

Policy for Processing Requests for RC&D Assistance

Adopted by Council November 24, 2014

Revised May 23, 2016

1. Requests for assistance will be made in the following manner:
 - a. A project proposal is drafted and presented to the Hiawatha Valley RC&D Council for consideration of adoption.
 - b. If adopted by Hiawatha Valley RC&D Council, a formal application may be made by the project sponsor to provide additional project detail and develop a Draft Services Contract which will specify future involvement of Hiawatha Valley RC&D and any anticipated service fees. The application fee will be assessed according to current rate schedules.
 - c. Staff reviews the project application and potential technical and financial assistance sources to assess the feasibility of successful project completion, and to draft a services contract for future Hiawatha Valley RC&D involvement. A written staff summary of the project application is presented to the Council for review prior to the meeting at which the Council will take action on the request for assistance.
 - d. Project sponsors are encouraged to obtain local sponsoring organization (County Commissioners or Local SWCD) approval prior to submitting an application for Hiawatha Valley RC&D assistance.
 - e. Hiawatha Valley RC&D will consider the Application and Draft Services Contract for approval.
2. The following criteria will be used by the Council in deciding to approve or disapprove a request for project assistance:
 - a. Staff review and comments,
 - b. Other criteria established by the Council, including consistency with the priorities, goals and objectives of the Association,
 - c. Effectiveness of addressing the rural development need identified by the project sponsor in a manner consistent with locally accepted norms,
 - d. Level of local support for the proposed project,
 - e. Certainty that the project is technically and financially feasible,
 - f. Adequacy of staff time available to effectively provide assistance required to complete the project.
3. The Council will use the above criteria to approve or disapprove application, and also assign a priority to each project (1-high; 2-medium; 3-low). This priority assignment will provide input to executive director as to timing and intensity of resources to assign the project.

Project Proposal		
<p><i>A project proposal is intended to be a simple process to confirm interest on the part of a sponsoring organization and the Hiawatha Valley RC&D Council. A project proposal will include:</i></p> <ul style="list-style-type: none"> • <i>Project Name</i> • <i>Primary contact information</i> • <i>Who is proposing the project (primary and anticipated partners)</i> • <i>General Description of project</i> • <i>Project needs statement (Why is this project needed)</i> • <i>Geographic scope of project (where/who will benefit)</i> • <i>General timeframe of project</i> • <i>Anticipated impact to environment and economy (outcomes/benefits)</i> • <i>Type of assistance requested of Hiawatha Valley RC&D (planning/technical/financial)</i> • <i>Any support recommendations (Hiawatha Valley sponsoring organization or other)</i> 		
Service Provided	Fee Description	Rate
1. The project proposal is generally completed by a sponsor, partnering entity or other individual. The proposal form is readily available through the Hiawatha Valley Office.	No fee	0.00
2. More complex projects may require assistance of RC&D staff or council members. At the discretion of the executive director a minimal fee to recover costs may be assessed.	May include hourly cost plus expense. Fee will be kept minimal in order to encourage project proposals.	See Rate Chart
3.		

Project Application and Services Contract		
<p><i>A project application will provide greater details of the project, and a draft contract for any future services to be provided through Hiawatha Valley RC&D. While all of the following may not be known at this time, the applicant's best estimate and concepts will be incorporated into the application. While partner commitments and funding issues may not be firm, they should reflect reasonable expectations and any contributing partner should be aware of and supportive of the project. The application process will serve as a test of the concept, and be the basis of future working relationships. It will further describe the project in the areas of:</i></p> <ul style="list-style-type: none"> • <i>Greater detail of information in proposal, if needed</i> • <i>List of project partners (name, affiliation, contact information, role in project)</i> • <i>Plan of work/Evaluation Criteria</i> • <i>Project timeframe</i> • <i>Project budget (all sources)</i> • <i>Other local/state/federal plans or objectives consistent with, or supporting this project</i> • <i>Potential future involvement of Hiawatha Valley RC&D and Project leaders</i> 		
1. Application Fee	Sponsoring Organization led project	0
	Other	200.00
2.		

Project Planning		
<p><i>A service of Hiawatha Valley RC&D is to work with individuals and groups to develop a project plan. This service might include discussions and facilitated sessions to help project planners: 1) seek and capture ideas, 2) develop those proposals to a written document, 3) assist with partnership development and coordination, and 4) facilitate meetings. Project planning is an important first step in seeking grants, funding or other needed support.</i></p>		
Service Provided	Fee Description	Rate
1. Discussions and facilitated sessions required to develop the plan document. and document writing.	May include hourly cost plus expense.	See Rate Chart
2. Equipment available through Hiawatha Valley RC&D	Such as flipcharts, projector, computer, audience response systems, or other owned tools	No fee
3. Rental	Such as space, specialized equipment needs, transportation vehicles, etc.	Actual Rental plus 25%
4. Specialist Expenses	Honorariums, speaker fees, speaker transportation costs	Actual plus 25%

Grant Research and Writing		
<p><i>Hiawatha Valley RC&D will help you research potential grants, and tailoring of your project plan to the specific priorities of potential funders. We do have access to several grant search tools, and specific experience in certain program areas.</i></p>		
Service Provided	Fee Description	Rate
1. Utilizing information of the project application and follow up discussions, Hiawatha Valley staff will research potential funders, make suggestions that would tailor the project plan to each funders stated priorities, and/or prepare grant applications for submittal.	<i>Prefer:</i> Hourly cost plus expense. Estimate or quote to be provided in advance.	See Rate Chart
	Percentage of grant	5% of grant funded
	Minimum plus percentage	\$ down + % (negotiated)
2. In some cases, Hiawatha Valley will serve as a fiscal agent for a project. These projects must be consistent with the mission, scope, and purposes of Hiawatha Valley RC&D Council. A contract will be entered into between Hiawatha Valley RC&D and the project managers when fiscal agent services are accepted.	A minimum fee plus amount determined on case by case basis, considering items such as: <ul style="list-style-type: none"> • Size of grant • Complexity • Required documentation 	\$500 plus negotiated amount
3.		

Grant and Project Management

Hiawatha Valley provides services to assist with project management. Technical services would generally be provided by the project sponsor, but Hiawatha Valley may contract technical services on a case by case basis. Usually Hiawatha Valley RC&D will be more involved in issues related to:

- *Monitoring progress*
- *Reporting to funders or others involved*
- *Evaluation of results*
- *Marketing of projects to participants*
- *Information and education components of projects*

Service Provided	Fee Description	Rate
1. Specialist Expenses	Contracted specialist services and expenses	Actual plus 25%
2. Assistance in areas including: Monitoring progress; Reporting to funders or others involved; Evaluation of results; Marketing of projects to participants; Information and education components of projects.	May include hourly cost plus expense.	See Rate Chart

Rate Chart:

Application Fee, non-dues-paid organizations	200.00
Executive Director	55.00
Other Staff/Contracted Persons	Actual plus 25%
Mileage	IRS accepted

Project Proposal

- No fee - Simple form
- Estimates OK
- Include
 - Location
 - Need/Purpose
 - Partners
 - General plan and budget

Application

- Application Fee
- Assisted by RC&D Staff or Council
- Expand info on proposal form
- Greater Detail Required
- Draft a Service Contract or Project Agreement
- Sponsoring Organization Support Encouraged
- Consideration based on approved criteria

Project Agreement

- Spells out RC&D and proposer's commitments
- Specifies fees for service
- Work toward common goals
- Final work plan and budget
- Other terms and conditions
- Signatures of all parties
