



Richland County Conservation Commission Community Conservation Grants Guidelines and Application for FY 2012-13

Purpose of Grants Program:

To assist community groups and agencies to 1) protect or improve water quality; 2) build or enhance trails; 3) restore and protect natural resource corridors; 4) implement low impact development or green infrastructure practices; 5) develop and implement environmental education programs. Grants are available up to \$20,000.

DEADLINE for Receipt of Applications is 5:00 pm, February 21, 2012. This is NOT a postmark deadline.

Eligible applicants:

- Community and neighborhood organizations
- Governmental agencies
- Institutions
- Non-profit organizations

Applicant organizations must have been in existence for at least one (1) year prior to requesting funds.

Grant Process and Timeline:

Applications must be received by the deadline; late submissions will not be considered. The Conservation Committee will review and rate each application based on the evaluation measures described below. Short presentations will be scheduled for March. Committee recommendations are presented to the Richland County Conservation Commission (RCCC) for approval and then submitted to Richland County Council for final approval. Recipients will be notified of grant awards in late June. Project activities may not begin until grant agreements have been signed.

Criteria for Project Eligibility:

Eligible activities will:

- Protect or improve water quality
- Build or enhance trails
- Restore and protect natural resource corridors
- Implement low impact development or green infrastructure practices
- Develop and implement environmental education programs.

Ineligible activities or expenses:

- Recreational equipment
- Routine maintenance
- Debris removal
- Community infrastructure
- Storm water practices required by state or local laws
- Projects on private property with no public access
- Overhead or indirect costs
- Food or travel

Budget:

Community Conservation Grants are an 80% / 20% matching program. Applicants must demonstrate a 20% match for funds received. In-kind services may count toward matching funds. Costs incurred will be reimbursed through invoice to RCCC as work is completed and approved. *Reimbursements will not be allowed for work completed prior to the signed grant agreement.*

Use the budget template provided in the application. The budget should reflect in financial terms the actual costs of achieving the objectives of the project proposed in the application narrative. Be specific about expenditures. Under project revenues, list known and anticipated funding sources.

Application Evaluation:

All complete, on-time applications will be rated according to these criteria:

- Innovative approaches to environmental problems
- Sustainability – How will the practices/programs be maintained or continued?
- Public benefit – How will the public benefit from the project? Will there be public access or usage?
- Qualifications of personnel involved – What are the relevant experiences, knowledge, and skills of the people involved in the tasks cited that ensure the tasks can be completed?
- Project as catalyst – How will this project create more conservation activity in the community?
- Educational component – How does the project increase public awareness and involvement in conservation?
- Partnerships – What other entities are involved with and support this project?
- Proposal organization, feasibility of project activities, and timeline for implementing and conducting major activities
- Detailed, reasonable budget; proof of match; amount (%) of in-kind and cash match
- If applicable, previous RCCC grant performance
- Any projects previously funded by the RCCC for three years will be considered after all other applications have been assessed and recommended for funding.

Acknowledgment:

Property projects – structures, trails, or water quality projects – must have a visible sign acknowledging RCCC funding. Educational projects must acknowledge RCCC funding on written materials, websites, videos, etc.

Reporting Requirements:

Interim reports are due November 1, 2012 and February 15, 2013. A final report is due upon completion of the project. May 15, 2013 is the deadline for completion of projects.

Freedom of Information Act Notice:

Please be advised that all materials submitted for RCCC grant funding are subject to disclosure consistent with the Freedom of Information Act (FOIA).

Application Submission:

Applications must be submitted on paper and electronically. Photos should be sent electronically or on CD. Late, incomplete, or faxed submissions will not be accepted. Materials and photos will not be returned. Secure each application with a staple, paper clip or binder clip. No report folders or three-ring binders, please.

A complete application package includes:

- One (1) original signed application, five (5) paper copies, and electronic submission of FY 2012-13 form
- Detailed budget using templates
- Signed letter committing to match
- Necessary supplemental information to explain the project (photos, maps, etc.) Letters of support are welcome.

