# 2018-19 Manure Management Manual and Chapter 102 Compliance Mini-Grant Program for Conservation Districts Application

# *Please read the mini-grant guidelines prior to submitting your application. You are encouraged to complete the application in Word before filling out the online form. The deadline to apply is January 31, 2019 or until all grant funds are allocated.*

## PROJECT DETAILS:

How many full-day workshops do you plan to conduct?

How many half-day workshops do you plan to conduct?  
*(a half-day workshop is 4 hours or less)*

How many total farmers do you anticipate reaching through your project?

As a result of your workshops or one-on-one meetings, how many manure management plans do you anticipate being completed?

As a result of your workshops or one-on-one meetings, how many agricultural erosion & sedimentation plans do you anticipate being completed?

How many consultants and others do you anticipate reaching through your project? This includes certified crop advisors, seed/fertilizer salespeople, etc.

When do you anticipate holding your workshop(s) and/or one-on-one meetings\*?   
*\*These must be completed in enough time to have the final report submitted by May 28, 2019. (No extensions will be granted.)*

Funding Request\* (up to $1,500):

*\*Grants pay for eligible expenses on a reimbursement basis. The following items are NOT considered reimbursable expenses: equipment and novelty items including t-shirts, magnets, pens, etc. Mileage will be reimbursed at the current approved state rate.*

## GRANTEE CONTACT INFORMATION:

Conservation District Responsible for Grant Activities:

Project Leader:

Project Leader Title:

Telephone:

E-mail:

## PROJECT BUDGET

Advertising/Promotion:

Mileage:

Staff Wages *(if the position is not already fully funded by PA DEP):*

Office Supplies:

Postage/Distribution:

Printing/Copying\*:

*(DEP will provide free copies of the Manure Management Manual with 21 business days’ notice. Call your regional office to request copies.)*

Fees/Rental:

Food\*:

*\*Reimbursable food expenses include (for example):*

*Half-day workshop: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips or muffins; Full-day workshop: coffee, tea, decaf, water, snacks (ex: danish, cookies, fruit), lunch and accompanying beverages   
Food expenses should be less than $13/person for a full day workshop.*

Materials:

Other:

Please specify expense, if you have entered an amount under "other":

Application submitted by:

Application approved by (district manager or board chair):