

# ECOSYSTEMS PROGRAM SUPPORT GRANTS

## Overview

The purpose of an Ecosystem Program Support Grant is to provide funding assistance to Ecosystem Partnerships, as designated by the Illinois Department of Natural Resources. The intent of these grants is to defer expenses for support and outreach efforts made by the Partnership. Example of approved outreach efforts include: annual membership drives, special events showcasing C2000 funded projects, watershed tours, workshops, watershed education, newsletters and other similar types of outreach efforts.

Eligibility: Must be an Ecosystem Partnership that has been designated by the Illinois Department of Natural Resources (IDNR). Ecosystem Partnership must be in good standing with the IDNR and are only eligible every two years for an Ecosystems Program Support Grant.

Duration: Two years

Amount: Maximum of \$4,000.

Application: A completed application (Attachment C) including detailed and itemized budget of anticipated expenditures, signatures from the grantee, designated Ecosystems Partnership Chair and the assigned Ecosystem Administrator. Two (2) copies of the completed application must be presented to the Ecosystem Administrator.

Grantee: Must be an approved not-for-profit or governmental organization.

Payments for: **Printed Materials:** maps, brochures, plans, hand outs, postcards, etc.

**Contractual Services:** graphic services, copy services speakers, facilitator, etc.

**Commodities:** postage, paper, favors, small office supplies, etc.

**Travel:** Maximum of 25% of the grant to be used for reimbursement for hotel accommodations and mileage (at state rate) for speakers, for partnership members to attend annual conferences, workshops, and special events. Mileage to and from regular partnership meetings is NOT covered.

**Educational Conferences:** fees for partnership members to attend workshops/conferences and watershed related training events.

**Food/Meals:** food and drinks for outreach events or annual meetings. This is NOT for food at regular partnership meetings. Expenses must not exceed the state guidelines (\$5.50 for breakfast or lunch and \$17 for dinner).

**Rental:** meeting rooms, buses, and other needs that are directly related to the outreach event.

**Administrative Costs:** Maximum of 10% for administrative functions such as the preparation of handouts, organization of annual events, newsletters.

Grant Agreement: The standard grant agreement will be used. Please note that Ecosystem Partnerships must comply the following in order to be eligible for an Ecosystems Program Support Grant:

***ECOSYSTEM PARTNERSHIP COMPLIANCE:*** *The Ecosystem Partnership shall meet on a semi-regular basis with a minimum of four Ecosystem Partnership meetings per calendar year. These meetings must be conducted specifically for the Ecosystem Partnership and not under the auspices of other meetings. Meeting minutes must be provided to its members and to the partnership's assigned Ecosystem Administrator. A complete membership list and subsequent updates must be provided to the Ecosystem Administrator. The Partnership must send out a public notice/call for grants no less than 10 days in advance of the Partnership's review process/meeting.*

**\*All expenditures must have documentation such as paid receipts, time sheets, cancelled checks, etc.  
Contact your Ecosystems Administrator for further information.**