Instructions for Completing Conservation District Environmental Grant Program Application

Conservation districts are the only designated applicants for the *Environmental Grant Program*. Please enter the required information for your district in the spaces provided. For GPS coordinates, please enter the coordinate of the proposed project. If the project is county-wide, then you may enter the GPS coordinate of your office. Please enter in decimal degrees, to six (6) decimal digits. This coordinate may be easily obtained by simply zooming in on Google Maps to the location and clicking on the point desired.

Enter the Hydrologic Unit Code (HUC) for the location at which the practice will be installed. If the practice will be county-wide, simply enter the most predominant HUC within the county. To find local HUCs, visit https://eppcgis.ky.gov/watershed/. On this map, simply zoom to the desired location and click on that location. A pop-up box will appear with HUCs listed. If a project is at a specific location, then the 14-digit HUC is the most specific option. If it is a county-wide application, then a broader scale 6 or 8-digit HUC is sufficient. Office technical staff may also assist with documenting HUCs.

For the question "Does applicant have water quality monitoring data to demonstrate need for this practice?" check the appropriate yes or no box. If water quality monitoring data is available to support the need of this practice, please attach to application.

The applicant shall list potential pollutants that this practice will address. Examples of potential pollutants: sediment, organic manure, inorganic fertilizers, etc. If more space is needed, you may provide in an attachment.

Conservation districts must select a category that corresponds to their project. The available categories are the only projects currently allowable.

If it is a community educational event, the summary should include targeted audience, material development, time schedules, etc. In addition, one or more of the following educational components should be covered: water pollution/prevention, fallen animal composting, animal waste management, soil erosion, conservation planning, pesticide storage and disposal, nutrient loading/management.

Complete, in detail, the attached budget template on how the funds will be utilized within this project, including the required 25% match. This budget summary is *for this project only* (not your entire annual district budget). An example of this budget is located at the conclusion of this section.

The following items are ineligible for environmental grant funds: equipment, food, prize money, vegetable seeds, pesticides, and local cost share programs that cover practices that are already available through the *Kentucky State Cost Share Program*.

All information/documentation requested on the application and outlined in these instructions

shall be completed or the application may not be considered for funding.

Environmental Grant Program funds must be expended within two years. If a conservation district still has funds remaining after two years, they may be ineligible for the next round of funding.

Completed applications shall be submitted to the Kentucky Division of Conservation before announced annual deadlines. The applications should be submitted electronically to the Division at conservation@ky.gov. Please include in the **subject line** of the email that it is an *Environmental Grant Program* application and your county name.

Environmental Grant Program applications will be reviewed and ranked based on the following criteria:

1. Grants will be reviewed in relation to District in Good Standing scores. Districts with a score of 75% or less may be ineligible for funding.
2. Districts with outstanding funds that are greater than 2 years old or have more than 2 years of funding on hand may be ineligible for funding.
3. The Soil and Water Conservation Commission may decide to consider need of funds based on information contained a district's Annual Financial Report.
4. Districts with consistent late or missing reports may not be considered for full or partial funding.

The Soil and Water Conservation Commission Reserves the right to approve a grant application for full or partial funding based on the above criteria and funds available.

Conservation districts can request to modify the use of their funds. To request a modification a district needs to submit a letter on the district's letterhead (if available) and signed by the board chair outlining the following:

1. Funds remaining in the original environmental grant account
2. Original use of funds
3. When funds were received
4. The proposed new use of funds
5. How much funds would be moved to the new project from the old project

Environmental grant reports are due on the last day of the month in September, December, March, and June. Reports need to be clearly labeled and reflect all funds on hand. Each grant needs its own report. After all funds are spent, a final report can be submitted. No more reports are due after the final report is submitted.

All *Environmental Grant Program* requests, reports, and modifications should be submitted to the conservation@ky.gov e-mail.

Revised 2025

Conservation District Environmental Grant Application

The purpose of this program is to reduce agricultural non-point source pollution of surface or groundwater. This program exists to be able to address specific, local environmental issues with which the local conservation district can assist. The maximum funding amount for this grant is $5,000.

Applicant Information:

Conservation District Conservation district name Application Date Date of application

Address Address City/Zip Code City and Zip

PhonePhone number Contact Email Contact email GPS Coordinates GPS Coordinates

Enter the HUC in which practice will be located: HUC where practice is located

Does applicant have water quality monitoring data to demonstrate need for this practice? Yes☐ No☐
*If yes, please attach a summary to this application.

Provide a list of pollutants that may be mitigated by this practice: Pollutants

Is this application for:

☐Dead Animal Removal

☐Tree Seedlings for Local Giveaway Events

☐Tire or White Goods Cleanup/Removal

☐Septic Repair Incentives for Rural Homes

☐Environmental Education

☐Soil/Manure Testing

☐Local Cost Share Programs

Please provide a detailed description of the proposed activity in the space below. You may add additional pages if necessary. In addition, please complete the attached proposed budget template ***for the project requested***, including the 25% match requirement.

Click or tap here to enter text.

Conservation District Board Chairman Signature:_____Date:_____

TEAM KENTUCKY
ENERGY AND ENVIRONMENT CABINET

ENVIRONMENTAL GRANT PROJECT BUDGET

Please complete each section below to reflect the budget proposal for your project. A sample budget is located in the instruction section of the Environmental Grant application.

Organization Name:	Organization name
Name of Proposed Project:	Proposed project

EXPENSES

Description	Amount
Description 1	Amount 1
Description 2	Amount 2
Description 3	Amount 3
Description 4	Amount 4
Description 5	Amount 5
Description 6	Amount 6
Description 7	Amount 7

MATCH

Description	Amount
Match 1	Match Amt 1
Match 2	Match Amt 2
Match 3	Match Amt 3
Match 4	Match Amt 4
Match 5	Match Amt 5

Total Project Cost		Total cost
Total Funding Requested		Funding requested

ENVIRONMENTAL GRANT PROJECT BUDGET

Please complete each section below to reflect the budget proposal for your project. A sample budget is located in the instruction section of the Environmental Grant application.

Organization Name:	AAA County Conservation District
Name of Proposed Project:	Example Project

EXPENSES

Description	Amount
Wages	$500
Contractors	$4,000
Supplies	$500

MATCH

Description	Amount
Fiscal Court	$1,250

Total Project Cost	$6,250
Total Funding Requested	**$5,000**