

An Overview of the PACD Mini-Grant Cycle

Each year the Pennsylvania Association of Conservation Districts makes grant monies available to local Conservation Districts through the Pennsylvania Department of Environmental Protection's Chesapeake Bay Program and the U.S. Environmental Protection Agency's Section 319 Nonpoint Source Pollution Program. Grants up to \$2,500 are awarded for educational projects that address Nonpoint Source Pollution (NPS) and Chesapeake Bay Pollution Prevention. This funding allows conservation districts to implement programs that increase local awareness of water quality issues, promote the theme "We All Live Downstream," and encourage citizen participation in activities to improve water quality in local watersheds.

If you have questions about PACD mini-grants, please contact us at 717-238-7223 and ask for the Education Specialist or visit our website at www.PACD.org and click on the Grant Assistance link.

1 REVIEW THE GRANT CRITERIA FOR PROJECT SUITABILITY:

Does the focus of the project:

- Target farmers, local government officials, contractors, homeowners and other adult audiences?
- Support the conservation district's County Implementation Plan (Chesapeake Bay Tributary Strategy)?
- Address local Nonpoint Source (NPS) water pollution issues?
- Educate the target audience on how Pennsylvania's activities can impact the Chesapeake Bay?
- Encourage the target audience to take action to reduce NPS water pollution, improve local water quality and, ultimately, the Chesapeake Bay?



2 COMPLETE APPLICATION

Applications are available on the PACD website:

Chesapeake Bay:

<http://www.pacd.org/resources/cb/minigrants/app.htm>

Section 319:

<http://www.pacd.org/resources/nps/minigrants/app.htm>

3 SUBMIT APPLICATION

Email: hannah-smith@pacd.org

4 SIGN AND RETURN GRANT AGREEMENT

Mail: 25 N. Front Street,
Harrisburg, PA 17101

5 START PROJECT

6 DEVELOP EVALUATION TOOL

Please see page two of this insert for important information about evaluation tools.

7 SUBMIT MID-TERM REPORT

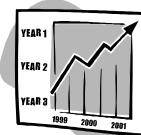
Your report should include:

- A general project update
- A draft of the evaluation tool (if not previously submitted)
- A draft of all materials (if not previously submitted), including brochures, presentations, webpages, articles, newspaper inserts, advertisements, etc. (All materials must be approved prior to distribution, including prior to and after the mid-term report. Please allow time for a review.)
- Anticipated changes, if any, to the scope of project or budget

8 SUBMIT FINAL REPORT

Your final report should include:

- An overview of the work elements of the project, including project successes and challenges
- The results of your evaluation indicating whether the goals of the project were met, how your target audience was influenced by your project, and what actions your target audience has taken as a result (see reverse for important information on project evaluations)
- Recommendations for changes/ modifications to future similar projects
- Samples of all materials printed or produced with mini-grant funds, photos and other records of your grant activities, and other relevant materials
- Itemized request for reimbursement



"72% of farmers polled report converting to no-till or increasing their no-till acreage as a result of our workshop."

"Traffic to our "How to Build a Rain Barrel" webpage has increased by 43% since including the newspaper insert in our local paper."

"20% more workshop attendees submitted nutrient trading applications this year, over last year."

