



National Association of Conservation Districts

Template for each Conservation District TA application to NACD via respective state/territory association

State: _____

Name of Conservation District: _____

Primary Conservation District Contact:

Name/Title	Phone Number	Email Address

Number of Conservation Employee(s) requested: _____

Type of employee(s) needed:

Technician _____

Resource Conservationist _____

Program Support Specialist _____

Other (please specify) _____

If you have an employee in mind, does s/he have job approval authorities and/or conservation planning skills or certifications? If so, what are they by employee? Please also indicate whether an existing employee or a new hire:

Employee(s) with job approval and/or certifications:

Name: _____ Authorities/certifications: _____

Name: _____ Authorities/certifications: _____

Employee(s) will be new hire and will require training. Yes___ No___

Amount of funds requested: \$ _____

State Ranking of this district workload #_____e.g. #1, 2, etc. for each location in the application



Proposed Budget

NACD grant funds can be used for employee salary and benefits, consultants, contractors, and training. No more than 10% of NACD provided funds can be used for supplies and equipment. Please provide in the budget chart below how grant funds will be allocated, with a brief description for each item. Up to 10% change in budgets will be allowed after approval, changes larger than 10% will require advance approval.

Matching funds are required at the rate of 20%. So for each \$.80 of NACD funds provided a dollar will result with the inclusion of the match. Cash match is preferred. In-kind match will be considered. Some examples of qualifying match or typical match items include district manager supervision, board oversight, equipment provided (survey instrument, computer, pickup or vehicle, etc.). Please identify the amount of match that is cash and the amount that is in-kind, if it is proposed. Explanatory notes are necessary to inform on the sources and or the amounts of match.

<u>Expense Item</u>	<u>NACD provided funds</u>	<u>Matching Funds (20%) Cash/In-Kind</u>
Salaries and benefits (Should be 80% of funds)		
Training		
Supplies and equipment (no more than 10% of total)		
Other		
Explanatory notes on match		

We concur with the work that will go on within (Name _____) conservation district and will file a quarterly report including indicators of progress per the metrics provided with the announcement.

Signed: _____ Date: _____

Print: _____ Title: _____

Signature/Title of authorized official (e.g. Board Chair, District Manager, Executive Director, etc.) for the conservation district(s) that a given state may propose. A signed letter of acceptance may also be used from each district where the prospective employee(s) will be working.