

Itasca County Aquatic Invasive Species Program (AISP) Community Action Projects (CAP) Grant Application

Itasca County Cooperative Invasive Species Management Area (ICCISMA), Aquatic Invasive Species Technical Committee

Note - Itasca County individuals and organizations must use this form to apply for funds from the Community Action Projects AIS Program. Read Section 6: Instructions and make sure you complete and sign this application. If you need assistance contact the Itasca County AIS Coordinator Bill Grantges at 218-256-9100 or Itasca.AIS.Coordinator@Gmail.com. Mail completed applications to: Itasca County AIS Program, P.O. Box 189, Grand Rapids, MN 55744 or send to Itasca.AIS.Coordinator@Gmail.com.

Section 1: Applicant Information

Type of Applicant

- Individual
 Lake Association
 Business
 Nonprofit Organization
 Educational Institution
 City
 Township
 Tribe
 Other _____

Organization			
Waterbody Name(s) (if applicable)		Township(s) where project is located (if applicable)	
Authorized Representative Name		Authorized Representative Title	
Street Address	City	State	Zip Code
Daytime Phone	Evening Phone	Email Address	
Project Manager Name		Project Manager Title	
Street Address	City	State	Zip Code
Daytime Phone	Evening Phone	Email Address	

Reimbursement/Payment Details			
Name and Title		Street Address	
Organization	City	State	Zip Code

Section 2: Project Information

Project Title

Project Start and Completion Dates

Project Description

Section 3: Project Financial Requirements

Show the financial breakdown of your request in the format below – Grant Costs are those things you are asking for reimbursement from the grantor - In-Kind represents things your organization or partners will contribute to the project. See Section 6: Application Instructions for more details.

Equipment	Grant Costs	In-Kind Match	<i>AISP Use Only</i>
Supplies / Materials			
Labor / Purchased Services			
Other Expenditures			
Subtotals of Each Column			
Project Total (Cash Costs + In-Kind Value)			
Percent Each Column is of Project Total (Subtotal/Project Total)			

Section 4: Attachments (please check all that apply)

- Authorized Resolution
- Letters of Support (from partners, community, other organizations involved in this project or supporting your efforts)
- Map of project location and boundaries
- Other (please specify) _____

Section 5: Applicant Certification

I certify that the information in this application and all of the attachments (if any) are true and correct and that I am authorized by my organization to make these commitments on their behalf.

Print Name of Authorized Representative	Title of Authorized Representative
Signature of Authorized Representative	Date Signed

Section 6: Application Instructions

Applications may be accepted from Itasca County individuals and organizations for funds up to \$5,000 for equipment, materials or services to prevent the introduction and/or the spread of AIS in Itasca County.

Grant Approval Process:

If you have any questions about this program or would like assistance with filling out this application, please contact the Itasca County AIS Coordinator Bill Grantges at 218-256-9100 or Itasca.AIS.Coordinator@Gmail.com. Mail completed applications to: Itasca County AIS Program, PO Box 189, Grand Rapids MN 55744. Completed applications can also be sent via email to Itasca.AIS.Coordinator@Gmail.com.

Applications will be considered quarterly throughout 2015 according to the following timeline:

Submit by: February 15, April 15, June 15 and August 15.

AIS Tech Committee review: March 1, May 1, July 1 and September 1.

Awards announced by: April 1, June 1, August 1 and October 1.

Applicants will be notified when the AIS Tech Committee will be meeting to review their applications. Applicants are welcome to attend. Preference may be given to applications that include 50% cash match or in-kind match.

Reimbursement Process:

Successful grant recipients must submit invoices or advance payment request and a final project report to the Itasca County AIS Coordinator. After review, he will request disbursement of a check from Itasca County within two weeks.

In-Kind:

In-Kind can include both Cash and In-Kind Matches.

Cash Match is actual cash contributed to a project, such as:

- Cash contributed by your organization
- Cash contributed by a third party that is supported by a Partner Commitment Letter and documented in the grantee's files
- Supplies or contracted services to be paid for by the grantee for project activities during the grant period.

In-kind Match is non-cash donations of a good or service, such as:

- Personnel time given to the project (existing staff or volunteers)
- Use of equipment
- Donated supplies or services

All match funds must:

- Be reasonable, necessary, and allowable for the performance of the grant award
- Conform to grant program guidelines
- Be provided for in the approved budget
- Be from a non-state source
- Be treated consistently with other costs incurred by the organization
- Be in accordance with Generally Accepted Accounting Principles (GAAP)
- Be adequately documented (i.e., are verifiable from the grantees records and reported to the grant program as requested)

For Itasca County AIS Program Use Only

Date Received	Date Reviewed	Date to AISTP	DNR Waterbody ID #	AISP Priority Area	Waterbody Risk Designation	Project Priority Rank
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Past Sources of Funding & Amounts

Project Partners

Other Sources of Funding

Eligible Project <input type="checkbox"/> Yes <input type="checkbox"/> No	Prior AISP Grants, Date(s) and Amounts Received To Date	
Project Awarded, <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Comments: