



First State Resource Conservation and Development Council, Inc.

Mini-Grant Program Guidelines

First State RC&D Council, Inc. operates this mini-grant program to further our mission to “Provide leadership, initiative, technical support, and direction in developing and carrying out a plan to assist individuals and communities in the conservation and enhancement of their human and natural resources” and to work towards our vision of “prosperous diverse communities effectively developing and conserving the human and natural resources of the First State RC&D Area”. Projects funded by the mini-grant program will assist RC&D in implementing its Annual Plan and larger Area Plan, both of which are focused on Land Management and Conservation, Water Management, and Community Development.

The areas within the larger area of interest that will be targeted for mini-grants are:

- Support for urban farm and community/school garden initiatives.
- Invasive Species Management and the establishment of Cooperative Weed Management Areas.
- Establishing or improving community recreational areas.
- Improving maintenance and management of storm water ponds and training to community civic and maintenance association groups/leaders.

As a 501 c (3) public charity, RC&D will only award mini-grants to those projects that are in furtherance of RC&D’s mission, serve a charitable purpose, and serve the public. Mini-grants will only be awarded to those projects that can document, via a final report, that mini-grant funds were used for their stated charitable purpose. As long as those requirements are met, RC&D can award a grant to other 501 c (3) organizations and non-501 c (3)s including for-profit corporations, trade associations, social welfare organizations, environmental and conservation organizations, private foundations, or individuals.

Eligible applicants will include only those applicants who have not received RC&D mini-grant funds in the last 12 months.

The maximum amount of each mini-grant award is \$500.00.

Applicants will be expected to acknowledge RC&D's contribution to their projects.

RC&D makes a mini-grant award in good faith and is not responsible for negligence, misconduct, or negative consequences of the use of RC&D mini-grant funds by the awardees.

Mini-grant applications are due one month prior to the meeting of the First State RC&D Board of Directors so that the application can be fully reviewed and presented to the Board for approval or denial. The First State RC&D Council Board of Directors meetings in 2015 will be in January, April, July, and October. However, the Council may consider and approve applications via email between meetings if necessary to expedite a proposed project.

Once a mini-grant application is approved and the funds awarded to the recipient, the project or activity must be completed within one year of project approval unless a longer time-frame is required to complete the project or activity and this extended time-frame is agreed to by the First State RC&D Council. **The funds will not be sent to the recipient until an invoice for some portion of work completed is received. This demonstrates that you have some level of funding commitment from other sources to begin the project.**

Mini-grant applications can be sent electronically to Rick Mickowski at rick.mickowski@state.de.us or faxed to 302-834-0783 or via mail to First State RC&D Council, 800 Bay Road, Suite 2, Dover, DE 19901 to the attention of Mr. Tim Riley.

Upon the decision to award a particular mini-grant, RC&D will send an award letter and acceptance agreement. **Once the acceptance letter has been signed by the awardee and returned to RC&D, the awardee will be responsible to work on the project and send an invoice in order to receive the grant funds.**