



COST SHARE PROGRAM INSTRUCTIONS

INTRODUCTION

The Gallatin Conservation District Board is offering up to \$10,000 annually through a Cost-Share program to sponsor small-scale conservation projects within Gallatin County. These are Gallatin County tax dollars; all proposed projects must be completed within Gallatin County and within the Gallatin CD's boundary.

PROGRAM LIMITATIONS

The Cost-Share program is available to any private sector landowner with property within Gallatin County, except for the main city portion of Belgrade and Bozeman (see maps on website or contact GCD staff). These areas are not within the CD boundary. There is a limit of one project per person or group per year. All projects must be completed within one year of approval. We encourage multiple practices within proposed projects.

No portion of this cost share program will fund rip rap, ponds, controlled burning, studies, surveys, or research projects, lengthen of culverts, aesthetic projects, or any project that may contribute towards pollution or the degradation of soil, water, or vegetation. Cost-share is also not available for mitigation of 310 complaints.

FUNDING

The District will fund up to 50% of a project to a maximum of \$1,000 to be paid upon project completion. The applicant must provide a minimum of 50% of the project costs. The applicant portion can be in the form of cash, in-kind services (i.e. labor), or from other conservation cost-share programs. See cost-list sheet for rates.

RANKING CRITERIA

All project applications are ranked on several factors which include the merit of the project proposal and benefit to the resource. This ranking is completed by GCD staff prior to board meetings and will be provided to GCD supervisors who will make the final cost-share funding determination.

COST-SHARE AGREEMENT

Upon approval of the project, the District and Applicant(s) will enter into a signed agreement for the practices funded. The agreement must be signed by both parties before work may take place.

PAYMENT

Only practices initiated and completed within the contract time frame will be reimbursed. The landowner must pay the up-front costs of the project. When the project has been inspected by GCD staff upon completion, and the applicant has turned in the receipts and post project photos, the applicant will then be reimbursed the awarded amount, up to \$1,000.00.

CONCRETE IRRIGATION DIVERSION BLOCKS

For any irrigation diversion projects requiring the purchase of concrete blocks, the Gallatin Conservation District recommends diversion blocks that are 3 ft x 3 ft x 6 ft. Concrete diversion blocks of this size can be purchased from Three Forks Lumber, Ready Mix & Precast for \$150 per block.

Website: <http://www.tflumberandreadymix.com/> Phone Number: 406-285-3281

ELIGIBLE PROJECTS: A 310 permit is required for projects in/along perennial streams

Stream/Riparian/Irrigation

- Streambank protection
- Bridge/culvert improvement
- Channel stabilization
- Spring development
- Riparian buffer strips
- Irrigation structure/diversion
- Concrete diversion blocks
- Fish screen or ladder
- Stock water pipeline
- Riparian fencing
- Other _____

Urban

- Gardening
- Rain barrel system
- Native landscaping
- Alternative energy
- Other _____

Weed Management

- Prescribed grazing
- Biological control
- Spraying
- Mowing/Re-seeding
- Professional services
- Other _____

Forestry

- Forest stand improvement
- Pest control
- Tree planting
- Wildfire rehabilitation
- Fuels reduction
- Other _____

Pastures

- Fencing
- Water improvement
- Filter strips
- Fertilizing
- Re-seeding native plants
- Trees/shrubbery
- Other _____

Other

- Wildlife habitat improvement
- Pollinator habitat
- Fire protection
- Equipment
- Other _____

APPLICATION REQUIREMENTS

1. Fill out all questions on the application completely, including proposed costs. **Incomplete applications will not be processed.**
2. Enclose a concise map with the location of each proposed practice clearly detailed. Include color photos of project area(s).
3. Complete a land management plan for your overall property goals and include this plan in your application materials.
4. One application can have multiple practices on it. (EXAMPLE: Spring development, fencing, revegetation and weed control.)

PROGRAM TIME FRAME

1. Mail, email, or drop off your complete application and additional materials to the Gallatin Conservation District by the **first Thursday** of the month to have your project considered at that month's board meeting (held on the third Thursday).
2. GCD staff will set up a site visit the following week if necessary and will rank your project.
3. Applicants are required to attend and make their funding request in person at the board meeting during the third Thursday of the month.
4. All applicants will be notified whether or not they have been funded via a letter after the board meeting.
5. If your project is approved for funding, a signed contract must be in place before work may begin or charges incurred. The applicant then has up to a year to complete the approved project.
6. Applicants will be reimbursed for project costs after completion of the project.

Send signed, completed applications and additional materials or questions to:

Mailing Address:
Gallatin Conservation District
PO Box 569
Manhattan, MT 59741

Physical Address:
120 S 5th St, Suite B104
Manhattan, MT 59741

Email and Phone contact:
Sarah Bowman
sarah@gallatincd.org
406-282-4350