



Conservation Fund Mini-Grant Application

Date submitted _____

(Please Print)

Organization name: _____

Organization mailing address: _____

Contact name(s): _____

Primary contact information:

Phone: (____) - ____ - _____ Extension: _____

Email: _____

Project Title: _____

Goal of Project: (for example: Outdoor Classroom, Pollinator habitat enhancement):

Project Location (address or geographic location described):

Please attach the following with your application:

1. **Project description:** Provide details on the proposed project, include details of what you are trying to accomplish, size and scope of the project. Information should describe how project relates to Licking Soil & Water's mission statement (500 word limit).
If possible, include brochure, web links and other materials to help understand the project.

2. **Budget details:** Complete budget estimator on back of page. Add additional rows if necessary.

Acceptable expenses may include supplies and tools for project implementation. Signage or outreach material will be considered for funding, but the cost of these materials may not exceed more than 20 percent of the total funds requested. Grant funding cannot be applied towards design and consulting fees, research, administration, or food. The Licking Soil & Water team is available for complimentary technical assistance.

Vendor (or type of vendor if not finalized)	Item Description	Quantity of items needed	Unit cost	Total cost of items
Total Cost:				

Amount of Funding Requested (up to \$1000): \$_____

Who provided the budget estimate: _____

Phone of budget estimator: (____) -____ -_____

Reminders:

- Grant proposals will be reviewed by Licking Soil & Water Mini-Grant Committee with final approval of the Licking Soil & Water Board of Supervisors.
- Funds must be used within one year of Mini-Grant receipt. The project must also be completed within one year of Mini-Grant receipt. Request must be \$1,000 or less.
- Fifty percent of funding (up to \$500) may be dispersed upon grant approval if requested, with the remaining funds to be released upon project completion and submission of project report. The funds can also be issued completely on a reimbursement basis.
- Previously completed projects are not eligible to receive a mini-grant.
- Previously-awarded groups may not apply in consecutive years to encourage new applicants.

Submit completed application to Licking Soil & Water, 771 East Main Street, Newark, OH 43055 or email to Information@LickingSWCD.com.

Applications will be accepted on a rolling basis from May 1 to October 1 and will be awarded on a first-come, first-served basis.

Contact Kristy Hawthorne at 740-670-5330 if you have questions.