



**Endless Mountains Resource Conservation &
Development Council**

New Project Proposal Application Packet

*Endless Mountains Resource Conservation and Development Council are
volunteers who serve their community.*

The Endless Mountains Resource Conservation and Development Council will lead a diverse group of stakeholders in the sound conservation and stewardship of the region's natural resources. The Council will promote the rural quality of life and its economic stability through organizational efforts, education of communities, technical expertise and sponsorship of projects.

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Applications Instructions

Part 1-General Information

Please fill out the required information as completely as possible.

Part 2-Project Purpose

1. Please use as much detail as necessary to make it easy for the Council to understand what it is you want to do and why the project is unique and necessary/needed.
2. The Council will not consider any projects that don't fit within their Holistic Goal and/or Area Plan Critical Issues and related goals, objectives and strategies.

Holistic Goal-Our Vision

Quality of Life – Statement

We will collectively continue to share our knowledge and scientific truth in protecting our natural resources and resource base with integrity, honesty and a conservation ethic which will result in becoming self-sustaining.

Forms of Production

- Commitment to success – functional board, action committee
- Accept everyone's opinion / Open communication (consensus) – Establish procedure, listen with respect
- Element of fun & caring - Celebrate each other
- Conservation Ethic – Articulate & publicize our organization's successes
- Use our influence as a group to integrate public opinion & political process
- Education (ourselves and others) to address root causes – A “watershed” idea
- RC&D has an integral role in assisting farmers in the region for being more successful and better stewards
- Assist small guys (farmers) to find their niche in the market so they don't have to get “big”
- Education of the public on why local products are important and their role in sustainability.
- Apply this philosophy to our other issues (forestry, other ag products)
- Change public perception, to make a positive impact, by educating them on non-ag issues (energy, flood plains, storm water)

Future Resource Base

Organization:

- Larger staff for specific areas (forester, grazing, other, educator)
- Stronger partnerships with other agencies, organizations beyond CD & NRCS
- Future financial independence
- Less dependence on USDA
- Total commitment from board with support from staff, partners and “sponsors”
- Absent board members realize importance of RC&D and their involvement/role

Landscape Description

We will provide the opportunity for communities across the region to collaborate and join into the local expression of the diversity and balance of farms, villages and towns. We will rely on local foods fresh off the farm, innovative entrepreneurs and willing partners to sustain our quality of life. We will need clean water and air, protected topsoil and sensible renewable energy. Our natural resources will require enhancement and conservation for healthy families and businesses to generate profit and support the people (who get it).

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The Critical Issues identified in the Council's Area Plan include:

- Agriculture
- Watershed
- Energy
- Organizational Capacity and Sustainability

**View the Council's entire Area Plan online at www.endlessmountainsrcd.org for more details.*

3. The Council is interested in knowing both expected outputs and outcomes of each project. **Outputs** are defined as the act of producing, yield an amount of something produced or manufactured, especially during a fixed period of time, goods or services produced by an organization. An example of an output is '1600 brochures were mailed out to area residents.' **Outcomes** are defined as a result or the way something turns out in the end. An example of an outcome is 'of those 1600 brochures mailed out 300 people signed up for the technical assistance program being advertised.' Please describe the desired outcome or outcomes of your project considering all factors both direct and indirect.
4. Please identify which counties and/or RC&D areas are involved or will be impacted by your project. A map of other RC&D areas can be found on the National Association of RC&D's website www.rcdnet.org/rcd-councils

Part 3-Project Benefits/Outputs

1. Please answer the questions to the best of your ability.
2. Please answer the questions to the best of your ability.
3. A job can be defined as any position with duration of at least 120 hours-paid or unpaid. Full-time jobs are those working at least 2080 in a year.
4. Please answer the question to the best of your ability.
5. All of the examples listed are outputs that are measured by the RC&D Program at the national level. This list is not intended to be a complete list, so feel free to incorporate any output that is relevant to the proposed project.

Part 4-Evaluation Process

1. Please answer the question to the best of your ability.
2. and 3. The Council would like each project to have measurable outcomes. Please consider your goals for the proposed project and base your process on being about to measure against them. If you are unsure or need help identifying what or how to measure your results, please indicate so and we will try to assist you if approved.

Part 5-Project Contributions

1. What type of assistance are you requesting from Endless Mountains RC&D Council? **Technical** may involve using Council staff or RC&D Coordinator to assist in planning and implementing the project. **Grant Administration** involves the Council serving as a fiscal agent and/or applicant for your organization on a grant proposal. This often occurs when the partnering organizations do not have 501c3 non-profit status with the IRS. **Financial** might involve the need for funding to assist

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in fundraising for your project. Please note the Council doesn't readily have funds to be granted to other organizations, so please speak with the RC&D Program Manager prior to applying, if this is the purpose of your application. The **Other** category allows you to propose an out of the ordinary role for the Council in your project. Please explain in detail what you want/need the Council to do, so reviewers are able to understand your needs. Be specific.

2. The chart provided allows you to enter the general tasks or components of a project that need to be completed to fully implement your project. Please identify the responsible person/organization who will be leading/completing that task. The total cost is a combined total of any public/private funds and any in-kind service or match. In-kind service or match can include volunteer services, donated materials or cash provided to you by another person or organization or available within your own resources. *Source* would be a person or organization while *Type of Contribution* would normally be a service, donated materials, or cash. Please be specific.
3. Please identify what you or your organization is contributing to the proposed project. Estimate values are acceptable.
4. If any tasks or components are being completed by a contractor and being paid for his/her services, please include the billing rate for that individual. If any task or component is being completed by a professional as a donation, please include his/her actual billing rate as if they were charging for their time. The Council follows the federally approved hourly rate for volunteers. If you are planning to use any volunteer labor and the rate is different from the federally approved rate, please indicate what rate you are using. For current Federal volunteer rates, please contact the RC&D office. If you aren't sure of a reasonable rate for a job, you may use the rates available through the US Department of Labor's website http://www.bls.gov/oes/current/oes_pa.htm
5. Please identify all funding sources you are considering to implement your project. Please include all funding whether it has been received, pending approval, and confirmed, but not received. As requested, please list the source of the funds, the total amount to be received or requested, and the grant period or time allowance associated with each.

Applicant's Signature-The person signing the application should be an authorized signer for the group that is requesting assistance.

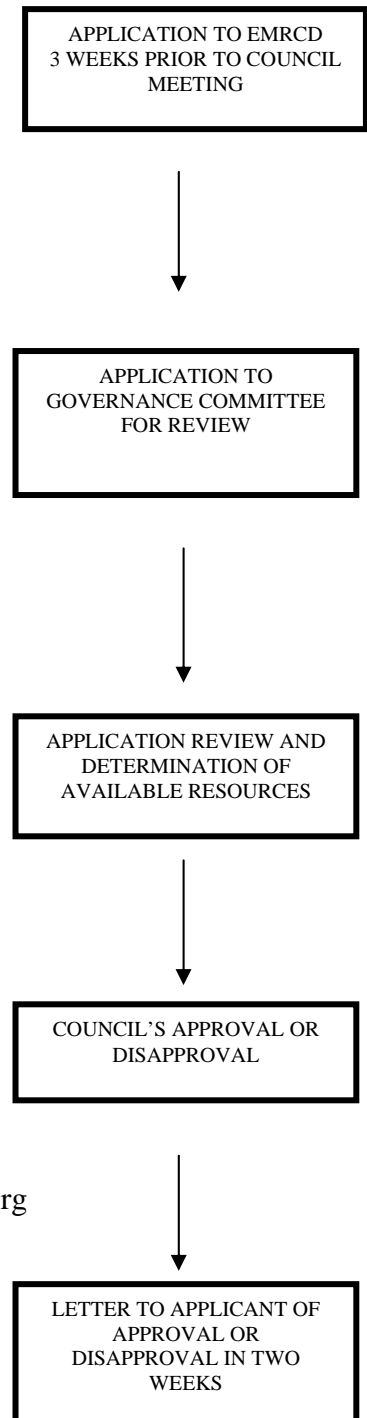
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Application Process

1. A *Project Application Form* must be submitted to the Endless Mountains RC&D office at least **three weeks prior to a Council meeting for it to be considered at the next meeting**. A formal grant proposal is acceptable as an attachment to the Project Application Form. An application should be sent by e-mail or post mail. A list of Council meeting dates can be found on the Council's website www.endlessmountainsrcd.org
2. The proposed project must be reviewed by the Governance Committee to determine if it meets the Council's Holistic Goal and Area Plan of Work approved by Endless Mountains RC&D Council, which can be found on the Council's website, www.endlessmountainsrcd.org. The project will be reviewed by the Committee based upon its ability to meet the desired elements and will receive a recommendation provided to the Council to approve or disapprove the project based upon the information provided.
3. A new project, once accepted, will be coordinated with the initiatives of other committees of the Council or a new committee may be formed.
4. A letter of project approval or disapproval will be sent to the applicant within 2 weeks after the Council meeting. The letter will describe any conditions set by the Council.
5. For every project approved by Council the applicant must abide by an Accountability Plan set by the Council and in some cases, a contract or MOU will be required.

The minimum timeframe a request will take to get through the process outlined is 1 month. Incorrect or unclear information provided may delay the approval of an application. If you have any questions about the application or content needed, please contact the Council office: 570-265-2717 or email the Program Manager at info@endlessmountainsrcd.org

NOTICE If an application request is not received three weeks in advance of a Council meeting along with all required information, your application will be tabled until the information is received and will be considered at the next Council meeting.



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Accountability Plan for Approved Projects

Required Elements

- Every project approved by the Council must abide by the Council's Ethics and Non-discrimination Policies. Both policies are available by contacting the Endless Mountains RC&D office.
- Every project must have a Project Champion which is often a member or associate of Endless Mountains RC&D Council. This person should be kept up to date with major aspects of the project and will serve as your direct link to the Council and staff.

Reporting

- The Council requires that a written progress report be sent in to the office on a quarterly basis for the length of the project. Quarters are defined as the last of the following months: March, June, September and December. The report should include a list of each task and progress of each item. Include description of things that have changed or are impeding your progress. Describe the activities or tasks to be completed in the next quarter and references to timeframe for completion of the project.

In-person Reporting

- The Council requires that the project manager attend at least two Council meetings throughout the life of the project, one at mid-term and one at the end of the project. To report the project status and answer questions the Council members may have. Brief PowerPoint presentations (10 minutes maximum) are encouraged to allow Council members to have a visual picture of your project, if appropriate.

Final Reporting and Evaluation

- In addition to the final report described above and a PowerPoint presentation of the project, the Council would like to see final analysis of all financial contributions and expenses (including in-kind services/materials and matching funds). They would also like to have a written evaluation of the project including descriptions of all final outputs and outcomes, identify problems encountered, how problems were resolved, copies of all media pieces and/or publications, photos, and any other items of information you feel the Council would benefit from.