POLICY GOVERNING
THE UPPER GUNNISON RIVER WATER CONSERVANCY DISTRICT
GRANT PROGRAM

Revised October 5, 2026

1. The Board of Directors will annually determine the funding to be made available for financial assistance under the Grant Program in the following year and appropriate that amount in the District budget.

2. The District will award grants only for projects that are consistent with the purposes of the District's Grant Program: the enhancement of beneficial uses of water for agricultural, recreational, environmental, ecological, domestic, municipal, industrial, and other purposes; studies or research that furthers the District's understanding of basin water resources; and education and outreach.

3. The District will award grants only for projects located within the boundaries of the District.

4. Projects must comply with the *Guidelines for Applicants* promulgated by the Board of Directors.

5. The District will prioritize those projects that utilize pre-Colorado River Compact water rights (those rights perfected before November 24, 1922).

6. The District will prioritize funding for projects that can be completed in the year the grant is awarded.

7. The District does not fund projects or portions of projects that are considered regular and ongoing operations and maintenance activities including but not limited to ditch cleaning or vegetation removal.

8. Financial assistance under the Grant Program is limited to 50% of the project cost, not to exceed $50,000.00.

9. A single grant recipient may not receive financial assistance under the Grant Program that exceeds $150,000.00 during any consecutive five-year period.

10. Applications for financial assistance under the Grant Program, in a form approved by the General Manager, must be received in the District office by the 15th of February, unless noted otherwise in Grant Program documentation, in the year the grant is to be awarded.

11. Applications will be reviewed and evaluated by the Board's Grant Committee during March. The Grant Committee will present its recommendations to the Board of Directors at the Board's March meeting. Awards of financial assistance will be made, in the Board's

sole discretion, at that meeting, subject to any conditions that the Board may deem appropriate.

12. Awards of financial assistance may be made, in the Board's sole discretion, for projects completed within one year before the current grant application deadline.

13. As a condition of approval, the Grantee must sign a Funding Agreement provided by the District's General Counsel no later than June 1 of the year awarded. If the Grantee does not own the property where the project is located, the property owner must acknowledge the Funding Agreement in writing. If a Funding Agreement has not been signed within that timeframe the Grant shall be deemed rescinded.

14. Grant funds are payable upon *completion* of the project. Limited exceptions for alternative payment arrangements (i.e., progress payments or advance partial payment for materials purchase, etc.) will be considered by the District on a case by case basis. All alternative payment requests will have to meet the 50% cost share requirement.

15. The Funding Agreement must be signed by the Grantee and the District's General Manager before work begins on the Project, unless the Grant is awarded for a completed project.

16. Unless the terms of the grant, as provided in the Funding Agreement, provide otherwise, disbursement of grant funds must be made within one year from the date of the Funding Agreement, unless the General Manager grants an extension. An extension must be for a specific term, but no more than one year. Only one extension may be granted without Board approval. The Grantee must make a written application for an extension before the end of the year the grant is awarded, or the end of the extended term, as applicable. Quarterly progress reports will be necessary for the extended term to ensure project completion by the end of the extended term. If disbursement of grant funds does not occur within one year from the date of the Funding Agreement, or within the extended term, as applicable, the Grant shall be deemed rescinded.

17. If the Board of Directors determines, in its sole discretion, that an event has occurred that constitutes an emergency such that time is of the essence in completing a project that otherwise qualifies for financial assistance, and the Board is willing to appropriate additional funds for a grant, the Board may consider an application for assistance for such a project at any time.

18. For completed projects, sufficient evidence must be provided, including an inspection by an engineer when specifically required by the District, to support the requirement that the project was completed within one year of the current grant application closing date (February 16, 2026) and that the project was completed or constructed using best practices and as designed, budgeted and described in the engineered plans. If reimbursement requests and final deliverables are not received within six months from the notification of the award, the Grant shall be rescinded.

