



Nine Mile Creek Discovery Point  
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(952) 248-0410  
ninemilecreek.org

## COST SHARE GRANT GUIDELINES

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### Cost Share Grant Program Overview

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The Nine Mile Creek Watershed District (NMCWD) Cost Share Program offers grant funds for efforts that protect and improve water and natural resources [within the Nine Mile Creek Watershed](#).

Grant funds are available for implementing projects that support one or more of the following goals:

- Improve water quality or increase the capacity of the watershed to store and infiltrate water
- Protect and preserve groundwater quality and quantity
- Preserve, protect, and restore native plant and wildlife habitats, with emphasis on projects adjacent lakes, rivers, and wetlands

### Eligibility

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#### Project is in the Watershed

All projects must take place within the Nine Mile Creek watershed. Determine if your project is within the watershed by checking the “Are you in the watershed?” map at: [ninemilecreek.org/are-you-in-the-watershed](http://ninemilecreek.org/are-you-in-the-watershed).

#### Who May Apply?

Grant funding is open to:

- Residents
- Townhome, condominium, and lake associations
- Commercial, government, and nonprofit organizations

#### Types of Projects

Typical projects funded through the cost share grant program include raingardens, shoreline buffers, pervious pavers, habitat restoration, native plantings, and chloride reduction efforts (anti-icing equipment purchases, equipment retrofitting, etc.). Contact NMCWD with unique projects and questions about eligibility.

### Project Timelines

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Habitat restoration and native planting projects have up to two years to complete their grant project from when the grant agreement is signed. All other projects have up to one year to complete their grant project from when the grant agreement is signed.

### Grant Awards

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#### Habitat Restoration and Native planting Projects

Grants are awarded for up to 50% of a project’s cost, on a reimbursement basis for project implementation. The applicant must provide a minimum of a 50% match on the project.

#### Grant Awards

The maximum grant award given out for Habitat Restorations and Native Plantings, per applicant type, is:

- Residential: \$3,000
- Townhome, condominium, or lake association: \$5,000
- Nonprofit, commercial, or government: \$10,000

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## All other Projects

Grants are awarded for up to 75% of a project's cost, on a reimbursement basis for project implementation. The applicant must provide a minimum of a 25% match on the project.

## Grant Awards

The maximum grant award given out, per applicant type, is:

- Residential: \$5,000
- Townhome, condominium, or lake association: \$20,000
- Nonprofit, commercial, or government: \$50,000

## Funding Limits

A site can only receive one grant from NMCWD per year. The maximum grant funds a site can cumulatively receive are:

- Residential: \$10,000 per site
- Townhome, condominium, or lake association: \$40,000 per site
- Commercial, government, or nonprofit: \$100,000 per site

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## Eligible and Ineligible Expenses

### Eligible Expenses

- Project materials and labor
- Engineering or consulting fees, except for any project planning expenses

Plants:

- Habitat restoration and native planting projects must use native plants for reimbursement
- Other projects may use native cultivars in addition to native plants

In-Kind Contributions:

- In-kind contributions are eligible for required grant match. Landowner and/or volunteer labor contributions are eligible for grant match dollars. One hour of landowner labor is eligible for \$20 of in-kind match.

### Ineligible Expenses

NMCWD staff and board reserve the right to determine the eligibility of expenses. The following items are ineligible for reimbursement:

- Materials for aesthetic purposes only
- Project planning expenses, such as engineering or other consultant fees
- Any materials bought or consultant/contractor time expended before a grant agreement is signed
- Removal of invasive species and/or existing site vegetation, including buckthorn removal, garlic mustard, turfgrass, etc. This work can be included as grant match in habitat restoration projects.
- Any project expenses for a project required by a NMCWD permit(s). *For example, if a permit requires a wetland buffer that is 20 feet wide, and you decide to install a buffer 30 feet in width, you can apply for a cost share grant for the additional 10 feet only.*

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TIP

In-progress or completed projects are not eligible for grant funds. If awarded a grant, don't start your project until a grant agreement is signed! A project that is started or completed before a grant agreement is signed will not be eligible for grant reimbursement.

## Grant and Maintenance Agreement

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Each grantee is required to enter into a Cost Share Grant Agreement with the NMCWD. The agreement defines the obligations of the applicant and the NMCWD. This includes, but is not limited to, such items as promoting and acknowledging the NMCWD sponsorship, reporting, payment schedule, terms of the agreement and use of funds, cost overruns, and cancellation. The agreement also allows NMCWD access to the project area for evaluation and promotion of the project.

The applicant is responsible for securing all permits necessary for the work, which may include NMCWD permit(s). The NMCWD will assist grantees in obtaining a NMCWD permit, if required by the grant project.

Each grantee is required to enter into a project maintenance agreement with the NMCWD:

- The minimum maintenance agreement is five years.
- For projects receiving over \$5,000, NMCWD requires a ten-year maintenance agreement.

## Grant Reimbursement Process

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Payments from NMCWD to the grantee are reimbursement based and require receipts or paid invoices.

NMCWD can reimburse funds throughout the grant period, as requested by the grantee, up to the final 10% of the grant. The final 10% of the grant is reimbursed upon successful completion of the project and submission and approval of a final report.

To receive reimbursement during the grant period, copies of receipts/paid invoices must be submitted to the NMCWD, along with a progress report. Reporting and reimbursement forms are available at: [www.ninemilecreek.org/cost-share-reporting-and-reimbursement-resources/](http://www.ninemilecreek.org/cost-share-reporting-and-reimbursement-resources/)

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TIP

Save your receipts/paid invoices to get reimbursed for grant expenses. You can submit reimbursement requests throughout the grant period. 10% of the grant total is held until the project is completed.

## Project Reporting Requirements

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**Final Report:** Within 30 days of project completion, the grantee must submit a final report to the NMCWD.

**Yearly Reporting:** Following the final report, yearly reporting with photo documentation must be submitted to the NMCWD for the remainder of the maintenance agreement period.

**Reimbursement Requests:** A progress report and copy of any receipts/paid invoices is required when requests for reimbursement are submitted. 10% of the grant is held until the project is completed.

Reporting and reimbursement forms are available at: [www.ninemilecreek.org/cost-share-reporting-and-reimbursement-resources/](http://www.ninemilecreek.org/cost-share-reporting-and-reimbursement-resources/)

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TIP

Add due dates for the final report and the yearly reporting to your calendar right away:

- 30 days after project completion: final report due
- December 30 (for length of maintenance agreement): yearly reports due

## Questions?

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Contact Lizzy, NMCWD Watershed Specialist, at [eboor@ninemilecreek.org](mailto:eboor@ninemilecreek.org) or 952-248-0410 with questions.