

DICKINSON COUNTY WATER QUALITY COMMISSION
2025 Grant Application and Guidelines

Types of Projects Funded
Who May Apply
General Information
Conditions of Award
Deadlines and Submission Information
Grant Guidelines
Application Form

Types of Projects Funded:

Any project or activity that will improve, protect, or enhance the quality of water in the lakes in Dickinson County, such as:

- Public education, public awareness, and information dissemination
- Creation or maintenance of Best Management Practices
- Erection and maintenance of storm water runoff facilities
- Bank stabilization
- Water treatment
- Water monitoring
- Activities to abate and remove invasive species.
- Any other activity which will improve, protect, or enhance the quality of water in the lakes and their watersheds in Dickinson County

Multi component projects over multi years must reapply in subsequent years for any additional components of the project.

Who May Apply: Any organization, entity, or body may apply for a Water Quality Commission Grant, with the exception that those entities who are part of the Water Quality Commission may not apply for a grant. Those entities who may not apply for a grant from the Water Quality Commission includes: City of Arnolds Park, Dickinson County, City of Lake Park, City of Milford, City of Okoboji, City of Orleans, City of Spirit Lake, City of Superior, City of Terrill, City of Wahpeton, and City of West Okoboji. Sub-entities of these entities may apply for grants through the Water Quality Commission.

General Information

- **Be thorough and as concise as possible.** Projects are considered based on the information presented in applications. It is important to thoroughly describe the project. Repeated and irrelevant information is counterproductive.
- **Include all required signatures.** It is the applicant's responsibility to obtain all signatures, including all partners.

- **Applications must be in 8½” by 11” format.** Text of the application must be on 8½” by 11” paper. Oversized pages for maps and other graphics must be folded to that size. Applications may be bound by any method (e.g. staple, plastic ring binders, 3-ring notebook, etc.)
- **Project Ranking:** Attached to this application is the project ranking sheet used by the Dickinson County Water Quality Commission to evaluate the applications.
- **Applications returned only upon request.** Applications will not automatically be returned. Applicants may phone or write after awards are announced and request their application be returned. Unsuccessful applications will not automatically be considered during subsequent funding cycles. The application must be updated, and six copies and an electronic copy must be submitted by the respective deadline.
- **Photographs** If you wish to include photographs with your application, mount them on 8½” by 11” paper or in a photo album sleeve. Be sure to clearly label the subject matter. It may also be useful to identify vantage points on your development plans and aerial photographs.

Multi-year projects. Multi component projects over multi years must reapply in subsequent years for any additional components of the project.

- **Joint Projects:** A joint project is defined as two or more entities having shared responsibilities. If this is a joint project, only one entity must be designated as point of contact. Clearly present in the application the respective shares of project costs. Attach cooperative agreements between joint applicants explaining responsibilities for personnel, project acquisition, development, operation, maintenance, and results.
- **Civil Rights Compliance:** Project applicants will comply with Title VI of the Rights Act of 1964, 1873 and the age Discrimination Act of 1975
- **Questions about proposal.** If you have questions about the preparation of a proposal, please contact: **John H. Wills, Clean Water Alliance Coordinator, 3302 18th Street, Spirit Lake, Iowa 51360, Phone: 712-336-3782 (Ext. 3)**. If the Coordinator is unavailable, contact the Chair of the Water Quality Commission.

Conditions of Award

Grants must be divided into one or more tasks/deliverables that must be completed before any payment to a recipient of a grant can be made. Ideally, all tasks/deliverables will have duration of six (6) months, but it is recognized that this may not always be feasible or realistic. The Commission will work with grant recipients to develop a workable Tasks/Deliverables schedule. Grant recipients will need to submit documentation, in the form of a one or two-page report and an invoice, for each task/deliverable to receive payment for it. The Commission may ask grant recipients to present a verbal or a written report in January of each year. **An annual report and continued funding request has to be one of the tasks/deliverables.**

Deadlines and Submission Information

Application due date is **October 1, 2025**

Seven copies of this application and an electronic version of the application must be received at the address below by 4:30 p.m. on the date of October 1, 2025. **A delivery service postmark on the deadline date is not adequate.**

Dickinson Soil & Water Conservation District
C/O John H. Wills
3302 18th St., Spirit Lake, Iowa 51360

Application Form

Follow instructions below for each section of the application form.

The **COVER SHEET** provides information for our records and should include project title, applicant name and contact information that will be acting as the fiscal agent to receiving the funds, maintain records and payments; and a short (75 words or less) summary of the project describing project need, intended outcomes; the amount of funds requested, and amount of hard and soft match, and the total project cost.

The **BUDGET FORMS** in this packet are required and should list budget expenses for the project defined in this year's grant application. If it is a multi-component, multi-year project, a budget should be included for each additional component/year on separate pages. All budget forms should list hard and soft matches, and sources of each. Third party cash contributions must be supported by letter(s) of commitment from the third-party fiscal agent. If you intend to apply for other grants not yet awarded as match, identify the grant(s), amount to be requested and expected award dates.