GUIDELINES FOR APPLICANTS SEEKING FINANCIAL ASSISTANCE
UPPER GUNNISON RIVER WATER CONSERVANCY DISTRICT
2027 GRANT PROGRAM

Revised: October 15, 2026

The Upper Gunnison River Water Conservancy District was established to conserve the waters within the District, to accomplish the greatest possible use for irrigation, domestic/municipal, industrial, recreational, and all other beneficial purposes, and to defend and protect the waters of the District. A mission of the District is to encourage the in-basin beneficial use and maintenance of high-quality standards for the water resources of the basin. The District has determined that an appropriate means to affect its purposes and accomplish its mission is through a Grant Program that provides financial assistance to persons or entities advancing projects that enhance water supply, water quality, and stream conditions, educates our citizenry, or furthers our understanding of water resources within the District. Note: The District does not fund projects or portions of projects that are considered standard operations and maintenance type activities including but not limited to ditch cleaning or vegetation removal.

The Board of Directors of the District has adopted a Policy Governing the Grant Program that should be reviewed by applicants along with these Guidelines.

ELIGIBILITY CRITERIA

Proposed projects must address one or more of the following criteria to be eligible for financial assistance under the District Grant Program.

1. Development of a *new* water supply
2. Measures to improve instream water quality or water quantity
3. Measures which promote water use efficiency or irrigation water management
4. Implementation of projects involving restoration or protection of wetlands or riparian habitat
5. Research or studies that further the understanding of critical water resource issues in the Upper Gunnison basin.
6. Education and Outreach related to Upper Gunnison River Basin water resources.

The application for financial assistance must document in detail how the proposed project addresses the above criteria.

EVALUATION AND RANKING CRITERIA

During the evaluation process, the District may request additional information to supplement or explain materials submitted by the applicant.

All materials submitted as part of the Application process are considered public documents, are available for public inspection and distribution, and become the property of the District upon receipt.

Applications for financial assistance from the District will be reviewed and prioritized solely at

the District's discretion. Acceptance for review by the District of an application for financial assistance shall not constitute an obligation on the District's part to provide such financial assistance. Requests will be evaluated and ranked in competition for available funding. The District may reject incomplete or late applications.

The merits of eligible projects will be assessed and scored in the evaluation process using the following criteria (not all criteria may be applicable to every project):

1. **Appropriateness**: Is the project consistent with the District's mission and eligibility criteria, and does it fully meet the Grant Program goals?

2. **Project Description**: Is the project clearly defined and described?

3. **Budget**: Is the description and documentation of project costs clear, accurate and comprehensive?

4. **Funding**: Is there a high likelihood of the applicant receiving funding from other identified sources? Has other funding been "secured"?

5. **Milestones & Timelines**: Is the project timeline described and documented in a clear and well-organized fashion? Is there a clear path for completion within a year or within the proposed timeframe?

6. **Technical Adequacy**: Is there a high probability of technical success? Is there a high likelihood that the project will perform as designed?

7. **Project Effectiveness**: Is there a high likelihood that the applicant will meet the project objectives? Will the project be effective and efficient?

8. **Applicant's Capability**: Does the applicant have the ability to implement the project?

9. **Participation**: Is consent from affected landowners and water rights holders adequately documented? Is consent from public land agencies adequately documented? If there are multiple landowners/water right holders involved in the project, are their contributions (cash or in-kind services) adequately documented, if applicable?

10. **Benefits**: Are project water resource benefits documented? Are there multiple water resource benefits or beneficiaries? Are there measurable benefits as a result of the completed project?

11. **Other**: Are there intangible benefits to the project? Does the project employ new methods that may serve as an example or potential solution for similar problems? Does the project provide a water education benefit? Does the project address a public health and safety issue?

12. **Risk**: Is there potential risk either to the District, adjacent landowners, water rights holders, or general public associated with the implementation of the project?

All proposals will be reviewed and ranked by District staff by assigning numeric values to the factors listed above. Ranked results and project summaries will be presented to the Grant Committee of the Board of Directors during March of each year as Staff Recommendations. The Grant Committee Chair will ask for funding approval from the full Board of Directors at the March Regular Meeting, subject to any conditions the Board may impose.

