



Dane County Environmental Council Capital Grants Program

As a part of Dane County Executive Kathleen Falk's Land and Water Legacy initiative, the Dane County Environmental Council competitively awards grants of up to \$5,000 to support not-for-profit conservation organizations' capital projects that improve, protect and enhance land management and water quality in Dane County. Applicant groups must apply directly to the Environmental Council on the Capital Grant form. The deadline for 2007 proposals is August 1, 2007. Capital grants must be matched dollar for dollar by the recipients, and in-kind contributions may be considered part of the match.



Applicant Eligibility

Eligible applicants are Dane County school districts, municipalities, and federally tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code. Applicants must provide supporting documentation that demonstrates that they are considered a conservation organization based on their charter or other mission statements.

Project Eligibility:

Capital grants must be used for projects that improve, protect and enhance land management and water quality in Dane County. Projects must be conducted within Dane County and must provide clear and significant public benefits. The grants may be used for equipment purchases, equipment rentals, construction of conservation measures, or maintenance of previously constructed conservation measures. For the purposes of this program, the Environmental Council defines equipment as a durable product having a useful life of more than two years. Capital grants cannot subsidize the purchase of printed materials or computer systems and software, and may not be used for labor costs.

The council may fund up to fifty percent of the total project budget, and grants must be matched with cash or in-kind services by the grantee on a dollar-for-dollar basis. The council may approve an amount less than requested by the applicant. A grant carries no commitment for future support beyond the term of the project.

Review and Award Process

All complete proposals (application form, supporting materials, and a written narrative of 500 words or less describing the project) will be carefully reviewed by the Environmental Council, which consists of County Board Supervisors and citizen members appointed by the County Executive. This process takes approximately seven weeks. Announcements of grant decisions are made by letter mailed to applicants. The terms of the grant are set forth in a legal contract of agreement between Dane County and the grantee. Grant funds must be expended within the designated project period in accordance with the plans and assurances described in the grantee's proposal. If there are funds remaining at the end of the project, or if the applicant's eligibility changes before the end of the project, unused funds must be returned to the council. Grant proposals will be reviewed using the following criteria.

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Review Criteria

The council will use the following criteria in the review of capital grant proposals:

- Quality of the proposal
- Public benefit and value of the project
- Environmental benefit of the project to land and water resources
- Sustained benefits of the project beyond project completion
- Detailed project budget showing sound financial planning
- Ability of applicant to successfully complete the project

Instructions

- Applicants are encouraged to discuss their proposals with the council's staff before the grant deadline.
- Capital grant proposals must be submitted to the council on the capital grant application form
- In addition to the completed application form (including budget information), proposals must also include a project narrative (500 words or less) and supporting materials, if applicable (i.e. letters of support expressing community interest, cost estimates, bids, drawings, blueprints, or written specifications prepared by professionals).
- Proposals must include a balanced capital project budget including in-kind matches. Standardized labor costs can be found at:
http://www.nass.usda.gov/Statistics_by_State/Wisconsin/Publications/custom_rate_2004.pdf.
- Proposals must include one original and eight copies, printed in standard-size 10-12 point type. Proposals submitted by fax or on computer cannot be accepted.
- For 501(c)(3) organizations, the original proposal should also include the organization's mission statement, resumes of the key service providers (if applicable), and the Internal Revenue Service letter determining federal tax exempt status. Multiple copies of these organizational materials are not required.

Application Deadlines

The 2007 grant application deadline is August 1, 2007. Applications must be postmarked or delivered to the Dane County Environmental Council Office on or before the grant deadline. If a deadline falls on a Saturday, Sunday or holiday, applications must be delivered to the office by 4:30 p.m. on the preceding workday, or be postmarked on or before a grant deadline. Late submissions cannot be considered. If the United States Postal Service or other delivery service is used, it is the applicant's responsibility to ensure postmark on or before the due date. Mailed applications must be received by the Environmental Council within four days after the deadline.

Send Applications to:

Dane County Environmental Council
c/o Mindy Habecker
1 Fen Oak Court Rm 138
Madison, WI 53718

For questions about the Capital Grant program, contact Mindy Habecker at (608) 224-3718 or habecker@co.dane.wi.us.