

# WESTERN PRAIRIE RC&D AREA, INC.

Box 366

Goodland, KS 67735

Email: sandyr@st-tel.net

## PROJECT APPLICATION

### PROJECT INFORMATION

**FOR OFFICE USE ONLY**  
This application shall expire  
on September 30, 20\_\_.

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_ (County name – if more than one county write in "Area-Wide")

Sponsor Name (Project Owner): \_\_\_\_\_

Contact Person for Project (Project Representative): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROBLEM STATEMENT

Describe the situation before project begins and how project will solve the problem:

### OBJECTIVES STATEMENT

State specific, measurable objectives and benefits that are to be expected after project is completed:

### RC&D ASSISTANCE REQUESTED

Check all that apply:

Organizational Assistance       Planning Assistance       Development Assistance  
 Information Assistance       Education Assistance       Research Assistance  
 Grant Writing Assistance       Conduit or Flow Through  
 Other Assistance (Please Describe \_\_\_\_\_)

**AGREEMENT**

It is hereby agreed between Western Prairie RC&D and \_\_\_\_\_  
that this project will be approved under the conditions outlined below:

- ◆ There is an active committee or board. **A list of those involved will need to be attached.**
- ◆ A letter from the committee/board authorizing the project representative to act on their behalf.
- ◆ The project has leadership from the beginning of project development to the completion.
- ◆ The project sponsors/owners have a written plan.\*
- ◆ The project sponsors/owners have a budget.\*\*
- ◆ The project sponsor/owner must exhibit the ability to continue the project after the period of time Western Prairie RC&D has completed its assistance to the project.
- ◆ **The project sponsor/owner must provide a status report of the project to the local county RC&D advisory committee and the Western Prairie RC&D Council by the 7th of each month, until the project is completed. Negative reports are required stating the reason for inactivity. Reporting shall not begin until after Western Prairie RC&D begins assistance with the project.**

This project will be completed in prioritized phases. Phases in priority order will be as follows:

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\* If projects do not have a written plan and you would like Western Prairie RC&D to provide assistance in developing a plan, that plan will be a project in itself. Therefore, a separate project application must be submitted and approved. **Planning projects need to be timelined to completion within 90 days from the time Western Prairie RC&D begins the project assistance. If not completed within 90 days, the project owners will need to approach Western Prairie RC&D Council for continuance of the project assistance. Planning committees must schedule an appointment with the RC&D.**

\*\* A budget is important for project development. The budget needs to be line-itemed and include a narrative explaining each line-item. This may be included in the planning portion of the project. **If there is a request for funding research and/or grant writing assistance, a plan and budget must be presented to the council before the project can be approved.**

Western Prairie RC&D and/or the project representative may terminate assistance with this project at any time and for any reason.

**MISCELLANEOUS CHARGES**

Project representatives agree to reimburse WPRCD for the following:

Postage – All postage, FedEx, and any other delivery charge incurred by WPRCD.

Letters and/or Copies – .05 per page

Brochure Development - \$15.00 per hour, plus copies and any postage expended to mail.

Flyer Development - \$15.00 per hour, plus copies and any postage expended to mail.

**Fiscal Agent Fees**

Conduit or flow through account

Funding of \$1,000 or less:

\$10 per transaction fee not to exceed \$50.

**OR**

Funding over \$1,000: *FEE NEGOTIATED Per 10/13/16 (minutes)*

[REDACTED]

The following individuals are authorized to request that Western Prairie RC&D issue checks:

Name

Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please allow 7-10 days for the processing of check requests.

**Invoices must be provided before Western Prairie RC&D will issue checks.**

**PROJECT REPORTS AND PROJECT SPONSOR RESPONSIBILITIES**

Any time a project report is required, it will be the responsibility of the project sponsor/representative to complete said report and provide the information to the requesting agency, with a copy to the RC&D.

All required maintenance, liability insurance, and any other requirements of the funding contract as set forth by the foundation or organization providing funding, shall be the responsibility of the project sponsor/representative.

Any violation of these requirements shall result in the project representative being ineligible to use the Western Prairie RC&D as a conduit for any future projects.

**SPONSOR/PROJECT REPRESENTATIVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**DISPOSITION OF APPLICATION**

**COUNTY RC&D ADVISORY COMMITTEE**

Reviewed on \_\_\_\_\_ by:

\_\_\_\_\_ County RC&D Committee

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

**WESTERN PRAIRIE RC&D AREA, INC.**

Reviewed on \_\_\_\_\_ by:

\_\_\_\_\_ Western Prairie RC&D Area Council

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date