2026 District Grant Program Application Instructions

Completed Projects

(Applications are due February 15, 2027 by 5pm)

The Upper Gunnison District would like to encourage all interested applicants to contact the District with any questions related to the Grant Program guidelines, grant application process, etc. All individuals and groups must contact the District prior to application submission for a brief project review discussion. Please contact Beverly Richards (Grant Program Manager) at: Email beverly@ugrwcd.org or phone (970) 641-6065 to schedule a meeting or site visit (if determined necessary).

1. APPLICATION COVER PAGE

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 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). 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 16, 2026).

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 thorough narrative description of the completed project. Your summary narrative should include, but is not limited to, the following information:

1. Location of the project within the basin (e.g, public or private lands, sub-basin).
2. Landowner or water right holder (names) and water right details (name, adjudication date, amount in cfs, etc.), as applicable.

3. Detailed description of the water resource issue(s) and how the project proposal directly addresses the issues.
4. Include date of completion of project.

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

1. Please describe in detailed 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.).
2. Please include the following eligibility criteria list in your proposal, mark those criteria that your completed project meets, and provide a description underneath each of how it meets the criteria.

_____Development of a *new* water supply

Description:

_____Measures to improve instream water quality or water quantity

Description:

_____Measures which improve water use efficiency and irrigation water management

Description:

____Implementation of projects involving restoration or protection of wetlands or riparian habitat.

Description:

_____Research or studies that further the understanding of critical water resource issues in the Upper Gunnison basin.

Description:

_____ Education and Outreach related to Upper Gunnison Basin water resources.

Description:

3. SCOPE OF WORK (SOW): Using the SOW template provided, please break down the project into logical and orderly tasks that you used to implement your project. 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 or project beneficiaries, project cost break-out by tasks, and completion dates.

2. Identify the tasks involved in completing the project. For example, Step 1 (Finalized Engineered Design); Step 2 (Materials Order); Step 3 (Construction & Final Inspection).
3. Identify project deliverables. A deliverable is what you intend to 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, and final project report).
4. Identify the completion dates for each specific task.
5. Identify the party responsible for completing each specific task (e.g., XYZ Engineering Firm).
6. Total Estimated Budget for Task. Please identify your total cost for 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 the 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*" provided by the District, complete the application budget tables (There are two required tables: *Budget Summary & Match Summary*). Excel spreadsheets are available, contact the District.

A. <u>Budget Summary Table - Required</u>

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 incorporate the completion date (e.g., "November of 2025").

B. <u>Match Summary Table - Required</u>

1. Please identify all your project financial partners or contributors 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 or evidence of financial commitment from project partners.

Note: There is no <u>cash</u> 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 (including federal land management agencies if any).

C. Payment Reimbursements

Reimbursement is made upon receipt of all identified deliverables and clear evidence of cash or in-kind match contributions.

5. PROJECT MAP: Provide a project map(s) identifying the location of the project within the watershed, land ownership, as well as any other pertinent project details (e.g., location of ditch headgate being repaired, section of river restored, sub-basin, 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., Printing a Google Earth Image of the Project Area).

2027 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):

2027 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.

Description:

☐Measures that improved instream water quality or water quantity.

Description:

☐Measures which improved water use efficiency and irrigation water management.

Description:

☐Implementation of projects involving restoration or protection of wetlands or riparian habitat.

Description:

☐ Research or monitoring that furthers the understanding of critical water resource issues in the Upper Gunnison basin.

Description:

☐Education and Outreach related to Upper Gunnison River Basin Water Resources.

Description:

2027 District Grant Program Scope of Work Template (Required)

Project Title:

Project Applicant:

Project Partners:

Project Beneficiaries:

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 ($)

Project Description:

Project Goals:

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.				
TOTALS:				

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

Match Funding Source	In-Kind Services	Cash	Total
TOTALS:			

Match Funding Summary:

Notification of Project

This document is to be used by the applicant 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 are strongly encouraged to notify potentially affected entities prior to submittal of the grant proposal to the District. If awarded grant funding, the District may require this signed *Notification of Project* form from affected parties prior to entering into contractual agreement for funding with the applicant.

Project Name: _____

Project Description:

_____

_____

_____

_____

_____

_____

_____

Person/Entity Notified:

_____

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

X _____

Upstream/Downstream Entity