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**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

STEWARDSHIP FUND PROGRAM

ADMINISTRATIVE REFERENCE INFORMATION

Please review the following information regarding important details pertaining to the Stewardship Fund Program before completing a Letter of Interest.

Eligible Project Expenses

If you have questions about eligible expenses, please contact Erica Sniegowski, Education & Outreach Specialist, at esniegowski@mwmo.org or (612) 465-8780, ext. 206. Below is a list of some eligible project expenses.

Mini Grants

- Staff time
- Consultant costs (e.g., engineering, design, training)
- Contractor costs
- Materials and supplies (only Minnesota native plants* are eligible for reimbursement)
- Postage
- Printing
- Travel
- Facility rental
- Interpretive signs (design, construction)
- Others as proposed and accepted

**See <http://www.dnr.state.mn.us/npc/index.html> & http://www.greatrivergreening.org/plant_communities.asp for listings of Minnesota native plants*

Expenses that are *not eligible* include:

- Costs incurred before a funding Agreement is signed
- Any costs not directly related to the funded project
- Ornamental boulders
- Costs associated with activities that are a normal part of the organization's activities (for example, production of an organization's regular newsletter)
- General "overhead" or "administrative fees" that are not specific to this project
- Required disconnects from sanitary sewer lines (*only stormwater best management practices that go above and beyond required actions are eligible for funding*)

Planning Grants

- Staff time
- Consultant costs (e.g., engineering, design, training)
- Contractor costs
- Postage
- Printing
- Travel
- Facility rental
- Others as proposed and accepted

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Action Grants

- Staff time
- Consultant costs (e.g., engineering, training) *Note: design work will take place in the planning phase, not during the Action Grant phase.*
- Contractor costs
- Materials and supplies (only Minnesota native plants* are eligible for reimbursement)
- Postage
- Printing
- Travel
- Facility rental
- Interpretive signs (design, construction)
- Others as proposed and accepted

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- General “overhead” or “administrative fees” that are not specific to this project
- Required disconnects from sanitary sewer lines (*only stormwater best management practices that go above and beyond required actions are eligible for funding*)

Meetings

An orientation session will be held with all Stewardship Fund partners to review and clarify program goals, administrative procedures, technical assistance, and other resources.

Planning and Action Grant partners are required to participate in one midterm meeting with MWMO staff to review project progress.

Project Evaluation and Reporting

Reporting and Evaluation: Mini Grants

Mini Grant partners are required to submit a final report on activities and finances. You will be asked about your progress related to the goals of your project. Goals should be measurable, and MWMO staff will be glad to advise how to best evaluate your project’s goals. Attendance rosters, participation tallies, measured changes in water quality, pre- and post-activity community perception and knowledge surveys, and before and after photos might be ways to measure the effectiveness of projects.

Reporting and Evaluation: Planning and Action Grants

Planning and Action Grant partners are required to attend one interim meeting with MWMO staff and to submit a final report on activities and finances. You will be asked about your progress related to the goals of your project. Goals should be measurable, and MWMO staff will be glad to advise how to best evaluate your project’s goals. Attendance rosters, participation tallies, measured changes in water quality, pre- and post-activity community perception and knowledge surveys, and before and after photos might be ways to measure the effectiveness of projects.

Deliverables

Partners are required to submit deliverables pertaining to the project. Examples of deliverables include: copies of printed materials produced for the project, designs, and before and after photos. *Note: MWMO retains ownership of all deliverables.*

Other Expectations

As part of the Stewardship Fund Program, partners will:

- Acknowledge the MWMO as the source of funds in publications, media coverage, on educational signs, and other public materials (Guidelines will be provided)

- Share drafts of educational and publicity materials with MWMO staff for review prior to publication
- Share photos of sites before, during, and after installation of project elements and of events and educational activities
- Obtain MWMO pre-approval for significant budget, work plan, and timeline changes (The funding Agreement will define significant changes)
- Seek technical guidance from MWMO staff before hiring consultants and contractors so that unnecessary costs and other pitfalls can be avoided
- In the design phase for stormwater best management practices (BMPs), include a plan for installation of monitoring equipment (*at the MWMO's expense*)
- For projects involving physical improvements, work with MWMO staff to develop educational signage on site to increase public visibility and outreach; allow reasonable site access to MWMO staff and others for monitoring and viewing; and maintain improvements for at least five years
- Allow public access to projects that occur on private lands
- If awarded a City of Minneapolis stormwater utility credit as a result of the project, use those funds towards maintenance of the installed BMP

Contracting and Disbursement of Funds

Once an application is accepted, a funding Agreement will be prepared for signature by the MWMO and the recipient organization. MWMO staff will meet with each recipient individually to finalize the Agreement, establish channels of communication, offer technical assistance, and provide guidance on administrative requirements. The Agreement will outline the obligations of the recipient and the MWMO. It will include project-specific details and requirements, including a timeline, budget, work tasks, deliverables, and reporting procedures. Funding can only be used for activities that occur after the Agreement has been signed.

Mini Grants

Partners will receive their payment in two installments. For projects up to \$500, 75% of the grant funds may be paid at the beginning of the Agreement, the remaining 25% upon submission and MWMO approval of final reporting. For projects \$500 and over, 50% of the grants funds will be paid at the beginning of the contract, the remaining 50% upon submission and MWMO approval of final reporting.

Planning Grants

Partners will receive 25% at the beginning of the Agreement, most of the remainder based on completion of activities or deliverables, and the remaining 10% upon submission and MWMO approval of final reporting.

Action Grants

Partners will receive 25% at the beginning of the Agreement, most of the remainder based on completion of activities or deliverables, and the remaining 10% upon submission and MWMO approval of final reporting.

Funding For Past Partners

Stewardship Fund Grants are not intended to provide permanent or on-going funding for projects. A single property may be awarded the maximum amount of \$62,000.00 (*the equivalent of one Mini, one Planning, and one Action Grant, but does not necessarily have to be that combination of grants*). Previous recipients of MWMO grants can apply for funding more than one time under the conditions listed below. For more information, contact Erica Sniegowski, Education & Outreach Specialist, at esniegowski@mwmo.org or (612) 465-8780, ext. 206.

- Mini Grant recipients may apply for a Planning Grant or Action grant, or a second Mini Grant for a different project.
- Planning Grant recipients may apply for an Action Grant.
- Past recipients of any grant may seek funding for a substantially different project. The success of past projects will be a factor in the selection process.
- Each proposal must stand alone and include all required elements, even those submitted previously as deliverables of a separate Stewardship Fund grant (*e.g., schematic designs*).
- Planning and Action Grant recipients may extend project implementation time for up to one year.

Insurance Requirements

The MWMO has standard contract terms and the format of the contract will be determined by the nature and scope of the project and, in some cases, the availability of insurance coverage to the primary applicant.

The MWMO requires general liability insurance coverage of at least \$1,500,000; automotive liability insurance coverage of at least \$1,500,000; professional liability insurance coverage of at least \$1,500,000; and workers' compensation coverage or certification of excluded employment from workers' compensation requirements.

If applicants do not have the insurance coverage listed above, MWMO may be willing to provide waivers. If you have questions on insurance coverage prior to submitting your Letter of Interest, please contact Erica Sniegowski, Education & Outreach Specialist, at esniegowski@mwmo.org or (612) 465-8780, ext. 206.