** Hard match is anything paid for with real money provided by the applicant and third parties. Cash contributions from third parties must be accompanied by a letter of commitment attached to this grant application.*

*** Soft match is identifiable costs such as office space, secretarial help, equipment, or anything not paid with real money but that has a value.*

A **BUDGET NARRATIVE** must be attached briefly justifying expenses for equipment, salaries, and travel. Justifications for land acquisition, development, other, if any, need to be made only in the body of the proposal. **Attach letter(s) committing cash support from third party organizations, including Contact Person, Organization, and Phone Number.** If this is a joint project, clearly present the respective shares of project costs. Attach cooperative agreements between joint applicants explaining responsibilities for personnel, project acquisition, development, operation, maintenance, and results.

Following the budget, a description of **TASKS AND DELIVERABLES** should be included, listing tasks/deliverables for which payment will be requested during the fiscal year. An annual report should be listed as one of the task/deliverables. **If it is the intent of the applicant to use WQC grant funds as a match for additional grants, the applicant must identify the grant, the dollars, and the timing of those grant funds. If the additional grants are not awarded the WQC grant money will be pro-rated on an equal percent, based on the amount of match dollars that were secured and only with the Water Quality Commission's approval.**

The **PROJECT NARRATIVE** must include:

- **Qualifications of Group or Agency**

This section should include a paragraph describing the organization submitting the grant, including the qualifications of its staff and its facilities, as relevant. If appropriate, brief resumes of the staff working on the proposed project should be included.

- **Statement of Project Need**

Identify the nature and scope of water quality problem and how it will produce data that identifies or documents condition of the lake or cites data that supports how the project will improve the water quality of lake(s). It also must include reference to Clean Water Alliance Management Plan and or Silver Lake Watershed Management Plan. The Iowa Great Lakes plan is located at: <http://www.docstoc.com/docs/39378361/Water-Quality-Management-Plan-for-the-Iowa-Great-Lakes> and the Silver Lake Plan is located at: <http://cleanwateralliance.net/blog/?p=901>. In addition, a copy may be obtained from the Dickinson SWCD office in hard copy form or an electronic copy on compact disk.

- **Statement of Project Benefit and Impacts**

Describe anticipated impact on the water quality of Dickinson County Lake(s), and benefits to public awareness and education about water quality issues in Dickinson County if applicable.

- **Public Awareness Plan**

Describing a) how the project will influence awareness of water quality issues in Dickinson County, and b) a plan for how the Dickinson County Water Quality Commission will be promoted if your project is funded.

- **Land Acquisition and Development**

For land acquisition projects, provide a prediction of what will happen to the parcel(s) if not acquired. Explain any urgency or timeline/deadline for development and/or acquisition, and include additional information listed below under.

- **Maintenance Plan and Data Rights**

For physical conservation practices, describe how you intend to maintain the project upon completion and who will be responsible for that maintenance. For conservation practices in which the Water Quality Commission has contributed \$1 to \$5,000 the minimum maintenance period is 5 years. Projects in which the Water Quality Commission has contributed \$5,001 to \$10,000 the minimum maintenance period is 7 years. Projects in which the Water Quality Commission has contributed \$10,001 to \$20,000 the minimum maintenance period is 10 years. Projects in which the Water Quality Commission has contributed \$20,001 and higher the minimum maintenance period is 15 years.

For study projects, and projects in which data will be produced, describe where the data will be stored. Ensure a final copy of the study or data is provided to the Water Quality Commission. The Water Quality Commission reserves the right to use the data provided in future research and studies as part of the effort to protect the watersheds and lakes within the jurisdiction of the Commission. In addition, the Water Quality Commission will seek to put the data and study information in a public forum, such as Iowa Lakeside Laboratory so it is readily available for others to use.

Failure to comply with this policy may bar participants from future consideration of grants.

LAND ACQUISITION AND DEVELOPMENT: *If the project involves land acquisition and development, include the requested information below.*

Project Location: Describe the location of the project relative to the county and nearest city. Include section, township, and range if rural; give specific street location if urban. Attach a project location map that highlights the project and has sufficient detail to allow the area to be easily located by vehicle for on-site grant monitoring inspections.

Environmental, Economic and Social Impacts of Project

Describe permanent or temporary water quality and environmental impacts of the proposed project and future related actions, if any are contemplated. "Impacts" are defined as direct or indirect changes in the existing water quality and environment, whether beneficial or adverse. This discussion should also include expected impacts caused by users, as well as impacts on economic, cultural, aesthetic, and social conditions. Particular attention must be given to any action that will affect flood plains, timber resources, terrain alterations and wetlands.

Historical, Archaeological, and Architectural Features/ Impacts/Land Acquisition, Development

Describe any resources of historical nature on the project site, such as buildings, Indian burial mounds, historic trails, architectural features, and archaeological elements. Also, explain both negative and positive impacts on these resources that will be caused by the project.