Send Applications to:

Richland County Conservation Commission
Attn: Nancy Stone-Collum
2020 Hampton Street, Room 3063A
Columbia, SC 29204

Electronic submission to: stonecollumn@rcgov.us

Questions? Contact Nancy Stone-Collum at 576-2083 or stonecollumn@rcgov.us



2020 Hampton Street • Room 3063A • Columbia, SC 29204
(803) 576-2083

APPLICATION FOR FY 2012-13 COMMUNITY CONSERVATION GRANTS

Deadline is February 21, 2012 at 5:00 pm

1. APPLICANT

Applicant (organization, agency):

Contact person:

Phone number(s):

Address of applicant:

E-mail:

2. PROJECT NAME

Name of project:

Location:

Tax Map Number:

County Council District:

Property Owner (if different than applicant):

Address:

Daytime telephone number:

Email:

Amount of request: RCCC:

Match:

Total:

3. PROJECT DESCRIPTION

A. What is the environmental issue of concern and the baseline condition?

B. What are the objectives and the primary activities of the project?

C. Explain how the project will be carried out and how it will be supervised.

Identify who will conduct each of the project activities.

D. What are the results/final product(s) from this project? How will outcomes be measured?

4. PROJECT JUSTIFICATION

- A. What innovative approaches will be used?
- B. How will the project be sustained beyond the grant period?
- C. How will this project benefit the public? Is public access allowed?
- D. How will the project act as a catalyst for other conservation projects within Richland County?

- E. For educational projects, who is the primary audience and how will the materials be distributed?

5. PROJECT PERSONNEL

- A. Name of the project manager
List his/her qualifications to manage the project.
- B. Do you intend to hire a consultant(s)? Yes No
If yes, what kind of consultants(s)?
- C. Will students or volunteers be involved with the project? Yes No
If yes, what is their role and who will train and supervise them?

6. BUDGET AND MATCH

- A. Use the budget templates for grant expenses and income on page 7. Be specific.
- B. Attach a separate written statement signed by the appropriate authority affirming that matching funds are available and committed to the project.
- C. List all RCCC grants the organization has received previously; include year and project name.

7. TIMELINE

Provide a schedule for completion of each of the activities proposed (Activities cannot begin before July.)

Important: if the project is being done in phases, indicate timeline and estimated costs for each phase.

8. ADDITIONAL INFORMATION

- A. Enclose a map showing the location of the property and directions to the project site.
- B. If photos are appropriate, submit photos on CD or email to stonecollum@rcgov.us

C. Letters of support from partners are welcome.

9. ASSURANCES

- A. Richland County Conservation Commission (RCCC) reserves the right to make recommendations concerning the consultant selection
- B. Applicant agrees to sign a Funding Agreement with the RCCC and that no funds may be spent until the agreement has been signed. Funds will be dispersed to the grantee upon receipt of invoice and cost documentation.
- C. Applicant will seek multiple quotes for purchases of goods and services to ensure they are procured at a reasonable cost consistent with the budget.

The Applicant’s signature below certifies acceptance of all of the above conditions and attests that the information provided is correct and accurate.

Printed Name of Authorized Official and Title

Signature of Authorized Official

Date

10. SUBMISSION

Send one (1) original signed application and five (5) copies to:

Richland County Conservation Commission

Attn: Nancy Stone-Collum

2020 Hampton Street, Room 3063A

Columbia, SC 29204

And

Electronic submission to: stonecolumn@rcgov.us

Budget Templates (add more lines as needed)

RCCC Community Conservation Grant Expenses				
Category	RCCC Funds	Match	In-kind or cash*	Total
Total Project Costs				

* Denote whether the match is in-kind or cash

RCCC Community Conservation Grant Revenues		
Income Sources	Amount	Pending/Received
Total		

Excel spreadsheet is available by emailing stonecolumn@rcgov.us