

Policy on Letters of Support and Grant Sponsorship

Purpose: Franklin County Conservation District (District) periodically receives requests for letters of support and/or Grant Sponsorship. Grant Sponsorship includes the administration of grant funds for organizations ineligible to receive specific funds. Providing grant assistance may require administrative and financial expertise and time commitment of District personnel. In order to allow the District sufficient time to thoroughly review such requests, individuals or organizations seeking District grant assistance must follow the steps outlined below:

Proposed project must meet the following minimum criteria:

- provide “environmental benefit” to the natural resources and residents of Franklin County
- align with the District’s mission, goal and objectives

Applicants seeking a Letter of Support must:

- Submit a summary of the grant application and basic budget information a minimum of 10 calendar days prior to the District Board meeting immediately preceding the grant application deadline.
- Pre-schedule time to meet either with the District Manager or related program staff member. The applicant should be prepared to explain the project and field questions from the District.

Applicants seeking District Sponsorship and/or District partnership must:

- Submit a pre-application letter, including a summary of the grant application and basic budget information, at least 45 calendar days in advance of the District Board meeting immediately preceding the grant application deadline.
- Submit a copy of the full grant application, including budget details, to the District a minimum of 15 calendar days in advance of the District Board meeting preceding the grant deadline. The detailed budget will include the estimates of District staff time and proposed District expenditures.
- Pre-schedule time on the agenda of a regular monthly meeting of the District Board of Directors by contacting the District Manager.
- Be prepared to explain the project and field questions from the Board of Directors.

It is the responsibility of grant applicants to provide all information necessary for the District Board of Directors to make informed decisions on requests for assistance.

The District Board of Directors reserve the right to adjust the aforementioned timeframe requirements. The Board also reserves the right to terminate previously approved grant assistance should changes in staff or district priorities dictate a need to do so.