Project's Relationship to State, Local and County Plans

Explain the relationship of the project to state, local and county plans and identify the relationship of the parties. The application must be related to the Iowa Great Lakes and/or Silver Lake Watershed Management Plans.

Agreements and Easements/Land Acquisition/Development

Explain any reservations, easements, leases, mineral rights, water rights, etc. that were not or will not be acquired by the applicant. Describe how these will affect the proposed use and management of the site. Also, use this section to explain contractual or joint agreements with other parties for operation and maintenance of the site and facilities. Enclose copies of any such agreements and other ownership conditions on the property.

Itemized Cost Estimate Land Acquisition/Development

List all items and their costs to be included in the acquisition and/or development of the proposed project. Include types of construction, dimensions, lengths, capacities, etc., whenever possible and applicable. Engineering and appraisal fees may also be included. The itemized cost listing will be the basis for determining what items are eligible for assistance when funds are distributed to applicants. Items not listed will not be considered for assistance under this agreement.

Project Application

Dickinson County Water Quality Commission

Applicant Organization:

Street Address:

City:

Zip Code:

Email:

Phone:

Organization Contact:

Project Title:

Project Director:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

Application Submission

Date:

Brief Description (75 Words or less) of project, including expected results:

Amount Requested through this grant application*:

Matching funds:

Hard Match (anything paid for with real money)

Sources of Matching Dollar(s)

(if it is your intent to seek matching grants using WQC funds, list those potential additional grants, the expected timing for funds to be available, and the dollars that will be requested)

Soft Match (anything NOT paid for with real money)

Source(s):

Other Support:

Amount of Federal, State, or other public cash match money already acquired or in process (list all and Status)

Amount of Private cash match funds:

Sources of public and/or private cash match (list all):

Is this project a portion of a larger, overall project to be implemented over a multi-year period?
(Check one)

Yes

No

If yes, describe in project narrative and include in budget form as instructed.

*The Water Quality Commission will only obligate funds for current fiscal year. Any multi-year projects will be allowed to re-apply in subsequent years.

Type of Project (select all that apply)

Public education, public awareness and information dissemination

Creation or maintenance of Best Management Practices

Erection and maintenance of storm water run off facilities

Bank Stabilization

Water monitoring

Watershed Protection

Activities to abate and remove invasive species

Any other activities which will improve, protect, or enhance the quality of water in the lakes of Dickinson County

Estimated Project Dates:

Start:

Completion:

Applicants Signature:

Upon signing in the space provided below, the applicant agrees to conform to the requirements pertaining to:

- Civil Rights Assurance of Compliance: The applicant hereby agrees that it will comply with Title VI of the Rights Act of 1964, 1873 and the age Discrimination Act of 1975 to the end that no person in the United States shall on the grounds of race, color, national origin or otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives grant funds and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or person whose signature appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

Applicants Name and Title

Date

REQUIRED BUDGET FORM

See Application Guidelines for this form

Proposed Budget for Current Grant Request Year (fill out with just the match for this year's WQC match if this is a multi-component, multi-year project, please fill out the second budget form with the entire budget and any anticipated grant dollars expected to be sought from WQC in future requests)

	Commission	Hard Match	Soft Match	Total
Staff				
Supplies and Services				
Equipment				
Travel				
Water Monitoring				
Land Acquisition				
Land Development				
Other				
Total				

* Hard Match is "real money spent" toward project goal.

** Soft Match is money indirectly spent toward project goal. (This is important but not included in the dollar amount for points).

You must attach a letter of support for each contributor of Hard Match dollars and soft match dollars that specifies the amount of money or service being provided. If you are seeking other grants using WQC funds as a match, list those grants in the budget narrative and the timing those grant funds are to be available.

BUDGET NARRATIVE: Attach a Budget Narrative. Follow directions in Application Guidelines.

TASKS AND DELIVERABLES: Attach a list of Tasks and Deliverables following the Application Guidelines included in this packet.

PROJECT NARRATIVE

Attach project narrative following the instructions in application guidelines, including:

STATEMENT OF PROJECT NEED:

STATEMENT OF PROJECT BENEFITS TO WATER QUALITY

PUBLIC AWARENESS PLAN

LAND ACQUISITION AND DEVELOPMENT: If the project involves land acquisition and development, fill out the requested information below. See application guidelines for details. (Note: Land Development is any activity on a piece of ground that constitutes improving the land, developing the land, or otherwise impacting the land)

Project Location:

Environmental, Economic and Social Impacts of Project (Demonstrate project impact to water quality and project need in this section)

Historical, Archaeological, and Architectural Features/ Impacts/Land Acquisition, Development

Project's Relationship to State, Local and County Plans

Agreements and Easements/Land Acquisition/Development

Itemized Cost Estimate Land Acquisition/Development

Maintenance Plan and Data Rights

If any of input boxes on this form does not provide adequate room for the detail you wish, simply submit a continuation sheet with the additional material and it will be added to the grant application.

