tasks involved in completing the project. For example, Step 1 (Finalize engineered design); Step 2 (Materials Order); Step 3 (Construction & Final Inspection)
3. Identify project **deliverables for each task**. A deliverable is what you can provide to the District as evidence that the project has been completed (e.g., copy of engineered plans; copies of material invoices; photo documentation of project before, during and after; project warranty, final inspection.
4. Identify the completion date for each specific task.
5. Identify the responsible party that completed each specific task (e.g., XYZ Engineering Firm).
6. Cost for each Task. Please identify the cost for completing each specific task. Then break down that cost into its associated cash or in-kind service contribution category. For example, the total construction cost is \$10,000 of which \$5,000 will be cash requested from District Grant Program and \$5,000 will be match from landowner (e.g. \$2,500 landowner cash and \$2,500 in-kind services (Backhoe: 33 hours @ \$75/hour).

**4. PROJECT BUDGET:** Using the “*Grant Budget Template*” Excel Spreadsheet provided by the District, complete the application budget tables (There are two required tables: *Budget Summary & Match Summary*).

**A. Budget Summary Table - Required**

1. Please use the Excel *Grant Budget Template*.
2. Please identify each task (abbreviate description) from the scope of work within the table. One task per row.
3. For each specific task identify the total budget, then break that amount out into its associated category – i.e., portion that is requested as cash from the District grant program and portion that is match contribution from the applicant or project partners.

4. For each task, please identify the completion date (e.g., “November of 2023”).

## **B. Match Summary Table - Required**

1. Please identify all your project financial partners by name (one entity per row).
2. Use the appropriate column to separate match contributions into cash or in-kind services as applicable. Make sure that you total each row and column.
3. Please note that final approval of a District grant award may be contingent upon receipt of letters of financial commitment from project partners.
4. If funding has been secured from *outside* or *other* entities, please indicate in the project budget by saying “secured” or “awaiting funding decision”.

Note that there is no cash contribution requirement, however the grant evaluation team will look more favorably on projects that provide at least a 10% cash match contribution.

Once the match summary table is completed, please provide a brief narrative about the project partners using the following the guidelines:

1. Identify project partners
2. Name and contact information of each partner
3. Role in the project (e.g., In-kind services like backhoe hours, technical support, coordination of volunteers, project management, or simply cash contributor)
4. Identify any potentially affected adjacent upstream or downstream landowner(s), land uses, water right holder(s), water uses or water users who may be affected by the project and tell us if they are aware of or were informed about your project.

## **C. Payment Reimbursements**

1. Reimbursement for Completed Grant Projects are contingent upon receipt of all identified deliverables. The District reserves the right to request any additional information deemed necessary before awarding District Grant funds.

**5. PROJECT MAP:** Provide a project map(s) identifying the location of the completed project within the watershed, as well as any other pertinent project details (e.g., location of ditch headgate being repaired, section of river restored, water right holder parcel, etc.). If you need assistance with mapping, please contact the District and we will be happy to assist you (e.g., Providing a Google Earth Image of the Project Area).

## 2023 GRANT APPLICATION COVER PAGE – Completed Projects

**Project Title:**

### **Applicant Contact Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Email/Phone Number of individual responsible for developing grant application if different from above: \_\_\_\_\_

### **Funding Summary**

Total Project Cost: \_\_\_\_\_

Grant Funding Requested: \_\_\_\_\_

Match Provided (Cash & In-kind): \_\_\_\_\_

### **Project Timeline**

Project Start Date \_\_\_\_\_ Project Completion Date \_\_\_\_\_

**Date/Time Received (District Use Only):**

**2023 District Grant Program**  
**Project Narrative & Technical Proposal**  
**(Required)**

**Project Description:** Please describe in detail and quantitative terms how your project benefits were measured (e.g., 100 acre-feet increase in water available due to prevention of ditch seepage loss, 1 acre of riparian habitat improved, 150 feet of stream channel stabilized, 250 acre-feet of water better managed, water education for 200 local residents, estimated 50% reduction in user conflict, 2 miles of aquatic habitat restored, etc.).

**Grant Program Criteria:** Mark those criteria that your project meets and provide a description of how it meets the criteria with each.

\_\_\_\_\_ Development of a new water supply

\_\_\_\_\_ Improvement of an existing water supply

\_\_\_\_\_ Measures that improved instream water quality and water quantity

\_\_\_\_\_ Measures which improved water use efficiency and irrigation water

\_\_\_\_\_ Implementation of watershed management actions, including restoration or protection of riparian habitat.

\_\_\_\_\_ Research or monitoring that furthers the understanding of critical water resource issues and/or goal of the District.

**2023 District Grant Program  
Scope of Work Template  
(Required)**

**Project Title:**

**Project Applicant:**

**Project Partners:**

**Total Project Cost: \$**

District Funding Request: \$

Match Contribution Total (Specify In-kind Services or Cash): \$

Source 1 (Name) & Match Contribution (\$)

Source 2 (Name) & Match Contribution (\$)

**Estimated Project Start Date:**

**Estimated Project End Date:**

**Task Descriptions:**

**Task 1 Description:**

Task 1 Deliverables:

Anticipated Timeline for Completion:

Responsible Party:

Total Estimated Budget for Task (\$)

District Funds (\$):

Matching Funds (Specify Source of Match) (\$):

**Task 2 Description:**

Task 2 Deliverables:

Anticipated Timeline for Completion:

Responsible Party:

Total Estimated Budget for Task (\$)

District Funds (\$):

Matching Funds (Specify Source of Match) (\$):

**Task 3 Description:**

Task 3 Deliverables:

Anticipated Timeline for Completion:

Responsible Party:

Total Estimated Budget for Task (\$)

District Funds (\$):

Matching Funds (Specify Source of Match) (\$):

**Summary Project Budget Table: (Use of Template is Required. Excel Template available, please contact the District)**

Task Description	District Grant Request	Match (In-Kind and / or Cash)	Total	Estimated Completion Date
Task 1.				
Task 2.				
Task 3.				
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Match Summary Table: (Use of Template is Required. Excel Template available, please contact the District)**

Task No.	Match Funding Source	In-Kind Services	Cash	Total

<b>TOTALS:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## Notification of Project Form

This document is to be used to notify any potentially affected adjacent upstream or downstream landowner(s), land managers, water right holder(s) or water users who may be affected by the project. Applicants should notify potentially affected entities prior to project construction and submittal of grant proposal. If awarded grant funding, the District may require this signed *Notification of Project* Form from affected parties prior to reimbursement of funds to applicant.

**Project Name: -**

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**Project Description:**

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**Person/Entity Notified:**

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We have been notified about this proposed project by the project applicant and agree that the project as proposed will not affect our land use, water use or water rights.

X

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Upstream/Downstream Entity

**Upper Gunnison River Water Conservancy District  
Grant Reimbursement Request and Project Warranty Form  
Completed Projects**

**Date:**

**Project Name:**

**UGRWCD Contract Number:**

**Reimbursement Request Amount: \$**

**Match Provided:**

**Project Performance Period:**

**Applicant/Payee Name:**

**Check Payable To:**

**Applicant Address:**

**Applicant Phone:**

**Applicant Email:**

**PROJECT DELIVERABLES:**

- Photo and Expense Documentation
- Final Report

**Difficulties Encountered / Corrective Action:**

Problem(s) / Changes:

Resolution / Corrective Action Plan & Schedule:

**By submittal of this reimbursement request and supporting documentation of expenditures, Applicant attests to the Upper Gunnison River Water Conservancy District that all items under *Project Deliverables* have been completed, all amounts due and payable for the Funded Work have been paid or, alternatively will be paid with the funds advanced by the District in response to this Request for Payment.**

**X**

Applicant Payee Signature & Date:

**X**

Upper Gunnison Project Manager & Date: