



Best Management Practices
PLANT GRANT PROGRAM

Application Steps

The Valley Branch Watershed District (VBWD) Best Management Practices (BMP) **Plant Grant Program** provides up to \$500 for native plants and seeds for habitat and water quality projects such as raingardens, stabilizing shorelines, and restoring wetlands, prairies, and woodlands. Grants are available only to landowners within the VBWD. In return for the assistance, the Landowner must maintain the constructed improvements for a minimum of five years. For projects with erosion and water quality issues that require technical assistance and oversight, please refer to the **Assistance for Individuals Program**. For municipal and multi-landowner projects, please refer to the **Community Grants Program**.

NOTE: Projects must be completed within one year of approval to receive a grant. Approved programs not completed may apply for a one year extension by submitting a **Grant Program Extension** form.

Step 1:

Complete this application and submit it to the VBWD BMP Program c/o Washington Conservation District, 455 Hayward Ave N. Oakdale, MN 55128. Assistance with the application is available from the VBWD Grant Program Coordinator, Tara Kline, at 651.330.8220 x28 or tara.kline@mnwcd.org. Additional tips, retailers, blue prints, and more to assist you are available at the Blue Thumb – Planting for Clean Water website (www.bluethumb.org). Deadlines for applications are on the first Thursday of each month.

Step 2:

After a completed application is received, a VBWD representative will contact you to schedule a meeting at the project site. The purpose of this meeting is to review and determine whether the project is consistent with program goals and a candidate for grant funds. After the site review, you may be asked to provide additional information to VBWD representatives about the project.

All applications received by the deadline above will be reviewed and ranked by VBWD representatives and presented to the VBWD Board of Managers at fourth Thursday Board meetings. Qualifying projects will receive funding on a first-come, first-served basis.

Step 3:

Following the Board decision, the applicant will receive written notification that the application was approved for funding. At this time the applicant is approved to start working on the project. The applicant will need to notify VBWD representatives when the project is starting and when the project is complete. VBWD representatives are also available to provide technical assistance and site inspections throughout the project construction if requested by the applicant. Any changes to the project design or materials added at this point without VBWD Board approval do not qualify for cost share. At project completion, the applicant must submit copies of receipts for all reimbursable materials to the VBWD BMP Program c/o Washington Conservation District, 455 Hayward Ave N. Oakdale, MN 55128. Project must be completed within one year of VBWD Board approval date.

Upon completion of the project and contact by the applicant, VBWD representatives will visit the site for final site inspection and approval of the installation. Only after the project installation has been approved, all receipts for the project have been received, and the VBWD Board has approved payment will the grant funding be reimbursed to the applicant. Payments may take up to 90 days to process.

VBWD Plant Grant Application

Applicant Information

Name		
Mailing Address		
City	State	Zip Code
Home Phone	Work/Cell Phone	
Email Address		

Project Information

Project Address	
City	Waterbody (if applicable)
Estimated Start Date (month/year)	Estimated Completion Date (month/year)
Total Estimated Project Cost	Grant Funds Requested
<p>Project Essay and Description – Describe the goals of the projects and how the project will protect water quality and provide habitat. Use additional sheets if necessary.</p>	
<p>Signature of Applicant. I certify the above information is true and accurate.</p>	Date

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Materials Details

Material	Source / Description	Amount/Quantity	Cost / Unit	Total \$ Amount
Native Seed				
Cover Crop Seed				
Plants – Plugs Maximum \$2/plug				
Plants – 4” Pots Maximum \$6/pot				
Plants – Gallon Pots Maximum \$10/pot				
Shrubs Maximum \$20/shrub				
Trees Maximum \$75/tree				
Shredded mulch Maximum \$30/yard				
Straw Erosion Blanket Maximum \$40/blanket				
Other materials (tools are not eligible)				
Total Estimated Materials Amount (May attach estimate from qualified contractor instead if available)				

For office use only

Date application received	Site investigation by
Grant amount approved	Board meeting date
Receipts received YES NO	Total eligible expenses from receipts
Final installation approved by	Reimbursement approved by

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Memorandum of Understanding

I have read the steps and procedures and I understand that I will be responsible for implementing the project. I understand that VBWD representatives provide technical assistance, but will not be implementing the project for me. I also understand that my plant and seed selection must be native to Minnesota and approved by the VBWD Board before installing. I will call Gopher State One-Call (651-454-0002) before I start digging to make sure I do not hit any utilities. I understand that it is my responsibility to submit and receive approval for any permits that may be needed from other agencies for this project prior to implementation.

I understand that I am granting VBWD representatives access to the parcel where the project will be located for inspections throughout the implementation of the project and for annual inspections. VBWD representatives will contact me prior to any access or inspections. The VBWD grant money will only be returned to me upon successful inspection of the initial implementation.

I hereby agree to care for the project for a minimum of five years. If I sell the property, I agree to notify the VBWD representatives so that they can contact the next owners and educate them about the project. If I remove the project prior to the 5-year period, I am liable to the VBWD for the grant amount received. I am not liable for grant amount if (in the judgment of the VBWD) a failure of the project was caused by reasons beyond my control.

Signature of Applicant

Date