

# MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

1380 WEST FRONTAGE ROAD, HIGHWAY 36  
 STILLWATER, MINNESOTA 55082  
 Phone 651.275.1136 x22 fax 651.275.1254 www.mscwmo.org



## Water Quality Cost-Share Grant Program Application Form

### Contact Information

Name		
Address		
City	State	Zip Code
Project Location (if different than above)		
Lake or Stream (if applicable)	Previous Grant Recipient? What Project?	
Home Phone	Work or Cell Phone	
Email Address	Other Contact Info	

### Project Information

Project Description: (Use additional sheets as necessary) Please let us know what types of BMP you want to install, if you will use only native plants, and who you are planning to have do most of the work.		
Water Quality Issues the Project will Address: Clean water, invasive species removal and/or reduce amount of water going downstream.		
Area treated by project (attach two-ft topography)	Maximum Size of Practice	Landuse in Drainage Area

### Cost-Share Request

Total Project Cost (Attach itemized list - required for cost-share)	MSCWMO Cost-Share Request (Max of 50% with a cap of \$5,000)
Collaborators (List partners and contributing funds, if applicable)	

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate.

Signature	Date
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### For Official Use Only

Subcommittee Evaluation Date & Score	Board Review Date	Board Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval Amount
Payment 1 (Amount and Date Approved)		Payment 2 (Amount and Date Approved)	

# Water Quality Cost-Share Grant Program

## Application Steps and Procedures

### **Applicant's Step 1:**

Schedule a site visit with MSCWMO staff at 651-275-1136 x22 or x 36 or email us at [melissa.lewis@mnwcd.org](mailto:melissa.lewis@mnwcd.org) or [rusty.Schmidt@mnwcd.org](mailto:rusty.Schmidt@mnwcd.org)

### **MSCWMO Staff Step 1:**

MSCWMO staff person will meet you at the site for a review to determine whether the site is a candidate for the cost-share grant funds. The staff person will walk your site with you with a map to determine options for potential cost-share projects.

### **Applicant's Step 2:**

If MSCWMO staff determine your site is a candidate for the cost-share grant program, complete and submit your application to Melissa Lewis or Rusty Schmidt by mail (1380 W. Frontage Road, Hwy 36, Stillwater, MN 55082), fax (651-275-1254), or email ([melissa.lewis@mnwcd.org](mailto:melissa.lewis@mnwcd.org) or [rusty.Schmidt@mnwcd.org](mailto:rusty.Schmidt@mnwcd.org)).

### **MSCWMO Staff Step 2:**

MSCWMO staff person will review the application and if it seems to be a good candidate, the staff will help the applicant with a conceptual design of the site. This will be a collaboration of staff and the applicant. When the conceptual plan is complete with a cost estimate, it will go to a subcommittee of the Board of Managers for their approval. A conceptual design will determine the size of the project but will not provide specific details of materials or plant species used, but rather general descriptions like grass, flower, shrub or tree.

### **MSCWMO Staff Step 3:**

Following the subcommittee decision, you will receive written notification about whether your application was approved for funding. If funding was not approved, the staff may still provide technical assistance on the project. If funding is approved, MSCWMO staff will help develop a final design of the project with the cost estimate. The final design provides specific details of what types of plants, rock, mulch, edger etc. This final design will go before the full board for final approval.

### **Applicant's Step 3:**

Upon Board approval, the applicant is approved to start working on the project. Receipts of materials, and labor will need to be kept and filed for reimbursement when the project is completed. The applicant will need to contact the MSCWMO staff when the project is starting and at any major new task of work during the project. Any changes to the project design or extra materials or labor added to the project at this point do not qualify for cost share unless the Board authorizes the additions or changes.

### **MSCWMO Staff Step 4:**

Upon contact by the applicant, MSCWMO staff will visit the site to provide technical assistance and site inspections. Site inspections will continue throughout the project construction. Upon completion of the project, MSCWMO staff will conduct a final site inspection and approval of the installation. Cost-share funding agreed to by the full Board will be granted to the applicant only after the project installation has been approved, all receipts for the project have been received, and the full Board has approved payment.