



THE SOUTHWESTERN WATER CONSERVATION DISTRICT
 Developing and Conserving the Waters of the
 SAN JUAN AND DOLORES RIVERS AND THEIR TRIBUTARIES
 IN SOUTHWESTERN COLORADO

2024 APPLICATION FOR FINANCIAL ASSISTANCE

**Please review the [2024 Grant Program Guidelines](#) prior to starting this application*

1 - APPLICANT INFORMATION	
Name of Qualified Entity	*
Type of Qualified Entity	* <i>*listed on Page 3 of the Grant Guidelines</i>
Mailing Address	*
Federal ID Number	
Public Water System ID	
Contact Person 1	*
Title	*
Phone Number	*
Email	*
Contact Person 2	
Title	
Phone Number	
Email	

2 - WATER ACTIVITY SUMMARY	
Date of Submittal	*
Type of Submittal	* <i>*grant, loan, or a combination thereof</i>
Project Name	*
Applicant	*
River Basin & County	*
Amount Request	*
Total Project Cost	*
Applicant Match	*
Use of Funds Year	2024

3 - WATER ACTIVITY CATEGORY		
X*	Limit	Category
	\$60,000	Water Supply/Watershed Restoration: Water supply or watershed restoration or enhancement projects, including design, engineering, and construction
	\$20,000	Public Forums/Studies: Public forums, workgroups, studies, planning efforts
	\$10,000	Education: Teaching seminars, workshops, and related programs
	\$50,000	Emergency: Situations arising from catastrophic or unforeseen events
<p>Note: The amount of funding each applicant may receive is further limited by the funding received in any given five-year period, as well as the total amount allocated to each category by the board.</p>		

2024 SWCD Financial Assistance Checklist

4 - SWCD SUBMITTAL CHECKLIST	
	*I acknowledge I have read and understand the 2024 SWCD Grant Program Guidelines .
	*The request does not exceed 50% of the total project cost
	*The applying organization is funding at least 25% of the total project cost
	*The request is for funds to be used in 2024, for a project to be completed in 2024
	*I understand that SWCD does not fund payroll, legal, or grant administration costs
	*I have included a <u>detailed</u> project expense budget
	*I have included a <u>detailed</u> project funding budget.
	*I have consulted with SWCD staff to ensure all minimum criteria have been met
	*I have gathered all of the required attachments indicated below
	* The Application is ONE PDF - including attachments in the order indicated below

5 - ATTACHMENT CHECKLIST		
* Attach in this order	Status	Section
*Qualified entity - <i>see guidelines</i>	Required	1
*Financial statements to demonstrate adequate reserve - <i>no more than 5 pages</i>	Required	6
Map and/or photos of project location	Optional	7
Measurable results	Optional	7
“Water Rights Tabulation” Report	Optional	7
Water project timeline supporting documents	Optional	8
Feasibility study/assessments done for the project	Optional	9
Water activity budget supporting documents	Optional	10
Matching requirement supporting documents	Optional	11
*Detailed Expense and Funding Budget - <i>can use space provided in the application</i>	Required	12
Applicant liability or indebtedness supporting documents	Optional	14
Letters of Support	Optional	16

Frequently Asked Questions:

Q: What documentation do I need to submit to prove we’re a “Qualified Entity”?

A: Examples of proper documentation include (but are not limited to) articles of incorporation, corporate bylaws, or a Certificate of Good Standing from the Colorado Secretary of State.

Q: Should I gather everything I need for my application before reaching out to SWCD Staff?

A: The more you can gather, the easier the process will be - feel free to reach out to staff at any point in the application process and we can help answer any questions you may have.

Q: Why are there word/page limits on some application sections, what if I need more space?

A: Limits are set to give you an idea on how detailed answers need to be and to help staff review your application, please reach out if you have any concerns about these limits.

Please refer to our [FAQ Page](#) for other frequently asked questions.

6 - APPLICANT DESCRIPTION

*Provide a brief description of the applying entity. For ditch companies, please provide the number of shareholders, acres served, and annual assessment. (250-word max)

*Describe how the Applicant is proactively and financially planning for their own future needs through adequate assessments, reserves, and other means. (250-word max)

7 - PROJECT DESCRIPTION

*Provide a narrative description of the activity's physical location, as well as its purpose. Additionally, provide a description of the water supply source to be utilized or the water body affected by the project. (200-word max)

If possible, include measurable results such as acres served, watersheds impact, types of crops, number of taps, length of ditch improvements, length of pipe installed, area of habitat improvements, or students impacted. Photos, maps, or other graphics can be inserted here or attached.

*What are the benefits of the project? Consider the following prompts in your answer, hitting all points if possible:

1. How does the project assist SWCD in furthering its statutory mission to protect, conserve, use, and develop the water resources of southwestern Colorado, as well as safeguard all waters to which Colorado is entitled?
2. In February of 2022, SWCD adopted a strategic plan with six strategic priorities, [read the priorities here](#). Which priorities does this project satisfy and how?
3. Does your project enhance or preserve any pre-compact water rights? If so, please describe the amount, appropriation date and adjudication date of these water rights .

