

# **Southwest Project Grass Chapter (SWPG)**

c/o Somerset Conservation District  
6024 Glades Pike Suite 103  
Somerset, PA 15501

## **GRAZING EDUCATION MINI-GRANT PROGRAM**

**PURPOSE:** This mini-grant program is designed to provide conservation districts, grazing groups or sponsoring agencies within the Southwest Project Grass participating counties with a source of funds to carry out an educational project on grazing.

**ELIGIBLE PROJECTS:** Field days, seminars, tours, grazier meetings, pamphlets, booklets, videos, compact disks (CD's), audio tapes, or other items within the Southwest Project Grass participating counties as approved on an individual basis.

**FUNDING:** Each project that is approved by the SWPG Committee will be funded for the amount requested up to a maximum of \$200.00 per project per year. SWPG will fund up to a maximum of five projects per year. Each sponsor is eligible for one project per year. Funds obligated for a specific project must be used for that project and can not be applied toward a different project.

**ELIGIBLE COSTS:** Costs associated with the conductance of an eligible event or production costs include; postage, printing, facility costs including room rentals and portable restrooms, speaker fees, equipment rentals, supplies, handout materials, transportation costs, production costs.

**INELIGIBLE COSTS:** Costs not eligible for funding are administrative costs, food costs, salary costs.

### **EXPLANATION OF THE PROCESS:**

- 1) Fill out the attached form completely and return to the above address.
- 2) Applications will be reviewed on their merits by the SWPG Committee at its quarterly meeting.
- 3) Approvals will be done at the quarterly meeting and notification of funding will be sent out to approved applicant(s).
- 4) Approval of the grant must be received by the applicant prior to incurring of any costs associated with the project.
- 5) SWPG must be recognized as a sponsor of the event.
- 6) Project must be completed within one year of SWPG approval of the project or funds will be forfeited. A final report must be submitted, to the above address, within 30 days following the completion of the project. The report must be submitted on the form provided. A copy of any products produced or information flyer prepared should also accompany the report. Any other material deemed appropriate to demonstrate the success of the project can be provided as well.
- 7) Payment of the approved amount will be disbursed following the receipt of the final report unless prepayment arrangements are made.

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## **GRAZING EDUCATION MINI-GRANT PROGRAM APPLICATION**

**Only projects within the Southwest Project Grass Participating Counties are eligible**

To Be Filled Out Completely and Mailed to the Above Address (use the back if necessary)

Name of Grazing Group / Sponsoring Agency \_\_\_\_\_

Name of Primary Contact Person \_\_\_\_\_

Address of Primary Contact Person \_\_\_\_\_

Phone # of Primary Contact Person \_\_\_\_\_

E-Mail of Primary Contact Person \_\_\_\_\_

Dollar Amount Requested \_\_\_\_\_

What will the funds be used for \_\_\_\_\_

What is the expected  
outcome of this project? \_\_\_\_\_

How will this event be  
publicized? \_\_\_\_\_

What is the target audience?  
and/or geographic region? \_\_\_\_\_

How will SWPG be  
recognized in this project? \_\_\_\_\_

Anticipated Completion Date \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

(SIGNATURE)

(DATE)

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## **GRAZING EDUCATION MINI-GRANT PROGRAM FINAL REPORT**

To Be Filled Out Completely, Within 30 Days of Completion, and Mailed to the Above Address

Name of Grazing Group / Sponsoring Agency \_\_\_\_\_

Name of Primary Contact Person \_\_\_\_\_

Address of Primary Contact Person \_\_\_\_\_

Phone # of Primary Contact Person \_\_\_\_\_

E-Mail of Primary Contact Person \_\_\_\_\_

Project Completion Date \_\_\_\_\_

Describe the completed project. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What products were produced? and How many of each? \_\_\_\_\_  
\_\_\_\_\_

Audience Number \_\_\_\_\_

Audience Reached \_\_\_\_\_  
(agency, producer, student, etc.) \_\_\_\_\_

What news coverage was given to the project? \_\_\_\_\_  
\_\_\_\_\_

Other information helpful to describe the project's completion. \_\_\_\_\_  
\_\_\_\_\_

Enclose a copy of any product(s) produced or information prepared plus any other material deemed appropriate to demonstrate the success of the project.

PREPARED BY: \_\_\_\_\_  
(SIGNATURE) (DATE)