

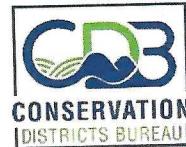
CDA Review Criteria and Checklist

Is the application complete and does it include all of the required components and documentation?

- CDA application received in Submittable
- Mill authorization/verified
- CD levied maximum mill including permissive, if applicable
- CD has a strategic plan, workplan, or other planning document to guide conservation priorities.
- CD has CIP or comparable planning for savings, if applicable
- District has submitted annual reporting to LGS
- District has submitted annual reporting to county, if applicable
- Has the district demonstrated a need for CDA funding?
- Statement of assets
- The CDs projected annual operating budget is less than the established base budget for that funding cycle.

Comments:

Conservation District Administrative Grants



The purpose of Conservation District Administrative (CDA) Grants is to provide operational funding for districts that have insufficient funding to cover basic operation costs, such as staff wages and benefits, insurance, office supplies, and equipment.

To be eligible for CDA grant funds, a CD must apply through [Submittable online grant system](#). All sources of revenue will be considered to assess need, as well as the districts assets, expenses, and level of conservation activities. Preferential consideration will be given to districts with the most limited resources and who are implementing priority projects as identified in a workplan. Receipt of funds is not guaranteed and based on available funding.

Through the CDA application, districts will be able to opt-in for \$3,500 in funding for Montana Association of Conservation Districts (MACD) annual dues. The district agrees to supplement these funds with \$500 in non-CDA funding. Through association dues, MACD provides statewide programming and services to all districts in Montana.

Application and Submittal Process

The CD Bureau will announce open grant cycles on the [CDB grants website](#) and through the *Conservation Matters* newsletter. Grant cycles typically open on January 1 in advance of the state's fiscal year and close March 1. Contracting occurs in June with payment mid-July to early September. Additional cycles are announced if funding becomes available.

Eligibility

All conservation districts in Montana are eligible. The following criteria will be considered to demonstrate need for evaluating CDA funding requests.

- 1) CD has a need for funds beyond mill for general operations. [76-15-530 MCA](#)
- 2) CD has levied the maximum county mills allowed for the current fiscal year. [MCA 76-15-530](#)
- 3) CD has submitted its Annual Financial Report to the Department of Administration. [MCA 2-7-503](#)
- 4) CD has submitted a preliminary budget to the county clerk and recorder. [MCA 7-6-40](#).
- 5) A statement of assets including account balances and the district's purpose, plans, and timeline for expending.

Deliverable for CDA Grant Awards:

- Completed Accountability Assessment with corrective action plan, if applicable