Additionally, attach a “Water Rights Tabulation” report from the Colorado Division of Water Resources (DWR). (750-word max)

For help acquiring water rights information, call DWR (San Miguel Basin: 970-249-6622, Other Basins: 970-247-1845).

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8 - WATER PROJECT TIMELINE

*Provide a narrative description of the timeline for the project’s major tasks and/or a detailed outline (250-word max)

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9 - ENGINEERING AND LEGAL FEASIBILITY

*Will the Project require the acquisition of additional water rights or a change of existing water rights? If yes, please explain. (150-word max)

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*Will the Project require local, state or federal regulatory permits of any type? If yes, please explain. (150-word max)

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List below and attach to this application any feasibility studies or investigations that have been completed or are now in progress for the proposed project. (200-word max)

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10 - MATCHING REQUIREMENTS

*Applicants must demonstrate that they are actively contributing to the project for which they are requesting funding. Any grant approval will be contingent upon the recipient ultimately demonstrating that they have secured funding for the full project cost.

In addition, applicants must also demonstrate that they will provide, through a cash contribution and/or the performance of in-kind services, at least 25% of the total project costs. See the guidelines for more information. Attach additional information if necessary.

Contributing Entity	Amount	In-Kind or Cash	Approval Date or Anticipated Approval Date
Total Applicant Match (At Least 25%)			
Total Other Funding			
SWCD Request (Up to 50% of Project Cost)			
Total Project Cost			

* Denotes required information - applications will be returned if required fields are missing
Questions? Contact: Mo Rock, 970-247-1302, morock@swgcd.org

11 - WATER PROJECT BUDGET

*Please provide a detailed project budget. You can use the template below or provide a more detailed table in an attachment. *Describe any payroll or legal costs, as well as any costs for administering this and other grants. SWCD will not fund those portions of the project.

Task/Materials Description	Funded By (Applicant, SWCD, Other)	Amount
Total Project Cost		
Grant Administration Costs as a Percentage of Total Project Cost		

12 - WATER ACTIVITY BUDGET

Provide any narrative description of the project expense and funding budget that is necessary. (200-word max)

*Please include a detailed description of in-kind materials and services, if any, along with the basis for in-kind valuations. Attach supporting documentation if necessary.

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Questions? Contact: Mo Rock, 970-247-1302, morock@swgcd.org

13 - PREVIOUS SWCD AWARDS AND REQUESTS

*Please list all previous requests and awards from SWCD. Please ensure that your entity does not exceed the five-year limits on awards outlined in the [guidelines](#).

Year	Amount	Project Title
		Total

14 - APPLICANT LIABILITY OR INDEBTEDNESS

*Please list any existing long-term liability (multi-year) or indebtedness that exceeds one thousand dollars. This might include bank loans, government agency loans, or bond issues. Please provide the lender's name, address, remaining principal, annual payment, and maturity date. If any of these liabilities are currently in default or have been in default at any time in the past, please provide a detailed explanation. Attach a separate schedule as necessary.

15 - FOR LOAN REQUESTS

*Please identify all revenue sources for the applicant that would be available to repay SWCD should financial assistance be offered in the form of a loan.

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Questions? Contact: Mo Rock, 970-247-1302, morock@swwcd.org

16 - APPLICANT SIGNATURE

*By signing below, I acknowledge I have read the 2024 SWCD Grant Program Guidelines, understand and agree to abide by all program requirements, and that this grant application is complete and true to the best of my knowledge.

Should the grant funds be awarded, I understand that the grant funds shall only be used by a qualified entity for the specific purpose(s) described in my SWCD grant application and up to the amount indicated in SWCD’s grant approval letter.

I understand that grant funding may be requested when needed in 2024. Upon the District’s receipt of the *Request for Release of Funds* form, documentation showing the applicant continues to be a qualified entity and that all other matching project funds required by the District’s 2024 Grant Program Guidelines have been committed and secured, the grant will be made available.

If the intended use of grant funds changes, I am required to inform SWCD staff and further review and approval by the District’s Board will be necessary. The District may require additional documentation regarding the use of the funds at its discretion.

In addition, in the event the project, study, or program for which the grant was awarded ultimately comes in under budget, I must return a pro-rata portion of the remaining funds to the District within 45 days of completion. For example, if the completed project, study, or program is \$20,000 under budget, and SWCD contributed 20% of the total project costs, then the grant recipient shall be required to return \$4,000 (20% of \$20,000) to SWCD.

I acknowledge that a final written report, including a description of work completed and a detailed accounting of the use of funds, will be due to SWCD within three (3) months of the final expenditure or by December 31, 2024, whichever occurs first. If the Applicant cannot submit the final report by the deadline, they must submit a written request for an extension of time to SWCD staff prior to December 31, 2024 that explains the reporting delay and a proposed final submittal date. The Board will not consider future grant requests from Applicants that do not comply with this provision and submit an acceptable final report.

If the project will not be completed in 2024, I understand that it is necessary to submit a written grant extension request.

Signature

Date

Printed Name _____

As Authorized Representative for _____

Please sign and submit the completed application as one PDF via email to morock@swgcd.org or mail it to SWCD 841 E. 2nd Ave., Durango, CO 81301.

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Questions? Contact: Mo Rock, 970-247-1302, morock@swgcd.org