

Itasca SWCD Aquatic Invasive Species Program (AISP) Community Action Projects (CAP) Grant Application

Itasca County Soil & Water Conservation District, Aquatic Invasive Species Program

Note - Itasca County individuals and organizations must use this form to apply for funds from the Community Action Projects AIS Program. Read Section 6: Instructions and make sure you complete and sign this application. If you need assistance, contact the Itasca County AIS Coordinator Bill Grantges at 218-256-4243 or Bill.Grantges@ItascaSWCD.org. Mail completed applications to: Itasca County AIS Program, PO Box 990, Grand Rapids, MN 55744 or send to Bill.Grantges@ItascaSWCD.org.

Section 1: Applicant Information

Type of Applicant

- Individual
 Lake Association
 Business
 Nonprofit Organization
 Educational Institution
 City
 Township
 Tribe
 Other

Organization			
Waterbody Name(s) (if applicable)		Township(s) where project is located (if applicable)	
Authorized Representative Name		Authorized Representative Title	
Street Address	City	State	Zip Code
Daytime Phone	Evening Phone	Email Address	
Project Manager Name		Project Manager Title	
Street Address	City	State	Zip Code
Daytime Phone	Evening Phone	Email Address	

Reimbursement/Payment Details			
Name and Title		Street Address	
Organization	City	State	Zip Code

Section 2: Project Information

Project Title

Project Start and Completion Dates

Project Description

Section 6: Application Instructions

Effective July 1, 2022, all CAP grant applications for 2023 must be submitted by October 1, 2022. All CAP grants for the following year will be reviewed before any is awarded.

Applications may be accepted from Itasca County individuals and organizations for matching funds up to \$10,000 for equipment, materials, or services to prevent the introduction and/or the spread of AIS in Itasca County. Requests for funds more than \$10,000 while discouraged, will be considered but first preference is given to grant requests of \$10,000 or less. Grants may be approved for amounts less than those requested.

All items listed in *Section 3: Project Financial Requirements* must have accompanying official quotes.

Grant Approval Process:

If you have any questions about this program or would like assistance with filling out this application, please contact the Itasca County AIS Coordinator Bill Grantges at 218-256-4243 or Bill.Grantges@ItascaSWCD.org. Mail completed applications to: Itasca County AIS Program, PO Box 990, Grand Rapids MN 55744. Completed applications can also be sent via email to Bill.Grantges@ItascaSWCD.org.

Grants for the following year will be awarded within 5 weeks of the submission deadline. Applicants will be notified when the Itasca SWCD AIS Program Technical Advisory Committee will be meeting to review their applications. Applicants are welcome to attend. Preference may be given to applications that include 50% cash match or in-kind match.

Reimbursement Process:

Successful grant recipients must submit invoices or advance payment request and a final project report to the Itasca County AIS Coordinator. After review, he will request disbursement of a check from Itasca SWCD within two weeks.

In-Kind:

In-Kind can include both Cash and In-Kind Matches.

Cash Match is actual cash contributed to a project, such as:

- Cash contributed by your organization
- Cash contributed by a third party that is supported by a Partner Commitment Letter and documented in the grantee's files
- Supplies or contracted services to be paid for by the grantee for project activities during the grant period.

In-kind Match is non-cash donations of a good or service, such as:

- Personnel time given to the project (existing staff or volunteers)
- Use of equipment
- Donated supplies or services

All match funds must:

- Be reasonable, necessary, and allowable for the performance of the grant award
- Conform to grant program guidelines
- Be provided for in the approved budget
- Be from a non-state source
- Be treated consistently with other costs incurred by the organization
- Be in accordance with Generally Accepted Accounting Principles (GAAP)
- Be adequately documented (i.e., are verifiable from the grantees records and reported to the grant program as requested)

For Itasca County AIS Program Use Only

Date Received	Date Reviewed	Date to AISTAC	DNR Waterbody ID #	AISP Priority Area	Waterbody Risk Designation	Project Priority Rank

Past Sources of Funding & Amounts

Project Partners

Other Sources of Funding

Eligible Project	Prior AISP Grants, Dates and Amounts Received To Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Awarded, <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Date:</u>	Comments: