

# SAUK RIVER WATERSHED DISTRICT

## EDUCATION FUNDING REQUEST FORM

The Sauk River Watershed District supports many projects and programs that compliment the District's mission to "to apply our unique abilities and authorities in ways that protect and enhance our watershed's resources for today and tomorrow."

Please provide the following information in preparing your funding request. Providing clear and concise information makes it easier for us to determine if we will be able to support your request.

**Name of Organization:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Funding Request:** \_\_\_\_\_

---

1. Describe in detail your project or funding need. How will the funding be used?
2. Who will benefit from the proposed project or funding?
3. Tell us the time-frame for the project and use of funding?

4. Please provide names and contact information for people who have put together the request and/or who will be in charge of its completion. In the event that we are able to provide funding, tell us how a check should be made out and where it should be mailed.

5. We request a match (cash or in-kind) of at least 50% of the project costs. Are you able to meet this requirement? Circle one: YES NO

If yes, please provide information on your match. If no, please explain your circumstance, how much you are able to match and why we should provide special consideration to your request.

- Total Project Budget: \_\_\_\_\_
- Requested Funding Amount : \_\_\_\_\_

Requirements:

- We require a brief written follow-up report, with pictures or other supporting materials, within 30 days of completion of the project to document how the Watershed District funding was used.
- Funds can only be used for new projects. We cannot provide funding for expenditures that have already occurred.
- Plan for a 30-60 day period for the Watershed District to review your request and notify you of our response. You will receive written notice whether approved or not.
- The watershed district will reimburse you after the project is complete and you submit a written request for payment along with invoices or documentation of project costs.
- Emergency requests requiring a shorter turn-around time may be considered occasionally but are not guaranteed and are very difficult to meet.

Please send your funding request and supporting documentation to:

*Sauk River Watershed District  
Attn: Adam Hjelm  
524 Fourth Street South  
Sauk Centre, MN 56378*

---