

CAPITOL CONSERVATION DISTRICT PROJECT FUNDING GUIDELINES

1. Whenever a request for funding comes into the Capitol Conservation District, the person or entity making the request shall be provided with an approved project funding application with instructions to fully complete and return it to the Capitol Conservation District's Office.
2. All projects submitted for funding requests must be in keeping with the annual plan of work.
3. Projects approved for funding must further the mission of the Capitol Conservation District.
4. The physical location of a project submitted for funding requests must be within the geographical boundaries of the Capitol Conservation District, unless otherwise approved by the board.
5. Project funding requests must be submitted on the approved project funding application and all sections of the application must be completed before the request will be considered. Incomplete applications will be returned with instructions to fully complete and re-submit.
6. All requests for funding must include the names and addresses of all other persons, agencies, companies or any other entity, governmental or non-governmental, from which funding or other assistance has been requested.
7. A copy of each fully completed project funding application will be provided to each District Supervisor in advance of the next regularly scheduled Board meeting at which time the Supervisors will vote whether to give the application further consideration. Decisions shall be by a majority vote of the Supervisors present.
8. If the Supervisors vote by majority vote to give further consideration to the project funding application, the project leader shall be contacted and requested to appear at the next regularly scheduled Board meeting to make an oral presentation of the project funding request.
9. Once the project funding request has been presented orally to the Capitol Conservation District, the Supervisors will consider and vote on whether to approve the project funding request. If at all possible, the Board shall render its decision to approve or not approve the project funding request at or before the next regularly scheduled Board meeting. Decisions to approve or not approve a project funding request shall be by a majority vote of the Supervisors.
10. If a project funding request is approved, the Board shall assign a Supervisor to monitor the project to ensure that it is carried out and completed in accordance with

the project funding application and funds approved by the Board are spent for materials, equipment and labor set forth in the project budget.

11. The District Supervisor assigned to monitor the project shall ensure, to the extent possible, that the project is completed within the project time frame set forth in the project funding application.
12. Upon completion of the project, the project leader shall report back to the Board on the project and particularly with regard to the expenditure of Capitol Conservation District's funds.
13. These project funding guidelines may be modified or amended upon a majority vote of the District Supervisors of the Capitol Conservation District. All such amendments or modifications shall be in writing and attached to the original project funding guidelines.

CAPITOL CONSERVATION DISTRICT
418 GOFF MOUNTAIN ROAD, ROOM 102
CROSS LANES, WV 25313
PHONE 304-759-0736 FAX 304-776-5326
EMAIL ccd@wvca.us

Mission Statement

Our mission is to provide local self government leadership and initiative in the development and conservation of soil, water and natural resources. A balanced planning, education and management program that protects, restores and improves those resources will be accomplished in cooperation with landowners, government agencies and private organizations.

PROJECT FUNDING APPLICATION

All projects must comply with the District's mission.

PROJECT NAME _____

PROJECT LOCATION _____

PROJECT LEADER/CONTACT PERSON _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____ EMAIL _____

PROJECT PURPOSE _____

PROJECT TIME FRAME _____

AMOUNT REQUESTED* _____

*Attached Budget Sheet must include itemization of materials, equipment and labor

SIGNATURE OF PROJECT LEADER _____ DATE _____

CAPITOL CONSERVATION DISTRICT

PROJECT BUDGET

LIST MATERIALS, EQUIPMENT AND LABOR

PROJECT NAME _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

_____ COST _____

TOTAL _____

LIST OTHER FUNDING SOURCES, PARTNERS AND SPONSORS WITH FUNDING AMOUNTS

_____ AMOUNT _____

_____ AMOUNT _____

_____ AMOUNT _____

TOTAL _____