

BROADWATER COUNTY TRUST BOARD GRANT APPLICATION

Approved by Broadwater County Trust Board May 7th, 2019
Approved by Broadwater County Commissioners June 24, 2019

PROJECT SUMMARY PAGE

Project Sponsor _____

Project Name _____

Land Ownership _____
Private, Municipal, County, State, etc.

Project Description _____

****approval and commitment of funds not to exceed 24 months from date of final completion***

Date of Submission of Grant Application _____

Date of Completion of Grant _____

Requested Grant Amount \$ _____

Sponsor's Matching Funds - Cash \$ _____

Sponsor's Matching Funds - In Kind \$ _____

Total Project Cost \$ _____

General Grant Guidelines

Match guidelines: BCTB urges matching contributions from the project Sponsor and its Partners. While BCTB does not have a mandatory match requirement, BCTB likes to see at least a 30% match or more. The higher the match amount percentage the more beneficial.

Sponsor and Partner funding: Please explain the match funding and in-kind amounts the sponsor and other partnering sponsors will be providing. Please list the amounts by partner name. See checklist page

If the project proposal may consist of several project approvals and or funding, they should all be presented as part of the full package with the presented details covering the first approval request and the remaining being a description of the future work with estimated timelines, work and costs so the Board has a full understanding of the potential requests and timing of them.

The project proposal to be acted upon now must contain licensed engineer designed and approved site plans, and structural drawings if construction work is involved (buildings, roads, etc.).

Project grant proposal must be submitted to the BCTB Secretary a minimum of two weeks prior to the established monthly meeting schedule. This allows for adequate time for the BCTB members to review the application and complete any further research before the next meeting and allows for time for the project to be listed on the agenda for action at the next appropriately scheduled meeting.

Grant applicant sponsors will be provided an update via letter or email from the BCTB President within two weeks of the meeting where the application was discussed, documenting and for the action taken on the application. BCTB will submit their grant approval to the County Commissioners at their next scheduled meeting BCTB can get on the agenda for their final approval. Upon that approval and upon receipt of a confirmation letter from the Broadwater County Commissioners an approved grant letter and signature page will be sent to the grant recipient.

Monthly reports of progress on the projects will be required from grant sponsors. Included in the monthly reports, please provide expected impact on the community and projected usage.

Grant payments will be made upon submission and approval of claims by the sponsor to the BCTB

Grant Application Checklist

This checklist is to assure and the Broadwater County Trust Board that you have completed the application, included all of the necessary documentation and provided (7) seven copies of the completed application. Please check the appropriate items below as you complete preparation of your application and include this checklist as Page 2 of your applications.

____ Read and understand the General Grant Guidelines

____ Itemized list of in-kind contributions

____ Completed and signed application form.

____ Sponsor contact person's name, phone number and address are included and legible.

____ Plans and specifications for project. This is to include engineer approved site, structural, and roadways plans and technical drawings. If the project is phased, then the phases need to be described.

____ If project is on land not owned by the sponsor (private or public), include letters of support from the landowner and copies of leases or easements or letters authorizing access for the project.

____ Attach copies of required permits (electrical, plumbing, ADA, etcetera).

____ All electrical and plumbing must be done by licensed individuals. Please identify individuals and/or companies that will be doing this work.

____ All applicable city, county, state and federal codes must be met.

____ Letters of support from user groups/individuals.

____ Map showing project area

____ Provide seven (7) completed copies of application with attachments

General Information:

1. Classification of Project Applicant (check one).

_____ County
_____ Municipality
_____ State or Federal
_____ Other (explain)

2. _____
Name of Applicant

3. _____
Mailing Address

4. _____
Applicant Contact Person

_____ Home Telephone _____ Work Telephone _____ Fax _____ E-mail

5. Classification of Land (Check One).

_____ Public Land _____ Private Land _____ Combination of
Public and Private.

6. Project Location.

_____ County _____ Township, Range, Section, ¼ Section

_____ City, Town

7. Project Description: Describe the scope of work and what you intend to accomplish with this project. Additional information should include provisions for ADA access, how the project will benefit the recreational public, provisions for safety information/education and unique attributes or features of this project. Include maps (area and project specific maps, technical designs). Describe compliance and attach items to show compliance with the Grant Application Checklist.

8. Who will operate and maintain this project when completed?

9. Who will provide future maintenance and management plan?

10. Project Time Schedule. How long after grant agreement signing will the project be initiated? When will this project be completed? Are there future phases of this in the long term? If so, explain them.

11. Should the Grant Application be approved, the Grantee agrees to provide monthly reports in narrative form or by attending BCTB meeting specifically addressing progress made and monies used to date. In addition, the Grantee agrees to file a final report with the Broadwater County Trust Board within one month after completion of the project. Photos of completed projects are required. The final report should display final accounting for BCTB funds, matching funds, and estimated in-kind values.

Signatures

Printed Name and Title of Authorized Official

Signature of Authorized Official

Submit 7 completed copies of application with attachments
Broadwater County Trust Board
515 Broadway
Townsend, MT 59644

Aubra J. Lewis, Broadwater County Trust Board Secretary
(406) 949-8914
aubra.lewis@broadwatercountymt.gov

(May 12th, 2026 revised)