



Van Buren Conservation District's Mini-Grant Program

Overview:

Mini-grants up to \$5,000.00 are available to help support programs and projects in Van Buren County, Michigan. Completed programs and projects must be open to residents or benefit a larger group of residents (such as a school), occur on publicly owned land, benefit Van Buren County communities, and support our local farmers, the environment, and/or natural resources. Projects can include but are not limited to: increasing green spaces and outdoor opportunities, creating new wildlife/pollinator habitats, protecting and preserving our natural resources, building new programs to increase recycling and proper waste management, supporting local farmers markets, and strengthening environmental community action and education.

Eligible Applicants:

The Van Buren Conservation District's (VBCD's) Mini-Grant Program is open to all Van Buren County, Michigan municipalities, community organizations, educational institutions, and partners of the VBCD.

Review Process:

Applications will be reviewed by the VBCD Board of Directors and administrative staff. Follow-up questions will be directed to the Contact Person on the application. Applications can be submitted any time of year. Grant awards will be announced three times a year - at the April, August, and December Board Meetings.

The VBCD reserves judgement as to the eligibility of any grant submission. Partial funding may be granted. This grant is competitive, and the funds are limited. Clarification of the project plan and long-term effectiveness of the project weigh heavily in the grant selection process.

Application Information and Directions:

Applications can be submitted to Kim Sinclair, Administrator, at vanburencd@gmail.com. Please write "Mini-Grant Application" in the Subject line and follow up with a phone call, 269-657-4030x5, to ensure your application was received.

Please complete the following mini-grant application. Please do not submit more than three pages of project/program application answers. Additional paperwork supporting program/project may be submitted.

If you have any questions please contact Kim Sinclair, Administrator, at vanburencd@gmail.com or 269-657-4030x5.



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Date of Submission:

Municipal/Organization Name:

Mailing Address (Street, City, and Zip):

Physical Address of Project/Program (Street, City, and Zip):

Contact Name:

Contact Phone #:

Contact Email Address:

Project/Program Name:

Brief Description of the Proposed Project/Program:

What is the total amount of funds requested on this grant application (maximum grant award = \$5000)?

How is the applicant providing support and/or match funding? *Match funds is either cash, or in-kind. In-kind match can be donation of services, project materials covered not by grant funding, advertisement costs, volunteer hours of service (at minimum wage rates unless a professional is donating services then it would be at that professional rate, example; construction worker doing construction).*

Describe the items that will be purchased with Mini-Grant funds: *provide any details including a product description, where each item will be purchased, cost of the item, and shipping costs (if applicable) that you may already have for the purchase or an estimated cost of items/materials/services (you may provide additional attachments).*

What is the total cost of the project/program?

Who is responsible for, and who will be involved in, planning and implementing the project/program?



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What is the project/program implementation timeline (start/completion)?

Describe how you plan to communicate to the Van Buren Conservation District any outcomes and impacts of the project/program. *(Consider including pictures, testimonials, statistics, etc.)*

Describe in detail how Van Buren County residents will learn about the project/program, and how they can participate, utilize, and/or benefit from the project/program?

What steps have been taken and will be taken to ensure the project/program will be maintained long term?

If your project/program is funded, will you need upfront funding to be able to execute the project/program or will receipts be submitted to get reimbursed expenses?

Any other comments?