

Process of ~~Administration~~ & 310 Grants

New name.. CD Operation Grants & 310 Grants

Goal of CD Operations Grant Application:

- Allow us to look at:
 - Is mill levy income correct?
 - Help administrators develop an itemized district budget
 - Identify what CD's have in savings, Cert's. of deposit, etc.
 - Look at shortfalls and compare to previous year
 - May be an error...
 - Look at reserves to ensure sustainability, term accts, oper. exp. building maintenance, equip maintenance, vehicle maintenance, etc.
- Bring low income CD's up to a level to keep their doors open (\$28K for FY16)
- Add 310 grant income on top of operating grant.
- Allow CD to have budget ready to go to County commissioners
- Forked out \$397K!!, maybe more if your nice!

Operation Grant Application Process:

Annual application
Must have budget

Top 3 common mistakes:

On cover sheet..

- No supervisor signatures
- Guesstimated Mil levy income
- No statement of need
- Cost of District Administration

On spreadsheet...

- Assets are carried over to the 'short fall'
- Grant Administration Income
- Grant Expense
- Requesting more than the shortfall
- Spreadsheet not signed by supervisor
- Minimal "additional" funds requested...



Date Received: _____

APPLICATION FOR ADMINISTRATIVE GRANT FUNDS Fiscal Year (FY) 2016 (July 1, 2015 through June 30, 2016)

The purpose of this grant program is to provide funding for conservation districts that do not have enough funding to cover basic operation costs, such as administrative salaries, office supplies, communications, and insurance. In order to be eligible, conservation districts must:

- (1) have levied the maximum mill levy allowed for FY16;
- (2) have a need for additional funds for general operation of the conservation district;
- (3) report budget expenses from FY15.

This form, and the attached spreadsheet will suffice as both a report of income and expenses from the FY15, and an application for funds for the upcoming FY16. **Because you will be estimating anticipated expenses and income for the remaining portion of FY15 and for the upcoming FY16, by signing this application, you are agreeing to notify DNRC if there are major changes to the information submitted.**

In order for DNRC to determine need, all sources of income, assets, and expenses will be considered. Conservation districts with the most limited resources will be given priority for funding.

1. Conservation District Name: _____
2. Has your district levied the maximum mill levy allowed for current fiscal year?
No ____ Yes ____ Mill levy Value _____ Amount of Revenue \$ _____
- _____ *County Commissioner Signature*
3. Total grant requested \$ _____
4. Total estimated cost of district administration for fiscal year 2016 \$ _____
5. Give a brief statement of what additional funds will allow your district to accomplish. (Use additional sheet to explain.)
6. Does the district pay for district employee's health insurance? Yes ____ No ____
7. Does the district pay district employees a health stipend? Yes ____ No ____
8. If your computer was identified as being required to be updated to meet NRCS computer specifications, do you anticipate a need for funding for a new computer in FY16? Yes ____ No ____
9. Fill out the attached Excel spreadsheet, print it, have a supervisor sign it and send with this cover sheet to Conservation Districts Bureau, Box 201601, Helena, MT 59620-1601.
10. Additional Information. On a separate sheet, provide any additional information that may help us determine need, such as number of employees and funding sources, major activities in which your district is involved, etc.
11. The information provided in this application is correct and complete to the best of my knowledge and was approved for submission by the district board of supervisors at its board meeting on _____ (meeting date).

Date

District Chairman

ADMINISTRATIVE GRANT APPLICATION FY 2016

Git'rdone Conservation District

Date Prepared: 5/2/15

DO NOT TYPE IN GRAY BOXES

ASSETS as of 5/2/15	EXPLANATION OF ASSETS		
Checking Account Balance	\$35,725		
Saving Account	\$18,934		
Certificates of Deposit	\$28,645		
term account	\$4,500		
Petty Cash	\$56		
Soil Probe	\$10,894		
Storage Unit	\$1,090		
2014 Ford Pickup	\$38,263		
TOTAL CURRENT ASSETS	\$138,107		

(use the first three columns to report fy15 - current - income and expenses) (the last column is for fy16 application)	FY 2015 Actual Date From-To: <u>7/1/14- 5/20/15</u>	FY 2015 Estimated Date From-To: <u>5/21/15-6/30/15</u>	FY 2015 TOTAL	PROPOSED Actual FY 2016	Additional Funds rquested FY 2016
Carry Over from FY14	-\$3,223				
Carry Over from FY15				\$2,779	

Income

Mill Levy	\$17,952	\$120	\$18,072	\$16,250	
Permissive Levy	\$0	\$0	\$0	\$0	
310 Grant Received	\$0	\$0	\$0	\$0	
Administrative Grant Received	\$12,219	\$0	\$12,219	***	*do not include for FY 16
Administrative Comp Equip Grant	\$0	\$0	\$0	\$0	
PILT Funds	\$0	\$0	\$0	\$0	
Rentals	\$4,932	\$768	\$5,700	\$5,700	
Sales (maps, probes, books, etc)	\$3,743	\$0	\$3,743	\$4,000	
Interest Income	\$13	\$0	\$13	\$15	
Grant Administration	\$1,055	\$1,741	\$2,796	\$3,500	
Education Grant Project	\$419	\$0	\$419	\$0	
Conservation Month Grant Project	\$560	\$0	\$560	\$3,384	
435 Aquifer Grant Project	\$7,721	\$15,669	\$23,389	\$27,000	
223 Equipment Grant Project	\$5,820	\$0	\$5,820	\$0	
RCG Instrument Grant	\$5,000	\$0	\$5,000	\$0	
Tree Sales income	\$5,692	\$0	\$5,692	\$6,000	
Soil Testing	\$2,941	\$0	\$2,941	\$5,000	
Water Usage	\$5,444	\$0	\$5,444	\$5,500	
Truck Trade In	\$3,850	\$0	\$3,850	\$0	
Baseline Water Sampling Fees	\$400	\$0	\$400	\$0	
MOU with MBMG	\$7,696	\$8,805	\$16,500	\$0	
TOTAL INCOME	\$85,456	\$27,102	\$112,558	\$76,349	

Expenses					Explain "Additional Funds"
Salary, benefits, taxes	\$14,725	\$2,000	\$16,725	\$19,000	
Health Insurance	\$0	\$0	\$0	\$0	
Health Stipend	\$1,150	\$50	\$1,200	\$1,200	
Supervisor Travel	\$3,110	\$0	\$3,110	\$4,000	
Employee Travel	\$1,264	\$0	\$1,264	\$1,500	
Insurance, Liability	\$0	\$1,262	\$1,262	\$1,500	
310 Expenses	\$0	\$0	\$0	\$0	
Office Supplies	\$481	\$50	\$531	\$600	
Office Equipment (computers, etc)	\$0	\$0	\$0	\$0	
Postage	\$527	\$49	\$576	\$600	
Phone, Internet	\$0	\$0	\$0	\$0	
Utilities	\$0	\$0	\$0	\$0	
MACD Convention	\$626	\$0	\$626	\$1,000	
Area Meetings	\$75	\$0	\$75	\$200	
Annual Dinner/Banquet	\$200	\$0	\$200	\$300	
Dues	\$1,579	\$0	\$1,579	\$1,600	
Registration for Meetings	\$0	\$0	\$0	\$100	
Education (camp registrations, tours, etc.)	\$121	\$0	\$121	\$1,000	
Advertising/Public Relations/Tours	\$843	\$0	\$843	\$850	
Items purchased for sale (probes, maps)	\$2,665	\$0	\$2,665	\$3,000	
Trees/fabric/mesh purchased	\$5,224	\$0	\$5,224	\$5,000	
Maintenance	\$0	\$0	\$0	\$2,000	
Equipment (drills, tree planters, etc.)	\$0	\$0	\$0	\$0	
Contracted Services	\$1,584	\$0	\$1,584	\$1,600	
Education Grant Project	\$421	\$0	\$421	\$0	
Conservation Month Grant Project	\$560	\$0	\$560	\$3,384	
435 Aquifer Grant Project	\$11,472	\$15,669	\$27,141	\$30,000	
RCG Instrument Grant	\$4,530	\$0	\$4,530	\$0	
Soil Testing	\$3,432	\$0	\$3,432	\$8,000	
Coal Bed Methane Grant	\$11,091	\$0	\$11,091	\$0	
MOU w/ MBMG	\$6,886	\$8,805	\$15,691	\$0	
equip depreciation				\$4,500	
Vehicle Expense (maintenance)	\$1,606	\$0	\$1,606	\$2,000	
term acct		\$4,500	\$4,500		
TOTAL EXPENSE	\$74,172	\$32,384	\$106,556	\$92,934	
TOTAL INCOME + CARRY OVER	\$82,233	\$27,102	\$109,335	\$79,128	TOTAL INCOME FY16
TOTAL EXPENSE	\$74,172	\$32,384	\$106,556	\$92,934	TOTAL EXPENSES FY16
CARRY OVER	\$8,062	-\$5,282	\$2,779	-\$13,806	BUDGET SHORTFALL
				13806	ADMINISTRATIVE GRAN