INSTRUCTIONS FOR THE NONPOINT SOURCE MANAGEMENT PROGRAM SECTION 205(J) GRANT APPLICATION

Applications **must** be typed and submitted using the approved application form.

The application form (53970) can be found on the IDEM Forms page.
Applications must be submitted electronically (email or disk) AND in signed, hard-copy format. All blank spaces (indicated on the application by gray boxes) must be completed. Do not use a font size smaller than 11 point when completing the application. Do not add or delete any pages or parts of the application form. Please enter N/A for any item which does not apply. Blank or improperly completed spaces will delay processing of your application. Due to the limited time available during the application review process, please check that your application is complete and concise or it may be returned to you for more information.

For each field in the application follow the instructions below:

1. State the name of the project. The name should be brief, and should clearly identify the type of project.

2. State the name of the sponsoring organization. If it is a public agency, include the name of the branch, section, division, or office as appropriate.

3. State the address of the sponsoring organization.

4. Provide the sponsoring organization's taxpayer identification number.

5. Select one of the organizational types listed that best describes the sponsor.

6. State the name, address, affiliation, telephone number, FAX, and email address of the individual who is most familiar with the project proposal and can respond to questions about the project application. Please list only one (1) contact person.

7. Identify the individual who will be responsible for overall project management. This person will be responsible for project coordination and will provide the necessary leadership to ensure success throughout the life of the project.

8. Indicate (month, day, and year) the start and end dates of the project. The target date for beginning projects should be no earlier than December 1 of the funding year for which you are applying. The length of your project may not exceed 24 months unless pre-approved by the IDEM NPS/TMDL Section staff.

9. Identify the watershed in which the project will take place. In addition, provide the 8, 10, or 12 digit hydrologic unit area code. The code can be obtained from your local Soil and Water Conservation District office.

10. Name the river, lake or other waterbody which will be affected by the proposed project.

11. Total project costs (C2) should match the total in the Budget (I). Please check your math!

12. Describe the water quality problem in detail. Note specific examples of existing and/or historical conditions that have resulted in water quality degradation. Also note any existing baseline analytical data. Be concise.

13. Describe what the project is going to do to address the water quality problems identified in D2. State concrete, measurable goals and targets to be achieved for the watershed or waterbody and how water quality standards will be addressed. State the roles and responsibilities of all organizations or agencies involved in the project. Include what your organization plans to do to continue the project after the grant has expired. This is an extremely important part of the application! Be sure to clearly answer the questions, "What are you going to do?" "How will you spend the money?" "Who will do the work?" "What are the goals of the project?" Be thorough, yet CONCISE!

14. Each project should include some way to monitor the progress and success of its efforts. The evaluation should be tailored to the size, scope, and specific objectives of each project. Possible approaches to use in evaluating projects may include the following:

    A. Water quality monitoring;

    B. Aquatic habitat assessment;

    C. Tracking of land use and land management, and surveys;

    D. Computer model projections;

    E. Photographic evidence;

    F. Before/after surveys in public awareness and education efforts; and,

    G. Other evaluation methods.

Please note that A., B., and D. of the above monitoring activities will require submittal of a Quality Assurance Project Plan (QAPP) at the beginning of the project. Data collection must not begin until this QAPP has been approved. Please contact the Watershed Planning Section staff to receive a copy of the QAPP Guidelines.

#7 žDescribe how interested and affected individuals have been involved in the design of the project. Document how the public has been and will be involved in implementation of the project. For watershed and other appropriate projects, an advisory group or steering committee should be formed to review progress and provide local direction and assistance. Describe the educational activities to be conducted during the project. Also include the schedule of education/outreach activities. Describe plans for communicating lessons learned to other areas of the community, watershed, county, or state. Be sure to state the quantity of newsletters, workshops, or other outreach events and techniques that will be implemented. Attach letters of support from all partners listed or referred to in the application.

#(žList the tasks to be completed as a result of the project. The tasks should be quantified as much as possible and should be easily identified and realistic. Projects must result in water quality improvement. Those projects that result in continued water quality benefits after the life of the project are most desirable. A Quality Assurance Project Plan (QAPP) is a required product for projects conducting water quality sampling. Be sure to include quarterly and final reports as products; they are required of all projects

#) žFill out each line item in the budget. For guidance about what expenditures may fit each line item, please refer to the budget instructions. If you will not be spending any money for an item, enter "-0-". In the "Description" column, briefly describe the expenses for each line item.

#* žPlease complete the one page schedule, filling in the dates and project activities for each quarter. Remember to schedule seasonal activities accordingly.

#+ žAn authorized representative of the sponsoring organization must sign and date the original application and include his/her telephone number.

Submit one (1) electronic copy of the completed and signed application. The electronic copy must be received by the due date. Applications with electronic copy received after the due date will not reviewed. E-mail a copy of the completed application to: NPSGRANTS@idem.IN.gov .